College of the Mainland®

Celebrating the Past.

50 est. 1966 YEARS College of the Mainland

Changing the Future.

Achieving the Dream Leader College

2016–2017 Catalog

Find Your Voice at COM

Quality Enhancement Plan (QEP) Oral Communication across the Curriculum

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College of the Mainland believes it is important that all students should have a clear pathway to follow to facilitate the successful completion of their educational journey. This catalog has been organized as a guide to assist students in navigating that journey from beginning (admission) to end (graduation).

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  - Lesbian, Gay, Bisexual, Transgender And Questioning (LGBTQ) Club
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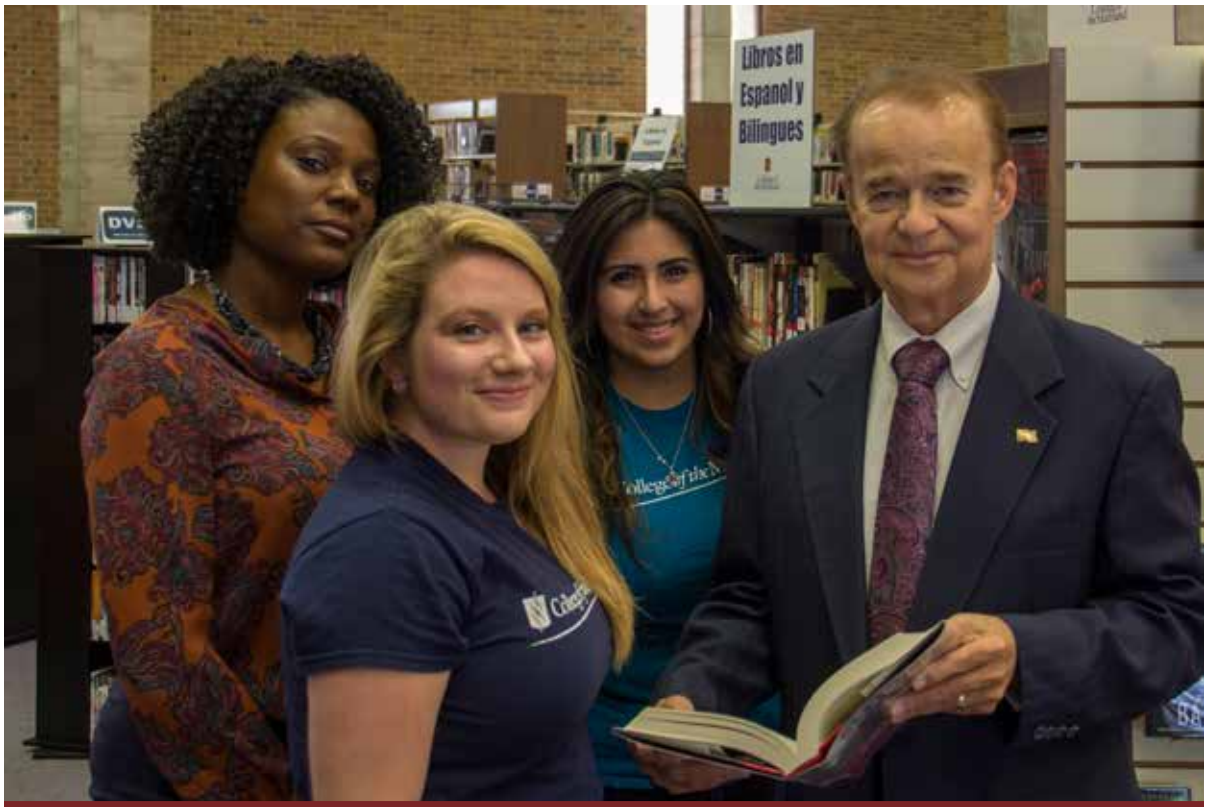

A MESSAGE FROM THE PRESIDENT

Welcome to College of the Mainland. As you explore this publication, you are a welcome member of the higher education family. Under the vision and oversight of the Board of Trustees the faculty and staff are working together to maintain and enhance a collegiate environment for you. As you read about College of the Mainland you are taking an important step toward your future success.

You may wish to enroll in courses that will give you the foundation you need to earn an associate degree and transfer to a four-year university or earn certificates that lead to the workforce. College of the Mainland's faculty are dedicated to your success. The college campus provides you with access to faculty, counselors, courses and resources that you need to build your career. The future is now with online classes.

College of the Mainland is the place for you as a credit student pursuing an associate degree, a professional certificate student planning to enter the job market with new skills, a dual-credit high school student or a lifelong learner in continuing education. The college is diverse and our students and employees are the faces of the communities we serve.

College of the Mainland's mission is to prepare students of all ages to become responsible and productive citizens. As a comprehensive community college, attending College of the Mainland will give you an opportunity to learn and live a full life.

The faculty and staff are here for you - come see us!

A. Rodney Allbright
Interim President

College of the Mainland

ACADEMIC CALENDAR 2016 - 2017

FALL 2016

August 9	Fee Payment Deadline for Fall 2016 *FEE PAYMENT DUE AT THE TIME OF REGISTRATION AFTER THIS DATE
August 10	Application Deadline for Fall 2016 16-Week Session & 1st 8-Week Session
August 12	Last day of Monday-Friday Summer II 2016 Classes
August 13	Last day of Saturday Summer II 2016 Classes
August 15	Summer II 2016 Grades due in Admissions by noon
August 20	Last Day to Register for Fall 2016
August 22	Fall 2016 Monday-Friday Classes Begin
August 27	Fall 2016 Saturday Classes Begin
September 5	College Closed, Labor Day Holiday
September 7	Census Date for Fall 2016 16-Week Classes
September 14	Application Deadline for Fall 2016 12-Week Session
October 12	Application Deadline for Fall 2016 2nd 8-Week Session
November 1	Priority Deadline for Spring 2017 FAFSA
November 8	Spring 2017 Campus and Online Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 3 BUSINESS DAYS BEFORE REGISTERING.
November 21	"W" Day for Fall 2016 16-Week Classes
Nov. 24-27	College Closed, Thanksgiving Holidays
November 28	Classes Resume
December 9	Last Day of Monday-Friday Classes, Fall 2016
December 10	Last Day of Saturday Classes, Fall 2016
December 12	All Fall 2016 Grades Due in Admissions by noon
Dec. 17-Jan. 2	College Closed, Winter Holidays

FALL 2016 1ST 8-WEEK SESSION

August 20	Last Day to Register for Fall 2016 1st 8-Week Session
August 22	Classes Begin 1st 8-Week Session
August 31	Census Date for Fall 2016 1st 8-Week Session
October 5	"W" Day for Fall 2016 1st 8-Week Session
October 14	Last Class Day 1st 8-Week Session

FALL 2016 2ND 8-WEEK SESSION

October 14	Last Day to Register for Fall 2016 2nd 8-Week Session
October 17	Classes Begin 2nd 8-Week Session
October 24	Census Date for Fall 2016 2nd 8-Week Session
December 1	"W" Day for Fall 2016 2nd 8-Week Session
December 9	Last Class Day 2nd 8-Week Session

FALL 2016 12-WEEK SESSION

September 16	Last Day to Register for Fall 2016 12-Week Session
September 19	Classes Begin 12-Week Session
September 29	Census Date for Fall 2016 12-Week Session
November 28	"W" Day for Fall 2016 12-Week Session
December 9	Last Class Day 12-Week Session

WINTER 2016 MINI SESSION

December 9	Last Day to Register for Winter 2016 Mini Session
December 12	Winter 2016 Mini Session Classes Begin
December 13	Census Date for Winter 2016 Mini Session
December 27	"W" Day for Winter 2016 Mini Session
December 30	Last Day of Class for Winter 2016 Mini Session
January 2	Grades Due in Admissions by 5 pm

College of the Mainland

ACADEMIC CALENDAR 2016 - 2017

SPRING 2017

January 3	College Reopens, Campus Registration Resumes
January 5	Application Deadline for Spring 2017 16-Week Session
January 6	FEE PAYMENT DEADLINE FOR SPRING 2017 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
January 7	Saturday registration 8 a.m.-noon
January 13	Last Day to Register for Spring 2017
January 16	College Closed, Martin Luther King Day Observed
January 17	Spring 2017 Monday-Friday Classes Begin
January 21	Spring 2017 Saturday Classes Begin
February 1	Application Deadline for Spring 2017 12-Week Session
February 1	Census Date for Spring 2017 16-Week Classes
March 8	Application Deadline for Spring 2017 2nd 8-Week Session
March 13-19	College Closed, Spring Break
March 20	Classes Resume
March 31	Deadline to Submit Graduation Application
April 4	Summer 2017 Campus and Online Registration Begin *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 3 BUSINESS DAYS BEFORE REGISTERING.
April 14-16	College Closed, Spring Holiday
April 24	"W" Day for Spring 2017 16-Week Classes
May 1	Priority Deadline for Summer 2017 FAFSA
May 6	Last Day of Saturday Classes, Spring 2017
May 12	Last Day of Monday-Friday Classes, Spring 2017
May 12	Graduate Grades Due by 2 p.m.
May 13	Commencement Ceremony
May 15	All Spring 2017 Grades Due in Admissions by noon
May 23	FEE PAYMENT DEADLINE FOR SUMMER I 2017 5-, 8- AND 10-WEEK SESSIONS *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE.
May 24	Application Deadline for Summer I 2017, 5-, 8-, 10-Week Sessions
May 29	College Closed, Memorial Day Holiday

SPRING 2017 1ST 8-WEEK SESSION

January 13	Last Day to Register for Spring 2017 1st 8-Week Session
January 17	Classes Begin 1st 8-Week Session
January 24	Census Date for 1st 8-Week Session
March 1	"W" Day for Spring 2017 1st 8-Week Session
March 10	Last Class Day 1st 8-Week Session

SPRING 2017 2ND 8-WEEK SESSION

March 10	Last Day to Register for Spring 2017 2nd 8-Week Session
March 20	Classes Begin 2nd 8-Week Session
March 27	Census Date 2nd 8-Week Session
May 3	"W" Day for Spring 2017 2nd 8-Week Session
May 12	Last Class Day 2nd 8-Week Session

SPRING 2017 12-WEEK SESSION

February 10	Last Day to Register for Spring 2017 12-Week Session
February 13	Classes Begin 12-Week Session
February 23	Census Date 12-Week Session
April 27	"W" Day 12-Week Session
May 12	Last Class Day 12-Week Session

SPRING 2017 MINI SESSION

May 12	Last Day to Register for Spring 2017 Mini Session
May 15	Spring 2017 Mini Session Classes Begin
May 16	Census Date for Spring 2017 Mini Session
May 31	"W" Day for Spring 2017 Mini Session
June 2	Last Day of Class for Spring 2017 Mini Session
June 5	Grades Due in Admissions by 5 pm

College of the Mainland

ACADEMIC CALENDAR 2016 - 2017

SUMMER I 2017

June 1	Priority Deadline for Fall 2017 FAFSA
June 2	Last Day to Register for Summer I 2017, 5-. 8-, 10-Week Sessions
June 5	Summer I 2017 Monday-Friday Classes Begin
June 8	Census Date for Summer I 2017 5-Week Session
June 10	Summer I 2017 Saturday Classes Begin
June 12	Census Date for Summer I 2017 8-Week Session
June 13	Fall 2017 Campus and Online Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 3 BUSINESS DAYS BEFORE REGISTERING.
June 13	Census Date for Summer I 2017 10-Week Session
June 27	FEE PAYMENT DEADLINE FOR SUMMER II 2017 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
June 28	Application Deadline for Summer II 2017
July 4	College Closed, Independence Day
July 5	"W" Day Summer I 2017 5-Week Session
July 7	Last Class Day for Summer I 2017 Mon.-Fri. 5-Week Session Classes
July 8	Last Class Day for Summer I 2017 Session Saturday Classes
July 10	Summer I 2017 5-Week Session Grades Due in Admissions by noon
July 19	"W" Day for Summer I 2017 8-Week Session
July 28	Last Class Day for Summer I 2017 8-Week Session
July 31	"W" Day for Summer I 2017 10-Week Session
August 11	Last Class Day for Summer I 2017 10-Week Session
August 14	Grades Due in the Admissions Office for Summer I 2017 8- and 10-Week Sessions by noon

SUMMER I 2017 8-WEEK SESSIONS

June 2	Last Day to Register for Summer I 2017 8-Week Session
June 5	Summer I 2017 Monday-Friday Classes Begin 8-Week Session
June 12	Census Date for Summer I 2017 8-Week Session
July 4	College Closed, Independence Day
July 19	"W" Day for Summer I 2017 8-Week Session
July 28	Last Day of Summer I Classes 8-Week Session
August 14	Grades Due in the Admissions Office for Summer I 2017 8-Week Session by noon

SUMMER I 2017 10-WEEK SESSIONS

June 2	Last Day to Register for Summer I 2017 10-Week Session
June 5	Summer I 2017 Monday-Friday Classes Begin 10-Week Session
June 13	Census Date for Summer I 2017 10-Week Session
July 4	College Closed, Independence Day
July 31	"W" Day for Summer I 2017 10-Week Session
August 11	Last Day of Summer I 2017 10-Week Session
August 14	Grades Due in the Admissions Office for Summer I 2017 10-Week Session by noon

SUMMER II 2017

July 6	Last Day to Register for Summer II 2017
July 10	Summer II 2017 Monday-Friday Classes Begin
July 13	Census Date for Summer II 2017
July 15	Summer II 2017 Saturday Classes Begin
August 7	"W" Day for Summer II 2017
August 11	Last Day of Summer II 2017 Monday-Friday Classes
August 12	Last Day of Summer II 2017 Saturday Classes
August 14	Grades Due in the Admissions Office for Summer II 2017 by 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

College of the Mainland District is a union of Dickinson, Hitchcock, Santa Fe, and Texas City school districts.

ACCREDITATION

College of the Mainland is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

College of the Mainland is also accredited by the Texas Higher Education Coordinating Board and the Association of Texas Colleges and Universities.

College of the Mainland's workforce programs are accredited by the following agencies:

Workforce Program	Accrediting Agency
Pharmacy Technician	American Association of Health-System Pharmacists
Nursing	• Texas Board of Nursing • Accreditation Commission for Education in Nursing (ACEN)
Medical Assisting	Commission on Accreditation for Allied Health Education Programs
Health Information Management	Commission on Accreditation for Health Informatics and Information Management Education
Emergency Medical Services	Commission on Accreditation of Programs for Allied Health Education Programs
Child Development	National Association for the Education of Young Children (NAEYC)
Fire Academy and Fire Technology	Texas Commission on Fire Protection
Cosmetology	Texas Department of Licensing and Regulations (TDLR)
Education	Texas Education Agency
Peace Officer Academy	Texas Commission on Law Enforcement (TCOLE)

MEMBER OF:

American Association of Colleges and Universities (AACU)

American Association of Colleges Registrars and Officers (AACRAO)

American Association of Community Colleges (AACC)

American Society of Composers, Authors and Publishers (ASCAP)

Association of Community College Trustees (TCCT)

Bay Area Houston Economics

Broadcast Music, Inc.

Counsel for Higher Education Accreditation (CHEA)

Counsel for Opportunity in Education(COE)

ExLiris (USA), Inc.

Hispanic Association of Colleges and Universities (HACU)

Instructional Technology Council (ITC)

National Association of Student Financial Aid Administrators (NASFAA)

National Association of Student Personnel Administrators (NASPA)

National Behavioral International Team (NABITA)

Society of European Stage Authors and Composers (SESAC)

Southern Association of Colleges with Associates Degrees (SACAD)

Texas Association of Continuing Education (TACE)

Texas Association of College Technical Educators (TACTE)

Texas Association of Collegiate Veteran Program Officials (TACVPO)

Texas Association of Community College Business Officers (TACCBO)

Texas Association of Community Colleges (TACC)

Texas Association of Community Colleges CIO (TACC-CIO)

Texas Association of Community Colleges Telecommunications (TACC-Telecommunications)

Texas Association of Music Schools (TAMS)

Texas Association of School Boards (TASB)

Texas Association of Student Financial Aid Administrators (TASFAA)

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. 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 COM website and 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 OF THE COLLEGE

College of the Mainland (COM) 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 COM 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 bound 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 phase included a Fine Arts Building, a Physical Education Complex, a Student Center, and 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 that included computer labs, classrooms, and offices. A Child Development Lab School was also added to provide training opportunities for students enrolled in the Child Development program.

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

In 1999, a new 10,800 square-foot Public Service Careers building was opened across the esplanade from the Fine Arts Building. The new facility housed 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. They are 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, Kyle Dickson, Rosalie Kettler, Bennie Matthews, Roney G. McCrary, Wayne H. Miles, and Alan Waters.

Monthly meetings are held in the Appomattox Meeting Room. The meetings are posted on campus and on the college website. The general public is cordially invited to attend.

PUBLIC INFORMATION STATEMENT

College of the Mainland offers academic and workforce programs published in the current college catalog. Admission to these programs is based on participation in a high school dual credit program, acceptance into the Collegiate High School, graduation from an accredited high school, acceptance as a transfer or former student, completion of a GED certificate, enrollment as an adult basic education student concurrently enrolled in an approved career pathway, acceptance as an international students, or individual approval. (See Admission Procedures section of this Catalog.)

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.

For information about student rights and responsibilities 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)?

COM 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 Commission on Colleges (SACSCOC). The QEP is a course of action that addresses a well-defined topic or issue related to improving student learning. The topic of COM's Quality Enhancement Plan is "Find Your Voice: Oral Communication Across the Curriculum."

Important Services and Programs

409-938-1211 • 1-888-258-8859

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

	Ext.
Administrative Offices:	
President	8271
Vice President for Instruction	8229
Vice President for Student Services	8619
Vice President for Fiscal Affairs	8268
Vice President for Institutional Advancement	8675
Human Resources	8269
Information Technology Services	8302
Deans:	
Academic Programs	8263
Students	8131
Workforce and Continuing Education	8259
Academic Departments:	
Fine Arts	8348
Humanities	8214
Business and Computer Technologies	8311
Math and Sciences	8244
Social and Behavioral Sciences	8212

	Ext.
Student Services:	
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Advising	8379
Career Services	8379
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Testing Center	8676
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International Affairs	8662

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.)

	Ext.
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Cosmetology	8114
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Education	8390
Process Technology	8536
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Speaking, Reading, Writing Center	8702
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Continuing Education:	8586
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Chang Wang

Traveling from China to the U.S. for college, Chang Wang, of Katy, remembers her first day in nursing class.

"In lectures I could understand 30 to 40 percent. My English is not so good especially in class," said Wang. "But I was really excited. I thought 'I can make it,' because I really want to be a nurse."

Coming to Texas from a town near Wuhan, China, home to 80,000, Chang determined to learn English and nursing.

"I don't speak English when I move here. I didn't know Texas was so big, and I needed to drive," said Chang. "I searched online and found this school and all the people said good things about it. I knew I would regret it if I didn't try."

First she began taking nursing prerequisites, a challenge for her English skills.

"The class was biology, and I needed to check the words one by one on the computer (dictionary)," remembered Chang. "Finally I got a B."

Then she set about applying to nursing school.

"Very luckily, I got in," said Wang. "In class they teach me not only medical things but how to communicate. In pharmacology, (instructor) Misty Jones can make it like a story. Drug names are really boring. After I take her class, everything is so simple."

Supported by staff and faculty, she has persisted through setbacks, including the death of her father this summer.

"Ms. Hall is so wonderful; she's so caring. She's the nurse I want to be in the future," said Wang.

COM definitely changed my life. Two years ago, I didn't want to talk. Every time (professors) encouraged me to talk, they gave me confidence. Gradually, I want to talk."

She also bonded with others in her intense classes.

"I have a friend invite me to Thanksgiving day. In two years the people in our class are like family."

Now in her final year, she has conducted clinicals in day cares and hospitals, including a infant intensive care unit (NICU).

"When you see (premature babies), that is amazing. I had a baby only one pound," said Wang. "They are strong and struggle for life."

Her passion, she discovered is working with children.

"When I got here, I didn't like kids. My instructor Molly Gundermann was amazing. She was NICU nurse for years. After that I feel like I love kids. I want to work in NICU," said Wang.

Applying to UTMB, Chang has a goal of earning a bachelor's degree and eventually becoming a physician assistant and perhaps working at a clinic for those economically disadvantaged.

"I come here with nothing. … I want to help students like me. I know how hard it is," said Wang.

"A patient's life is in your hands. When I'm in the hospital and I see patients get better, it's a really rewarding job. If you really want to do it, you can do it."

GETTING STARTED

College of the Mainland (COM) is an open admission institution, and all students are welcome. COM does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices. All persons who have at least one of the qualifications listed below are welcome to enroll.

- Current High School Students-Dual Credit
- Current High School Students-Collegiate High School
- High school/GED graduate
- Former Student
- ABE student enrolled in Career Pathway
- College or university transfer
- International Student
- Individual approval

Note: Some programs of instruction may have special requirements in addition to those normally required for admission to the College.

CURRENT HIGH SCHOOL STUDENT – DUAL CREDIT

The Dual Credit program is designed to allow high school students 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. To be admitted as a dual credit student, students must be classified as a high school student and have a minimum B average.

Courses are taught at the high school campus, the Learning Center (League City), online, and at the main COM campus. For more information about Dual Credit, students should contact their high school counselor or the Dual Credit advisor at 409-933-8679.

To be admitted as a Dual Credit student, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

Step 2-Testing

Meet with the high school College Connection Advisor or the Dual Credit Advisor. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment

Step 3-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 4-Orientation

Dual credit students are required to attend dual credit orientation.

Step 5-Register

A Dual Credit Registration form must be completed and signed by the student, parent, high school counselor, and college official. Contact high school counselor or College Connections Advisor for registration dates.

Step 6-Payment

Contact high school counselor or COM's Dual Credit Advisor for payment information and processes.

Step 7-Textbooks

Contact high school counselor to determine if the student or the district will be responsible for the purchase of textbooks.

Step 8-Student ID

Students wishing to utilize the college facilities (i.e., library, gym, testing, computer labs, etc.) will need to obtain a Student ID. Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 9-Parking Permit

Students attending dual credit classes at the main college campus should obtain a parking permit. A parking permit should be displayed on each automobile parked at any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 10-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 11-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

For more detailed information, visit our website at http://www.com.edu/apply/current-high-school-students.

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

CURRENT HIGH SCHOOL STUDENT – COLLEGIATE HIGH SCHOOL STUDENT

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 COM, 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.

To be admitted as a Collegiate High School student, students must:

Step 1-HS Counselor

Meet with high school counselor to discuss Collegiate High School program and to determine if Collegiate High School is an appropriate pathway. Students not attending participating high schools may contact the CHS office directly.

Step 2-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

Step 3-Pre-Assessment

Take a pre-assessment to be eligible to take the TSI exam and print the pre-assessment certificate and give to the testing center. http://www.com.edu/testing-center/tsi-assessment

Step 4-Academic Testing

Submit minimum scores on TSI, SAT, or ACT. *

Section Minimum Scores (valid through 2016):

- Math 350 (Math scores required for college level math; not required for CHS acceptance.)
- Reading 351
- TSI Write Placer Essay 5+ and TSI Multiple Choice Writing Score 350+
  or
  TSI Write Placer Essay 4+ and TSI Multiple Choice Writing Score 363+
  or
  TSI Write Placer Essay 5+ and TSI Multiple Choice Writing Score <350 and ABE Diagnostic 4
- 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.

Step 5-CHS Application

Complete a separate application to CHS (available from the high school counselor, the CHS web page, or the CHS office or the CHS website, http://www.com.edu/collegiate-high-school).

Step 6-Recommendations

Obtain recommendations from their high school.

Step 7-Essay

Write an essay on why they should be accepted into CHS.

Step 8-Interview

Be interviewed by the CHS Director.

Step 9-Meningitis

Provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 10-Orientation

CHS students are required to attend CHS orientation.

Step 11-Register

Meet with the CHS Advisor or CHS Director for registration.

Step 12-Payment

COM waives 40 percent of CHS students' tuition and fees.

Step 13-Textbooks

A textbook library is also available exclusively to CHS students.

Step 14-Student ID

Students wishing to utilize the college facilities (i.e., library, gym, testing, computer labs, etc.) will need to obtain a Student ID. Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 15-Parking Permit

A parking permit should be displayed on each automobile parked at any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 16-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 17-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 18-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

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.

HIGH SCHOOL/GED GRADUATE

Students who have graduated from an accredited high school recognized by TEA or recognized regional accrediting agencies for out-of-state high schools may apply to COM, verified with a copy of a high school transcript. Students who have completed high school graduation by taking the GED exam may also apply to COM; GED completion is verified with a copy of the GED transcript.

To be admitted as a high school/GED graduate, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

- Veterans ONLY- Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.

Step 2-Testing (only requird for financial aid students)

Meet with an advisor to determine testing needed for enrollment. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

Step 3-Transcripts

- High School Graduates: Request all official transcripts from high schools attended. Send or bring official transcripts, unopened, to the Admissions and Records Office.
- GED Graduates: Verify Texas GED completion with the Admissions and Records Office. GED transcripts from out of state must be obtained from the state of origin by the student.
- Home School Graduates: COM defines home school as a school where the parent or guardian has been directly involved in the instructional process. The transcripts must have the name of the home school curriculum followed, grade levels, dates, and grades, and signature of administering parent or guardian.

Step 4-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 5-Advising

Meet with an advisor to discuss test results, identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Step 6-Financial Aid and Scholarships

Complete the FAFSA form online at www.fafsa.gov and contact the Financial Aid office with questions. For additional information on this requirement visit our website at http://www.com.edu/financial-aid/. Scholarship information is available at https://www.com.edu/scholarships.

Step 7-Orientation

It is mandatory for all first-time-in-college students to attend new student orientation. After being fully accepted, sign up for New Student Orientation at http://www.com.edu/student-services/orientation.

Step 8-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 9-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 10-Student ID

Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 11-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 12-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 13-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 14-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 15-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For more detailed information, visit our website at http://www.com.edu/apply/high-school-graduates.

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

TRANSFER STUDENT

Students transferring from another college of university may apply to COM. Students who transfer to COM from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Transcripts used to establish credits for prerequisites may be required prior to registration for classes. Transfer students occasionally enroll with the intent of applying the credits they earn at COM to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they apply for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for COM programs, and may excuse them from some TSI requirements.

To be admitted as a transfer student, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

- Veterans ONLY- Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.
- International Students ONLY- Must contact the Admissions and Records Office to obtain an International Student Application packet.

Step 2-Testing

Meet with an advisor to determine testing needed for enrollment. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

Step 3-Transcripts

Request all official transcripts from high school and/or all colleges attended. Send or bring official transcripts, unopened, to the Admissions and Records Office.

- GED-Verify Texas GED completion with the Admissions and Records Office. GED transcripts from out of state must be obtained from the state of origin by the student.
- Foreign transcripts-Documents must be evaluated by an approved evaluation agency. For additional information on this requirement visit our website at http://www.com.edu/international.
- Evaluation-To request an evaluation of U.S. college transcripts, go to the Enrollment Center to speak with an advisor and complete the Transcript Evaluation form. All transcripts must be received and on file at COM before the Transcript Evaluation form may be submitted. For additional information on this requirement visit our website at http://www.com.edu/admissions/transcript-evaluations.

Step 4-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 5-Advising

Meet with an advisor to discuss test results, identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Veterans, spouses, and dependents who are applying to use VA benefits or the Hazlewood Act exemption should meet with the academic advisors located in the Office for Veterans Success, room 148 of the Enrollment Center.

Step 6-Financial Aid and Scholarships

Complete the FAFSA form online at www.fafsa.gov and contact the Financial Aid office with questions. For additional information on this requirement visit our website at http://www.com.edu/financial-aid/. Scholarship information is available at https://www.com.edu/scholarships.

Step 7-Orientation

It is mandatory for all first-time-in-college students to attend new student orientation. After being fully accepted, sign up for New Student Orientation at http://www.com.edu/student-services/orientation.

Step 8-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 9-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 10-Student ID

Go to the Gym after paying for first semester of classes to get a free ID card.

Step 11-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 12-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 13-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 14-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 15-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For additional information about transfer, see the Transfer Criteria and Transfer Curricula sections of this Catalog.

For more detailed information, visit our website at http://www.com.edu/apply/transfer-students.

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

FORMER STUDENT

Former students are students who have previously attended COM, but have not attended COM during the past 12 months. Students who have not attended COM during the past year need to submit a new application.

To be admitted as a former student, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

- Veterans ONLY- Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.
- International Students ONLY- Must contact the Admissions and Records Office to obtain an International Student Application packet.

Step 2-Testing

Meet with an advisor to determine testing needed for enrollment. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment.

Step 3-Transcripts

Request all official transcripts from all colleges attended since previous enrollment at COM. Send or bring official transcripts, unopened, to the Admissions and Records Office.

- Evaluation-To request an evaluation of U.S. college transcripts, go to the Enrollment Center to speak with an advisor and complete the Transcript Evaluation form. All transcripts must be received and on file at COM before the Transcript Evaluation form may be submitted. For additional information on this requirement visit our website at http://www.com.edu/admissions/transcript-evaluations.

Step 4-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 5-Advising

Meet with an advisor to identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Veterans, spouses, and dependents who are applying to use VA benefits or the Hazlewood Act exemption should meet with the academic advisors located in the Office for Veterans Success, room 148 of the Enrollment Center.

Step 6-Financial Aid and Scholarships

Complete the FAFSA form online at www.fafsa.gov and contact the Financial Aid office with questions. For additional information on this requirement visit our website at http://www.com.edu/financial-aid/. Scholarship information is available at https://www.com.edu/scholarships.

Step 7-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 8-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 9-Student ID

Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 10-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 11-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 12-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 13-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 14-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For more detailed information, visit our website at http://www.com.edu/apply/reapplying-to-the-college.

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

ABE STUDENT ENROLLED IN A CAREER PATHWAY

To be admitted as an ABE Student Enrolled in a Career Pathway, students must be enrolled in a high school equivalency program, such as GED, college success academy, or English as a second language:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

Step 2-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 3-Advising

Meet with an advisor to discuss test results, identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Step 4-Financial Aid and Scholarships

Complete the FAFSA form online at www.fafsa.gov and contact the Financial Aid office with questions. For additional information on this requirement visit our website at http://www.com.edu/financial-aid/. Scholarship information is available at https://www.com.edu/scholarships.

Step 5-CSA

Complete the College Success Academy.

Step 6-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 7-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 8-Student ID

Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 9-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 10-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 11-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 12-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 13-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For more detailed information, visit our website at http://www.com.edu/adulted.

INTERNATIONAL STUDENT

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. COM 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.

To be admitted as an international student, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

Step 2-Required Documents

Contact the International Student Advisor to obtain an International Student Application packet or download the packet from our website at http://www.com.edu/international.

Step 3-Testing

Meet with an advisor to determine testing needed for enrollment. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

Step 4-Transcripts

Request all official transcripts from high school and/or all colleges attended. Send or bring official transcripts, unopened, to the Admissions and Records Office.

- Foreign transcripts-Documents must be evaluated by an approved evaluation agency. For additional information on this requirement visit our website at http://www.com.edu/international.
- Evaluation-To request an evaluation of U.S. college transcripts, go to the Enrollment Center to speak with an advisor and complete the Transcript Evaluation form. All transcripts must be received and on file at COM before the Transcript Evaluation form may be submitted. For additional information on this requirement visit our website at http://www.com.edu/admissions/transcript-evaluations.

Step 5-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 6-Advising

Meet with an advisor to discuss test results, identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Step 7-Orientation

It is mandatory for all first-time-in-college students to attend new student orientation. After being fully accepted, sign up for New Student Orientation at http://www.com.edu/student-services/orientation.

Step 8-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 9-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 10-Student ID

Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 11-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 12-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 13-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 14-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 15-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

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. For more detailed information, visit our website at http://www.com.edu/apply/international-students.

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

INDIVIDUAL APPROVAL

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 may be admitted on an individual approval basis.

To be admitted on an individual approval basis, students must:

Step 1-Apply

Apply online at www.com.edu/apply or use the ApplyTexas website at www.applytexas.org/. There is no charge to apply.

Step 2-Testing

Meet with an advisor to determine testing needed for enrollment. For more information about testing, visit: http://www.com.edu/testing-center/tsi-assessment

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

Step 3-Meningitis

Some student may be required to provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at http://www.com.edu/admissions/meningitis-vaccinations.

Step 4-Advising

Meet with an advisor to discuss test results, identify career goals, create an educational plan and select courses. Advisors are located in the Enrollment Center, Room 158. For additional information on this requirement visit our website at http://www.com.edu/student-services/academic-advising.

Veterans, spouses, and dependents who are applying to use VA benefits or the Hazlewood Act exemption should meet with the academic advisors located in the Office for Veterans Success, room 148 of the Enrollment Center.

Step 5-Financial Aid and Scholarships

Complete the FAFSA form online at www.fafsa.gov and contact the Financial Aid office with questions. For additional information on this requirement visit our website at http://www.com.edu/financial-aid/. Scholarship information is available at https://www.com.edu/scholarships.

Step 6-Orientation

It is mandatory for all first-time-in-college students to attend new student orientation. After being fully accepted, sign up for New Student Orientation at http://www.com.edu/student-services/orientation.

Step 7-Register

Register and pay for classes - Login to WebAdvisor at https://webadvisor.com.edu/. For assistance with online registration visit our website at http://www.com.edu/admissions/registration or call the Student Help Center, 409-933-8663. Payment plans are available.

Step 8-Payment

For additional information on payment plans visit our website at http://www.com.edu/payments/payment-plan or call the Student Help Center, 409-933-8663.

Step 9-Student ID

Go to the Gym after paying for the first semester of classes to get a free ID card.

Step 10-Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus. Parking permits are available in the Campus Police office at no cost. Students will fill out a brief application and will need their vehicle license plate number(s). A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

Step 11-COM Email

Go to http://www.com.edu/help-center/email-create to set up an official COM email account. Official communication from the College to the student is sent through this email account.

Step 12-Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Step 13-Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

Step 14-Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in Room A-146 of the Enrollment Center.

ADMISSIONS

COMPLETING THE ONLINE APPLICATION FOR ADMISSION

Applicants must complete the online application for admission at https://www.applytexas.org. During the application process students will be asked questions about their name, home/current address, mailing address, personal information, program of study (major), high school information, any previous colleges attended and degrees awarded, and residency. Students must also acknowledge that they have read and answered accurately all areas of the application. The application must be complete and submitted before it can be processed. The application will be processed within 3-5 business days after it is submitted. After it is processed, students will receive information sent to the email address they submitted on the application. The information in the email is extremely important and students must read and comply with any instructions or requests.

Note: Some programs of instruction may have special requirements in addition to those normally required for admission to the College.

TRANSCRIPTS FOR ADMISSION

Students are required to submit all official high school and/or college transcripts. Transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution. Transcripts become the property of COM and cannot be returned to the student. Transcripts will be kept on file for 90 days after the end of the term in which the transcript was received and will be destroyed if the student has not enrolled.

- Evaluation of Transcripts for Transfer Students
  Upon request the College will conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities for students. To request an evaluation, complete the Transcript Evaluation form available at http://www.com.edu/admissions/transcript-evaluations. All transcripts must be received and on file with the College before the Transcript Evaluation form is submitted.
  When the evaluation is completed the student will be notified via their COM email account after which the equivalent courses may be viewed by going to their WebAdvisor account (see Unofficial Transcript). Credit from transfer institutions on quarter hours will be evaluated using a ratio of .667 quarter hours to 1 semester hour. Credit from transfer institutions on other calendar types will be evaluated using an appropriate ratio.
- Evaluation of Transcripts from Other Countries
  Transcripts that reflect completed course work from colleges or universities in other countries must, at the student's expense, be analyzed by a professional evaluation service. For a list of preapproved agencies, contact the Admissions and Records Office or view the list at http://www.com.edu/international. The evaluation will be reviewed upon request by the College for acceptance before credit will be posted.

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.

Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Students wishing to establish this program must submit a request in writing to the Admissions and Records Office.

Academic Fresh Start does not apply to Financial Aid requirements.

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,
- hand delivered in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued, or
- electronically through SPEEDE or TREX.

Transcripts received become the property of COM. Transcript evaluations must be requested by submitting a transcript evaluation form to the Admissions and Records Office. Transcript evaluation forms may be found at http://www.com.edu/admissions/academic-records 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 COM may fulfill their course requirements at another regionally accredited institution and transfer the credits to COM. If the requirements for a degree or certificate are met, COM will automatically issue the award. Students may graduate in accordance with the requirements stated in the catalog in effect up to five (5) years prior to the date of graduation.

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.

TRANSFERRING COM COURSE CREDIT

COM course credits will transfer to other colleges or universities. Students should see their assigned Advisor for assistance with the transfer process.

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.

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, COM may deny admission or may admit on a provisional basis with certain conditions required.

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. The following criteria must be met to earn credit through prior learning experiences:

- The student must be enrolled in a COM certificate or degree program in the current semester.
- The student must provide official documentation (transcripts, license/certification, etc.) supporting the request for credit.
- The student must meet eligibility requirements specific to the PLA option.
- The student must satisfactorily complete six (6) non-developmental credit hours at COM prior to application for PLA.
- The 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.

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 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 http://www.com.edu/testing-center/clep 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.

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, Vice President for Instruction 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 dean 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 COM; 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). A maximum of 24 credit hours may be requested. 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 noncredit 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, Vice President for Instruction 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 COM offers. Students must have completed at least six (6) hours of college credit courses at COM to petition for credit. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Instruction, 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 Vice President for Instruction.

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, Vice President for Instruction and the Registrar before credit is granted. Certain fees may apply.

TESTING

PLACEMENT THROUGH TESTING

Placement decisions for enrollment in a degree program are determined by scores on the ACT, SAT, 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 continuously until all basic skill requirements are met.

Students transferring from a Texas state-supported institution into programs with TSI requirements must provide an official transcript indicating they have satisfied TSI 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 for continuous enrollment at COM 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.

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. This initiative is 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 TSI requires that all students provide evidence that success in college is predictable.

Texas Success Initiative (TSI) Assessment

Students entering COM must have appropriate assessment scores or be assessed on a state-approved test (TSI) in the areas of reading, writing and mathematics. It is used for placement into both developmental and college-level courses. Placement tables for college-level courses are available in the Testing Center. The TSI includes multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. COM's Testing Center administers the TSI Assessment for a fee. The TSI Assessment is administered as published in the schedule available online at www.com.edu/testing-center or in the Testing Center. Please refer to the Testing Calendar at: www.com.edu/testing-center for testing days and times. After completing the TSI, students may see an advisor for TSI Assessment interpretation.

TSI Met

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.
- Students having a test score from an alternative testing instrument (i.e., SAT, ACT…) should see an advisor.
- Classified as college ready in math according to a college prep course completed at a high school district partnered with COM.
- This college prep course is valid 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 Reading 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
- Students having a test score from an alternative testing instrument (i.e., SAT, ACT…) should see an advisor.
- Classified as college ready in reading according to a college prep course completed at a high school district partnered with COM.
- This college prep course is valid 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:

- TSI Write Placer Essay 5+ and TSI Multiple Choice Writing Score 350+
- TSI Write Placer Essay 4+ and TSI Multiple Choice Writing Score 363+
- TSI Write Placer Essay 5+ and TSI Multiple Choice Writing Score <350 and ABE Diagnostic 4
- 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
- Students having a test score from an alternative testing instrument (i.e., SAT, ACT…) should see an advisor.
- Classified as college ready in writing according to a college prep course completed at a high school district partnered with COM.
- This college prep course is valid for a period of twelve (12) months from the date of high school graduation.

The following are the freshman-level credit courses offered at COM 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 COM)

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 (Quantitative Reasoning)
Math 1342-Elementary Statistical Methods
Math 2412-Pre-Calculus Math
Math 2413-Calculus I
Psychology 2317-Statistical Methods in Psychology

TSI 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/STAAR exemption standards are as follows:
  - ACT – Composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s). Partial exemptions are granted.
  - SAT – Combined critical reading and mathematics score of 1070 with a minimum score of 500 on the critical reading test and/or the mathematics test shall exempt a student from the corresponding section(s). Partial exemptions are granted for reading or mathematics.
  - TAKS (Eleventh Grade Exit Level) – Minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least three shall exempt a student from the corresponding section(s). Partial exemptions are allowed for either math or reading/writing.
  - STAAR – End of course (EOC) minimum score of 4000 on Level 2 of English III. Minimum score of 4000 on Level 2 of Algebra II.
- 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.

TSI Waivers

- Occupational Skills Award –An Occupational Skills Award is designed to be completed in two semesters or less and consists of 9-14 semester credit hours. Students enrolled in an Occupational Skills Award are waived from the TSI requirement while enrolled in the Occupational Skills Award and are restricted to the Occupational Skills Award courses.
- Level-One Certificate (L1C) – An L1C is designed to be completed in one year or less and consists of 15-42 semester credit hours. Students enrolled in an L1C are 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 an official transcript from the private or out-of-state institution. The waiver is valid for one semester.
- 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 an advisor to declare the status of non-degree seeking or non-certificate seeking 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 must meet TSI requirements.

TSI Not Met

Students whose TSI or TSI alternative scores are below the established standard must meet with an advisor to determine if developmental course placement in the area(s) of need or referred to the College Success Academy.

- During fall and spring semesters, all students are required to enroll in all disciplines of developmental education until the standards are met. Summer I and Summer II are considered to be one semester.
- Before a student can withdraw from a developmental course, the student must meet with an advisor to develop strategies for completing the course the following semester.
- Students receiving a grade of "D," "F," or "W" will be required to meet with an advisor before registering for the next semester.
- 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 not met 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.)

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.

SCHEDULE DISCLAIMER

COM will determine when courses are to be offered, class enrollments, and locations and 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. To replace a canceled class, the student may add classes online or see an Advisor.

STUDENT COURSE LOAD

The standard course load for a student (not employed full-time) during a regular semester is five college courses, or a course load of 15 to 17 credit hours. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum course load for a student during the summer is two courses or eight credit hours per five-week term. Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above the standard course load must get approval from the Vice President for Instruction, Vice President for Student Services, Dean or Registrar on a case by case basis.

COURSE PREREQUISITES AND CO-REQUISITES

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.

CLASSIFICATION OF STUDENTS

Part-time: A student carrying fewer than 12 credit hours in a 16-week semester

Full-time: A student carrying 12 or more credit hours in a 16-week semester. A student carrying four or more credit hours per summer session

Freshman: A student who has earned fewer than 30 credit hours

Sophomore: A student who has earned 30 or more credit hours

Special: A student enrolled in credit courses who is not seeking a certificate or degree

COURSE NUMBERS

Each course number has a distinct meaning. If the course number begins with a 1, the course is freshman level; if the course number begins with a 2, the course is sophomore level. The second digit indicates the credit hours. The third and fourth numbers indicate the type and course sequence.

MANDATORY NEW STUDENT ORIENTATION (NSO)

All first-time in college (full-time or part-time) students must attend a mandatory half-day New Student Orientation (NSO). Students transferring from another college or returning to COM are not required to attend but are welcome. NSO is designed to assist students with the transition to college life and to familiarize them with the expectations and requirements for academic success. Parents of new students are encouraged to attend NSO. To register for NSO, go to the COM website to the Continuing Education webpage, www.com.edu/ce and sign up for a date and time that is convenient for students. Students must complete NSO prior to attending classes. For more information regarding orientation, call the Student Success Center at 409-933-8379.

CHANGES IN STUDENT SCHEDULE

Prior to registering for classes, students should carefully plan a schedule that follows their degree plan. When it is necessary to add and/or drop courses during the registration period, students can make these changes online; however, students cannot drop developmental courses during this period without the assistance of an Advisor. After the registration period ends, course changes must be processed through an Advisor.

STUDENT INFORMATION CHANGE

Students who, after registration, change their home or local address, their name, or degree major must complete the Student Information Change form and submit this form to the Admissions and Records Office. Students changing their residency status must provide additional documentation as specified in the Residence Requirements of this Catalog. 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

Students planning to withdraw from the College must see an Advisor. Students officially withdrawing from all classes will be assigned the status of "WX" so that these drops will not count against the six drop limit. Withdrawal is not considered official unless it is initiated by the student. Should a student be unable to meet with an Advisor, a written statement as to the reasons for the decision to withdraw must be submitted to the Admissions and Records Office.

WITHDRAWAL FROM A CLASS

Student planning to officially withdraw from a class after the registration period ends can drop a class online or see an Advisor. The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before Census day (as indicated on the College Calendar), the course will not appear on the student's permanent record.
2. When a student withdraws after Census day (as indicated on the College Calendar) but before "W" day, a grade of "W" will appear on the student's permanent record.

INSTRUCTOR-INITIATED DROP

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the outcomes of the course will be achieved, the instructor may drop the student by notifying the Admissions and Records Office. The Admissions and Records Office will then notify the student that he/she has been dropped from the course. The student will receive a grade of "W" for that course.

SIX DROP RULE

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Students having questions regarding the Six Drop Rule should see an Advisor. For more information on the six drop rule, see TEC 51.907.

CLASS ATTENDANCE

Students are required 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. Attendance guidelines are outlined in each course syllabus. Students should consult with their instructors when it is necessary to miss a class. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information see FC (Legal). http://pol.tasb.org/Policy/Download/497?filename=FC(LEGAL).pdf.

AUDIT

COM allows students 65 years of age or older to audit academic credit courses on a space available basis. Students wishing to audit a course should contact the course instructor. The instructor will contact the Admissions and Records Office to authorize course registration. The tuition and fees for class audit will be waived for up to six credit hours per semester. Students who audit classes will not receive a course grade and will not be eligible to petition for credit.

RECORDS PLACED ON HOLD

Students who have not cleared all outstanding obligations will have a hold placed on their student records. Such action will prohibit future registration or the release of official student records for any purpose.

RETENTION OF RECORDS

Transcripts and other records submitted by applicants not registering for the semester indicated on the application for admissions are kept for a period of 90 days in the Admissions and Records Office. After 90 days, these records 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 through WebAdvisor or by requesting an official transcript. Transcripts will be withheld from those students who have any outstanding obligation to the College. Students are responsible for reviewing transcript/grade report for accuracy according to the following System of Grading. Any course grade discrepancies should be discussed with the course instructor.

SYSTEM OF GRADING

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

GRADE POINT AVERAGE (GPA) CALCULATION

COM uses the 4.0 grade point average system and numerical code:

4.0 = A; 3.0 = B; 2.0 = C; 1.0 = D; 0.0 = F

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 Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the timeframe of the semester. An "I" may be assigned only if, in the judgment of the instructor, the student:

- can complete the course outcomes with minimal instructional assistance and without attending additional class sessions
- has completed a majority of the assigned course work
- is in good standing (passing the course)

Additionally, an "I" may be assigned only when one of the following circumstances is met:

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 "I", the instructor must complete a triplicate "I" Contract form for the student who receives an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than one year from when grade was assigned). A copy of the "I" Contract form should be attached to the grade sheet, and the student and instructor will retain a copy.

After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one year the student fails to complete the requirements of the "I" contract, the "I" 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 College Calendar, 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. Students should make judicious use of class withdrawals (see Six Drop Rule).

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 syllabus, 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 Dean of Students to ensure that the student discipline process, outlined in the Student Handbook, is followed appropriately.

GRADES IN DEVELOPMENTAL COURSES

Students will receive grades in Developmental courses. Developmental courses will not be calculated into the cumulative GPA, but developmental class grades are recognized for financial aid purposes.

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 six (6) 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.

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. Transcript requests may be submitted in the following way: online, fax (409-933-8012), e-mail (admissions@com.edu), or in person. Transcript requests may not be made by phone. Transcript requests are processed within 24 hours (except during a registration period). Transcripts are withheld from students who have any outstanding obligations to the College.

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

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.

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 student's (1) name, (2) local address, (3) local phone, (4) date of birth, (5) degrees earned, (6) dates of attendance, (7) enrollment status (full or part-time/hours enrolled), (8) academic level (Freshman, Sophomore, etc.), (9) residency status, (10) major field of study, and (11) 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.

A student may request in writing to the Admissions and Records Office that Directory Information be withheld from the public. 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

The College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. The term "school official" also includes representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

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 COM 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

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 through ApplyTexas. 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. If applying for in-district or in-state residency, the State Auditor requires additional documentation to support the Oath of Residency. The following documents are acceptable:

- Driver's License (12 months prior)
- Voter Registration Card
- Property Purchase
- Rental Agreement
- Utility Bills

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

Non-residents: A non-resident is defined as a person who is a resident of the State of Texas but is not a resident of the College of the Mainland District.

Non-residents of Texas: A nonresident student of Texas is 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: An international student is defined as a non-citizen who cannot be classified as a resident of Texas or the United States.

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.

Any question concerning residency should be referred to the Admissions and Records Office.

2016-2017 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

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.

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

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:

Data Management Fee..... $68.00/year
EHR Tutor..... $45.00/year
Nursing Malpractice Insurance Fee ..... approx.
$16.00/semester
Nursing Student Lab Fee For
RNSG 1205 .....$95.00
Nursing Student Lab Fee For
Other RNSG Courses $15.00/course
HESI Custom Exams.....$316.00*
NCLEX-RN Review Course (RNSG 2331) $300.00

Vocational Nursing Program Fees:

Data Management Fee..... $68.00/year
EHR Tutor..... $45.00/year
Nursing Malpractice Insurance Fee
.....approx. $16.00/semester
Nursing Student Lab Fee For
VNSG 1323 and VNSG 2331 .....$45.00/course
HESI Custom Exams.....$333.00*
NCLEX-PN Review Course(VNSG 1334). $168.00

*The total fee is charged in increments throughout the program in courses with HESI exams.

INSTALLMENT PLAN OPTION

An installment plan for payment of credit tuition is available. Additional information regarding the payment plan is available online at www.com.edu/payments/payment-plan.

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 as described in the Refund Table below:

REFUND TABLE FOR SEMESTER CREDIT HOURS				
Semester Length	**100% Refund**	**70% Refund**	**25% Refund**	**0% Refund**
16-week (Fall/Spring)	Dropped during class days 1-6	Dropped during class days 7-15	Dropped during class days 16-20	After the 20th class day
8-week (Fall/Spring)	Dropped during class days 1-2	Dropped during class days 3-8	Dropped during class days 9-10	After the 10th class day
12-week (Fall/Spring)	Dropped during class days 1-2	Dropped during class days 3-12	Dropped during class days 13-15	After the 15th class day
3 weeks (Mini)	Dropped on class day 1	Dropped during class days 2-3	Dropped on class day 4	After the 4th class day
5-week (Summer)	Dropped during class day 1-2	Dropped during class days 3-5	Dropped on class day 6	After the 6th class day

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 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 calendar days from the beginning of classes (15 calendar 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.

REGULATIONS CONCERNING CHECKS

1. A charge of $10 will be made for returned checks. The Business Office will contact students regarding returned checks to discuss immediate payment options. If payment is not made, registration at COM may be forfeited, all student records will be withheld, and legal action may be taken. COM 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.
2. Checks must be written for the exact amount owed for tuition and fees and for the purchase of books or equipment.
3. The check signer's valid Texas driver's license or a Texas State ID is required as identification for all checks made payable to COM or its affiliated auxiliary enterprises.

POLICY ON THIRD REPEAT COURSES OR DEVELOPMENTAL COURSES THAT EXCEED 27 HOURS

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. 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 and out-of-district students will pay out-of-state tuition. See the Schedule of Tuition and Fees for out-of-district and out-of-state tuition rates: www.com.edu/admissions/costs-financial-aid.

CONCURRENT COLLEGE ENROLLMENT TUITION ADJUSTMENT

Section 54.011 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. When a student registers at more than one public institution of higher education at the same time, the student's tuition charges shall be determined in the following manner:

1. The student shall pay the full tuition charge to the first institution at which the student is registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
2. If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly rates, as provided in this code, to the second institution.
3. If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the student's total tuition charge at the second institution and the student's total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.
4. If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which the student is registered, the student shall be considered a Texas resident at each of the institutions at which the student is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231.

Kenneth Campbell

Speaking to 100 high school and college students, U.S. Navy Master Chief Petty Officer Kenneth John Campbell offers his encouragement: "If you don't define yourself, others will define you. You don't realize how much you can achieve. You don't realize how much you can achieve. Use your time wisely. Remember the world is getting smaller; global competition is real!"

Campbell would know – while working at Saudi Aramco, serving in the Naval Reserves and being a father, he earned his degree at College of the Mainland.

It was a circuitous path to an education, though in Campbell's perspective, "People who have it easy don't have the most growth. Those that face adversity and learn to overcome struggles are much better equipped to face the challenges when they arise, and often make for more well-rounded professionals."

Enlisting in the U.S. Navy two weeks after high school graduation, Campbell's first orders were to serve onboard the USS Saratoga. During the Persian Gulf War, he worked as a pump room operator supplying service fuel to embarked aircraft.

"The Saratoga was a Forestal Class aircraft carrier that danced all over the Persian Gulf's imaginary 'line of death.' We sent fighter jets," recalled Campbell. "I was a jet fuel specialist. The fuel standards said it had to be 99.9 percent free from any sediment five microns or larger." [For perspective, a hair follicle is about 100 microns.]

During that same tour of duty, jet fighters from the decks of the USS Saratoga forced down a hijacked airliner and another time forced the surrender of the hijackers of the cruise ship Achilles Laurel. Campbell and the rest of the crew received several distinguished awards and medals for their service.

After six and a half years, Campbell left the Navy, joined the Naval Reserves and began college.

He earned a pre-engineering degree but realized that in the 1990s engineers were in less demand than process technicians, so he enrolled in the COM Process Technology Program.

"I drove all the way from Westbury, a neighborhood near Bellaire, for the program," said Campbell. "It was such an easy transition for me. I already had a process fuel background."

Campbell graduated in 1998 with an associate degree in process technology, a 3.94 GPA and membership in Phi Theta Kappa, the international community college honor society.

"There are a lot of PTEC programs. [COM] was the first. I believe this is the best," said Campbell.

Now a manufacturing technician at ExxonMobil Corp. at the Baytown Olefins Plant, Campbell analyzes data and determines how to improve processes.

"Quality is very important. Exxon makes food and medical grade ethylene," said Campbell. "[COM] was very big on troubleshooting skills and problem solving, knowing what's normal and figuring out what's abnormal. It really helped me look at the big picture."

After 9/11, Campbell was recalled to active duty.

"I was recalled to serve as an Anti-Terrorist Training Officer, and the Leading Chief Petty Officer for Naval Security Force Bahrain. I was charged with ensuring all Department of Defense employees, contractors, all military personal and their dependents received the required Anti-Terrorism Training," said Campbell.

In 2007, he was advanced to Master Chief Petty Officer, the highest rank of enlisted Navy service members. He continues to serve today as a member of the Chief Petty Officer Command Staff on Leadership, selecting officers for leadership roles.

He is actively involved the Real Men Read program, which allows men to select books to read to elementary school children.

"Some of these kids don't have fathers, so they've never seen a man read to them. They're really excited," said Campbell.

He also serves in his church and homeowners association.

"I've been mentoring people for years. I've been all over the world. Everywhere I go people are the same," said Campbell, adding that they usually notice his height first (he's well over 6 feet). "Embrace other cultures; embrace other people; learn from them. I'm still learning today. Don't think your education is over once you get your degree."

FINANCIAL AID

College of the Mainland (COM) 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 financial aid.

FINANCIAL AID ELIGIBILITY

In general, to be eligible for financial aid, students 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 programs listed later in this chapter.
7. Enroll for at least the minimum number of hours required by each financial aid program.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS FOR FINANCIAL AID

The amended Higher Education Act of 1965 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 Student Financial Aid, except alternative loans if not required by the lender.

COM's satisfactory academic progress requirements 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. Satisfactory academic progress requirements include the following components:

1. A student must maintain a minimum cumulative GPA of 2.0 based upon the total number of hours attempted at COM
   1a. The grade of F is included in the GPA.
   1b. The student's financial aid GPA can be different from the school's GPA due to transfer and/or developmental courses.
2. A student must successfully complete a minimum of 67 percent of all hours attempted at COM.
3. A student receiving financial aid funds must complete his/her COM educational objective or course of study within 150 percent of the credit hours needed to complete the program, including developmental and transfer hours.
   3a. Grades of F, I, W, developmental courses and repeated courses are counted in the total number of hours attempted.

FINANCIAL AID PATHWAYS

There are six (6) pathways or types of financial aid: federal grants, state grants, scholarships, work programs, loans, and waivers.

Pathways	Need to be repaid	Based on financial need	Based on SAP*
Federal Grants	No	yes	yes
State Grants	No	yes	yes
Work programs	No	sometimes	yes
Scholarships	No	sometimes	no
Loans	Yes	sometimes	yes
Waivers	No	No	no

*Satisfactory Academic Progress (SAP) are the academic requirements students are required to meet and maintain to receive financial aid. See previous section.

Federal Grants

1. The Federal Pell Grant is a federally-funded program designed to help the neediest undergraduate students pay for 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 amount depends on the student's financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less. For more information see the Federal Pell Grant website: http://www2.ed.gov/programs/fpg/index.html.
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. A student can receive between $100 and $4,000 a year, depending on financial need, date of application, the amount of other aid received, and the availability of funds at COM. For more information see the FSEOG website: https://studentaid.ed.gov/sa/types/grants-scholarships/fseog.
3. The Iraq and Afghanistan Service Grant (IASG) is a federally-funded program designed to alleviate some of the financial burden associated with the loss of a parent as a result of the parent's military service in Iraq or Afghanistan since September 11, 2001. The IASG grant is designed to provide as much as the maximum Federal Pell Grant in an effort to alleviate some or all of a student's educational expenses. Students that were not enrolled in an accredited educational institution at the time of their parent's death will not qualify for the IASG, as the award is meant as emergency funding for students who were attending classes at the time they lost their parent and primary source of financial support. In addition to the above requirements, a qualifying student must have been under the age of 24 at the time of their parent's death, and they must not qualify for the Federal Pell Grant.

State Grants

1. Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by COM. 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.
2. 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 Texas Higher Education Coordinating Board (for returning students only).
3. 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 Texas Higher Education Coordinating Board.

Work Study

1. 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 may work a maximum of 19 hours per week.
2. 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 may work a maximum of 19 hours per week. Satisfactory academic progress is required.

Scholarships

1. COM Foundation Scholarships are awarded yearly to help students pay for tuition and textbooks. By filling out one application, students will be considered for all scholarships for which they qualify, including those with special selection criteria. Part-time and full-time students are eligible for most scholarships. Financial need is more important than G.P.A. You must have applied to COM to apply for a COM Foundation scholarship. Go to www.com.edu/scholarships.Only one foundation scholarship will be awarded to any student. Most foundation scholarships are $500 per fall and spring semesters. Textbook scholarships and summer scholarships are also available, and no additional application is necessary. When applying, students will indicate an additional interest in a textbook or summer scholarship.
2. Donor-designated scholarships are for a specific student from mostly non-governmental sources. The scholarships do not need to be paid back by the student. Some scholarships may be refunded to the student for living expenses while others may not. The donor of the scholarship determines whether the scholarship may be refundable.
3. Departmental scholarships are offered each year through COM departments and generally based on student performance, merit, skill and ability. Specific information and application requirements may be obtained by contacting the particular department of the scholarship in which the student is interested.

Loans

1. Federal Direct Loans/Federal PLUS 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 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. Types of federal loans include:
   - Direct Subsidized Loans: 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: students need not demonstrate 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: unsubsidized loans for the parents of dependent students and for graduate/professional students; interest is charged during all periods.
2. The College Access Loan (CAL) is a Texas alternative loan for students who are unable to meet the cost of tuition and related college expenses. Students must be:
   - a Texas resident
   - enrolled for at least six credit hours
   - making satisfactory academic progress
   - demonstrating credit-worthiness or have a credit worthy co-signer
3. Alternative loan programs are private loans that provide funds for students who are unable to meet the cost of tuition and related college expenses. Students do not have to demonstrate financial need; however, the amount of federal aid for which students are eligible must be deducted from the cost of tuition and related college expenses 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
   - meeting all lender application requirements. Students may borrow an amount up to the school's cost of tuition and related college expenses less other financial aid.

TUITION AND FEE EXEMPTIONS AND WAIVERS

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees. Contact the Bursar's Office for additional information. Listed below are the exemption programs available to Texas residents at COM:

- Adopted students formerly in foster or other residential care
- Blind/deaf student exemption program
- Children of disabled or deceased firemen, peace officers, game wardens, and employees of correctional institutions
- Concurrent enrollment waiver
- Educational aide exemptions
- Exemption for highest ranking high school graduate
- Exemption for peace officers enrolled in law enforcement and criminal justice courses
- Exemption for students enrolled in courses for dual high school and college level credit
- Exemption for students under conservatorship of the Department of Family and Protective Services
- Exemption program for children of professional nursing program faculty and staff
- Exemption program for clinical preceptors and their children
- Firefighters taking fire science courses
- Hazlewood exemption (for Texas veterans)

- Military: Texas national guard tuition assistance program
- Senior citizen, 65 or older, free tuition for auditing classes

* Tuition and Fee Exemptions and Waivers are subject to change.

Types of tuition waivers:

- Competitive scholarship waiver
- Military: persons eligible for veterans educational benefits, their spouses and children who move to Texas
- Waiver for college employees and their dependents

STEPS TO FOLLOW TO APPLY FOR FINANCIAL AID

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

1. After applying to COM, apply for a Federal Student Aid User ID (FSA User ID) and password before completing the Free Application for Federal Student Aid (FAFSA). Students will use their FSA User ID as an electronic signature. Dependent students will also need a parent or guardian to apply for a FSA User ID to complete the FAFSA and to sign the FAFSA electronically.
2. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (COM school code: 007096). For each academic year, the student will be required to provide income information from a designated previous year's federal tax return. Dependent students will provide information for themselves and parent(s) or legal guardian(s). Independent students only provide information for themselves. If no tax return was filed, contact the Financial Aid Office for instructions.
3. Males age 18 to 25 must register with the Selective Service at www.sss.gov.
4. If selected for verification by the Department of Education, provide the Financial Aid Office with additional documents as requested:
   a. An income tax transcript from the Internal Revenue Service (IRS). COM can no longer accept photocopies of tax returns. Contact the Financial Aid Office for instructions to request this document from the IRS.
   b. Copies of all W-2s and/or 1099s used to complete the designated year's tax return(s). Copies can be requested from the IRS.
   c. Student Verification Worksheet (available in the Financial Aid Office).
   d. Other supporting documentation as requested by a financial aid counselor.
5. Submit all required documents by the established priority financial aid deadlines:
   a. Fall semester: June 1st
   b. Spring semester: November 1st
   c. Summer semester: May 1st

Warning: Students who do not complete the financial aid process by the priority deadline may have to pay tuition/fees and books/supplies out-of-pocket and get reimbursed when the financial aid application is processed.

WEBADVISOR ONLINE INQUIRY

Students can follow the progress of their financial aid application through the Financial Aid Checklist on WebAdvisor to:

- Check the status of the financial aid file, including documents that are requested.
- View financial aid awards.
- View academic transcript.

ACCEPTING FINANCIAL AID AWARDS

Student Financial Aid will send students an email notification of financial awards and will request that students log into WebAdvisor to accept the financial award on the Financial Aid Checklist. Students MUST accept the awards to use the funds to pay for tuition/fees as well as for charging books and supplies at the College bookstore. Students will be able to charge books and supplies one week prior to the start date of classes through the census date.

Students awarded financial aid prior to payment deadlines will have their tuition and fees deducted from their financial aid award. Students will be responsible for any balances due after all financial aid has been exhausted. Any unused balances from financial aid funds will be credited to the student's Higher One account issued to all students by the Business Office. All financial aid credit balances will be disbursed within 14 days from the census date of each enrollment period.

FINANCIAL AID AND DEVELOPMENTAL COURSES

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.

FINANCIAL AID REVIEW PROCEDURES

Satisfactory academic progress is measured at the end of each semester, including summer. Student Financial Aid 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 outcomes 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. 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. 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.

FINANCIAL AID APPEALS PROCEDURES

A student who loses financial aid eligibility may appeal to the Student Financial Aid Appeals Committee for consideration of mitigating circumstances. Appeal forms are available online and in Student Financial Aid. 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. Check with Student Financial Aid for appeal dates and deadlines. If an appeal is denied, the student may request to meet with the Appeals Committee if additional documentation can be provided. Decisions of the Appeals Committee are final and cannot be contested. Students may appeal two times during their entire enrollment at COM.

TRANSFER STUDENTS

Students who transfer hours to COM 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 COM, 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 satisfactory academic progress.

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 semester.

The federal funds that are subject to return are the Federal 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: Federal Pell Grant, FSEOG, Iraq-Afghanistan Service Grant.

OFFICIAL WITHDRAWALS FOR FINANCIAL AID RETURNS

Official withdrawal occurs when the student formally completes the withdrawal process as described in the Getting on Course to Success section of this Catalog. After the student is officially withdrawn, Student Financial Aid 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 and Records Office of any indebtedness created by the complete official withdrawal.

UNOFFICIAL WITHDRAWALS FOR FINANCIAL AID RETURNS

Any student who fails to complete any course successfully during the semester is considered unofficially withdrawn. After grades are posted at the end of the semester, Student Financial Aid completes the return calculation for any federal financial aid recipient who fails to successfully complete at least one course during the semester. 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 of amount to be repaid to the College is sent to the student at the address on file in the Admissions and Records Office. Students earning all "Fs" or a combination of "F" and "W" will be required to repay a portion of their federal financial aid. Students who do not repay will be reported by the College's Business Office for collections.

FINANCIAL AID DEBTS

When a student owes a debt to the Department of Education, the eligibility to receive federal financial 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. COM will notify the Department of Education of the debt and assign the debt to a collection agency. Additionally, a hold is placed on the student's record for transcripts and registration until the debt is paid or the student loan has been taken out of default.

COM FOUNDATION SCHOLARSHIPS

The COM Foundation offers a wide variety of scholarships to both current and prospective students. All COM Foundation scholarships are awarded through a competitive application process. Students must apply to COM before starting the scholarship application. Go to www.com.edu/scholarships to fill out the scholarship application.

Only completed applications will be considered during the award process. To have a completed application, students must complete all of the required questions in the online application. For more information or 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.

CHILD CARE ASSISTANCE

COM 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 the telephone number is 409-949-9055 or 1-888-600-5936. Students must state that they are enrolled at COM to apply for child care assistance.

COM also offers child care assistance through the Carl Perkins grant. This grant is for both full-time and part-time students who have declared a career and technical education major and who qualify for the Federal Pell Grant. Other eligibility requirements may apply. Applications are available in the Student Financial Aid Office.

ABILITY-TO-BENEFIT (ATB)

A student who does not have a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a homeschool setting, may be eligible for federal financial aid through one of the ability-to-benefit (ATB) alternatives, but only if the student is enrolled in an eligible career pathway program. A student without a high school diploma or its recognized equivalent must remain enrolled in both the adult education component and in the eligible postsecondary program component throughout the student's enrollment in an eligible career pathway program in order to be eligible for federal financial aid through this ATB alternatives. The student must have successfully completed this ATB alternatives before he or she is eligible to receive federal financial aid.

VETERANS EDUCATIONAL BENEFITS

COM is an approved facility for Veterans Administration (VA) educational training. Many benefits are available to advance the education and skills of Veterans and Service members. Spouses and family members may also be eligible for education and training assistance. COM's Office for Veteran Success assists veteran students and their eligible dependents in securing VA educational benefits. The office processes GI Bill and Hazelwood applications. In addition, this office provides information regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies. The office also provides advising and counseling to veterans and their dependents. 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. Students may contact the Office for Veteran Success at 409-933-8455 or email comvets@com.edu. Additional information and resources related to veterans benefits is available at http://www.com.edu/veterans/resources.

APPLYING FOR VETERANS BENEFITS

The VA can help students cover the cost of furthering their education and skills through benefits to pay for tuition, housing, training, and other education related expenses. More information and the online application is available at http://explore.va.gov/education-training.

GI Bill Resident Rate Requirements

Section 702 of the Veterans Access, Choice and Accountability Act of ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning (IHLs) if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

To remain approved for VA's GI Bill programs, schools must charge in-state tuition and fee amounts to "covered individuals." A covered individual is defined in the Choice Act as:

- A Veteran who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

An individual described above will retain covered individual status as long as he/she remains continuously enrolled (other than during regularly scheduled breaks between terms) at the public IHL.

Public IHLs must offer in-state tuition and fees to all covered individuals with Post-9/11 GI Bill and Montgomery GI Bill-Active Duty (MGIB – AD) benefits in order for programs to remain approved for GI Bill benefits for terms beginning after July 1, 2015. VA will not issue payments for any students eligible for the Post-9/11 GI Bill or the MGIB-AD until the school becomes fully compliant.

These new requirements ensure our nation's recently discharged Veterans, and their eligible family members, will not bear the cost of out-of-state charges while using their well-deserved education benefits. VA is working diligently with state representatives to ensure compliance with the law before July 1, 2015.

*Veteran must provide a copy of their DD-214 to the Admissions Office.

TSI Exemptions

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

(8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

While this may result in placement of some students in classes for which they are not academically prepared, student are encouraged to take the test for accurate placement in courses.

Veteran must provide a copy of their DD-214 to the Admissions Office.

Tuition Assistance

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members. Each service has its own criteria for eligibility, obligated service, application process' and restrictions. You can access any branch of service by visiting www.military.com/education .

*Additional information may be required. For assistance please contact the Business Office.

VETERANS STANDARDS OF ACADEMIC PROGRESS

Students certified to receive veteran benefits whose grade point average (GPA) falls below 2.0 will be placed on probation. Failure to raise their GPA to the graduation standard of 2.0 after two consecutive terms on probation will have their veteran benefits interrupted and the veteran will be placed on academic suspension. [Standards of Progress, CFR 21.4253 (d) (1)(ii)]

VA education benefits may be interrupted if any of the following should occur:

- The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.
- The veteran fails to submit all previous college transcripts for evaluation after two semesters of enrollment.
- The veteran registers for two or more courses and receives F (Fail), "NC" (No Credit)/"NP" (No Pass), or "IP" (In Progress) grades for all courses for one semester.
- The veteran fails to convert an "I" (Incomplete) grade to a letter grade within one year from receipt of the "I" grade.
- The veteran fails to attend class for the semester for which VA benefits are received.
- The veteran fails to achieve the minimum cumulative GPA of 2.0 for two consecutive semesters or sessions.

SIGN UP FOR EBENEFITS

The VA website for eBenefits is the gateway to benefit information. All veterans should sign up for a Basic Account as it enters them into the larger registration system and facilitates the successful completion of a Premium Account. The Premium Account gives veterans full access to all benefits available in eBenefits. Sign up at **www.ebenefits.va.gov**. By signing up for eBenefits, veterans can view their status, access documents, browse benefits links, and much more.

AVOIDING OVERPAYMENT DIFFICULTIES

Students are certified for educational benefits according to the classes on their approved academic degree plan. Students must meet with their VA Advisor before withdrawing from any course to minimize an overpayment from the VA. A grade of "W" must be reported to the VA Regional Office 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 may not 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, the student must report this information to COM's Office for Veteran Success immediately. Prompt reporting may help to minimize overpayment amounts.

VETERANS' TUTORING ASSISTANCE

Free tutoring for many courses is available through COM; however, Tutorial assistance is available through the VA to help veterans pay for tutoring necessary to advance their education. For more information, see www.benefits.va.gov/gibill/tutorial_assistance.asp.

THE TEXAS HAZLEWOOD ACT

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information about the Texas Hazlewood Act and for eligibility requirements, see http://www.tvc.texas.gov/Hazlewood-Act.aspx.

LEGACY ACT (CHILD)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions.

Kristin LaValle

Beginning at a university, Kristin LaValle found success with small classes and support at College of the Mainland.

LaValle, of League City, has been selected as one of 20 students across the nation for the Frank Lanza Memorial Scholarship. She was recently awarded the nursing and emergency medical services scholarship for her academic and leadership accomplishments at the international Phi Theta Kappa conference in Washington, D.C.

"I got to shake my scholarship donor's hand and say thank you," said LaValle.

Now president of the COM chapter of Phi Theta Kappa, LaValle first became involved on campus as a supplemental instruction leader sharing class notes, playing review games and answering students' questions. Seeing her potential, professor Chris Allen encouraged her to become involved in the international honor society Phi Theta Kappa at COM.

"I credit a lot of my success to being at a community college," said LaValle. "I started at a university. I know what it's like to come from a biology class of 200 [at a university] to a biology class of 28 [at COM]. I got a more focused education. I was able to get to know professors one-on-one."

LaValle was involved with the chapter's College Project peer mentoring program and its Honors in Action Project, which created a one-day conference to help high school student learn what its like to enroll in college and how to succeed. The chapter was honored for its work and is a top 100 chapter internationally.

LaValle also worked as a COM lab assistant and served with the COM Biology Club.

"I got to volunteer with Audubon Texas with the Biology Club. I was able to have more opportunities at COM," said LaValle.

Last year, LaValle was inducted into the Texas Phi Theta Kappa Hall of Honor and was 1 of 30 awarded Distinguished Chapter Officer in the international honor society.

"Kristin is above all a mother. This makes her an extremely fearless hard worker; additionally, she's passionate, dependable, professional, dedicated, and kind," said Phi Theta Kappa co-advisor Dalel Serda. "Kristin thinks two steps ahead--she is earning her nursing degree, but she's already highly employable, she's already developed the soft skills required for lifelong adaptability and success."

She will graduate with an associate degree in nursing this spring and has already been accepted to a university to earn a bachelor's degree in nursing.

"I have all of my pre-requisites for my bachelor's in nursing and will only take about a year to complete that program and I can be working as an registered nurse while I do it," said LaValle. "I have an amazing seven-year-old daughter. She is my inspiration and motivation for completion of my degrees. I want to be a parent she can be proud of and be able to provide for her."

For more information on Phi Theta Kappa, contact Serda at dserda@com.edu.

STUDENT REGULATIONS AND POLICIES

College of the Mainland (COM) has outlined various regulations and policies to increase student safety and promote academic success.

ACADEMIC PROGRESS POLICY

Academic Accountability

Academic success in college requires maturity and dedication to regular and well defined study habits. Academic Accountability at College of the Mainland (COM) is based on a philosophy of maximizing student progress toward successful course and program completion.

Academic Standing

Academic Standing is designed to monitor student progress so that college staff can intervene and explore options with students who have difficulty meeting the minimum requirements for successful completion.

Academic Standing, computed at the end of each enrollment period, is based upon the following grades and marks: A, B, C, D, I, F, W, and WX earned by the student at COM. The semester grade point average (GPA) and cumulative GPA are used in determining academic standing:

- Semester Grade Point Average (GPA): Includes all grades earned in all courses at COM (includes developmental courses).
- Cumulative Grade Point Average (GPA): includes grades earned and all college level classes at COM (does not include developmental courses).

Students can confirm semester and cumulative GPA by viewing their transcript on WebAdvisor or by seeing an Academic Advisor.

Academic Standing Status Levels

COM has four Academic Standing status levels. Status Levels 2-4 include required interventions to maximize student progress toward successful course and program completion:

1. Good Standing: the semester and cumulative GPA at 2.0 or above.
2. Academic Warning: the semester GPA has fallen below 2.0. The student is required to meet with an Academic Advisor prior to registration for the next semester.
3. Academic Probation: the semester GPA has fallen below 2.0 for two subsequent semesters. The student is required to meet with the Student Success Coach prior to registration.
4. Academic Suspension: the semester GPA has fallen below 2.0 for three or more semesters. The student is denied enrollment and must sit out for one semester before re-enrolling. The student must then meet with an Academic Advisor prior to registration.

Academic Suspension Appeal Process

Students may appeal their academic suspension in writing to the Academic Suspension Appeals Committee. Appeal forms are available online and in the Academic Advising 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 can check with an Advisor for appeal dates and deadlines. Decisions of the Academic Suspension Appeals Committee are final and cannot be contested.

STUDENT IDENTIFICATION CARD

A COM identification card (ID card) is required of all students while enrolled at COM. The first time students register at COM, they must obtain an ID card from the Gym after all applicable fees have been paid. After the first issue, the card will automatically be electronically validated each semester when the student registers and pays the required tuition and fees. Students are responsible for safe-guarding the ID card. Students returning after a lapse in enrollment should contact the Gym to update their card.

Because the ID card is the student's official identification, students are responsible for carrying the ID card while on any COM 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 COM's sole discretion for violation of COM's policies and procedures.

The ID card replacement fee 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.

PHOTO AND VIDEO POLICY

COM's Marketing and Communications Department takes photographs (still and video) of students throughout the year. These photographs and videos often include students in classrooms, study areas, at events, etc. COM reserves the right to use these photographs and video as a part of its publicity and marketing efforts. Students who enroll at COM do so with the understanding that these photographs and videos might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

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. See COM Policy FLBF(Legal) for more information http://pol.tasb.org/Policy/Download/497?filename=FLBF(LEGAL).pdf.

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. 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 online at www.com.edu/student-services/student-handbook or through COM's Student Conduct webpage at http://www.com.edu/student-services/student-conduct. 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-FREE CAMPUS

COM prohibits students to be under the influence of illegal drugs or alcohol or the unlawful manufacture, distribution, or possession of illegal drugs or alcohol on campus or while representing COM at off-campus student events. Related rules and regulations are available in the Student Handbook, available online at www.com.edu/student-services/student-handbook and in College Policy FLBE(Local), http://pol.tasb.org/Policy/Download/497?filename=FLBE(LOCAL).pdf. Violations of this policy will result in disciplinary action.

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, COM 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 on Drug and Alcohol Abuse education, refer to the current Student Handbook at www.com.edu/student-services/student-handbook or contact the Student Success Center at 409-933-8379.

TRAFFIC AND PARKING REGULATIONS

For information regarding traffic and parking regulations see https://www.com.edu/campus-police/traffic-regulations.

SMOKING/TOBACCO PRODUCTS

Smoking or using tobacco products, including electronic cigarettes or vaporizing devices, is not permitted on COM property except in personal vehicles. Citations will be issued to 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. The student grievance/complaint procedures are outlined in the student handbook, www.com.edu/student-services/student-handbook.

Any student who has a complaint concerning COM's management or conduct of Title IX, HEA programs or the advertising or promoting of its educational programs, has the opportunity to seek resolution of such complaint by contacting the student Title IX Coordinator, Dr. Vicki Stanfield, Vice President for Student Services, 409-933-8213.

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 of Title IX, 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 are encouraged to participate in COM's governance, strategic planning, and decision-making processes. There are a number of ways that this participation can occur. The Student Government Association (SGA), which is made up of the leadership of all student clubs and organizations, meets monthly. College administrators attend these meetings regularly to obtain feedback from students. The SGA President also meets monthly with members of the College administration. Students actively participate in the allocation of revenue generated by Student Service fees. Students also have the opportunity to make comments at every regularly scheduled Board of Trustee meeting. College administrators meet with students in a Student Concerns Forum every long semester to hear and respond to student concerns.

STUDENT SUCCESS CENTER

ACADEMIC ADVISEMENT

Students must meet with an Academic Advisor upon admission to COM to establish an academic degree plan to accommodate their life commitments. Advisors assist students with identifying and developing a plan to achieve their academic and life goals. Advisors will also assist students with selecting and registering for courses. Continuing students must meet with their Academic Advisor one time per semester. Academic Advisors are located in the Student Success Center, Suite 158, of the Enrollment Center. Appointments can be made by calling 409-933-8379.

CAREER SERVICES

The purpose of Career Services is to assist students in determining a career pathway based on career interest and strengths and weaknesses. Services are available free of charge 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 online job postings

For more information, see the Career Services webpage at www.com.edu/career-services or call 409-933-8379.

COUNSELING SERVICES

Counseling Services offers free academic and personal counseling. Workshops and individual sessions are available to assist students in recognizing and resolving academic and personal concerns. 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. Counselors are located in the Student Success Center, Suite 158, of the Enrollment Center. Appointments can be made by calling 409-933-8379. Students may access community resources online at www.com.edu/counseling/community-resources. For additional information, see the Counseling Services webpage at www.com.edu/counseling or call 409-933-8379.

DISABILITY SERVICES

Accommodations are available to COM students with documented disabilities. To request accommodations, contact the Office for Students with Disabilities, located in the Enrollment Center, Room 158. For more information, see the Disability Services webpage at www.com.edu/counseling/disability-services or call 409-933-8379.

TESTING SERVICES

COM's Testing Center offers the following testing services:

- GED: Registration and fee details are available on COM's General Education Development (GED) webpage at www.com.edu/testing-center/ged.
- Certiport/MTA and MOS exams: COM is an official testing center for the Microsoft Office Specialist (MOS) for the Microsoft Office 2010 applications and Microsoft Technology Associate (MTA) certifications. For more information on these exams, see www.certiport.com.
- Pearson VUE Testing: COM is 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.
- Credit by Examination: Credit by examination is arranged by a college faculty member. For more information regarding the Credit by Examination program, contact the instructional Department Chair/Program Coordinator.
- Distance Education: Testing/proctoring services are provided for students enrolled in courses for which there are alternative delivery modes, such as Online. Students should refer to the course syllabus for testing procedures.
- Departmental Makeup Exams: Under agreement with some departments, the Testing Center proctors a variety of makeup exams. Check the testing calendar for days and times.
- CLEP: The College-Level Examination Program® (CLEP) gives students the opportunity to receive college credit for prior learning experiences by earning qualifying scores on any of 34 examinations. For more information, see COM's CLEP webpage at www.com.edu/testing-center/clep.
- TCEQ Certification Exams: The Texas Commission on Environmental Quality (TCEQ) strives to protect our state's public health and natural resources consistent with sustainable economic development. COM offers TCEQ certification exams through Computer Based Testing. For more information, see the TCEQ website at www.tceq.texas.gov/licensing/training/cbt_occ_lic.html.
- TExES: COM is an official testing center for the computerized TExES (CAT) exam. Contact ETS, http://www.texes.ets.org/, to register or for any questions concerning the TExES exam.

See the Testing Center website, http://www.com.edu/testing-center/, for business hours, testing schedule, and testing policies.

COLLEGE SUPPORT SERVICES

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. For more information, see www.com.edu/gallery.

BOOKSTORE

The Bookstore, located in the Student Center, maintains an inventory of textbooks requested by instructors for all courses offered, as well as reference books and general books. The Bookstore also stocks COM's branded merchandise and a variety of other items. For assistance in obtaining appropriate materials, students need to bring their class schedule to Bookstore personnel. For more information, see the COM Bookstore webpage at www.combookstore.com/home.aspx.

COM THEATRE

Boasting one of the outstanding facilities in the state, COM's academic theatre arts program provides students with sound, basic training in the fundamentals of theatre arts.

Studying with faculty and guest artists in small classes specifically designed to give individual attention and instruction, theatre students develop a first-hand, working knowledge of the various elements contributing to theatrical production, including all elements of stage craft, acting technique and specialty skills such as stage combat certification.

A theatre arts major completing the two-year Associate in Arts Degree with an emphasis in theatre program will possess solid training in the fundamentals of theatre that will be transferable to a four-year institution. For more information, see the Theatre Arts website at www.com.edu/theatre or call 409-933-8544.

COMPUTER LAB: INNOVATIONS

The Innovations Lab, located in the Technical Vocational Building, Room T-1324, has been established to provide COM students the opportunity to enhance their learning through the use of computers. The Lab is staffed with personnel who are able to answer questions related to technology. Students must register with the attendant at the front desk to be assigned to the appropriate computer. For more information regarding the Innovations Lab, see Innovations Lab webpage at www.com.edu/computer-labs

COMPUTER LAB: INSTRUCTIONAL ASSESSMENT LAB

The Instructional Assessment Lab, located in the Technical Vocational Building, Room T-1528A, offers all students the opportunity to test in a quiet, monitored setting. Access is available on a walk-in basis; however, students must register with a valid COM ID. For more information, see the Instructional Assessment Lab webpage at www.com.edu/computer-labs/instructional-assessment-lab.

COMPUTER LAB: LIBRARY

The Library Lab, located on the main floor of the Library, 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. For more information, see the Library Computer Lab webpage at www.com.edu/computer-labs.

EDUCATIONAL TECHNOLOGY SERVICES

Educational Technology Services uses a systematic approach to facilitate learning, and improve student engagement and success, by assisting instruction in the creation, use, and management of appropriate technological processes and resources. For more information, see the Educational Technology Services website at http://edtech.com.edu/.

FOOD SERVICES

Mr. C's Deli and Bistro, located in the Student Center, provides food service. Mr. C's menu includes sandwiches, salads, soups, breakfast, burgers, pizza and a hot line with different entrées served daily.

GYM FACILITIES

The gym provides weight rooms, cardiovascular equipment, dance studios, spinning room, and basketball court and racquetball courts. Additionally, run/walk tracks, football/soccer fields and an exercise circuits are available.

HELP CENTER

The Help Center, located in the Enrollment Center lobby, is a one-stop information center providing answers to questions or concerns about admissions, advisement, tutoring, class schedules, course offerings, special events, financial aid, and other services. The Help Center also provides personalized tours of the campus with extra attention given to the student's intended area of study. Private tours, lasting 30-45 minutes, are available by appointment only. For more information or to schedule a Campus Tour, call 409-933-8227, email welcome@com.edu, or see the Help Center webpage at www.com.edu/help-center.

LIBRARY SERVICES

The Library, located on the first floor of the Learning Resources Center, provides access to the college level resources that instructors love. Books, eBooks, articles, streaming media and primary sources are available. Databases can all be accessed off campus 24/7 from our database page, login with your COM ID# and last name. Library guides are a great one stop resource designed to help you find the best resources for your projects and learn how to use library resources. If you need help with research, citations, library resources or techy help, you can chat, tweet, text, or ask us face 2 face. The library has study rooms and places to read, study, charge devices, and even places to de-stress with puzzles, chess, backgammon and more. To access our resources online and get more information, go to http://libguides.com.edu/.

MATH TUTORING LAB

The Math Tutoring Lab, located in the Technical/Vocational Building, Room T-1532, provides free walk-in tutoring services for all students enrolled in a math course and access to supplemental resources such as Internet access, tutorials on video/CD-ROM and informational handouts. A lab schedule is provided on the Math Tutoring Lab website and available sessions and times will be posted outside Room T-1532 each semester. No appointment is necessary. For more information, visit the Math Tutoring Lab webpage at www.com.edu/computer-labs/math-tutoring-lab.

MULTICULTURAL COMMITTEE

The Multicultural Committee's 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. For more information regarding multicultural events, see the Multicultural Committee webpage at www.com.edu/diversity-and-inclusion/multicultural-committee.

POLICE DEPARTMENT

COM's Police Department provides 24/7 security for College facilities and assistance to students, visitors, faculty and staff. COM Police Department officers regularly patrol campus parking lots and provide 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. For non-emergency matters, dial 8403. The Police Department can be reached at 409-933-8403 or 888-258-8859, ext. 8403, from non-campus telephones. For more information, see the Campus Police webpage at www.com.edu/campus-police/.

SPEAKING, READING AND WRITING CENTER

COM's Speaking, Reading and Writing Center (SRWC), located in the Technical-Vocational Building, Room T-1306, offers one-on-one tutoring sessions for students on any phase of the writing, reading, and oral presentation process. For more information or to schedule an appointment, contact the SRWC at 409-933-8703 or 409-933-8702, email srwcenter@com.edu, or visit the SRWC webpage at www.com.edu/srwc.

STUDENT SUPPORT SERVICES

The Office of Student Support Services (TRiO/SSS) is a federally funded grant program through the U.S. Department of Education providing support for students in meeting their academic, personal, career and other education-related goals. 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: 1) Be a first-generation college student (neither parent has a four-year college degree), 2) be financially disadvantaged, 3) be homeless, 4) be a foster child, or 5) have a disability according to the Americans with Disabilities Act. To obtain information about the program and application process, visit the TRiO Office in the Student Center, Room 212; call 409-933-8525; or go to the TRiO website at http://www.com.edu/student-services/trio-program.

All available services are free to qualified applicants and include:

- Academic advisement
- Career counseling
- Financial aid information
- Tutorial assistance
- Transfer trips to four-year colleges and universities
- Field trips to cultural events
- Referral to on and off-campus resources
- Orientation to the program and the campus
- College success workshops
- Laptop Loan Program
- Financial literacy

UPWARD BOUND PROGRAM

The Upward Bound (UB) Program is a federally funded TRiO program established by the U.S. Department of Education providing support for high school students in meeting their academic, personal, career and other education-related goals. To qualify, students must:

- Be currently attending: Dickinson High School, Hitchcock High School, or La Marque High School
- Be at least 13 years old
- Have completed 8th grade but has not completed the 12th grade
- Demonstrate academic potential
- Be a U.S. citizen or U.S. legal resident
- Meet income guidelines

Once accepted, a UB student can participate through high school graduation. All services are provided at no cost to participants. Students from eligible high schools should contact the high school counselor or visit the UB Office in the Student Center, Room 212, or call 409-933-8525 to obtain information about the program and application process. For more information, see the Upward Bound webpage at www.com.edu/high-school-programs/upward-bound.

STUDENT LIFE

MINORITY MEN FOR EXCELLENCE

Email: tcornelius@com.edu

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.

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 must commit to traveling to games in the Houston area.

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 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.

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

Email: asse@com.edu

ASSE is for students who are planning for 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.

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. Membership is restricted to current Collegiate High School (CHS) students.

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.

COMIC BOOK CLUB
Email: comicbookclub@com.edu

The purpose of the Comic Book Club is to discuss, enjoy, and promote comic books, graphic novels, and other related media.

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 to develop cohesiveness as a group.

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.

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.

HISPANIC STUDENT ORGANIZATION
Email: hispanicstudents@com.edu

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 promotes include Spanish tutoring, Hispanic film and poetry events, Cinco de Mayo celebration, and Hispanic Heritage Month events. The HSO also focuses on the recruitment and success of Hispanic students at COM.

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 AND QUESTIONING (LGBTQ) CLUB
Email: lgbtclub@com.edu

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

NEWSPAPER CLUB
Email: newspaperclub@com.edu

The Newspaper Club publishes a bimonthly newspaper called the COM Chronicle. Regular columns include information on campus events, other club activities, music suggestions, photo essays and more.

PHI THETA KAPPA (PTK, INTERNATIONAL HONOR SOCIETY)

Advisor: Dalel Serda, 409-933-8497, Nathan Goldman, 409-933-8257
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)

Advisor: Dr. Cody Smith, 409-933-8211
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 all Pi Kappa Delta members.

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.

SCIENCE CLUB

Email: science@com.edu

The Science Club promotes awareness and appreciation of the natural sciences by providing a better understanding of them through field trips, guest speakers, and other activities. The club sponsors college events and performs outreach throughout educational and community activities. This club also offers members opportunities to work as a team and assume leadership roles and responsibilities.

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 through participating on various college councils, committees and task forces. Monthly meetings are open to the college community and frequently are attended by college administrators to obtain feedback from students. All credit students are invited to participate in the monthly meetings.

STUDENTS FOR CHRIST

Email: studentsforchrist@com.edu

A nondenominational 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.

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.

VOCATIONAL NURSING STUDENT ORGANIZATION

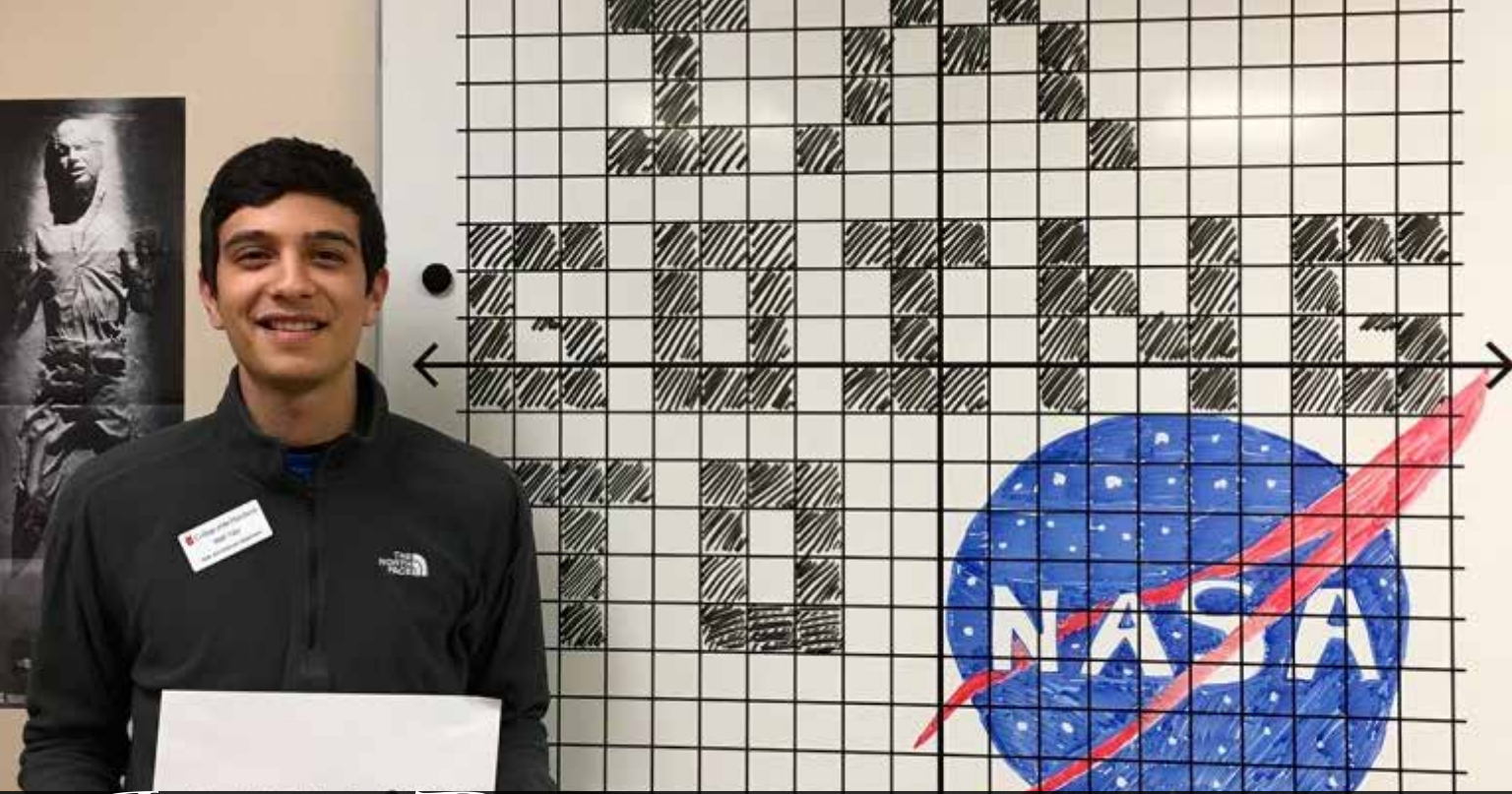
Email: vocnursing@com.edu

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.



Javier Duran

The seeming magic of flight fascinated Javier Duran as a child.

"As a kid, I would stare at planes as they zoomed by and wonder how they got something that big to fly like a bird," said Duran.

Recently Duran, a College of the Mainland student from Kemah, has been selected as one of 216 community college students from across the U.S. to join the NASA Community College Aerospace Scholars project.

Professor Dalel Serda encouraged Duran to apply after a NASA professional visited campus to discuss the program.

"She's always pushing me to do things," said Duran. "I knew I could do it because Ms. Serda believed in me; math tutors believed in me."

After applying and acceptance to the program, Duran started an online NASA class delving into the International Space Station, Mars exploration and black holes. Duran, who wants to become an aerospace or mechanical engineer, said his favorite section discussed planes.

"I got to see the process of making a plane from a plan to a full-size model," said Duran.

Earning a 100 on his final paper on Mars exploration, he's ready for the next phase – a visit to NASA. He'll join other community college students in May for two days of tours, observation and discussion with engineers.

"NCAS [NASA Community College Aerospace Scholars] not only inspires community college students to advance in STEM fields, but it also opens doors for future careers at NASA," said Tania B. Davis, Minority University Research and Education Project Manager.

The program, partly funded by the Minority University Research and Education Program, is committed to recruiting underrepresented students in science, technology, engineering and mathematics.

Duran, a first-generation college student, admitted he came to COM unsure of a major.

"I didn't know what I wanted to do at all," said Duran. "[Dalel Serda] never let me down though. She's the professor I remember who was there for me as a bad student. Even when I was turning in something late, she made me believe I had to graduate."

With encouragement, Duran wrote down all that barred him from succeeding: a full-time job, time with friends and lack of studying.

He decided to change – he stopped working full-time and frequently going out with friends.

"He went from earning barely passing grades in my English 1301 and 1302 classes to working really hard to earn every point of his A average in his calculus class. He makes me ridiculously proud," said Serda.

Duran is now in Calculus 3 at COM.

"[My GPA] started out at one-point-something and now it's 3.2. I was asked to be a math tutor at the COM Math Lab," said Duran.

"There's definitely opportunities at COM. Never in a million years would I have thought I would get accepted into a NASA program [starting] at a workshop at COM. This place is magical. You can go to a university and pay all that money and be in a class with 50 people, and here you study with great professors in a class of 20 people. I've never come across someone at COM that wasn't for helping students."

EDUCATIONAL PATHWAYS AND METAMAJORS

Finding the Right Program for You

College of the Mainland offers a number of ways for students to begin their educational pathways, and it is important for students to understand the differences between these pathways before beginning their journey.

Students at COM have the opportunity to earn certificates and degrees in academic transfer areas (for students who want to transfer to a university to earn a bachelor's degree) as well as workforce trades for those who want to go directly into the workplace upon completion of their award. The degree plans for each certificate and degree are presented in this catalog organized for full-time students and, where applicable, for part-time students. These plans inform the student with regard to exactly which courses need to be completed and in what optimal order.

To assist students in choosing their pathway, College of the Mainland offers academic and workforce programs grouped into six meta-majors. A meta-major is a collection of academic or workforce programs that have common or related content. Meta-majors at COM include:

Academic Transfer Programs
Includes degrees supported by coursework offered by the following academic transfer departments:

- Business and Computer Technologies
- Fine Arts
- Humanities
- Math and Science
- Social and Behavioral Sciences

Business and Computer Technologies

Human Service Careers

Industrial Careers

Nursing and Allied Health Careers

Public Service Careers

Each metamajor (as listed above) offers multiple programs (certificates and degrees) from which the student may choose. Students should study the degree plans offered on the following pages to determine their preferred educational pathway, and they should adhere closely to the degree plan so as to avoid taking unnecessary courses which will not count toward their degree.

College of the Mainland seeks to serve all students effectively, and it is hoped that students will find in the following pages a program that meets their needs and career ambitions.

ACADEMIC 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. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. 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).

The following departments offer academic transfer courses: Business and Computer Technologies, Fine Arts, Humanities, Math/Science, Public Service Careers and Social/Behavioral Sciences.

FIELD OF STUDY PROGRAMS

A "Field of Study" program is 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.

COM 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.

ASSOCIATE OF ARTS DEGREE (AA)

Students completing an Associate of Arts (AA) degree at COM will meet the following 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.

COM offers the following Associate of Arts (AA) degrees:

- Business
- Criminal Justice
- General Studies
- Music
- Theatre Arts/Drama
- 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 an Academic Advisor or a faculty adviser in your area of interest.

ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE

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. COM offers three AAT curricula, 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.

ASSOCIATE OF SCIENCE (AS) DEGREE

Students completing an Associate of Science (AS) degree at COM will meet the following 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 (AS) degree plans. For information pertaining to degree plans, please call 409-933-8379 or consult an Academic Advisor 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.

ONLINE PROGRAMS & DEGREES

COM offers a number of completely online Associate and Certificate programs. Online degree pathways are a great option for people who don't have time to attend face to face classes, work irregular hours, or have other time commitments. Some instructors may require that students come to campus for orientations, field trips, or to take tests in an approved testing location. Students must have access to the Internet, as all classes are conducted through Blackboard.

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 Component	Course Selection		Minimum 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, 1408, 1409, 2401. 2402; CHEM 1405, 1406, 1407, 1411, 1412, 1419; 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 courses	*PSYC 1300 or *EDUC 1300 and PHED 1164 * PSYC 1300 and EDUC 1300 must be completed within the students first 12 hours attempted at College of the Mainland.	4
Total Core Curriculum Hours			42
Institutional Requirements	1 course:	SPCH 1315 or SPCH 1318	3
Total Institutional Requirements			3

ACADEMIC TRANSFER DEGREES		
Program/Major	Degree	Completely Online
Business	AA	
Computer Science	AS	
Criminal Justice	AA	AA
General Studies	AA	AA
Mathematics	AS	
Music	AA	
Natural Science	AS	
Teaching - 4-8, EC-12 Special Education	AAT	
Teaching - 8-12, EC-12 Other	AAT	
Teaching - EC-6	AAT	
Theater	AA	
Visual Arts	AA	

College of the Mainland

ASSOCIATE OF ARTS DEGREE
General Studies
Recommended Full-Time Student Schedule

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
American History	Select from Core Curriculum	3
SPCH 1315 or 1318	Public Speaking / Interpersonal Communication	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	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 DEGREE
General Studies
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH	Select from Core Curriculum	3
SPCH 1315 or SPCH 1318	Public Speaking Interpersonal Communication	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Social/Behavioral Sciences	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
Elective		3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Elective		3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		3
Elective		3
Semester Total		**6**

SEMESTER #11

COURSE	COURSE TITLE	SCH
Elective		3
Elective		3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Field of Study - Business
Recommended Full-Time Student Schedule

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
American History	Select from Core Curriculum	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
American History	Select from Core Curriculum	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 DEGREE
Field of Study - Business
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ACCT 2301	Principles of Financial Accounting	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
ACCT 2302	Principles of Managerial Accounting II	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	4
SPCH 1315	Public Speaking	3
Semester Total		**7**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ECON 2301	Principles of Macroeconomics	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
MATH 1325	Calculus for Business and Social Sciences	3
ECON 2302	Principles of Microeconomics	3
Semester Total		**6**

SEMESTER #8

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
American History	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #11

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
*Approved Business Elective		3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

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

College of the Mainland

ASSOCIATE OF ARTS
Field of Study - Criminal Justice
Recommended Full-Time Student Schedule

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
American History	Select from Core Curriculum	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
American History	Select from Core Curriculum	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 DEGREE
Field of Study - Criminal Justice
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH	Select from Core Curriculum	3
CRIJ 1301	Introduction to Criminal Justice	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 1302 or ENGL 2311	Composition II Technical Writing	3
American History	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
CRIJ 1306	Court Systems and Practices	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

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

SEMESTER #7

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences		4
	Select from Core Curriculum	
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		
	Select from Core Curriculum	4
CRIJ 1310	Fundamentals of Criminal Law	3
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences		
	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
CRIJ 2313	Correctional Systems and Practices	3
Semester Total		**6**

SEMESTER #11

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
CRIJ 2328	Police Systems and Practices	3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Field of Study - Music
Recommended Full-Time Student Schedule

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 Instrument	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 Instrument	2
MUSI 1182	Class Piano II	1
MUEN	Ensemble	1
SPCH 1315	Public Speaking	
or SPCH 1318	Interpersonal Communication	3
American History	Select from Core Curriculum	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 Instrument	2
MUSI 2181	Class Piano III	1
MUEN	Ensemble	1
GOVT 2305	Federal Government	3
American History	Select from Core Curriculum	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 Instrument	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 DEGREE
Field of Study - Music
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing and Ear Training I	2
Semester Total		**7**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing and Ear Training II	2
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing and Ear Training III	2
MUAP	Applied Major Instrument	2
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing and Ear Training IV	2
MUAP	Applied Major Instrument	2
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
MUSI 1181	Class Piano I	1
MUEN	Ensemble	1
MUAP	Applied Major Instrument	2
GOVT 2305	Federal Government	3
Semester Total		**7**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
MUSI 1182	Class Piano II	1
MUEN	Ensemble	1
MUAP	Applied Major Instrument	2
GOVT 2306	Texas Government	3
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		4
	Select from Core Curriculum	
Semester Total		**4**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
MUSI 2181	Class Piano III	1
MUEN	Ensemble	1
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communication	
Semester Total		**5**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
MUSI 2182	Class Piano IV	1
MUEN	Ensemble	1
MUSI 1307	Music Literature	3
Semester Total		**5**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Emphasis in Theatre
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
DRAM 1351	Acting I	3
DRAM 1330	Stagecraft I	3
or 1342	Introduction to Costume	
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
Life and Physical Sciences		4
	Select from Core Curriculum	
American History	Select from Core Curriculum	3
DRAM 1352	Acting II	3
MUAP 1181	Applied Voice	1
DRAM 1120	Rehearsal and Performance I	1
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
GOVT 2305	Federal Government	3
DRAM 2351	Acting III	3
or 1330	Stagecraft I	
or 1342	Introduction to Costume	
Language, Philosophy and Culture		3
	Select from Core Curriculum	
DRAM 1310	Introduction to Theatre	3
SEMESTER TOTAL		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences		4
	Select from the Core Curriculum	
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communications	
Social/Behavioral Science		3
	Select from the Core Curriculum	
PHED 1164	Introduction to Physical Fitness and Wellness	1
DRAM 1121	Rehearsal and Performance II	1
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS DEGREE
Emphasis in Theatre
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
DRAM 1330	Stagecraft I	3
or 1342	Introduction to Costume	
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
DRAM 1351	Acting I	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
Mathematics	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		4
	Select from the Core Curriculum	
MUAP 1181	Applied Voice	1
DRAM 1120	Rehearsal and Performance I	1
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
DRAM 1352	Acting II	3
ENGL 1302	Composition II	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		4
	Select from the Core Curriculum	
DRAM 1121	Rehearsal and Performance II	1
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**6**

SEMESTER #8

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
DRAM 1310	Introduction to Theatre	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
DRAM 2351	Acting III	3
or 1330	Stagecraft I	
or 1342	Introduction to Costume	
Language, Philosophy and Culture		3
	Select from Core Curriculum	
Semester Total		**6**

SEMESTER #11

COURSE	COURSE TITLE	SCH
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communications	
Social/Behavioral Science		3
	Select from the Core Curriculum	
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Semester Total		**3**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Emphasis in Visual Arts
Recommended Full-Time Student Schedule

SEMESTER #1

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

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ARTS 1316	Drawing I	3
ARTS 1303	Art History I	3
or ARTS 1304	Art History II	
American History	Select from Core Curriculum	3
SPCH 1315	Public Speaking	
or 1318	Interpersonal Communication	3
ENGL 1302	Composition II	3
Semester Total		**15**

SEMESTER #3

COURSE	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
American History	Select from Core Curriculum	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 DEGREE
Emphasis in Visual Arts
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
ARTS 1311	Design I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		
	Select from Core Curriculum	4
ENGL 1301	Composition I	3
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ARTS 1316	Drawing I	3
American History	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
ARTS 1303	Art History I	3
or ARTS 1304	Art History II	
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communication	
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
ARTS	Arts Elective	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
GOVT 2305	Federal Government	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Mathematics	Select from Core Curriculum	3
ARTS	Arts Elective	3
Semester Total		**6**

SEMESTER #11

COURSE	COURSE TITLE	SCH
ARTS	Arts Elective	3
Social/Behavioral Sciences		
	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
EDUC 1300	Psychology for Success	
or PSYC 1300		3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	
or COSC 1301	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	United States History I	
or HIST 2301	Texas History	3
MATH 1350	Mathematics for Teachers 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	United States 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
EC-6
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
EDUC 1300	Psychology for Success	3
or PSYC 1300		
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	3
or COSC 1301	Introduction to Computing	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
HIST 1301	United States History I	3
or HIST 2301	Texas History	
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
MATH 1350	Mathematics for Teachers I	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
EDUC 1301	Introduction to the Teaching Profession	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences		
	Select from Core Curriculum	3
HIST 1302	United States History II	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #11

COURSE	COURSE TITLE	SCH
EDUC 2301	Introduction to Special Populations	3
Elective		3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS IN TEACHING
Leading to Initial Texas Teacher Certification
4-8, EC-12 Special Education
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
HIST 2301 or History 1301	United States History I Texas History	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	United States 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	Mathematics for Teachers I	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 2301	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
4-8, EC-12 Special Education
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
EDUC 1300	Psychology for Success	3
or PSYC 1300		
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	3
or COSC 1301	Introduction to Computing	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
HIST 1301	United States History I	3
or HIST 2301	Texas History	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
MATH 1350	Mathematics for Teachers I	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
EDUC 1301	Introduction to the Teaching Profession	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences		
	Select from Core Curriculum	3
HIST 1302	United States History II	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Semester Total		**3**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
EDUC 2301	Introduction to Special Populations	3
Elective		3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS IN TEACHING

Leading to Initial Texas Teacher Certification
8-12, EC - 12, other than Special Education
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
EDUC 1300	Psychology for Success	
or PSYC 1300		3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	
or COSC 1301	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	United States History I	
or HIST 2301	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	United States History II	3
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
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
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
EDUC 1300	Psychology for Success	3
or PSYC 1300		
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	3
or COSC 1301	Introduction to Computing	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
HIST 1301	United States History I	3
or HIST 2301	Texas History	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
Elective		3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
EDUC 1301	Introduction to the Teaching Profession	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences		
	Select from Core Curriculum	3
HIST 1302	United States History II	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Semester Total		**3**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
EDUC 2301	Introduction to Special Populations	3
Elective		3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

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
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
American History	Select from Core Curriculum	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
American History	Select from Core Curriculum	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 DEGREE
Field of Study - Computer Science
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH 2413	Calculus I	4
ARTS 2313	Design Communications I	3
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
or ENGL 2311	Technical Writing	
MATH 2414	Calculus II	4
Semester Total		**7**

SEMESTER #5

COURSE	COURSE TITLE	SCH
COSC 1336	Programming Fundamentals I	3
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communications	
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
PHYS 2425	University Physics I	4
COSC 1337	Programming Fundamentals II	3
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
COSC 2336	Programming Fundamentals III	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences		3
	Select from Core Curriculum	
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
COSC 2425	Computer Organization and Machine Language	4
	Select from Core Curriculum	
Semester Total		**7**

SEMESTER #11

COURSE	COURSE TITLE	SCH
PHYS 2426	University Physics II	4
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**5**
DEGREE TOTAL		**60**

ASSOCIATE OF SCIENCE
Emphasis in Mathematics
Recommended Full-Time Student Schedule

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
American History	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	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 DEGREE
Emphasis in Mathematics
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH 2312	Pre-calculus	3
ENGL 1302	Composition II	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
MATH 2413	Calculus I	4
American History	Select from Core Curriculum	3
Semester Total		**7**

SEMESTER #5

COURSE	COURSE TITLE	SCH
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communication	
MATH 2414	Calculus II	4
Semester Total		**7**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
MATH 2415	Calculus III	4
or MATH 2418	Linear Algebra	
or MATH 2420	Differential Equations	
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences	Select from Core Curriculum	3
Language, Philosophy and Culture		3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
Semester Total		**7**

SEMESTER #11

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	4
MATH 1324	Math for Business and Social Sciences	3
or MATH 1342	Elementary Statistical Methods	
Semester Total		**7**
DEGREE TOTAL		**60**

ASSOCIATE OF SCIENCE
Emphasis in Natural Science
Recommended Full-Time Student Schedule

SEMESTER #1

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

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	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	Public Speaking	
or 1318	Interpersonal Communication	3
Semester Total		**16**
DEGREE TOTAL		**60**

ASSOCIATE OF SCIENCE DEGREE
Emphasis in Natural Science
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
or EDUC 1300		
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MATH 1316	Trigonometry	3
ENGL 1302	Composition II	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
American History	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #4

COURSE	COURSE TITLE	SCH
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communication	
American History	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Social/Behavioral Sciences		
	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
Elective		3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
Creative Arts	Select from Core Curriculum	3
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
Elective		3
Semester Total		**3**

SEMESTER #10

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
Elective		3
Semester Total		**6**

SEMESTER #11

COURSE	COURSE TITLE	SCH
Elective		3
Elective		3
Semester Total		**6**

SEMESTER #12

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**1**
DEGREE TOTAL		**60**

WORKFORCE EDUCATION PROGRAMS

WORKFORCE EDUCATION

A workforce education program consists of a coherent sequence of courses designed to prepare students for employment in a career field. Workforce education programs at COM are developed in close cooperation with business and industry to satisfy a need for timely and effective workforce education. COM offers Associate of Applied Science (AAS) degrees as well as workforce certificates, providing students the necessary academic skills and the workforce skills, knowledge, and abilities necessary to attain entry-level employment in a target occupation.

The following departments offer Workforce Education Program: Business and Computer Technologies, Human Service Careers, Industrial Careers, Nursing and Allied Health, and Public Service Careers

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 Academic Advisors 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.

Certificates

COM offers a numbers of workforce certificates, providing students the opportunity to pursue a career pathway in increments. Workforce education programs are designed to prepare students for employment in a career field, while offering multiple entry and exit points, enabling students to work in their career field while transitioning to the next level of education. The following types of certificates are offered at College of the Mainland:

- Occupational Skills Award : an Occupational Skills Award consists of between 9-14 credit hours and prepares students for basic skills employment. Students with a declared Occupational Skills Award major are exempt from TSI requirements.
- Level One Certificate (CERT1): a workforce certificate consisting of between 15-42 credit hours which can be completed in one calendar year or less. Students who have a CERT1 declared major are exempt from TSI requirements. CERT1s prepare students for entry level work in a chosen career pathway.
- Level Two Certificate (CERT2): a workforce certificate consisting of between 30-51 credit hours. Students who have a CERT2 declared major are subject to the TSI requirements and may be subject to other eligibility requirements as determined by COM. CERT2s prepare students for entry or advanced level work in a chosen career pathway

Level One and Level Two certificates 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. Certificates are awarded to students who successfully complete approved programs.

WORKFORCE EDUCATION AWARDS				
Program/Major	Degree	Certificate	Occupational Skills Award	Completely Online
Business Administration - Accounting	AAS	CERT1	Occupational Skills Award	
Business Administration - Entrepreneurship	AAS	CERT1		CERT1, AAS
Business Administration - Management	AAS	CERT1		CERT1, AAS
Business Administration - Marketing	AAS	CERT1		CERT1, AAS
Child Development/Education			OSA	
Computer Information Systems - Networking		CERT1	OSA	
Computer Information Systems - Programming		CERT1	OSA	
Cosmetology - Esthetic Specialty		CERT1		
Cosmetology - High School Operator		CERT1		
Cosmetology - Instructor	AAS	CERT1		
Cosmetology - Operator		CERT1		
Criminal Justice	AAS			AA
Drafting - 2D/3D Model		CERT1		
Drafting - CAD	AAS	CERT1	OSA	
Drafting - Industrial		CERT1		
Emergency Management	AAS	CERT1, CERT2		
Emergency Medical Services	AAS			
Emergency Medical Services - Paramedic		CERT2		
Fire Academy Certificate		CERT1		
Fire Officer		CERT1		CERT1
Fire Technology	AAS			
Graphic Arts - Graphic Design		CERT1		
Graphic Arts - Graphic Design/Web Design	AAS			
Graphic Arts - Web Design		CERT1		
Health Information Management	AAS			
Health Information Management - Medical Coding		CERT2	OSA	
Law Enforcement - Basic Peace Officer Academy		CERT1		
Medical Assistant		CERT1		
Nursing	AAS			
Nursing - LVN -RN Transition	AAS			
Nursing - Vocational Nursing		CERT2		
Occupational Safety and Health Technology	AAS	CERT1		
Pharmacy Technician	AAS	CERT1		
Process Technology	AAS			
Welding Technologies	AAS			
Welding Technologies - Advanced Level Welding		CERT1		
Welding Technologies - Entry Level Welding		CERT1		

BUSINESS AND COMPUTER TECHNOLOGIES

The Business and Computer Technologies Department offers workforce courses in six program areas. These include Accounting, Business Administration, Business Technology, Computer Information Systems and Networking, Drafting, and Graphic Arts. The BCT Department offers everything from Occupational Skills Award, to Level One certificates, to Associate of Applied Science (AAS) degrees. Students also can develop practical skills through BCT Department Capstone courses, Internships or Cooperative Education that prepares students to start or continue their career in their chosen field. Finally, the Business and Computer Technologies Department offers workforce courses that prepare students for jobs in high demand, high pay sectors of the economy.

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
Recommended Full-Time Student Schedule

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.

CERTIFICATE*

Professional Bookkeeper
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ACNT 1313	Computerized Accounting Applications	3
POFT 1321	Business Math	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
BCIS 1305	Business Computer Applications	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 2301	Business Law	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

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	Contemporary Mathematics (Quantitative Reasoning) 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 2303	Problem Solving and Decision Making	3
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Accounting
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
or COSC 1301	Introduction to Computing	
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
BUSI 2304	Business Report Writing and Correspondence	3
or ENGL 1301	Composition I	
POFT 1321	Business Math	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ACNT 1303	Introduction to Accounting I	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
HRPO 1311	Human Relations	3
BMGT 1327	Principles of Management	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
ACCT 2301	Principles of Financial Accounting	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1314	College Algebra	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ECON 2301	Principles of Macroeconomics	3
or ECON 2302	Principles of Microeconomics	
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
ACCT 2302	Principles of Managerial Accounting	3
BMGT 1341	Business Ethics	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
BUSG 1315	Small Business Operations	3
POFT 1300	Career Exploration/Planning	3
or ACCT 1382	Cooperative Education - Accounting	
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
or Language, Philosophy and Culture/Creative Arts		3
	Select from Core Curriculum	
Semester Total		**6**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
ACNT 1331	Federal Income Tax: Individual	3
ITSC 1309	Integrated Software Applications I	3
Semester Total		**6**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
ACNT 1313	Computerized Accounting Applications	3
BMGT 2303	Problem Solving & Decision Making (Capstone)	3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
BUSI 2301	Business Law	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

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.

CERTIFICATE*
Entrepreneurship*
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**6**

SEMESTER # 3 (FALL)

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		**6**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
BUSG 1315	Small Business Operations	3
Semester Total		**6**
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
Recommended Full-Time Student Schedule

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	Contemporary Mathematics (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 2303	Problem Solving and Decision Making	3
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Entrepreneurship
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
BUSI 2304	Business Report Writing and Correspondence	3
or ENGL 1301	Composition I	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ECON 2301	Principles of Macroeconomics	3
or ECON 2302	Principles of Microeconomics	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1314	College Algebra	
BMGT 1327	Principles of Management	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
BUSG 1315	Small Business Operations	3
HRPO 2301	Human Resource Management	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ACCT 2301	Principles of Financial Accounting	3
or ACNT 1303	Introduction to Accounting I	
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 2301	Business Law	3
BMGT 1341	Business Ethics	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
ACNT 1313	Computerized Accounting Applications	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

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

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
BMGT 2303	Problem Solving and Decision Making	3
Semester Total		**6**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
or BMGT 1382	Cooperative Education - Business Administration/Management	
ARTS 2314	Design Communications II	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

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.

CERTIFICATE*
Management
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**6**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
ACNT 1303	Introduction to Accounting I	3
Semester Total		**6**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
HRPO 2301	Human Resources Management	3
BMGT 1327	Principles of Management	3
Semester Total		**6**
DEGREE TOTAL		**60**

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ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Management
Recommended Full-Time Student Schedule

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	Contemporary Mathematics (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 II	
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 2303	Problem Solving and Decision Making	3
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Management
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
BUSI 2304	Business Report Writing and Correspondence	3
or ENGL 1301	Composition I	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ECON 2301	Principles of Macroeconomics	3
or ECON 2302	Principles of Microeconomics	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
HRPO 1311	Human Relations	3
BMGT 1327	Principles of Management	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
BMGT 2309	Leadership	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1314	College Algebra	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ACCT 2301	Principles of Financial Accounting	3
or ACNT 1303	Introduction to Accounting I	
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 2301	Business Law	3
BMGT 1341	Business Ethics	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
HRPO 2301	Human Resources Management	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

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

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
BMGT 1301	Supervision	3
BMGT 2303	Problem Solving and Decision Making	3
Semester Total		**6**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
or BMGT 1382	Cooperative Education - Business Administration/Management	
ARTS 2314	Design Communications II	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

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**

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CERTIFICATE*
Marketing
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**6**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		**6**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
ARTS 2314	Design Communications II or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
Semester Total		**6**
DEGREE TOTAL		**24**

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ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Marketing
Recommended Full-Time Student Schedule

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 II	
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
MATH 1332	Contemporary Mathematics (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 2303	Problem Solving and Decision Making	3
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Marketing
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
BUSI 2304	Business Report Writing and Correspondence	3
or ENGL 1301	Composition I	
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ECON 2301	Principles of Macroeconomics	3
or ECON 2302	Principles of Microeconomics	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1314	College Algebra	3
BMGT 1327	Principles of Management	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
BMGT 2309	Leadership	3
HRPO 1311	Human Relations	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ACCT 2301	Principles of Financial Accounting	3
or ACNT 1303	Introduction to Accounting I	
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
BUSI 2301	Business Law	3
BMGT 1341	Business Ethics	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
POFT 1321	Business Math	
Semester Total		**6**

SEMESTER #9 (SUMMER)

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

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
BMGT 1301	Supervision	3
BMGT 2303	Problem Solving and Decision Making	3
Semester Total		**6**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
or BMGT 1382	Cooperative Education - Business Administration/Management	
ARTS 2314	Design Communications II	3
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	
Semester Total		**3**
DEGREE TOTAL		**60**

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
Recommended Full-Time Student Schedule

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 1480	Cooperative Education - Computer Programming/ Programmer, General	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.

CERTIFICATE*
Programming
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
COSC 1301	Introduction to Computing	3
ITSW 1307	Introduction to Database	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
COSC 1336	Programming Fundamentals I	3
ITSE 1311	Beginning Web Programming	3
Semester Total		**6**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
ITSE 2309	Database Programming	3
ITSE 2302	Intermediate Web Programming	3
Semester Total		**6**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
COSC 1337	Programming Fundamentals II	3
IMED 1316	Web Design	3
Semester Total		**6**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
COSC 2336	Programming Fundamentals III	3
ITSE 1480	Cooperative Education - Computer Programming/Programmer, General	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.

OCCUPATIONAL SKILLS AWARD
SQL Server Database Fundamentals
Recommended Full-Time Student Schedule

The SQL Server Database Fundamentals Occupational Skills 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**

OCCUPATIONAL SKILLS AWARD
SQL Server Database Fundamentals
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
COSC 1301	Introduction to Computing	3
ITSW 1307	Introduction to Database	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
COSC 1336	Programming Fundamentals I	3
Semester Total		**3**
DEGREE TOTAL		**9**

OCCUPATIONAL SKILLS AWARD
Networking Fundamentals
Recommended Full-Time Student Schedule

Upon completion of the Networking Fundamentals Occupational 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**

OCCUPATIONAL SKILLS AWARD
Networking Fundamentals
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
Semester Total		**6**
DEGREE TOTAL		**12**

CERTIFICATE*
Networking
Recommended Full-Time Student Schedule

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 Occupational Skills Awards. So, in addition to obtaining a Networking Certificate, a student can obtain up to four Occupational 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 1480	Cooperative Education - Computer Systems, Networking and Telecommunications	4
Semester Total		**10**
DEGREE TOTAL		**40**

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

CERTIFICATE*
Networking
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
Semester Total		**6**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
ITSY 1300	Fundamentals of Information Security	3
ITNW 1345	Implementing Network Directory Services	3
Semester Total		**6**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
ITNW 1353	Supporting Network Infrastructure	3
ITNW 2305	Network Administration	3
Semester Total		**6**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
ITC 1316	Linux Installation and Configuration	3
ITNW 1325	Foundations of Network Technology (Cisco)	3
Semester Total		**6**

SEMESTER #6 (SPRING)

COURSE	COURSE TITLE	SCH
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITNW 2312	Routers	3
Semester Total		**6**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
ITNW 1480	Cooperative Education - Computer Systems, Networking and Telecommunications	4
Semester Total		**4**
DEGREE TOTAL		**40**

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

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
Recommended Full-Time Student Schedule

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*
CAD Drafting
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

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

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
DFTG Elective**		4
DFTG 2419	Intermediate Computer-Aided Drafting	4
Semester Total		**8**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
Semester Total		**3**
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
Recommended Full-Time Student Schedule

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*
2D/3D Modeling
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

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

SEMESTER #2 (SPRING)

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

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
DFTG 2432	Advanced CAD	4
DFTG Elective**	Drafting Elective	4
Semester Total		**8**
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
Recommended Full-Time Student Schedule

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)

CERTIFICATE*
Industrial Drafting
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

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

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
DFTG 2430	Civil Drafting	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
Semester Total		**8**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
POFT 1300	Career Exploration/Planning	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
DFTG 2407	Electrical Drafting	4
ARCE 1452	Structural Drafting	4
Semester Total		**8**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
DFTG 2428	Architectural Drafting - Commercial	4
DFTG Elective**	Drafting Elective (DFTG 2440)	4
Semester Total		**8**

SEMESTER #6 (FALL)

COURSE	COURSE TITLE	SCH
DFTG 2423	Piping Drafting	4
Semester Total		**4**
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
Recommended Full-Time Student Schedule

The Associate of Applied Science 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**

ASSOCIATE OF APPLIED SCIENCE DEGREE
Drafting
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

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

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
TECM 1303	Technical Algebra and Trigonometry	3
DFTG 2419	Intermediate Computer-Aided Drafting	4
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
BCIS 1305	Business Computer Applications	3
or COSC 1301	Introduction to Computing	
ARCE 1452	Structural Drafting	4
Semester Total		**7**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
DFTG 2430	Civil Drafting	4
DFTG 2440	Solid Modeling/Design	4
Semester Total		**8**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
DFTG 2407	Electrical Drafting	4
DFTG 2423	Piping Drafting	4
Semester Total		**8**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
DFTG 2428	Architectural Drafting - Commercial	4
MATH 1314	College Algebra	3
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
DFTG 2381 or	Cooperative Education-Drafting	3
or POFT 1300	Career Exploration/Planning	
Semester Total		**3**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
DFTG 2432	Advanced Computer-Aided Drafting	4
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**7**
DEGREE TOTAL		**60**

GRAPHIC ARTS

CERTIFICATE*
Graphic Design
Recommended Full-Time Student Schedule

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*
Graphic Design
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
IMED 1353	Computer Illustration	3
ARTC 1327	Typography	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1349	Art Direction	3
Semester Total		**3**

SEMESTER #4 (FALL)

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

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

CERTIFICATE*
Web Design
Recommended Full-Time Student Schedule

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 will 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**

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CERTIFICATE*
Web Design
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**3**

SEMESTER #4 (FALL)

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

SEMESTER #5 (SPRING)

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

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ASSOCIATE OF APPLIED SCIENCE

Graphic Design/Web Design
Recommended Full-Time Student Schedule

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**

ASSOCIATE OF APPLIED SCIENCE
Graphic Design/Web Design
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
Semester Total		**6**

SEMESTER #2 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
MATH	Select for Core Curriculum	
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
ARTC 1327	Typography	3
IMED 2315	Web Design II	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
IMED 1353	Computer Illustration	3
IMED 1301	Introduction to Digital Media	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communications	
Semester Total		**3**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
IMED 2309	Internet Commerce	3
IMED 1345	Interactive Digital Media I	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
Social/Behavioral Sciences	Select from Core Curriculum	3
GRPH 2309	Digital Pre-Press	3
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
American History/Government-Political Science/ Social-Behavioral Sciences	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #10 (FALL)

COURSE	COURSE TITLE	SCH
ARTC 1349	Art Direction	3
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #11 (SPRING)

COURSE	COURSE TITLE	SCH
ARTC 2388	Internship: Commercial and Advertising Art	3
ARTC 2335	Portfolio Development for Graphic Design	3
Semester Total		**6**

SEMESTER #12 (SUMMER)

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
or BUSI 2304	Business Report Writing and Correspondence	
or HRPO 1311	Human Relations	
or MRKG 1311	Principles of Marketing	
Semester Total		**3**
DEGREE TOTAL		**60**

HUMAN SERVICE CAREERS

CHILD DEVELOPMENT/EDUCATION

The Occupational Skills Award in Child Development is designed to allow students to prepare for an exciting and challenging career working with children and families. Previously acquired Child Development courses may apply toward this Occupational Skills Award if the courses were completed within the previous 10 years. Program course completion may 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.

OCCUPATIONAL SKILLS AWARD
Child Development
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
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 1413	Curriculum Resources for Early Childhood Programs	4
Semester Total		**7**
DEGREE TOTAL		**10**

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.)

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 2441 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.

OCCUPATIONAL SKILLS AWARD
Barber to Cosmetology Crossover
Recommended Part-Time Student Schedule

The Barber to Cosmetology Crossover Award is designed to provide education to currently licensed Barbers who would like to have a Dual License in Barber and Cosmetology. This is a 300 clock hour course covering the required areas of study in Cosmetology needed for dual license. This class is not for beginner students or Cosmetologists, only licensed Barbers. A valid Texas Barber License is required for admission to this Occupational Skills Award.

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
CSME 1405	Fundamentals of Cosmetology	4
CSME 1202	Applications of Facial and Skin Care Technology I	2
CSME 2250	Preparation for State Licensing Written Examination	2
CSME 2251	Preparation for State Licensing Practical Examination	2
Semester Total		**10**
DEGREE TOTAL		**10**

CERTIFICATE*
Cosmetology Instructor

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 Texas 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 2549	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.

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CERTIFICATE*
Cosmetology Operator
Recommended Full-Time Student Schedule

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 1410	Introduction to Haircutting 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 2343	Salon Development	3
CSME 1443	Manicuring and Related Theory	4
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
CSME 1491	Special Topics in Cosmetology	4
CSME 1248	Principles of Skin Care	2
CSME 2441	Preparation for the State Licensing Exam	4
Semester Total		**10**
DEGREE TOTAL		**41**

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*
Cosmetology Operator
Recommended Part-Time Student Schedule

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
Semester Total		**8**

SEMESTER #2 (SUMMER)

COURSE	COURSE TITLE	SCH
CSME 1410	Introduction to Haircutting and Related Theory	4
CSME 1453	Chemical Reformation and Related Theory	4
Semester Total		**8**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
CSME 2343	Salon Development	3
CSME 1248	Principles of Skin Care/Facials and Related Theory	2
Semester Total		**5**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
CSME 1443	Manicuring and Related Theory	4
CSME 2401	Principles of Hair Coloring and Related Theory	4
Semester Total		**8**

SEMESTER #5 (SUMMER)

COURSE	COURSE TITLE	SCH
CSME 1451	Artistry of Hair, Theory and Practice	4
CSME 1491	Special Topics in Cosmetology	4
Semester Total		**8**

SEMESTER #6 (FALL)

COURSE	COURSE TITLE	SCH
CSME 2441	Preparation for the State Licensing Exam	4
Semester Total		**6**
DEGREE TOTAL		**41**

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

CERTIFICATE*
Esthetic Specialty
Recommended Full-Time Student Schedule

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 2441	Preparation for the State Licensing Exam	4
Semester Total		**12**
DEGREE TOTAL		**23**

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

CERTIFICATE*
High School Operator
Recommended Full-Time Student Schedule

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 1453	Chemical Reformation and Related Theory	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 1405	Fundamentals of Cosmetology	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
Recommended Full-Time Student Schedule

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 2549	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
Elective		3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
MATH	Select from Core Curriculum	
or MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
American History/Government-Political Science/ Social-Behavioral Sciences	Select from Core Curriculum.	3
Language, Philosophy and Culture/Creative Arts		3
Elective		3
Elective		3
Semester Total		**15**
DEGREE TOTAL		**60**

INDUSTRIAL CAREERS

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
FULL-TIME Student Schedule
Fall Start Day

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
OSHT 1309	Physical Hazards Control	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1301	Introduction to Safety and Health	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**16**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 2309	Safety Program Management (Capstone)	3
Semester Total		**15**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**
DEGREE TOTAL		**34**

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

CERTIFICATE*
Occupational Safety and Health Technology
Recommended Part-Time Student Schedule
Fall Start Day

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**6**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 1305	OSHA Regulations - Construction Industry	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2401	OSHA Regulations - General Industry	4
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**7**

SEMESTER # 5 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
Semester Total		**6**

SEMESTER # 6 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1309	Physical Hazards Control	3
OSHT 2309	Safety Program Management (Capstone)	3
Semester Total		**6**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Full-Time Student Schedule
Fall Start Night

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 2309	Safety Program Management (Capstone)	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**16**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 1309	Physical Hazards Control	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**15**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Part-Time Student Schedule
Fall Start Night

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**6**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 1305	OSHA Regulations - Construction Industry	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2401	OSHA Regulations - General Industry	4
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**7**

SEMESTER # 5 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1309	Physical Hazards Control	3
Semester Total		**6**

SEMESTER # 6 (FALL)

COURSE	COURSE TITLE	SCH
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 2309	Safety Program Management (Capstone)	3
Semester Total		**6**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Full-Time Student Schedule
Spring Start Day

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1305	OSHA Regulations - Construction Industry	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**15**

SEMESTER # 2 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
OSHT 1309	Physical Hazards Control	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 2309	Safety Program Management (Capstone)	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**16**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Part-Time Student Schedule
Spring Start Day

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**6**

SEMESTER #2 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1313	Accident Prevention, Inspection and Investigation	3
Semester Total		**7**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1305	OSHA Regulations - Construction Industry	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**6**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2309	Safety Program Management (Capstone)	3
OSHT 1309	Physical Hazards Control	3
Semester Total		**6**

SEMESTER #6 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
Semester Total		**6**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Full-Time Student Schedule
Spring Start Night

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 1309	Physical Hazards Control	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**15**

SEMESTER # 2 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER # 3 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 2309	Safety Program Management (Capstone)	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**16**
DEGREE TOTAL		**34**

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CERTIFICATE*
Occupational Safety and Health Technology
Recommended Part-Time Student Schedule
Spring Start Night

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 1301	Introduction to Safety and Health	3
Semester Total		**6**

SEMESTER #2 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Semester Total		**3**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1313	Accident Prevention, Inspection and Investigation	3
Semester Total		**7**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1305	OSHA Regulations - Construction Industry	3
EPCT 1305	Environmental Regulations Overview	3
Semester Total		**6**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2309	Safety Program Management (Capstone)	3
EPCT 1341	Principles of Industrial Hygiene	3
Semester Total		**6**

SEMESTER #6 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1309	Physical Hazards Control	3
Semester Total		**6**
DEGREE TOTAL		**34**

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ASSOCIATE OF APPLIED SCIENCE
Occupational Safety and Health Technology
Recommended Full-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1301	Introduction to Safety and Health	3
MATH 1314	College Algebra	3
Semester Total		**13**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1321	Fire Protection Systems	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1305	OSHA Regulations - Construction Industry	3
CHEM 1411	General Chemistry I	4
Semester Total		**13**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
PSYC 2301	Introduction to Psychology	3
or SOCI 1301	Introduction to Sociology	
Semester Total		**6**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1309	Physical Hazards Control	3
EPCT 1341	Principles of Industrial Hygiene	3
ENG 1301	Composition I	3
Semester Total		**9**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
EPCT 1305	Environmental Regulations Overview	3
OSHT 2309	Safety Program Management (Capstone)	3
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
ENGL 1302	Composition II	3
or BMGT 2309	Leadership	
or BMGT 2303	Problem Solving and Decision Making	
or BUSI 2304	Business Report Writing and Correspondence	
or COSC 1301	Introduction to Computing	
or SPCH 1315	Public Speaking	
Semester Total		**12**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	4
ENGL 2311	Technical and Business Writing	3
Semester Total		**7**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Occupational Safety and Health Technology
Recommended Part-Time Student Schedule

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1313	Accident Prevention, Inspection and Investigation	3
MATH 1314	College Algebra	3
Semester Total		**6**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1305	OSHA Regulations - Construction Industry	3
CHEM 1411	General Chemistry I	4
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**6**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 2401	OSHA Regulations - General Industry	4
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**8**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 1301	Introduction to Safety and Health	3
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
or BMGT 2309	Leadership	
or BMGT 2303	Problem Solving and Decision Making	
or BUSI 2304	Business Report Writing and Correspondence	
or COSC 1301	Introduction to Computing	
or SPCH 1315	Public Speaking	
PSYC 2301	Introduction to Psychology	3
or SOCI 1301	Introduction to Sociology	
Semester Total		**6**

SEMESTER #7 (FALL)

COURSE	COURSE TITLE	SCH
OSHT 1309	Physical Hazards Control	3
ENGL 2311	Technical and Business Writing	3
Semester Total		**6**

SEMESTER #8 (SPRING)

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1321	Fire Protection Systems	3
Semester Total		**6**

SEMESTER #9 (FALL)

COURSE	COURSE TITLE	SCH
EPCT 1305	Environmental Regulations Overview	3
OSHT 2309	Safety Program Management (Capstone)	3
Semester Total		**6**

SEMESTER #10 (SPRING)

COURSE	COURSE TITLE	SCH
EPCT 1341	Principles of Industrial Hygiene	3
Semester Total		**3**
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 60 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
Recommended Full-Time Student Schedule

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 I	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	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	Select from Core Curriculum	3
Semester Total		**14**
DEGREE TOTAL		**60**

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

ASSOCIATE OF APPLIED SCIENCE DEGREE
Petrochemical Process Technology
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
or TECM 1343	Technical Algebra and Trigonometry	
PSYC 1300	Introduction Sociology	3
or PSYC 2301	General Psychology	
or SOCI 1301	Psychology for Success	
Semester Total		**6**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
PTAC 1302	Introduction to Process Technology	3
ENGL 1301	Composition I	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
PTAC 1308	Safety, Health and Environment I	3
Language, Philosophy and Culture/Creative Arts	Select for Core Curriculum	3
Semester Total		**6**

SEMESTER #4

COURSE	COURSE TITLE	SCH
PTAC 1310	Process Technology I: Equipment	3
SPCH 1315	Public Speaking	3
or BUSI 2304	Business Report Writing and Correspondence	
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
PTAC 1332	Process Instrumentation I	3
PTAC 2314	Quality	3
Semester Total		**6**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
PHYS 1401	College Physics I	4
or PHYS 1410	Applied Physics	
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**5**

SEMESTER #7

COURSE	COURSE TITLE	SCH
CHEM 1405	Introduction Chemistry I	4
PTAC 1350	Industrial Economics	3
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
PTAC 2420	Process Tech II: Systems	4
PTAC 1354	Industrial Processes	3
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
PTAC 2438	Process Technology III: Operations	4
PTAC 2346	Process Troubleshooting	3
Semester Total		**7**

SEMESTER #10

COURSE	COURSE TITLE	SCH
CTEC 2445	Unit Operations	4
Semester Total		**4**
DEGREE TOTAL		**60**

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

WELDING TECHNOLOGIES

CERTIFICATE*
Entry Level Welding
Recommended Full-Time Student Schedule

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 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
Semester Total		**12**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	4
Semester Total		**12**
DEGREE TOTAL		**24**

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

CERTIFICATE*
Entry Level Welding
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1430	Introduction to Gas Metal ARC (GMAW) Welding	4
Semester Total		**8**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
Semester Total		**8**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
WLDG 1435	Introduction to Pipe Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) 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
Recommended Full-Time Student Schedule

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. Criminal Justice

CERTIFICATE*
Advance Level Welding
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1430	Introduction to Gas Metal ARC (GMAW) Welding	4
Semester Total		**8**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1412	Introduction to Flux Cored Arc (FCAW) Welding	4
Semester Total		**8**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
Semester Total		**8**

SEMESTER #4

COURSE	COURSE TITLE	SCH
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
Semester Total		**8**

SEMESTER #5

COURSE	COURSE TITLE	SCH
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Intermediate 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.

ASSOCIATE OF APPLIED SCIENCE
Welding
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
MATH 1314	College Algebra	3
or MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1316	Plane Trigonometry	
ENGL 1301	Composition I	3
WLDG 1421	Welding Fundamentals	4
Semester Total		**14**

SEMESTER #2

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		4
	Select from Core Curriculum	
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Semester Total		**16**

SEMESTER # 3

COURSE	COURSE TITLE	SCH
American History/Government-Political Science/ Social-Behavioral Sciences		3
	Select from Core Curriculum	
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		3
	Select from Core Curriculum	
WLDG 2453	Advanced Pipe Welding	4
WLDG 2413	Intermediate Welding Using Multiple Processes	4
WLDG 2406	Intermediate Pipe Welding	4
Semester Total		**15**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Welding
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
Semester Total		**7**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
or MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	
or MATH 1316	Plane Trigonometry	
WLDG 1430	Introduction to Gas Metal ARC (GMAW) Welding	4
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1412	Introduction to Flux Cored Arc (FCAW) Welding	4
Semester Total		**8**

SEMESTER #4

COURSE	COURSE TITLE	SCH
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
Life and Physical Sciences	Select for Core Curriculum	4
Semester Total		**8**

SEMESTER #5

COURSE	COURSE TITLE	SCH
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1435	Introduction to Pipe Welding	4
Semester Total		**8**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
Semester Total		**4**

SEMESTER #7

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture/Creative Arts	Select for Core Curriculum	3
WLDG 2406	Intermediate Pipe Welding	4
Semester Total		**7**

SEMESTER #8

COURSE	COURSE TITLE	SCH
WLDG 2413	Intgermediate Welding Using Multiple Processes	4
Social/Behavioral Sciences	Select for Core Curriculum	3
Semester Total		**7**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
WLDG 2453	Advanced Pipe Welding	4
Semester Total		**4**
DEGREE TOTAL		**60**

NURSING AND ALLIED HEALTH CAREERS

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 Registered Health Information Technicians (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).

OCCUPATIONAL SKILLS AWARD
Introduction to Health Information Management
Full-Time Student Schedule

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology	3
HITT 1301	Health Data Content and Structure	3
HITT 1345	Health Care Delivery Systems	3
Semester Total		**9**
DEGREE TOTAL		**9**

CERTIFICATE**
Medical Coding
Recommended Full-Time Student Schedule

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

- Maintain a "C" (75 percent average in HITT related courses)
- Pass a Criminal Background Check
- Provide documentation of current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, Chicken Pox.

Furthermore, students may also be required to:

- Provide proof of completion of Hepatitis B and Influenza vaccine series
- Pass a drug screen
- Wear hospital scrubs and student identification badge

PREREQUISITE COURSES

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
Prerequisite 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
Prerequisite 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 (FALL)

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.

CERTIFICATE**
Medical Coding
Recommended Part-Time Student Schedule

SEMESTER #1 (SUMMER)

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

SEMESTER # 2 (FALL)

COURSE	COURSE TITLE	SCH
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Human Anatomy and Physiology II	4
Semester Total		**7**

SEMESTER # 3 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1341	Coding and Classification Systems	3
HITT 1349	Pharmacology	3
Semester Total		**9**

SEMESTER #4 (FALL)

COURSE	COURSE TITLE	SCH
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
Semester Total		**6**

SEMESTER #5 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 1260	Clinical: Health Information/Medical Records	2
HITT 2346	Advanced Medical Coding	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
Semester Total		**8**
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
Recommended Full-Time Student Schedule

PREREQUISITE COURSES

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
Prerequisite 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: RHIT Competency Review	2
HITT 2346	Advanced Medical Coding	3
ENGL 2311	Technical and Business Writing	3
Semester Total		**11**
DEGREE TOTAL		**60**

ASSOCIATE OF APPLIED SCIENCE
Health Information Management
Recommended Part-Time Student Schedule

SEMESTER #1 (SUMMER)

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

SEMESTER # 2 (FALL)

COURSE	COURSE TITLE	SCH
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Human Anatomy and Physiology II	4
Semester Total		**7**

SEMESTER # 3 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1341	Coding and Classification Systems	3
HITT 1349	Pharmacology	3
Semester Total		**9**

SEMESTER #4 (SUMMER)

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
SOCI 1301	Introduction to Sociology	3
or PSYC 2301	Introduction to Psychology	
or PSYC 1300	Psychology for Success	
HITT 1353	Legal and Ethical Aspects of Health Information	3
Semester Total		**9**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
HITT 2343	Quality Assurance and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
Semester Total		**9**

SEMESTER #6 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 2339	Health Information Organization and Supervision	3
HITT 1355	Health Care Statistics	3
HITT 2346	Advanced Medical Coding	3
Semester Total		**9**

SEMESTER #7 (SUMMER)

COURSE	COURSE TITLE	SCH
ENGL 2311	Technical and Business Writing	3
Language, Philosophy and Culture/Creative Arts		3
Semester Total		**6**

SEMESTER #8 (FALL)

COURSE	COURSE TITLE	SCH
HITT 1260	Clinical: Health Information/Medical Records	2
Semester Total		**2**

SEMESTER #9 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 2266	Practicum - RHIT Competency Review	2
Semester Total		**2**
DEGREE TOTAL		**60**

MEDICAL ASSISTANT

The Medical Assistant Certificate program provides entry-level education for individuals interested in a health 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 or part-time enrollment. The day program starts each spring semester and the afternoon program begins each fall.

The 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
Recommended Full-Time Student Schedule

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.

CERTIFICATE*
Medical Assistant
Recommended Part-Time Student Schedule

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
Semester Total		**9**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MDCA 1321	Administrative Procedures	3
MDCA 1443	Medical Insurance	4
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1352	Medical Assistant Laboratory Procedures	3
Semester Total		**7**

SEMESTER #4

COURSE	COURSE TITLE	SCH
MDCA 1348	Pharmacology and Administration of Medicines	3
MDCA 1205	Medical Law and Ethics	2
Semester Total		**5**

SEMESTER #5 (FALL)

COURSE	COURSE TITLE	SCH
MDCA 1460	Clinical: Medical Assistant	4
MDCA 1254	Medical Assisting Credentialing Exam Review	2
Semester Total		**6**
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) program 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 2015 was $67,490. The BLS also reports that RN employment between 2014 and 2024 is expected to grow 16 percent, which is much 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 psychobiological 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/Allied Health Careers Department staff at 409-933-8425 or the Nursing Academic Advisor at 409-933-8684.

ASSOCIATE OF APPLIED SCIENCE
Nursing
Recommended Full-Time Student Schedule

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.

PREREQUISITE COURSES

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
Prerequisite Courses 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	Introduction to Nursing Clinical	2
Semester Total		**11**

SEMESTER #2

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

SEMESTER #3

COURSE	COURSE TITLE	SCH
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Care of the Childbearing Family Clinical	2
RNSG 2101	Care of Children and Families	1
RNSG 1262	Care of Children and Families Clinical	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	Complex Concepts of Adult Health Clinical	2
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2263	Advanced Concepts of Adult Health Clinical	2
Semester Total		**10**
DEGREE TOTAL		**60**

LVN-RN TRANSITION TRACK CURRICULUM SCHEDULE
Recommended Full-Time Student Schedule

PREREQUISITE COURSES

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

Prerequisite Courses Total **21**

SEMESTER #1

COURSE	COURSE TITLE	SCH
RNSG 1327	Transition to Professional Nursing	3
RNSG 1162	Transition Clinical	1
RNSG 1215	Health Assessment	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Mental Health Nursing Clinical	2

Semester Total **10**

SEMESTER #2

COURSE	COURSE TITLE	SCH
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Care of the Childbearing Family Clinical	2
RNSG 2101	Care of Children and Families	1
RNSG 1262	Care of Children and Families Clinical	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	Complex Concepts of Adult Health Clinical	2
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2263	Advanced Concepts of Adult Health Clinical	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

For admissions and program information, contact the Nursing/Allied Health Careers Department staff at 409-933-8425 or the Nursing Academic Advisor at 409-933-8684.

CERTIFICATE**
Vocational Nursing
Recommended Full-Time Student Schedule

Graduation Requirements

Students must have (1) successfully completed (with a grade of "C" or better in each course) the prescribed course of study of 44 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 COURSES

COURSE	COURSE TITLE	SCH
BIOL 2404	Anatomy and Physiology	4
Prerequisite Courses 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.

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 either full-time or part-time enrollment. 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 and drug screen. Any misdemeanor or felony conviction 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 mailed or returned 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

ashp ACPE ACCREDITED

CERTIFICATE*
Pharmacy Technician
Recommended Full-Time Student Schedule

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 One Certificate.

CERTIFICATE*
Pharmacy Technician
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1449	Institutional Pharmacy Practice	4
Semester Total		**7**

SEMESTER #2

COURSE	COURSE TITLE	SCH
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
Semester Total		**7**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1347	Pharmaceutical Mathematics II	3
Semester Total		**7**

SEMESTER #4

COURSE	COURSE TITLE	SCH
PHRA 1445	Compounding Sterile Preparations	4
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 2360	Clinical: Pharmacy Technician/Assistant	3
Semester Total		**9**
DEGREE TOTAL		**30**

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ASSOCIATE OF APPLIED SCIENCE
Pharmacy Technician
Recommended Full-Time Student Schedule

The AAS degree will help further the opportunities for management and advanced responsibility roles.

See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check and drug screen. Any misdemeanor or felony conviction may prohibit the student from obtaining the appropriate registration with the Texas State Board of Pharmacy or 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	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**

PUBLIC SERVICE CAREERS

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice
Recommended Full-Time Student Schedule

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
Language, Philosophy and Culture		3
	Select from Core Curriculum	
COSC 1301	Introduction to Computing	3
Select 1 Course:	CRIJ 1301, 1306, 2313 (not previously taken)	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 Communications	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, 2313 (not previously taken)	3
CJSA 1382	Criminal Justice Cooperative	3
PHED	Select from Core Curriculum	1
Semester Total		**13**

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
CJLE 2247	Tactical Skills for Police	2
Semester Total		**22**
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.

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice
Recommended Part-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
Select 1 Course:	CRIJ 1301, 1306, 2313 (not previously taken)	3
Semester Total		**6**

SEMESTER #2

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
ENGL 1302	Composition II	
or ENGL 2311	Technical and Business Writing	3
Semester Total		**6**

SEMESTER # 3 (SUMMER)

COURSE	COURSE TITLE	SCH
PHED	Select from Core Curriculum	1
Semester Total		**1**

SEMESTER #4

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Select 1 Course:	CRIJ 1301, 1306, 2313 (not previously taken)	3
Semester Total		**6**

SEMESTER #5

COURSE	COURSE TITLE	SCH
Life and Physical Sciences		
	Select from Core Curriculum	4
Semester Total		**4**

SEMESTER #6 (SUMMER)

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture		
	Select from Core Curriculum	3
Semester Total		**3**

SEMESTER #7

COURSE	COURSE TITLE	SCH
PSYC 2301	Introduction to Psychology	3
COSC 1301	Introduction to Computing	3
Semester Total		**6**

SEMESTER #8

COURSE	COURSE TITLE	SCH
CJSA 1382	Criminal Justice Cooperative	3
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communications	
Semester Total		**6**

SEMESTER #9 (SUMMER)

COURSE	COURSE TITLE	SCH
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
Semester Total		**10**

SEMESTER #10

COURSE	COURSE TITLE	SCH
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
Semester Total		**12**
DEGREE TOTAL		**60**

EMERGENCY MANAGEMENT

CERTIFICATE*
Emergency Management Entry-Level
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
EMAP 1400	Principles of Basic Emergency Management	4
EMAP 2301	Leadership and Effective Communication	3
EMAP 2300	Developing Volunteer Resources and Decision Making	3
Semester Total		**10**

SEMESTER #2

COURSE	COURSE TITLE	SCH
EMAP 1440	Disaster Exercise Design and Evaluation	4
EPCT 1313	Contingency Planning	3
Semester Total		**7**
DEGREE TOTAL		**17**

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

CERTIFICATE*
Emergency Management Advanced
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
EMAP 1400	Principles of Basic Emergency Management	4
EMAP 2300	Developing Volunteer Resources and Decision Making	3
HMSY 2337	Managing a Unified Incident Command	3
EMAP 2301	Leadership and Effective Communication	3
Semester Total		**13**

SEMESTER #2

COURSE	COURSE TITLE	SCH
EMAP 1345	Hazard Mitigation and Debris Management	3
EPCT 1313	Contingency Planning	3
EMAP 1440	Disaster Exercise Design and Evaluation	4
EMAP 2355	Disaster Recovery	3
Semester Total		**13**

SEMESTER # 3

COURSE	COURSE TITLE	SCH
EMAP 1371	Multi-Agency Coordination System and Emergency Operations Centers	3
EMAP 2302	Managing Mass Casualty and Fatality Incidents	3
Semester Total		**6**
DEGREE TOTAL		**32**

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

ASSOCIATE OF APPLIED SCIENCE
Emergency Management
Recommended Full-Time Student Schedule

SEMESTER #1

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
EMAP 1400	Principles of Basic Emergency Management	4
EMAP 2300	Developing Volunteer Resources and Decision Making	3
EMAP 2301	Leadership and Effective Communication	3
Semester Total		**16**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 2311	Technical and Business Writing	3
HMSY 2337	Managing a Unified Incident Command	3
Life and Physical Sciences [1]		4
	Select from Core Curriculum	
EMAP 1345	Hazard Mitigation and Debris Management	3
EMAP 2355	Disaster Recovery	3
Semester Total		**16**

SEMESTER # 3

COURSE	COURSE TITLE	SCH
EPCT 1313	Contingency Planning	3
Language, Philosophy and Culture [2]		3
	Select from Core Curriculum	
PBAD 2341	Legal Aspects of Public Management	3
EMAP 2302	Managing Mass Casualty and Fatality Incidents	3
American History/Government-Political Science/Social-Behavioral Sciences		3
	Select from Core Curriculum	
Semester Total		**15**

SEMESTER # 4

COURSE	COURSE TITLE	SCH
EMAP 1440	Disaster Exercise Design and Evaluation	4
Elective [3]		3
EMAP 1371	Multi-Agency Coordination System and Emergency Operations Centers	3
EMAP 1372	The Professional Emergency Manager	3
or EMAP 2386	Internship - Emergency Management	3
Semester Total		**13**
DEGREE TOTAL		**60**

1 Recommended Life and Physical Sciences courses: GEOL 1403, GEOL 1405, GBEOL 1447, CHEM 1411, BIOL 1406 CHEM 1405

2 Recommended Language, Philosophy and Culture courses: PHIL 2306, SPAN 2311

3 Recommended elective: COSC 1301, SPCH 1315, PSYC 1300

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.

The EMS Program complies with all Texas Department of State Health Services regulations. The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

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
Recommended Full-Time Student Schedule

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
Recommended Full-Time Student Schedule

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		**16**

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		**14**

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		**18**

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	Practicum - Emergency Medical Technology/Technician	1
EMSP 2330	Special Populations	3
EMSP 2135	Advanced Cardiac Life Support (ACLS)	1
Semester Total		**12**
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 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.

CERTIFICATE*
Fire Academy
Recommended Full-Time Student Schedule

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.

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
Recommended Full-Time Student Schedule

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**

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CERTIFICATE*
Fire Officer
Recommended Part-Time Student Schedule

SEMESTER #1 (SPRING)

COURSE	COURSE TITLE	SCH
FIRT 2111	Incident Safety Officer	1
FIRT 1353	Legal Aspects of Fire Protection	3
Semester Total		**4**

SEMESTER #2 (SUMMER)

COURSE	COURSE TITLE	SCH
FIRT 1443	Fire Officer II (TCFP Fire Officer I & II)	4
FIRT 1450	Fire Investigator	4
Semester Total		**8**

SEMESTER #3 (FALL)

COURSE	COURSE TITLE	SCH
FIRT 2309	Fire Fighting Strategies and Tactics I	3
Semester Total		**3**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
FIRT 2407	Fire Instructor II (TCFP Fire Instructor I & II)	4
Semester Total		**4**
DEGREE TOTAL		**19**

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ASSOCIATE OF APPLIED SCIENCE
Fire Technology
Recommended Full-Time Student Schedule

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**

LAW ENFORCEMENT

The Peace Officer Academy (768 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
Recommended Full-Time Student Schedule

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**

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COURSE DESCRIPTIONS

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)

ANTHROPOLOGY

ANTH 2346. GENERAL ANTHROPOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM
The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline. 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
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Prerequisite: TSI Reading 346 or equivalent developmental course

ARTS 1303. ART HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM
(Prehistoric to the 14th century) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: Eligible for ENGL 1301

ARTS 1304. ART HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM
(14th century to the present) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to 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.

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.

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. Prerequisite: TSI Reading 346 or equivalent developmental course.

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. Prerequisite: TSI Reading 346 or equivalent developmental course.

ARTS 2357. PHOTOGRAPHY II
(LECTURE 2, LAB 4). CREDIT 3. ACGM.
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: ARTS 2356, TSI Reading 346 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.

BIOLOGY

Faculty: Abernathy, Bieszke, Cortez, Jemison-Williams, Ratley

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 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 2303. PROBLEM SOLVING AND DECISION MAKING (LECTURE 3, LAB 0). CREDIT 3. WECM
Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools and critical thinking skills. Note: This course replaces BMGT 2347 Critical Thinking and Problem Solving.

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.

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.

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, personal finance, 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 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.

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: 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 1407. INTRODUCTORY CHEMISTRY II (LECTURE 3, LAB 0). CREDIT 3. 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. Prerequisite: CHEM 1406, 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). CREDIT 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

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 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.

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 2). CREDIT 4. 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 4). 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 4). 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 1345.

ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS (LECTURE 2, LAB 4). 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 1480. COOPERATIVE EDUCATION - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS (LECTURE 1, LAB 26). CREDIT 4. 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 4). 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 assumes computer literacy. 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 1480. COOPERATIVE EDUCATION – COMPUTER PROGRAMMING/PROGRAMMER, GENERAL (LECTURE 1 LAB 26). CREDIT 2. 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.

ITSE 2302. INTERMEDIATE WEB PROGRAMMING (LECTURE 2, LAB 4). 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 1202. APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY I (LECTURE 1, LAB 2). CREDIT 2. WECM.
Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

CSME 1248. PRINCIPLES OF SKIN CARE/ FACIALS AND RELATED THEORY (LECTURE 0, LAB 6). CREDIT 2. 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 a valid Texas Cosmetology Operator License.

CSME 1443. MANICURING AND RELATED THEORY (LECTURE 2, LAB 8). 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 superfluoUnited States Hair. 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.

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.

CSME 2250. PREPARATION FOR THE STATE LICENSING WRITTEN EXAMINATION (LECTURE 1, LAB 3). CREDIT 2. WECM.
Preparation for the state licensing written examination. Prerequisites or co-requisites: CSME 1420, 1447, 1445, 2413 and 2343. Must have a "C" or better in each class.

CSME 2251. PREPARATION FOR THE STATE LICENSING PRACTICAL EXAMINATION (LECTURE 1, LAB 2). CREDIT 2. WECM.
Preparation for the state licensing practical examination.

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 have a valid Texas Cosmetology Operator License.

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. 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 for Cosmetology Operator: CSME, 1401, 1405, 1410, 1443, 1451 and 2401. Prerequisites or co-requisites for Cosmetology Operator: 1491, 2343, 1348 and 1453 or with instructor approval. Prerequisites for Esthetic Specialty: CSME 1420, 1447 and 2343. Prerequisites or co-requisites: CSME 1445 and 2431.

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 have a valid Texas Cosmetology Operator License. Co-requisites: CSME 2549 and 2544 or with instructor approval.

CSME 2549. COSMETOLOGY INSTRUCTOR III (LECTURE 3, LAB 6). CREDIT 5. WECM.
Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Must have a valid Texas Cosmetology Operator License. Co-requisite: 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 have a valid Texas Cosmetology Operator License. Co-requisites: CSME 2445 and 2549 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.

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.

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.

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.

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.

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.

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.

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.

DRAMA

Faculty: Brown

DRAM 1120. REHEARSAL AND PERFORMANCE I (LECTURE 0, LAB 3). CREDIT 1. ACGM.
This is a laboratory course covering all phases of Theatre 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 Theatre 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 THEATRE (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course provides a general survey of the major fields of Theatre 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 Theatre including visual aesthetics of design, the physical Theatre, 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 theory 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 Theatre with emphasis on techniques, procedures, and practical experience gained by participation in a Theatre 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 Theatre 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 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.

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

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 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.

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 MANAGEMENT

Faculty: McIntosh

EMAP 1345. HAZARD MITIGATION AND DEBRIS MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM

Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.

EMAP 1371. MULTI-AGENCY COORDINATION SYSTEM AND EMERGENCY OPERATIONS CENTERS (LECTURE 3, LAB 0). CREDIT 3. WECM

Explore multi-agency coordination at the local, State and Federal levels of government. Examine the interface between Incident Command and the Emergency Operations Center (EOC). Explore the role, design, and functions of EOCs and their relationships as components of the Multi-Agency Coordination System (MACS). This class is a combination of existing FEMA/TDEM courses: IS-701, G-191, G-775.

EMAP 1372. THE PROFESSIONAL EMERGENCY MANAGER (LECTURE 3, LAB 0). CREDIT 3. WECM

This course provides the student with a learning experience that results in consolidation and synthesis of program competencies. Through multiple lectures, experiences, and projects the student will develop a portfolio that will serve as a record of professional accomplishments and may be used to apply for the Associate of Emergency Management certification from the International Association of Emergency Management.

EMAP 1400. PRINCIPLES OF BASIC EMERGENCY MANAGEMENT (LECTURE 4, LAB 0). CREDIT 4. WECM

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

EMAP 1440. DISASTER EXERCISE DESIGN AND EVALUATION (LECTURE 4, LAB 0). CREDIT 4. WECM

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.

EMAP 2300. DEVELOPING VOLUNTEER RESOURCES AND DECISION MAKING (LECTURE 3, LAB 0). CREDIT 3. WECM

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

EMAP 2301. LEADERSHIP AND EFFECTIVE COMMUNICATION (LECTURE 3, LAB 0). CREDIT 3. WECM

Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

EMAP 2302. MANAGING MASS CASUALTY AND FATALITY INCIDENTS (LECTURE 3, LAB 0). CREDIT 3. WECM

Disaster scene control involving large numbers of casualties and fatalities; coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills and critical incident stress debriefing

EMAP 2355. DISASTER RECOVERY (LECTURE 3, LAB 0). CREDIT 3. WECM

Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency course G620.

EMAP 2386. INTERNSHIP – EMERGENCY MANAGEMENT (LECTURE 0, EXT. 15). 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.

HMSY 2337. MANAGING A UNIFIED INCIDENT COMMAND (LECTURE 3, LAB 0). CREDIT 3. WECM

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

PBAD 2341. LEGAL ASPECTS OF PUBLIC MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM

A study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

EMERGENCY MEDICAL SERVICES

Faculty: Chappell, Duncan

EMSP 1160. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (LECTURE 0, LAB 4). CREDIT 1. 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. As outlined in the learning plan, 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. This is an unpaid external learning experience under the guidance of a practicing professional. Prerequisite: TSI complete. Co-requisite: EMSP 1501

EMSP 1338. INTRODUCTION TO ADVANCED PRACTICE (LECTURE 2, LAB 4). CREDIT 3. WECM.
Preparation for certification as an Emergency Medical Technician (EMT). At completion, students will describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concepts of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communication; interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Prerequisite: TSI complete. Co-requisite: EMSP 1355, EMSP 2168.

EMSP 1355. TRAUMA MANAGEMENT (LECTURE 2, LAB 2). CREDIT 3. WECM.
Knowledge and skills in the assessment and management of patients with traumatic injuries. At completion, students will integrate the pathophysiological assessment findings to formulate a field impression; implement the treatment plan for the trauma patient; and integrate multiple determinants of trauma conditions into clinical care. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Prerequisite: TSI complete. Co-requisite: EMSP 1338, EMSP 2168.

EMSP 1501. EMERGENCY MEDICAL TECHNICIAN-BASIC (LECTURE 3, LAB 8). CREDIT 5. WECM.
Preparation for certification as an Emergency Medical Technician (EMT). At completion, students will demonstrate proficiency in cognitive, psychomotor and affective domains for the Emergency Medical Technician (EMT) in accordance with the current guidelines of the credentialing agency. Prerequisite: TSI complete. Co-requisite: EMSP 1160.

EMSP 2135. ADVANCED CARDIAC LIFE SUPPORT (LECTURE 1, LAB 0). CREDIT 1. WECM.
Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. At completion, students will demonstrate management of a cardiovascular patient according to 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 3). CREDIT 1. WECM.
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. At completion, students will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan at the paramedic level. Capstone course of paramedic program. Medical Director must confirm competency for student to earn passing grade.

EMSP 2168. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/ TECHNICIAN I (LECTURE 0, LAB 9). CREDIT 1. WECM.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. As outlined in the learning plan, 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. This is an unpaid external learning experience under the guidance of a practicing professional. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Prerequisite: TSI complete. Co-requisite: EMSP 1338, EMSP 1355.

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. As outlined in the learning plan, 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. This is an unpaid external learning experience under the guidance of a practicing professional. The Medical Director may, at his discretion, require additional experience beyond the minimum requirements. Prerequisite: TSI complete. Co-requisite: EMSP 1338, EMSP 1355.

EMSP 2306. EMERGENCY PHARMACOLOGY. (LECTURE 2, LAB 3.) CREDIT 3. WECM.

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. At completion, students will categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects. Course integrates with other classes in paramedic curriculum. Prerequisite: TSI complete.

EMSP 2330. SPECIAL POPULATIONS (LECTURE 3, LAB 1). CREDIT 3. WECM.

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for diverse patients of special populations; and integrate multiple determinants of such conditions into clinical care. Prerequisite: TSI complete.

EMSP 2434. MEDICAL EMERGENCIES (LECTURE 2, LAB 6). 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 for the medical patient; and integrate multiple determinants of medical conditions into clinical care. Prerequisite: TSI complete.

EMSP 2444. CARDIOLOGY (LECTURE 2, LAB 6). CREDIT 4. WECM.
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. At completion, students will integrate pathophysiological principles and assessment findings to formulate an impression; and implement a treatment plan for the cardiac patient. Prerequisite: TSI complete.

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. As outlined in the learning plan, 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. This is an unpaid external learning experience under the guidance of a practicing professional. The Medical Director may, at his discretion, require additional experience beyond the minimum requirements. Prerequisite: TSI complete.

ENGLISH

Faculty: Anderson, Burleson, Childs, Gentry, Hammett, 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 0). 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 0). 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 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, 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 2). 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. This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Awareness-Level and Operations-Level Hazardous Materials Responders Certification.

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 meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I and II Certification. 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 meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Investigator Certification. Students successfully completing this course will be eligible for the TCFP's certification examination for Fire Investigator, 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 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

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Incident Safety Officer Certification. Students successfully completing the course will be eligible for the TCFP certification examination for ISO, contingent upon testing requirements established by the TCFP. Topics include competencies set forth in the TCFP curriculum for Incident Safety Officer. 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 meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I and II Certification. 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.
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process. Prerequisite: TSI Reading 351 or equivalent developmental course.

GEOLOGY

Faculty: Mohr

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

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.

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.

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.

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.

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.

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.

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. Prerequisite or co-requisite ARTC 1302.

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. UNITED STATES 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. UNITED STATES 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. AFRICAN AMERICAN HISTORY (LECTURE 3, LAB 0). CREDIT 3. ACGM
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues. 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: Karlok

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.

MARKETING

(See Business Administration)

MATHEMATICS

Faculty: Allison, Bigos, English, Glover, 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 co-requisite: 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. Prerequisite or co-requiste PSYC 1300 or EDUC 1300. Additional prerequisite for Modular Format: TSI Reading 342 This course does not transfer.

MATH 0320. INTERMEDIATE ALGEBRA (FALL 2016 LECTURE 4.5, LAB 0, SPRING/ SUMMER 2017 LECTURE 4, 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. CONTEMPORARY MATHEMATICS (QUANTITATIVE REASONING) (LECTURE 3, LAB 0). CREDIT 3. ACGM
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. 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 an 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. MATHEMATICS FOR TEACHERS I (LECTURE 3, LAB 0). CREDIT 3. ACGM
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 with a grade of "C" or better.

MATH 1351. MATHEMATICS FOR TEACHERS II (LECTURE 3, LAB 0). CREDIT 3. ACGM
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 with a grade of "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, 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-10 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. Prerequisite: MDCA 1302 and MDCA 1309.

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.
DUCK & COVER A CAPPELLA
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**
The Duck & Cover A Cappella is a select group of singers 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 including music majors with little or no prior experience. Class piano is recommended prior to individual piano instruction. Class instruction in the fundamentals of keyboard technique, reading music, and understanding musical notation. Prerequisite: TSI 346 reading or equivalent developmental course.

**MUSI 1183. 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. 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, which meets the College's fine arts core requirement 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. May be used for fine arts credit. 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 which meets the College's fine arts core requirement 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 THEORY

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 course, which meets the College's fine arts core requirement, covers the fundamentals of music, notation, scales, keys, primary chords and basic rhythmic patterns. No previous musical knowledge is needed. Course is open to all students. 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, Bauer, Bell, Biscoe-Ingram, Davis, Gundermann, Gwin, Hall, Hammer, Kelly, Lovett, Lowry, Machula, McCreight, Rondeau

RNSG 1162. TRANSITION CLINICAL (LECTURE 0, EXT 3). CREDIT 1. WECM.
(8-week course) 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. Prerequisites: ENGL 1301, BIOL 2420, PSYC 2301, PSYC 2314.

RNSG 1205. NURSING SKILLS I (LECTURE 1 LAB 3. CREDIT 2. WECM
This course involves the study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: ENGL 1301, BIOL 2420, PSYC 2301.

RNSG 1209. INTRODUCTION TO NURSING (LECTURE 2, LAB 0). CREDIT 2. 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, PSYC 2301.

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 2301.

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 perinatal 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. Prerequisite: RNSG 1361.

RNSG 1260. INTRODUCTION TO NURSING CLINICAL (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.

RNSG 1262. CHILDREN AND FAMILIES CLINICAL (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). 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. Prerequisites or co-requisites: RNSG 2101.

RNSG 1327. TRANSITION TO PROFESSIONAL NURSING (LECTURE 3, LAB 0). CREDIT 3. WECM.

(8-week course)

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. 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 patient-centered care, patient safety advocate, member of health care team and member of a profession in the care for adult/families with complex medical-surgical health care needs associated with body systems. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: RNSG 1361, RNSG1441, Language, Philosophy and Culture/ Creative Arts.

RNSG 1361. COMMON CONCEPTS OF ADULT HEALTH CLINICAL (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 1205, RNSG 1209, RNSG 1215 and RNSG 1260. Prerequisites or co-requisite: RNSG 1441.

RNSG 1441. COMMON CONCEPTS OF ADULT HEALTH (LECTURE 4, LAB 1). CREDIT 4. WECM.

A study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Categories of health alterations are introduced and explored. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Critical thinking and a systematic problem-solving process are used as a framework for providing care for adults and their families experiencing health alterations. Prerequisites: RNSG 1260, RNSG 1205, RNSG 1209, RNSG 1215.

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. Prerequisite: RNSG 1441, RNSG 1361. Prerequisite or co-requisite: 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 patients and their families. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. 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: PSYC 2314, RNSG 1205, RNSG 1209, RNSG 1215 and RNSG 1260. Prerequisites or co-requisites: RNSG 1441, RNSG 1361.

RNSG 2260. CHILDBEARING FAMILY CLINICAL (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 1361. Prerequisites or co-requisites: RNSG 1251. Language, Philosophy and Cultural/Creative Arts.

RNSG 2261. MENTAL HEALTH NURSING CLINICAL (LECTURE 0, EXT 6). CREDIT 2. WECM.

This clinical experience provides for the nursing care of mental health patients in multiple health settings. Opportunities are provided for the application of theory, concepts and skills being acquired.

RNSG 2262. COMPLEX CONCEPTS OF ADULT HEALTH CLINICAL (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 patients 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. Prerequisites or co-requisites: RNSG 1343.

RNSG 2263. ADVANCED CONCEPTS OF ADULT HEALTH CLINICAL (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This advanced clinical course provides experience in the provision of nursing care to adult patients 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 2, LAB 4). 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 roles in caring for adult patients and 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.

VOCATIONAL NURSING

Faculty: Fletcher, Hutchins-Otero, Robinson, 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 2331, 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 1323, VNSG 1226, VNSG 2331.

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 3. (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. Prerequisites: BIOL 2404.

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 3. (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 1323. 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. Prerequisites or co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 1432.

NUTRITION

Faculty: G. Johnson

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. PHARMACY TECHNICIAN 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 PRACTICE
(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. COMPOUNDING STERILE PREPARATIONS
(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/ASSISTANT
(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 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.

Activity Courses

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 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 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 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.

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, pre-pharmacy, 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 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 1405, 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 1405, 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 1405, 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: PTAC 1302 and 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 1405, 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 1405, 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 1405, PHYS 1410 or PHYS 1401.

TECM 1343. TECHNICAL ALGEBRA AND TRIGONOMETRY. (LECTURE 3 LAB 1) 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. Prerequisites: ENGL 1301 or TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

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. Prerequisites: ENGL 1301 or TSI Reading 351 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.
Review and application of skills in reading and writing. Emphasizes vocabulary acquisition, reading, composition, and culture. Designed for individuals with oral proficiency in Spanish, these courses are considered equivalent to SPAN 2311 & 2312.

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.

WELDING TECHNOLOGIES

Faculty: Miller

WLDG 1421. INTRODUCTION TO WELDING FUNDAMENTALS (LECTURE 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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 3, LAB 4). 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. 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 grade "C' or better.

WLDG 2451. ADVANCED GAS TUNGSTEN ARC (GTAW) WELDING (LECTURE 3, LAB 4). 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.

WLDG 2453. ADVANCED PIPE WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Students will describe equipment and required pipe preparation and perform 5G and 6G welds using various electrodes. Prerequisite or co-requisite: WLDG 2406, grade "C" or better.

Drew Rogers

Drew Rogers still bears the scar – a semicircle on the left side of his scalp where doctors removed part of his brain after his stroke at age seven.

An inexplicable stroke while playing soccer left him in intensive care.

"I was in a [medically induced] coma for three weeks," said Rogers. "[Afterward], I had to relearn how to walk and talk. I couldn't even drink water."

He slowly relearned life skills, this time with his left hand since he can only move his right slightly, despite surgeries.

This fall Rogers marked the end of 11 years of physical therapy with another triumph – enrolling in college.

The College of the Mainland student, 18, of La Marque, credits much of his progress to his family.

"They just never gave up. They never gave up praying," said Rogers. "They always motivate me to do better."

Rogers was recently recognized as one of 30 students whose photo and goal statements are emblazoned on posters throughout campus.

His statement reads: "I will never give up on my goals. I'm determined to overcome any obstacles whether it takes one time or several times." His photo reveals his scars.

That determination has served him well. He joined the COM Fit Club and works in the gym, where in his spare time he lifts weights with his left hand.

"Drew plays full court basketball in the gym and gives 100 percent. His brace makes it more challenging but it does not stop Drew," said P.E. professor Jason Abshire, who nominated Rogers for the poster project. "Drew is a wonderful role model not only to his peers but for everyone at COM. His persistence is second to none!"

Math, drums and sports are Roger's loves.

"I will try my best on everything. You might see me limp a little," he said of his slightly dragging his left foot when he walks. "I can run."

Rogers plans to earn his associate degree and then a bachelor's degree, most likely in business.

"I don't really say I'm disabled. I'm a regular person. I never thought I would get this far but I don't give up. I worked too hard and too long to get here. I'm finally in college. I almost finished my first year," said Rogers. "I just want to keep going as long as I can as far as I can."

HONORS AND AWARDS

COM 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 credit work during the semester with a grade point average of at least 3.3. This recognition will be entered on the student's permanent record.

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 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 an Associate's degree, have earned at least 40 semester hours at COM, and have attained a cumulative grade point average as follows:

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

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

This recognition will be entered on the student's permanent record, and honor graduates will be recognized during graduation ceremonies.

HONORS PROGRAM

College of the Mainland offers highly motivated students a chance to enhance their learning experience by working to explore subject areas in more depth. Students work with a faculty member that will supervise and guide them through the endeavor and help them fulfill the obligations of their Honors Contract.

Honors Credit may be received in most courses if the faculty member is willing to assist the student in earning honors in their course. An Honors Contract requires the completion of the following criteria:

- Permission and approval of professor for course student is currently enrolled
- Approval of the contract by the honors committee
- If the contract involves human subjects, contact COM's Institutional Review Board at ir@com.edu before starting on the contract
- Completion of a research paper, special project, performance or creative project, or other work in addition to the usual requirements of the course
- Presentation of final results by the student
- At least 15 additional hours outside the normal expectation of the course completing the Honors project
- The student must earn an A in the contracted course of record
- The student must develop a meeting schedule with the professor.
- Signed Honors Contract by the student and the instructor of the designated course
    - A completed original typed copy of this form must be submitted to the honors committee co-chair(s)
    - A rubric for assessing whether a completed honors project merits honors credit should be developed jointly by the student and professor. The rubric must be submitted with the signed Honors Contract.
    - Co-chairs may contact the faculty to learn the status of the project
    - A final report must be submitted to one of the co-chairs prior to the contract deadline. The final report must include the rubric developed jointly by the student and professor with the professor's comments on whether the student satisfied the criteria in the rubric and should receive honors credit.

In addition, any student who completes at least 12 Honors credit hours, maintains a GPA of 3.5 or higher, completes at least 24 hours of approved community service, and a minimum of 18 hours at College of the Mainland will be recognized as a COM Scholar at graduation. For more information, contact sabernathy@com.edu ext. 8330 or slayton@com.edu ext. 8307.

GRADUATION REQUIREMENTS

Students who believe they are eligible for graduation should meet with their Advisor for a preliminary degree check. The Advisor will determine whether or not the student is eligible to apply for graduation. Students must complete an application for graduation and submit the application to the Admissions and Records Office during the semester in which the degree is to be conferred. A certificate or degree will not be awarded unless the application for graduation is completed.

Before a certificate or degree will be conferred the student must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the certificate or degree being conferred with a minimum cumulative GPA of 2.0.
3. Completion of at least 25% of the credit hours toward any certificate or degree must be earned at COM; however, at least 50% of the required specialized courses for a certificate or AAS must be completed at COM.
4. Cleared all holds and financial obligations to COM.
5. Passed all sections of the TSI examination unless the student is exempt.

GRADUATION CEREMONY

The graduation ceremony is held at 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 certificate or degree. Honors braids and Highest Honors medallions will be awarded at graduation. If a graduate cannot attend, honors awards are available in the Admissions and Records Office upon request. GED graduates will also be recognized at the graduation ceremony. Some workforce programs may hold additional recognition ceremonies.

COURSE SUBSTITUTIONS

Requests for course substitutions to meet graduation requirements must be submitted to the appropriate Department Chair and approved by the appropriate Dean prior to the semester of graduation.

SECOND ASSOCIATE DEGREE

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

Michael Rios

After three months, two certificates and one job, Michael Rios' life has changed.

Rios came to College of the Mainland without a high school diploma.

"I was going down the wrong path. I postponed college," said Rios.

He began taking welding and GED classes simultaneously, paid for through the Accelerate Texas Grant.

A few months later, he landed a job as welding helper at Ohmstede in La Porte. He later was promoted to welder.

"The first time I got paid, I've never made a check like that in my life," said Rios. "I've bought a new car and motorcycle and helped (my mom) buy another one."

He is still attending classes to improve his skills.

"It's not easy at all. If you don't do it right, it can blow up or leak," said Rios. "It's really competitive. You want your stuff to be beautiful. You get a stamp with your initials so you can stamp your work."

He has one more GED test – science – to complete and plans to continue with welding courses to learn other types of welding.

"The only way to get good at welding is to put in time. I still have a long way to go. I'm not going to stop."

College of the Mainland

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M.A., University of Texas
Ph.D., University of Texas

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M.A., University of Houston - Clear Lake

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B.S., University of Dayton

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M.A., University of North Carolina at Greensboro
M.A., Lamar University
Ph.D., Texas Woman's University

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B.B.A., University of Houston
M.S., University of Houston
CPA, State of Texas

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M.A., University of North Texas
M.L.S., University of North Texas
Ph.D., University of North Texas

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A.A.S., College of the Mainland

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M.A., University of California, Riverside

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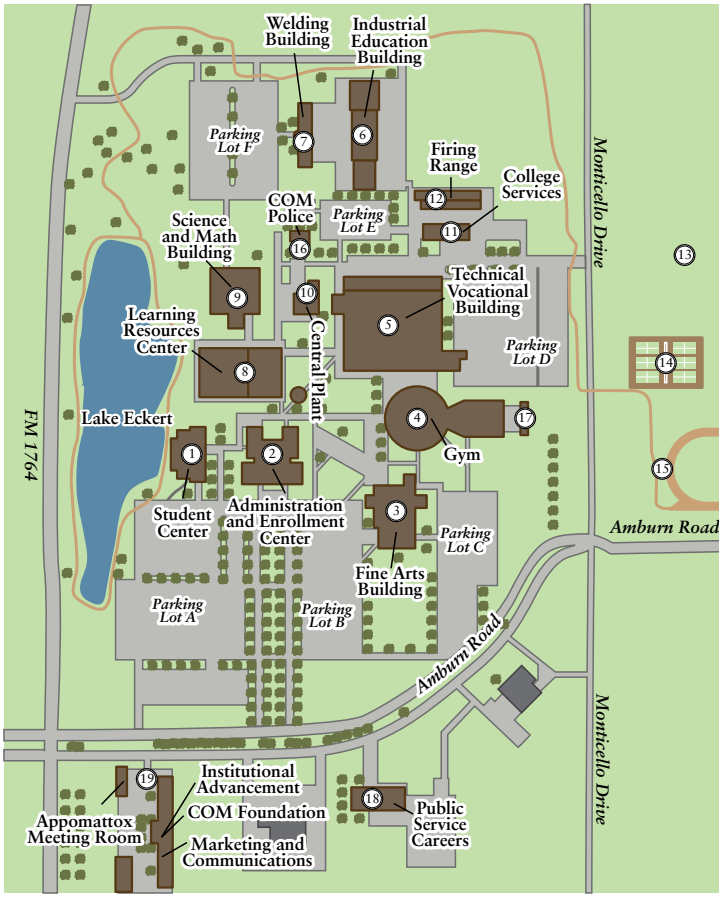
Associate Professor, Social and Behavioral Sciences

B. Lee Yom
Professor, Social and Behavioral Sciences

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 (IND)
- 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
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 TERMINOLOGY

Academic Advisor: Academic advisors help students select the correct courses, review the course requirements, and assists with any academic problems students may encounter. At COM, students may receive advisement from their Faculty and/or the Student Success Center, located in the Enrollment Center.

Academic Probation: All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

Academic Success Department: Students whose THEA or THEA alternative scores do not meet the established standard must participate in a remediation program in the areas of need. Students having difficulties are referred to the Academic Success Counselors.

Academic Suspension: A student on Academic Probation may be placed on Academic Suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period, usually one semester. Specific requirements may be placed on the student's re-entry into college.

Alumni: An alumni is a person who has graduated from the institution. A male is called an alumnus, while a female is called an alumna.

ACT and SAT: These letters are acronyms for the American College Test (ACT) and the Scholastic Aptitude Test (SAT). Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies. Colleges may require the results of either the ACT or SAT before granting admission. COM does not require ACT or SAT scores, but COM will waive testing requirements if an applicant has certain ACT and/or SAT scores. SAT and ACT scores are valid for five years.

Application/Acceptance/Admission: Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain acceptance to the institution if the decision to accept the application is positive. COM students may be admitted by any one of the following methods:

1. Graduation from an accredited high school.
2. General Education Development (GED) certificate.
3. Transfer from another college.
4. Individual approval.
5. Special admission.

Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution. Application/Acceptance/Admission policies of colleges and universities vary widely. Students who wish to transfer to another college or university should review that college catalog for specific requirements.

Associate Degree: The Associate Degree is granted upon completion of a program of 60 credit hours with a cumulative GPA of 2.0 (a "C" average), exclusive of physical education activity courses or military science courses. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a baccalaureate-granting institution.

Associate of Applied Science Degree: The Associate of Applied Science degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associates Degree, but are generally non-transferrable to another college or university.

Audit: A student who does not want to receive credit or a grade in a course may, with approval of the institution, audit the course as a "visitor". The student usually must pay the tuition for the course. A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

Bachelor's Degree (also called a Baccalaureate Degree): This degree is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student's studies be dedicated to the arts (literature, language, music etc.). The Bachelor of Science degree requires that a portion of the studies be dedicated to the sciences (chemistry, biology, math, etc.). The minimum credit hour requirement for a Bachelor's Degree is 120 hours.

Bookstore: Most colleges and universities have bookstores on or near the college campus. Bookstores generally stock all the books and other materials required in all the courses offered at the institution, as well as providing basic necessities and clothing items.

Business Office: The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar's Office or the Cashier's Office on some campuses.

Catalog: College catalogs provide all types of information parents and students need to know about a school. Catalogs list, for example, the institution's history and philosophy, policies and procedures, accreditation status, course of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. The catalog is considered the student's contract with the institution.

Census Day: Census day is the last day that COM can exchange money, and the classroom official rolls are based on the students enrolled by the 12th class day (census day).

Certificate Programs: Certificate programs are designed to provide specific job skills for students who need to move quickly into the workforce. At Texas community colleges, certificate hours range between 15-51 vocational credit hours and generally do not require any general education coursework (communications, humanities, social sciences, natural sciences, etc.). Level one certificates require between 15-42 credit hours, whereas a Level two certificate requires between 30-51 credit hours.

CLEP: The College Level Examination Program (CLEP) can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If a student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog.

College: A College is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

Commuter College: Some colleges do not have on-campus housing, and all students live off campus and commute to the college for classes. COM is a commuter college.

Concurrent Enrollment: A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example: In Texas, high school juniors and seniors can concurrently enroll in high school and in college provided they meet established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments is generally made in advance.

Counselor: A counselor is a professionally trained staff person who is available to assist student with self-assessment, academic questions, vocational information, normal-range personal problems, and can make referrals to other agencies as needed.

Course Numbers: All COM courses are identified by numbers containing 4 digits. If the first numeral is 1, the course is freshman level; the numeral 2 designates a sophomore level course. The second numeral indicates the credit in semester hours. The third and fourth numbers indicate the type and course sequence.

Credit Hours: Credits are assigned to a course based on how many hours a week it meets (i.e., a 3 credit course meets for 3 hours a week). A specific number of credits are required to graduate.

Curriculum: A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Degrees: Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: 1) Associate: obtainable at a community or junior college, 2) Baccalaureate or Bachelor: offered by four-year colleges and universities, and 3) Graduate: post-baccalaureate degrees (Master's and Doctorate degrees) offered through university graduate schools.

Degree Requirements: Requirements prescribed by an institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major and/or minor areas of study.

Department: A department is the basic organizational unit in a higher education institution and is responsible for the academic functions in a field of study. This term may also be used in the broader sense to indicate an administrative or service unit of an institution.

Developmental Courses: The developmental studies mission is to assist all students in the strengthening of the basic skills necessary for survival in and out of a college environment. Students must take developmental courses if the COM placement test indicates a need for improvement in reading, writing and math. These courses do not apply toward a certificate or degree.

Division: A division represents a number of different units of a college or university: (1) an administrative division of an institution usually consisting of more than one department; (2) an academic division of an institution based on the year-level of students, lower and upper division; and (3) a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

Drop and Add: Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate the dropping or adding of classes. Some institutions charge a fee for adding and dropping.

Eight Week Session: An eight-week session offers courses that are scheduled in the first or last eight weeks of any semester.

Electives: Electives are courses that do not fulfill any particular requirement in the student's course of study, but may count toward total graduation requirements.

Enrollment: Enrollment is the procedure by which students choose classes each semester. It also includes the assessment and the collection of fees. Students can be deregistered (removed from their classes) if they fail to pay their tuition and fees.

Extra-Curricular Activities: These activities are non-classroom activities that can contribute to a well-rounded education including activities as clubs, student government, and recreational and social organizations and events.

Faculty: The faculty is composed of persons who teach classes for colleges. Some colleges differentiate between faculty and instructors. Instructors are hired to teach a specific class or classes, while faculty members have contracts with the college that require additional duties beyond teaching.

Fees: Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs and publications.

Final Exams (Finals): These end-of-the-semester exams are either given during the last week of classes each semester or during a specific week called "Finals Week". The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular class time and are usually two hours in length.

Financial Aid: Aid for paying college expenses is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Financial aid from these programs may be combined in an "award package" to meet or defray from the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

Free Application for Financial Student Aid (FAFSA): The FAFSA is a form used by the college financial aid office to collect information about the student's total family income, assets, and expenses in order to analyze the family's potential contribution toward college expenses.

Fulltime Enrollment: A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term may require fewer credit hours).

Honor Roll: To be on the Dean's list, a student must have completed a minimum of 12 semester hours with a grade point average of at least 3.3. Dean's Highest Honors are earned for a GPA of 4.0. Developmental courses are not used in computing GPA.

Humanities Courses: Humanities courses cover subjects such as literature, philosophy, foreign languages, and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

Hybrid: A hybrid (HY) course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.

Junior/Community College: A Junior/Community College is often called a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college or university, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Learning Communities: A Learning Community is composed of students who take a combination of courses, such as Reading, Psychology for Success and Physical Health as a group. The goal is to increase student success by providing academic and social support for one another as the cohort of students take a set of courses together.

Lecture Classes: In lecture classes, students attend class on a regular basis and the instructor lectures on class material.

Letter Grades/Grade Point Average (GPA): Most colleges use both letter grades and GPA's using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point, and F's are worth 0 points. To calculate a GPA, multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours.

Laboratory Classes: Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture class.

Major/Minor: A major is a student's chosen field of study and usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

Mid-term Exams (Midterms): During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Mini-Session: Mini-sessions are offered between two major semesters, typically fall and spring or spring and summer.

Non-Credit Courses: Some courses have zero (0) credit hours and do not meet the requirements for a certificate or degree at a given institution. Non-credit courses (also referred to as continuing education courses) offer students the opportunity to explore new fields of study, increase proficiency in a particular skill area or profession, and develop potential or enrich life experiences.

Open-Door Institution: Open-door institutions are usually public junior/community colleges. The term "open-door" refers to an admission policy that states that anyone who meets certain age requirements can be admitted to that college. Open-door admissions policies do not mean, however, that students can take any classes that they choose. Students must meet class pre-requisites in order to enroll in specific classes. COM is an open-door institution.

Online Courses: Online courses are offered completely on the computer accessed via the internet. At COM, online courses are referred to as Internet (IN) classes.

Part-Time Enrollment: A part-time student is enrolled in fewer than 12 credit hours in a semester.

Pass/Fail Courses: Pass/Fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) or "S" (satisfactory) on the transcript and the credit hours. If the student does not pass the course, they will receive an "F" (fail) or "U" (unsatisfactory) on the transcript and no credit hours. Pass/fail courses are not calculated into the student's GPA.

Prerequisites (Prerequisite Courses): A prerequisite is a condition that must be met before a student can enroll in a course. The prerequisite can include a specific skill level (a minimum ACT, SAT or basic skills test score) or the completion of a specific course, called a prerequisite course. For example, Accounting I is a prerequisite for Accounting II.

Private/Public Institutions: Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations or from religious or other organizations and student tuition. Boards of trustees govern private institutions.

Registrar: The registrar of an institution is responsible for maintaining all academic records. Duties may also include maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies, and verification of the completion of degree requirements for graduation.

Resident/Non-resident Status: The amount of tuition a student pays to a public (state supported) college is determined by the student's state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A non-resident will pay a higher tuition rate. Residency requirements vary from state to state, but are determined by where a student's parents live if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

Residential College: Many colleges have on-campus housing for students, called dormitories. Usually first (and sometimes second) year students are required to live on campus.

Schedule of Classes: Colleges publish a Class Schedule for each semester. With the help of Academic Advisors or Faculty Advisor, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name and the instructor's name. A class schedule is a list of classes a student is taking and includes course name and number time and location of the class. COM's schedule of classes can be found on the college website in WebAdvisor.

Student Identification Card (I.D.): A student ID is usually required in college. A Student ID generally includes a photograph of the student, a student number, the student's name, the name of the college, and the semester enrolled. The ID's require validation each semester. The card is often required for admittance to functions sponsored by the college or for identification when cashing checks or other purposes. COM's ID cards may be obtained in the gym when a receipt for classes is presented.

Syllabus: A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructors office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and the due dates for assignments; the grading policy for the course; and specific classroom rules. Syllabi are usually available to students the first class session.

TBA: This acronym stands for "to be announced" and is used when information is not available at the time of schedules are made available to students.

Transcript: The transcript is a permanent academic record of a student at a college. It may show courses attempted, grades received, academic status, and honors received. Colleges do not release transcripts if a student owes money to the college.

Transfer of Credits: Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new institution. To transfer credits, a student must have an official transcript sent to the new institution, which will determine the courses that will apply toward graduation requirements.

TRiO Program: TRiO began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's War on Poverty. In 1965, Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960's, the term "TRIO" was coined to describe these federal programs.

Tuition: Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary among colleges and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

Tutor: A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject and is able to provide instruction to another student. Tutors usually help students better understand course material.

Twelve Week Course: These courses begin four weeks after the regular semester has begun, or end four weeks prior to the end of a regular semester.

Undergraduate: An undergraduate is a student who is pursuing either a certificate or an Associate or Baccalaureate degree.

University: A University is composed of undergraduate, graduate and professional colleges and offers degrees in each.

Virtual College of Texas (VCT): The Virtual College of Texas is a collaborative of Texas community and technical colleges. Through VCT, students may register at their local colleges to take credit and non-credit distance learning courses from other colleges throughout Texas.

Web Enhanced Courses: These courses are traditional lecture courses; however, students will be required to access assignments or information via the internet.

Withdrawal: Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specify the procedures. Written approval from a college or university official must be obtained. Classes from which a student withdraws are usually listed on the student's transcript, and the student is responsible for paying the tuition and fees for the class.

Monique Wylie

Waiting in eager anticipation in the Texas City High School Auditorium, Monique Wylie heard her name boom over the microphone as the winner of the Danny Boswell scholarship.

"I cried afterward and was so excited. Every little bit makes a difference. My parents were so excited. They sat in the front row," the College of the Mainland student said.

The scholarship is one of the many offered to COM students of all ages, backgrounds and interests, which are open for application through March 31.

The Danny Boswell Scholarship was created in 1995 by A.J. and Lynn Amato, former owners of Amato Line Handlers in Texas City, in memory of their employee Danny Boswell. It is helping the Texas City High School graduate pursue her education at COM and grow one step closer to her dream of a nursing career.

Besides attending school full-time and a part-time job, Wylie delights in volunteering and helping her single mother drive her younger sisters to their activities. While in high school, she joined the Interact Club, which serves the community and helps fundraisers for nonprofits including Crime Stoppers.

Her passion for helping others inspired her major.

"I was going to go into criminology, but my grandma was diagnosed with colon cancer and I shifted to nursing. I always try to take care of everybody," she said. "Every time someone is in the hospital, I'm there."

She is currently taking nursing prerequisite classes and enjoying the head start on college she gained with the dual credit courses she took in high school.

"Dual credit gets your mindset ready for college. It was a fun experience," she remembered. "I told my sister, and she is taking dual credit."

Wylie will be the first in her family to earn a degree and looks forward to college success.

"I'm excited to get my life on track," Wylie said. "I have a lot of people who support my decisions, my mom, dad, grandma and boyfriend."

To learn more about COM scholarships, now open for new and returning fall 2014 COM students, visit www.com.edu/scholarships or call 409-933-8508.

INTERNSHIP OR CAREER PLACEMENT

Many of COM's workforce programs provide internship and clinical experiences. These experiences provide workplace settings in which students learn and apply program theory and management of the work flow and are closely supervised with instruction and theory provided concurrently. Internships and clinicals are designed so they are consistent with industry standards, support specific written objectives outlined by the program, and emphasize current practices in the field of specialization.

COM's Career Services Department helps students make connections with employers. Students can access the department webpage, http://www.com.edu/career-services, to find out about employment opportunities within our community and to access career assessment tools. The faculty members within each workforce program are also very instrumental in assisting students with possible job opportunities.

Max Estudillo

Playing the man behind the curtain, the Wonderful Wizard of Oz, in elementary school sparked Max Estudillo's passion – theater.

"I've been in theater since I was 10, half of my life," said Estudillo, 20, of Texas City.

The second-year College of the Mainland theater student is now stage-managing COM Community Theatre's current production of "Steel Magnolias." He shines the spotlights, sets the soundboard and adds the occasional prop.

"It's (pressure) on technical people (because) the whole show would not be the same without them," said Estudilllo. "I'm nervous on audition day and opening night, but it turns into energy and it helps me."

Wanting to be "a well-rounded theater person," Estudillo was also seen singing and dancing in the ensemble in "9-5: The Musical" and in character roles such as a Mr. T impersonator in "The Wedding Singer."

"I think it's great to live for a few hours in someone else's shoes," said Estudillo.

Estudillo attended Dickinson High School, where working on a production of "Cat in the Hat" with kids first inspired his major.

"I want to be a theater teacher so I can bestow those skills and knowledge to other students," said Estudillo.

He credited Dickinson High School theater director Laurel Powell, who is directing "Steel Magnolias," the late COM theater director Mark Adams and Curt Meyer, COM professor and technical director of "Steel Magnolias," with guiding him.

"He's one of my role models in the department. He always looks out for me. He tells me about opportunities.

"I have a crazy schedule," explained Estudillo, who attends school full-time, works at HEB and attends rehearsals. "But his support is what drives me to be a better person."

His work is paying off, and last year Estudillo had his first professional acting job in an Irish Christmas show for Houston Revels.

He's not planning to slow down, and he will stage-manage two upcoming COM shows "Nunsense" and "Round and Round the Garden."

"Most shows have a message," explained Estudillo. "I feel like I'm helping the community by telling a story through arts."

For more information on the COM Community Theatre, visit www.com.edu/theater or call 409-933-8345.

For more information on the COM Associate of Arts in theater, visit www.com.edu/fine-arts.

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Elmer Venzke

Graduating from the COM Basic Peace Officer Academy at age 64, Elmer Venzke, now 73, is again beating the odds.

He's on track to graduate with an associate degree in May 2016, nearly ten years after he first graduated from the academy.

A Navy veteran, Venzke first began his college education at his family's encouragement after he retired from Southwestern Bell.

"My son said, 'If I can pass the police academy in Houston, you can pass it out here.' He drug me out here for my (police academy) interview," said Venzke.

Venzke enrolled in COM's night police academy, taught by former and current police officers.

Partway through the nine-month academy he had a health scare – when he began coughing up blood, tests showed a growth in his lung, possibly a tumor.

It didn't slow him down.

"The surgeon removed (the growth) on Tuesday. I got out of the hospital on Friday and went to class on a Monday."

He went through all elements of the academy, including getting a face full of pepper spray.

It paid off – he graduated, passed the state certification and is now a current reserve deputy for the Galveston County Sheriff's Office working in criminal investigations.

And he's back in the classroom, this time to earn an Associate of Applied Science in criminal justice. His police academy credit counts toward the degree, plus he's plunging into Math, English, history and speech.

"I've never done a public speech. I was nervous as a cat," explained Venzke, who spoke on why he wears a bullet-resistant vest as a police officer.

He admits challenges.

"I dropped algebra 1 twice. (Instructor) Martha Wiseman helped me bring up a failing grade to a C," said Venzke. "All the Speaking, Reading and Writing Center staff I'm on first name basis with. If you need help, it's there if you ask for it."

His family also encouraged him.

"There were times I said I don't know why I'm doing this. My son and my wife stayed on me. (My) wife says, 'You've come too far, why quit? You'll regret it for the rest of your life,'" said Venzke.

He's persisted and excelled. He's earned a 3.5 GPA, qualifying for Phi Theta Kappa, the international community college honor society. He assists classmates as well.

"Elmer's wide range of experience is a valuable contribution to the class," said speech professor R.E. Davis.

Near graduation, Venzke is speeding toward the finish.

"You have to fight for everything you get.," said Venzke. "(It's) rewarding just being able to learn something."

COM'S 50TH BIRTHDAY BASH

A Family Day Event

Oct. 1, 2016
11 a.m.-3 p.m.

SAVE THE DATE

You're invited to COM's 50th Birthday Bash, a Family Day event!

Free Admission – Open to the Public

Celebrate COM's 50th Anniversary

- Free Live Music
- Free Kids Entertainment Zones
- Free Birthday Cake
- Free Demonstrations & Exhibits
- Food Trucks
- Campus Tours

Fun for the whole family!