



Education *for*
Everyone



2011 - 2012 Catalog



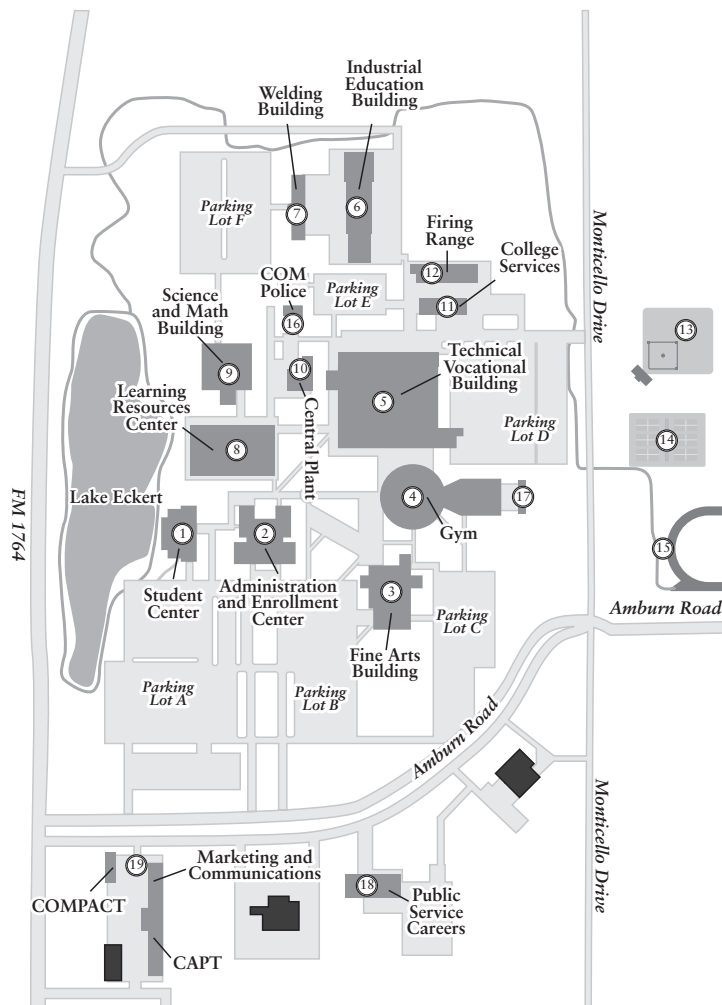
Achieving the Dream™

Community Colleges Count

Campus Map

CAMPUS OFFICES

MAIN CAMPUS



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

LEARNING CENTERS:

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

COM Learning Center - Clear Springs High School
501 Palomino at FM 518
League City, 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

TABLE OF CONTENTS

2	Campus Map
4	President's Message
5	Academic Calendar
8	General Information
14	Student Information
40	Student Services
60	Degree and Certificate Programs
111	Distance Education
115	Continuing Education and Community Services
119	Course Descriptions
179	Faculty and Professional Personnel
188	Index

A MESSAGE FROM THE PRESIDENT

Greetings!

The faculty, administrators and staff join me in welcoming you to College of the Mainland. COM takes pride in its high academic standards, its world-class programs and services, and its personal approach to helping each individual student succeed.

In these tough economic times, COM offers a smart alternative to traditional four-year programs. A small initial investment in your education here can pay big financial returns in your career. We offer highly successful associate degrees, certificate programs, dual credit enrollment, adult education and continuing education programs. At COM, students will find a wide and diverse array of day, evening, weekend, and online courses. COM also offers various student clubs in order to provide students with a well-rounded college experience. COM will continue to build world-class programs to attract students from all over Texas, the nation and the world.

Quite simply, COM provides the tools you need to continue to evolve and to lead a richer and more rewarding academic and life experience. Be the best person you can be by joining our community of learners, thinkers and teachers at College of the Mainland.

Yours truly,



Michael A. Elam, Ed.D.
President



ACADEMIC CALENDAR 2011 - 2012

FALL 2011

August 12	Last day of Summer II 2011 Classes
August 15	Summer II 2011 Grades due in Admissions by Noon
August 16	FEE PAYMENT DEADLINE FOR FALL 2011 Fee payment due at time of registration after this date
August 22	Convocation-College Closed 8 a.m.-1 p.m.
August 23 & 27	New Student Orientation
August 26	Last Day to Register for Fall 2011
August 27	Fall 2011 Saturday Classes Begin
August 29	Fall 2011 Monday-Friday Classes Begin
September 5	College Closed, Labor Day Holiday
September 14	Census Date for Fall 2011 16-Week Classes
November 1	Priority Deadline for Spring 2012 FAFSA
November 14	Spring 2012 Early Online Registration CURRENT ENROLLED STUDENTS ONLY
November 24-27	College Closed, Thanksgiving Holidays
November 28	Classes Resume
November 29	"W" Day for Fall 2011 16-Week Classes
November 29	Spring 2012 Open Registration Begins All admissions requirements must be completed three to five days before registering.
December 10	Last Day of Saturday Classes, Fall 2011
December 16	Last Day of Monday-Friday Classes Fall 2011
December 16	All Fall 2011 Grades Due in Admissions by Noon
Dec. 17-Jan. 2	College Closed, Winter Holidays

FALL 2011 1ST 8-WEEK SESSION

August 26	Last Day to Register for Fall 2011 1st 8-Week Session
August 29	Classes Begin 1st 8-Week Session
September 6	Census Date for Fall 2011 1st 8-Week Session

October 12	"W" Day for Fall 2011 1st 8-Week Session
October 21	Last Class Day 1st 8-Week Session

FALL 2011 2ND 8-WEEK SESSION

October 21	Last Day to Register for Fall 2011 2nd 8-Week Session
October 24	Classes Begin 2nd 8-Week Session
October 31	Census Date for Fall 2011 2nd 8-Week Session
December 8	"W" Day for Fall 2011 2nd 8-Week Session
December 16	Last Class Day 2nd 8-Week Session

FALL 2011 12-WEEK SESSION

September 23	Last Day to Register for Fall 2011 12-Week Session
September 26	Classes Begin 12-Week Session
October 6	Census Date for Fall 2011 12-Week Session
December 5	"W" Day for Fall 2011 12-Week Session
December 16	Last Class Day 12-Week Session

SPRING 2012

January 3	College reopens Campus Registration Resumes
January 3	FEE PAYMENT DEADLINE FOR SPRING 2012 Fee payment due at time of registration after this date
January 9	Convocation-College Closed 8 a.m.-1 p.m.
January 10 & 14	New Student Orientation
January 13	Last Day to Register for Spring 2012
January 14	Spring 2012 Saturday Classes Begin
January 16	College Closed, Martin Luther King Day Observed
January 17	Spring 2012 Monday-Friday Classes Begin

ACADEMIC CALENDAR 2011 - 2012

February 1	Census Date for Spring 2012 16-Week Classes
March 12-18	College Closed, Spring Break
March 19	Classes Resume
March 30	Deadline to Submit Graduation Application
April 3	Summer 2012 Campus and Online Registration Begin All admissions requirements must be completed three to five days before registering.
April 6-8	College Closed, Spring Holiday
April 23	"W" Day for Spring 2012 16-Week Classes
May 1	Priority Deadline for Summer 2012 FAFSA
May 5	Last Day of Saturday Classes Spring 2012
May 10	Graduate Grades Due by 2 p.m.
May 11	<i>Commencement Ceremony</i>
May 11	Last Day of Monday-Friday Classes Spring 2012
May 11	All Spring 2012 Grades Due in Admissions by Noon
May 22	Fee Payment Deadline For Summer I 2012 5-, 8- and 10-Week Sessions Fee payment due at time of registration after this date
May 28	College Closed, Memorial Day Holiday

SPRING 2012 1ST 8-WEEK SESSION

January 13	Last Day to Register for Spring 2012 1st 8-Week Session
January 17	Classes Begin 1st 8-Week Session
January 24	Census Date for Spring 2012 1st 8-Week Session
February 29	"W" Day for Spring 2012 1st 8-Week Session
March 9	Last Class Day 1st 8-Week Session

SPRING 2012 2ND 8-WEEK SESSION

March 9	Last Day to Register for Spring 2012 2nd 8-Week Session
March 19	Classes Begin 2nd 8-Week Session
March 26	Census Date 2nd 8-Week Session
May 2	"W" Day for Spring 2012 2nd 8-Week Session
May 11	Last Class Day 2nd 8-Week Session

SPRING 2012 12-WEEK SESSION

February 10	Last Day to Register for Spring 2012 12-Week Session
February 13	Classes Begin 12-Week Session
February 23	Census Date 12-Week Session
April 26	"W" Day 12-Week Session
May 11	Last Class Day 12-Week Session

SPRING 2012 MINI SESSION

May 11	Last Day to Register for Spring 2012 Mini Session
May 14	Spring 2012 Mini Session Classes Begin
May 15	Census Date for Spring 2012 Mini Session
May 30	"W" Day for Spring 2012 Mini Session
June 1	Last Day of Class for Spring 2012 Mini Session
June 4	Grades Due in Admissions by 5 p.m.

SUMMER I 2012

May 29	New Student Orientation
June 1	Last Day to Register for Summer I 2012 5-, 8- and 10-Week Sessions
June 2	Summer I 2012 Saturday Classes Begin
June 4	Summer I 2012 Monday-Friday Classes Begin
June 7	Census Date for Summer I 2012 5-Week Session

ACADEMIC CALENDAR 2011 - 2012

June 11	Census Date for Summer I 2012 8-Week Session
June 12	Census Date for Summer I 2012 10-Week Session
June 25	Fall 2012 Early Online Registration CURRENT ENROLLED STUDENTS ONLY
June 26	FEE PAYMENT DEADLINE FOR SUMMER II 2012 Fee payment due at time of registration after this date
July 1	Priority Deadline for Fall 2012 FAFSA
July 2	"W" Day for Summer I 2012 5-Week Session
July 4	College Closed, Independence Day
July 6	Last Class Day for Summer I 2012 Mon.-Fri. 5-Week Session Classes
July 9	Summer I 2012, 5-Week Session Grades Due in Admissions by Noon
July 17	Fall 2012 Open Registration Begins All admissions requirements must be completed three to five days before registering.
July 18	"W" Day for Summer I 2012 8-Week Session
July 27	Last Class Day for Summer I 2012 8-Week Session
July 30	"W" Day for Summer I 2012 10-Week Session
August 10	Last Class Day for Summer I 2012 10-Week Session
August 13	Grades Due in the Admissions Office for Summer I 2012 8- and 10-Week Sessions by Noon

SUMMER I 2012 8-WEEK SESSIONS

June 1	Last Day to Register for Summer I 2012 8-Week Session
June 4	Summer I 2012 Monday-Friday Classes Begin 8-Week Session
June 11	Census Date for Summer I 2012 8-Week Session
July 4	College Closed, Independence Day
July 18	"W" Day for Summer I 2012 8-Week Session

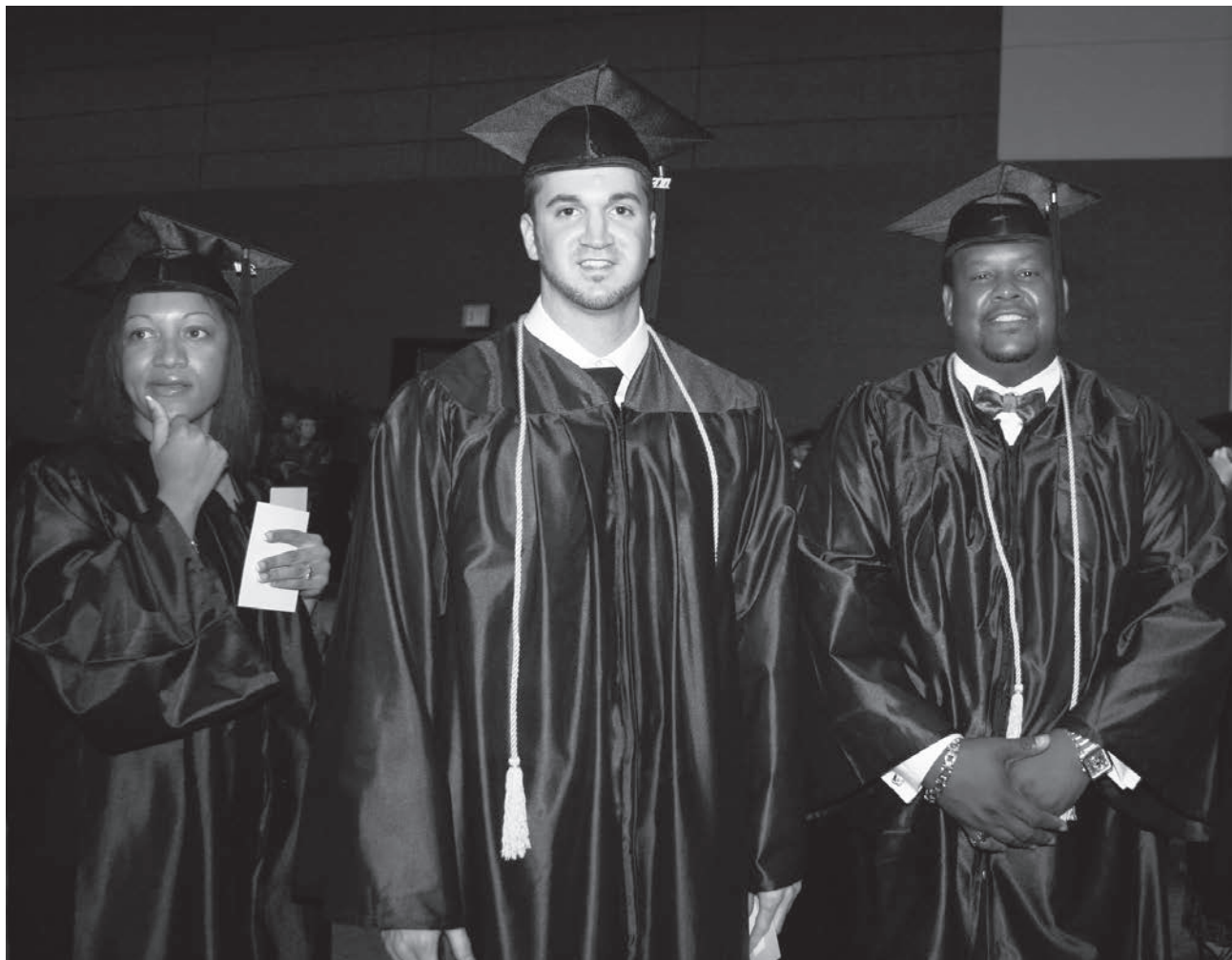
July 27	Last Day of Summer I 2012 Monday- Friday Classes 8-Week Session
August 13	Grades Due in the Admissions Office for Summer I 2012 8-Week Session by Noon

SUMMER I 2012 10-WEEK SESSIONS

June 1	Last Day to Register for Summer I 2012 10-Week Session
June 4	Summer I 2012 Monday-Friday Classes Begin 10-Week Session
June 12	Census Date for Summer I 2012 10-Week Session
July 4	College Closed, Independence Day
July 30	"W" Day for Summer I 2012 10-Week Session
August 10	Last Day of Summer I 2012 Monday- Friday Classes 10-Week Session
August 13	Grades Due in the Admissions Office for Summer I 2012 10-Week Session by Noon

SUMMER II 2012

July 6	Last Day to Register for Summer II 2012
July 7	Summer II 2012 Saturday Classes Begin
July 9	Summer II 2012 Monday-Friday Classes Begin
July 12	Census Date for Summer II 2012
August 6	"W" Day for Summer II 2012
August 4	Last Day of Summer II 2012 Saturday Classes
August 10	Last Day of Summer II 2012 Monday-Friday Classes
August 13	Grades Due in the Admissions Office for Summer II 2012 by Noon





College of the Mainland®

1200 Amburn Road, Texas City, Texas 77591

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

Fax: 409-938-1306

www.com.edu

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

APPROVED AND ACCREDITED BY:

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

American Association of Health-System Pharmacists
Association of Texas Colleges and Universities
Texas Board of Nursing
Commission on Accreditation for Allied Health Education Programs
Commission on Accreditation for Health Informatics and Information Management Education
Commission on Accreditation of Programs for EMS Professionals
National Association for the Education of Young Children (NAEYC)
National League for Nursing Accrediting Commission (NLNAC)
Southern Association of Colleges and Schools
Texas Department of State Health Services
Texas Higher Education Coordinating Board
Texas Education Agency
Texas Commission on Fire Protection
Texas Commission on Law Enforcement Officer Standards and Education
Texas Department of Licensing and Regulations (TDLR)
Texas Real Estate Commission

MEMBER OF:

American Association of Colleges and Universities (AACU)
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community Colleges (AACC)
Hispanic Association of Colleges and Universities (HACU)
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Veteran's Program Administrators (NAVPA)
Southern Association of College and University Business Officers (SACUBO)
Southern Association of Community, Junior, and Technical Colleges (SACJTC)
Texas Association of Music Schools (TAMS)
Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
Texas Association of Community College Business Officers (TACCBO)
Texas Association of College Technical Educators (TACTE)
Texas Association of Collegiate Veteran Program Officials (TACVPO)
Texas Association of Community Colleges (TACC)
Texas Association of Continuing Education (TACE)
Texas Association of Student Financial Aid Administrators (TASFAA)
Texas Community College Association (TCCA)
Texas Community College Teachers Association (TCCTA)

DISCRIMINATION 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.

General Information

College of the Mainland does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and 1992.

Applicability of Catalog Regulations

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

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

STATEMENT OF VISION AND PURPOSE

Mission

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

Vision

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

Values

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

2008-2012 INSTITUTIONAL GOALS

1. Increase enrollment and improve students' attainment of their educational goals.
2. Implement and utilize viable evaluation systems that improve employee performance and demonstrate accountability.
3. Increase under-represented populations and the diversity of our students and employees to reflect our service area.
4. Exemplify an open and friendly environment that will increase mutual respect, civility, and integrity among students, staff, faculty and administrators.
5. Increase community and campus collaboration in order to maximize communication and institutional effectiveness.
6. Use innovation and adaptability to better serve the educational needs of our campus and community.

HISTORY

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

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

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

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

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

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

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

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

BOARD OF TRUSTEES

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

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

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

PUBLIC INFORMATION STATEMENT

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

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

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

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

DECLARACION DE INFORMACION PUBLICA

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

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

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

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

THE GUARANTEE PLAN

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

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

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

1. Students must earn their degrees or certificates in an occupational program listed in a COM catalog published in the last five years.
2. Students must complete their program within five years, with the majority of the credits to be earned at COM.
3. Students must be employed full time in an occupation directly related to the specific program completed at COM.
4. Employers must certify in writing that a COM graduate lacks the entry-level job skills identified as such by the College for the program in which he/she was enrolled. The employer must specify the areas of deficiency within 90 days of the graduate's initial employment.
5. An educational plan for retraining will be written. The plan will be initiated through the office of the President.
6. The guarantee does not imply that COM graduates will pass any licensing or qualifying examination for a particular career.

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



What is Achieving the Dream (AtD)?

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

The primary strategies for years one and two include:

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

AtD funding, provided by the Houston Endowment, includes \$50,000 planning grant and \$400,000 implementation money to be spent over four years.

To learn more, check out the COM Achieving the Dream website at www.com.edu/atd.

Important Services and Programs

409-938-1211 • 1-888-258-8859

Presidential	Instructional	Enrollment and Student Success	College and Financial Services
President Dr. Michael Elam Ext. 8271	Vice President Dr. Amy Locklear Ext. 8229	Vice President Dr. Rod Fluker Ext. 8213	Vice President Lisa Templer, CPA Ext. 8262
If calling a number directly, dial 409-933-XXXX (example: to call Financial Aid directly, dial 409-933-8274.)			
COM Foundation, Ext. 8508/Ext. 8557	Academic Success, Ext. 8677	Admissions and Records, Ext. 8264	Bookstore, Ext. 8239
Human Resources, Ext. 8250	Adult Education, Ext. 8294	Advising, Ext. 8379	Campus Police, Ext. 8403
Institutional Effectiveness and Planning, Ext. 8168	Business and Computer Technologies, Ext. 8311	Career Counseling, Ext. 8520	COM Press, Ext. 8238
Institutional Research, Ext. 8151	Child Development/Education Ext. 8390	Career Services, Ext. 8520	Custodial Services, Ext. 8411
Internal Auditor, Ext. 8483	Collegiate High School, Ext. 8169	Community Outreach, Ext. 8661	Financial Services, Ext. 8268
Marketing and Communications, Ext. 8434/Ext. 8438	COMPACT, Ext. 8610	Counseling, Ext. 8277/8124	Grounds, Ext. 8203/8318
Resource Development Ext. 8140/Ext. 8141	Continuing and Community Education, Ext. 8586	Dual Credit Program, Ext. 8679	Information Technology Services, Ext. 8302
Telecommunications, Ext. 8500	Cosmetology, Ext. 8480	Services for African American Students, Ext. 8661	Maintenance, Ext. 8401/8562
	Distance Education, Ext. 8445	Services for Hispanic & Latino Students, Ext. 8653	Purchasing, Ext. 8473/8474
	Fine Arts, Ext. 8348	Services for Students with Disabilities, Ext. 8124/8524	
	Humanities, Ext. 8214	Student Advocate, Ext. 8660	
	Innovations Lab, Ext. 8153/8370	Student Clubs and Organizations, Ext. 8660	
	Instructional Administration, Ext. 8284	Student Conduct, Ext. 8131	
	Instructional Lab Department, Ext. 8364	Student Financial Services Ext. 8274	
	Instructional Technology, Ext. 8445	Student Help Center, Ext. 8663	
	Leisure Activities and Wellness, Ext. 8422	Student Success Center, Ext. 8277	
	Library, Ext. 8205	Student Support Services, Ext. 8525	
	Nursing, Ext. 8425	Testing Center, Ext. 8379	
	Occupational Safety and Health Technology, Ext. 8242	Upward Bound, Ext. 8525	
	Physical Education, Ext. 8417	Welcome Center, Ext. 8227	
	Process Technology, Ext. 8536	Writing Center, Ext. 8277/8214	
	Public Service Careers, Ext. 8285/8224		
	Science and Mathematics, Ext. 8244		
	Social & Behavioral Sciences, Ext. 8212		
	Senior Adult Program, Ext. 8226		
	Tech Prep Programs, Ext. 8578/8110		
	Theater, Ext. 8345		



ADMISSION PROCEDURES AND POLICIES

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

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

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

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

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

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

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

who, in the judgment of admission officials, are prepared to undertake post-secondary educational or college work.

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

College Opportunities for High School Students

1. Collegiate High School

Get Ready for Success!

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

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

COM waives 40 percent of CHS students' tuition and fees. Scholarships and a textbook library are also available exclusively to CHS students who qualify.

To apply, students must

- 1) Meet with their high school counselor,
- 2) Complete COM's application for admission,
- 3) Take the Accuplacer and Score a minimum Reading Composition score of 78. (Minimum required scores on other sections of the Accuplacer

vary according to the college courses a student plans to take. See course descriptions in this catalog to view individual course requirements),

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

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

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

2. Dual Credit

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

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

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

Courses are taught at the high school campus, the Learning Center (League City), online through the Internet, and at the College of the Mainland campus.

For more information on Dual Credit, contact your high school counselor, and then contact an advisor at 409-933-8679 or stop by the Advising and Testing Center in Suite 158 of the Enrollment Center.

3. Tech Prep Programs

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

Students in Tech Prep programs at COM can earn college credit through:

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

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

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

Tech Prep Programs:

Business Administration with Emphasis in Accounting, Management or Marketing

Business Technology

Child Development/Education in Classroom Teacher or Leadership Tracks

Criminal Justice

Drafting

Emergency Medical Services

Graphic Design/Web Design

Health Information Management

Network Systems Technology

Nursing

Texas Success Initiative (TSI)

All students planning to enroll in credit courses for the first time must meet the standards set by the Texas Success Initiative (TSI) by taking an approved examination or meeting one or more exemptions specified below:

Exemptions:

1. Satisfactory scores on SAT, ACT, TAKS
2. Military service record
3. Possession of an associate's or higher degree
4. Completion of college-level course work at regionally accredited institution of higher education

Having one or more of these exemptions does not make students eligible for all courses. Placement testing is necessary in most instances.

TSI-Waived Level One Certificate Programs

State law provides that students who are not exempt from the provisions of TSI may have the provisions waived when classified as Level One certificate seeking program students and enrolled only in those specified courses. Students need to ensure that their college records indicate their correct degree or certificate-seeking classification. Classification can be checked by meeting with an advisor in Advisement and Counseling.

Temporary Waivers from TSI for Students Attending Private or Out-of-State Institutions

Students who are attending a private or out-of-state college or university and wish to attend a Texas public institution on a temporary basis may be temporarily waived from TSI provided the following conditions are met:

- The student must apply for the temporary waiver in the Admissions Office.
- The student must provide documentation such as a transcript, grade report or paid-fee receipt from the preceding semester indicating the student was enrolled at a private or out-of-state institution.
- The student must provide official transcripts before the end of the semester for which the temporary exemption is granted.

This waiver is for one semester only. Students may reapply for this temporary waiver after one or more verifiable semesters at a private or an out-of-state institution. Students who decide to seek a degree or certificate after a semester under this waiver must take the THEA examination prior to the end of their first academic semester following their declaration to seek a degree or certificate. Students who are currently TSI liable may not receive this waiver. Course placement requirements must be met.

Academic Success Program

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

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

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

Developmental Requirements/Course Prerequisites

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

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

Learning Communities

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

Nursing Students

Admission to the College does not assure admission to either the Associate Degree Nursing program or to the Licensed Vocational Nursing program. Individuals interested in the Nursing programs should contact Jameeka Williams, Academic Advisor for Adult Health, located in room 1238B of the Technical-Vocational Building (or call 409-933-8664, for an appointment). See the Nursing section for special admissions requirements.

International Student Admission

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

International students must carry a minimum of 12 semester hours to meet requirements of the U.S. Immigration and Customs Enforcement. It is essential

that international students have sufficient funds to cover their expenses while in this country. The international student tuition is outlined on the Tuition and Fee Schedule.

International students should contact the Office of International Affairs located in the Admissions and Records Office for specific details on the admission process. Call 409-933-8653 or 409-933-8308.

Transfer of Credit to COM

It is the student's responsibility to arrange for official transcripts from former institutions to be received by the Admissions and Records Office prior to being admitted. Transcripts are considered official only when received through the mail or in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued. Transcripts received become the property of College of the Mainland. **Transcript evaluations must be requested by submitting a transcript evaluation form to the Admissions and Records Office. Transcript evaluation forms may be found at www.com.edu or the Admissions and Records Office.**

General Regulations Governing Transfer of College Credit

1. The college from which credit is to be transferred must be accredited by one of the nine regional accrediting associations.
2. Courses with a letter grade of "C" or better transfer with the corresponding number of semester hours.
3. Courses which 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 three to six months 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.

Petition for Credit for Non-credit Courses

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

Petition for credit for Professional Certifications

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

Transfer Credit for Educational Experiences Completed Through the US Armed Forces

College credit may be granted for educational experiences completed while in the US Armed Forces. Veterans submitting original copies of their DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, or an official Report of Educational Achievement through the U.S. Armed Forces Institute (USAFI), may receive transfer credit and advanced placement as recommended by the Commission of Accreditation of Service Experiences of the American Council on Education. Acceptable transfer credit courses will be recommended by the Registrar and approved by the appropriate program area and the Vice President for Instruction. The limits of transfer credit are specified under each degree and diploma program listed in the College Catalog.

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

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

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

Retention of Records

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

Prospective Students

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

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

Student Help Center

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

The Student Help Center offers onsite, phone and/or e-mail:

- Assistance and guidance for prospective and current students who are struggling with multiple concerns and aren't sure whom to ask.

- Assistance with completing the admissions, registration, and fee payment processes.
- Support with completing necessary college forms and applications
- Help with navigating our website
- Information about local resources to help you go to or stay in college.

The Student Help Center is located in the Enrollment Center. Hours of operation are Monday and Tuesday, 8 a.m. - 7 p.m. and Wednesday through Friday, 8 a.m. - 5 p.m. By phone, call 409-933-8663 or toll-free 888-258-8859, ext. 8663 during Help Center hours. To leave a message after hours, call 409-933-8227. E-mail: welcome@com.edu

Registration

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

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

Mandatory New Student Orientation Seminar

COM provides all new students a mandatory free orientation seminar that meets one time. This seminar is designed to assist students with the transition to college life, and to familiarize them with the expectations and requirements for academic success. Orientation seminars are offered on campus in the evenings, during the day, and on weekends throughout the fall, spring, and summer sessions. Parents of new students are also encouraged to attend, as information is provided on college life. Register for on-campus orientation by checking the Class Schedule and selecting the most convenient time; then sign up in the Admissions Office. For students unable to attend on-campus sessions, the orientation requirement can be met online at www.com.edu/orientation.

Participation in COM's non-credit new student orientation seminar is mandatory if a student:

1. Has never attended college;

2. Has attended another college but not earned at least 12 credit hours with a GPA of 2.0 or higher;
3. Has not attended college and/or not received college credit within the previous five years, and has not been awarded an associate degree or higher from an accredited institution of higher learning; or
4. Has been placed on academic/scholastic probation at the last institution attended.

Students who want to request a waiver for mandatory orientation must present the appropriate documentation to the Admissions and Records Office at the time of registration. If special circumstances warrant exemption from orientation, contact the Office of Student Life in Room 120 of the Student Center, or call 409-933-8660, prior to the start of classes.

New student orientation, on campus or online, should be completed before the end of the first week of classes. For more information regarding orientation, call the Office of Student Life at 409-933-8660.

Residence Requirements

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

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

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

—• ~~Notorized affidavit of residency~~

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

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

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

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

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

Photo and Videotape Policy

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

Regulations Concerning Checks

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

Concurrent College Enrollment Tuition Adjustment

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

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

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

Refunding of Fees and Charges

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

TUITION AND FEE SCHEDULE

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	240.00	435.00	450.00	645.00	690.00	885.00
2	45.00	90.00	30.00	15.00	15.00	195.00	240.00	435.00	450.00	645.00	690.00	885.00
3	45.00	90.00	30.00	15.00	15.00	195.00	240.00	435.00	450.00	645.00	690.00	885.00
4	45.00	90.00	30.00	15.00	15.00	195.00	240.00	435.00	450.00	645.00	690.00	885.00
5	45.00	90.00	30.00	15.00	15.00	195.00	240.00	435.00	450.00	645.00	690.00	885.00
6	45.00	90.00	30.00	15.00	15.00	195.00	240.00	435.00	450.00	645.00	690.00	885.00
7	45.00	90.00	30.00	15.00	24.00	204.00	280.00	484.00	525.00	729.00	805.00	1,009.00
8	45.00	90.00	30.00	15.00	24.00	204.00	320.00	524.00	600.00	804.00	920.00	1,124.00
9	45.00	90.00	30.00	15.00	24.00	204.00	360.00	564.00	675.00	879.00	1,035.00	1,239.00
10	45.00	90.00	30.00	15.00	24.00	204.00	400.00	604.00	750.00	954.00	1,150.00	1,354.00
11	45.00	90.00	30.00	16.50	24.00	205.50	440.00	645.50	825.00	1,030.50	1,265.00	1,470.50
12	45.00	90.00	30.00	18.00	24.00	207.00	480.00	687.00	900.00	1,107.00	1,380.00	1,587.00
13	45.00	90.00	30.00	19.50	24.00	208.50	520.00	728.50	975.00	1,183.50	1,495.00	1,703.50
14	45.00	90.00	30.00	21.00	24.00	210.00	560.00	770.00	1,050.00	1,260.00	1,610.00	1,820.00
15	45.00	90.00	30.00	22.50	24.00	211.50	600.00	811.50	1,125.00	1,336.50	1,725.00	1,936.50
16	45.00	90.00	30.00	24.00	24.00	213.00	640.00	853.00	1,200.00	1,413.00	1,840.00	2,053.00
17	45.00	90.00	30.00	25.50	24.00	214.50	680.00	894.50	1,275.00	1,489.50	1,955.00	2,169.50
18	45.00	90.00	30.00	27.00	24.00	216.00	720.00	936.00	1,350.00	1,566.00	2,070.00	2,286.00
19	45.00	90.00	30.00	28.50	24.00	217.50	760.00	977.50	1,425.00	1,642.50	2,185.00	2,402.50
20	45.00	90.00	30.00	30.00	24.00	219.00	800.00	1,019.00	1,500.00	1,719.00	2,300.00	2,519.00
21	45.00	90.00	30.00	31.50	24.00	220.50	840.00	1,060.50	1,575.00	1,795.50	2,415.00	2,635.50

Itemization of Standard Charges for "Credit" Registration				
Description of Charges	Charges Per Hour	Fixed Amt Charged	Minimum Charge	Maximum Charge
TUITION (6 hour minimum charge):				
In District	\$ 40.00	\$ -	\$ 240.00	\$ -
Out of District	75.00	-	450.00	-
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

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

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

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

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

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

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

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

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

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

Credit Student Fees:

Campus Fee.....	\$1.50/credit hr. minimum \$15.00/semester
Facilities Use.....	\$90.00/semester for regular semester
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/semester
Technology Fee	\$30.00/semester

Non-Credit Student Fees:

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

All ACCUPLACER Tests.....	\$25.00
Accuplacer Retests	\$5.00 per test
Accuplacer Essay Retest	\$10.00
GED Test (In-District Residents).....	\$65.00
GED Test (Out-of-District Residents).....	\$80.00
GED Fees.....	include a \$10 non-refundable fee

Record Fees:

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

Course/Program Fees:

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

Associate Degree Nursing Program Fees:

Nursing Malpractice Insurance Fee	approx. \$16.00/semester
Nursing Student Lab Fee	\$15.00/semester
Nurse Pack	approx. \$176.00
Uniforms and Supplies.....	approx. \$200.00
Comprehensive NCLEX Prep Test.....	\$45.00
Standardized Tests	\$74.00/semester (variable)
NCLEX-RN Review Course	approx. \$260.00
Application Fees for State Board Exam Licensure and FBI Background Check.....	approx. \$150.00
Lassi Exam.....	\$3.50

Vocational Nursing Program Fees:

Nursing Malpractice Insurance Fee	approx. \$16.00/semester
Student Lab Fee	\$30.00 (1st semester only)
Nurse Pack	approx. \$153.00
Uniforms and Supplies.....	approx. \$200.00
NCLEX Readiness Test.....	\$45.00
Standardized Tests	approx. \$205.00

NCLEX-PN Review Course	approx. \$260.00
Application Fees for State Board Exam Licensure and FBI Background Check	approx. \$150.00
Lassi Exam.....	\$3.50

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

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

Adopted February 27, 2006

College of the Mainland Board of Trustees

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

When this occurs:

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

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

Continuing Education Tuition and Fees

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

A non-resident of the College of the Mainland District shall be subject to Continuing Education non-resident fees on a per course basis. Consult the current Continuing Education course schedule for details.

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

STUDENT FINANCIAL SERVICES

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

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

Steps to Follow

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

1. Apply for admission to College of the Mainland online at www.com.edu under "Apply Online." Returning students who have not attended College of the Mainland during the past year may need to submit a new application. Keep in mind that you must be admitted to College of the Mainland prior to any financial aid processing taking place.
2. Submit an official high school (or GED) transcript from a TEA-recognized accredited high school to College of the Mainland's Admissions Office.
3. If you are a transfer student, you must submit official college transcripts from each institution attended that include all classes attempted and you must request that the Admissions Office evaluate your transcripts. Transcripts must be evaluated prior to financial aid being awarded.
4. Register with the Selective Service at www.sss.gov if you are a male age 18 to 25.
5. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (COM school code: 007096).
6. Apply for state and institutional aid by completing the Application for State and Institutional Financial Aid online at www.com.edu. Financial Aid is under the Student Services tab.

WebAdvisor Online Inquiry

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

Go to the WebAdvisor website at WebAdvisor.com.edu to

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

Procedures

1. If you register for classes and aid is authorized on your account and you do not attend College of the Mainland, you must contact the Student Financial Services Office and the Admissions Office before the first day of class. Failure to do so could result in your being billed for accumulated charges.
2. If you have been awarded financial aid, you will be able to go to the campus bookstore starting one week before classes begin and continuing until the census date. During this time, you may charge books and supplies to your grants and scholarships. You will need your student ID to be able to charge at the bookstore.
3. If you have been awarded financial aid you can expect the aid to be posted as "pending" aid to your account at the time of registration. Updating occurs on a regular basis. If the aid has not been posted as pending within 24 hours of registration, you should contact the Student Financial Services Office to determine if a problem exists. Financial aid funds are officially applied against your account on the census date.
4. Any unused balances from your financial aid funds will be paid by check made payable to you. All financial aid checks, other than work-study, are mailed directly to you at the address

listed with the Admissions Office. Make sure your address is current. After eligibility has been confirmed, financial aid refund checks are mailed within 14 days from the census date of each module for the semester (ex., 16-week, 12-week, 8-week).

FAFSA School Code (007096)

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

Priority Processing

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

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

Developmental

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

Eligibility

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

1. Be a U.S. citizen or an eligible non-citizen.
2. Have a high school diploma from a TEA-recognized accredited high school, GED or meet the Ability to Benefit Standards as set by the Department of Education.
3. Be admitted as a regular student and enrolled in a certificate or degree program.
4. Be making satisfactory academic progress.
5. Not be in default of a federal or state student loan or owe a repayment on any federal grant.

6. Meet requirements specific to the financial aid program for which you are applying.
7. Enroll for at least the minimum number of hours required by each financial aid program.

Major Sources of Financial Aid

Funding Education Beyond High School: The Student Guide is an excellent publication by the U.S. Department of Education and is available from the Student Financial Services Office. You can find information about federal financial aid programs, eligibility guidelines and other helpful facts within this booklet. The Texas Higher Education Coordinating Board website at www.collegefortexans.com provides valuable information about many forms of state assistance that are available to qualified students.

Types of Financial Aid

1. Federal Pell Grant is a federally-funded program designed to help the neediest undergraduate pre-baccalaureate students continue their education. Eligibility for the Federal Pell Grant is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA) and satisfactory academic progress. The exact amount of the Federal Pell Grant award will depend upon the expected family contribution (EFC) as listed on the Student Aid Report (SAR) and the number of hours a student enrolls.
2. Federal Supplemental Educational Opportunity Grant (FSEOG) program provides assistance to eligible undergraduate students who show greatest financial need, are making satisfactory academic progress toward their educational goal and receive a Federal Pell Grant.
3. Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by College of the Mainland. TPEG funds are available to those who demonstrate financial need. The amount of the award varies, depending upon residency, the number of hours enrolled and the availability of funds.
4. TEXAS Grant (Toward Excellence, Access and Success) is a need-based grant authorized by the State of Texas. Qualifications include: the EFC must not exceed \$4,000; must be a resident of Texas; must have graduated from a Texas high school on or after May 1998; must have completed the recommended or advanced high school curriculum.

5. TEOG (Texas Educational Opportunity Grant) is also a need-based grant authorized by the State of Texas. To be considered, students must: be a Texas resident; be enrolled at least half-time; demonstrate financial need with an EFC of \$2000 or less.
6. Federal College Work-Study is a program designed to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work up to 15 hours per week.
7. Texas College Work-Study Program has the same criteria as the Federal College Work-Study program, only the funding source is different.
8. Student Assistant Program is an institutionally-funded work program designed to assist students with jobs who do not qualify for the need-based job programs. Students in this program generally work up to 15 hours per week. Satisfactory academic progress is required.
9. Valedictorians of Each Accredited Texas High School are exempted from tuition during the first two regular semesters following high school graduation. Documentation is required from your high school.
10. Hazlewood Act Tuition Exemption is a program for Texas veterans who, at the time of entry into the U.S. Armed Forces:
 - ❖ Are Texas residents,
 - ❖ Designated Texas as Home of Record, or
 - ❖ Entered the service in Texas.
 - Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d)) on the DD214),
 - Have received an honorable discharge or separation or a general discharge under honorable conditions,
 - Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33 Post 9/11, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant),
 - Are not in default on a student loan made or guaranteed by the State of Texas, and
 - Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college’s governing board has ruled to let veterans receive the benefit while taking non-funded courses.
- Benefits are now transferable to children and spouses (Legacy Program). Go to <http://www.collegefortexans.com>. Click on Make a Plan, then click on For Military and Veterans, then click on Exemptions for Texas Veterans.
11. Persons Employed as Fire Fighters who are enrolled in courses offered as part of a fire science curriculum are exempted from the payment of tuition and lab fees.
12. Students on TANF during Senior Year of High School are exempted from payment of tuition and fees for one year.
13. Exemption for Educational Aides is a need-based exemption from the payment of tuition and mandatory fees other than class or laboratory fees for certain applicants. Information is available through the local school districts. Satisfactory academic progress is required.
14. Early High School Graduation Scholarship is to provide tuition and fee assistance to students completing grades 9-12 early or with a significant number of college hours, enabling and encouraging the students to attend college in Texas. Documentation is required from the Texas Higher Education Coordinating Board.
15. Texas Higher Education Coordinating Board Nursing Scholarships, Professional Nursing student scholarship and scholarship program for LVNs becoming professional nurses.
16. Foundation Scholarships
College of the Mainland Foundation, Inc., offers a wide variety of scholarships to both current and prospective College of the Mainland students. All scholarships are awarded through a competitive application process held January through March. Information and criteria for these scholarships can be obtained in the annual Foundation Scholarship brochure. Copies of the brochure are available in high school counselors’ offices, the COM Learning Resources Center, Student Financial Services, the Advisement and Counseling Center and the Foundation Office. Scholarship applications are available in the Foundation Office located in Room A-150 of the Enrollment Center. For additional information on the availability of scholarships, contact the Foundation Office at 409-933-8508.

17. Moody Short-Term Loans

COM has a limited amount of short-term loan funds available to assist eligible students in paying a portion of their tuition/fees or book charges. These loans are for financial aid applicants who have completed their files and are awaiting award letters. Loans are available to help with tuition and fees and/or book charges. Students apply for the Moody Loan at the Financial Aid Office, A-149, for tuition and fees. Loans must be repaid within 60 days during the Fall and Spring semesters and within 45 days during the Summer.

18. Financial Aid for Non-Credit Students

College of the Mainland offers the Texas Public Education Grant (TPEG) to qualifying students attending certain non-credit courses. The TPEG covers approximately 50 percent of the cost of the course. The course must lead to employment in a specific field. The TPEG is not intended to pay for courses taken for personal enrichment. The FAFSA is required for determining the student's eligibility for the TPEG. Application forms listing eligible courses are available in the Student Financial Services Office.

19. GED Test Waivers

The Student Financial Services Office has fee waivers for financially needy students who have completed College of the Mainland GED classes and are prepared to take the GED test. More information is available in the Student Financial Services Office located in Room 149 of the Enrollment Center.

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

➤ **Direct Subsidized Loans**

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

➤ **Direct Unsubsidized Loans**

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

➤ **Direct PLUS Loans**

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

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

- Be enrolled at least half-time (6 hours) in a course of study leading to an associate, bachelor, graduate or higher degree or be enrolled in an approved Alternative Educator Certification Program
- Meet the satisfactory academic progress requirements set by the institution
- Receive a favorable credit evaluation or provide a cosigner who has good credit standing and meets other requirements

Lender may have additional application requirements.

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

Child Care

College of the Mainland has been approved for subsidized child care through Workforce Solutions, formerly The WorkSource. COM has a local initiative contract with Workforce Solutions and they will determine eligibility for the child care scholarship. Students must enroll full-time or work 30 hours per week and attend COM part-time as part of the qualifications.

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

College of the Mainland also offers the Carl Perkins Child Care grant for its students. This grant is for technical-vocational students who attend full-time and qualify for the Federal Pell Grant. The grant pays \$80 per week per child. Applications are available in the Financial Aid Office at COM, Room A-149.

The College offers low-cost evening child care for students attending night courses. The campus child care lab is open from 5 to 10 p.m. Monday through Thursday. There is a \$5 registration fee and the cost is \$3 per child per day.

Academic Requirements for Financial Aid

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

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

1. Grade Point Average (qualitative). A student is expected to maintain a minimum cumulative GPA of 1.5 based upon the aggregate number of hours attempted at College of the Mainland for the first 30 attempted semester hours. A student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at College of the Mainland for 31 or more hours.
2. Rate of Completion (quantitative). A student is expected to successfully complete a minimum of 75 percent of all hours attempted at College of the Mainland.
3. Time Frame (quantitative). A student receiving financial aid funds will be expected to complete

his/her College of the Mainland educational objective or course of study within the first 90 hours attempted or 150 percent of the hours needed to complete the program, including developmental and transfer hours, for a two-year degree. For a certificate program, the maximum time frame is 45 attempted hours or 150 percent of the hours needed to complete the program.

4. Grades of F, I, W, developmental courses and repeated courses are counted in the aggregate total number of hours attempted.

Review Procedures

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

Grades of "W," "F" and "I" will not be treated as successfully completed coursework but will be computed in the quantitative measure of satisfactory academic progress and for the grade of "F," will be used in calculating the GPA.

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

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

Financial Aid Warning and Probation

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

Students who have attempted 90 credit hours (see maximum time frame) for an associate's degree and students who have attempted 45 credit hours for a one-year certificate program are automatically placed on financial aid termination and are ineligible for financial aid, including all loan programs.

Transfer Students

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

Appeal Procedures

A student who loses financial aid eligibility may appeal to the Student Financial Services Appeals Committee for consideration of mitigating circumstances. Appeal forms are available online and in the Student Financial Services Office. The appeal must be in writing, and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as serious personal injury, illness, death in the immediate family or undue hardship. Students who have their appeals approved will continue on financial aid probation provided the student meets the terms and conditions set forth in the appeal and approved academic plan. Students may appeal two times during their entire enrollment at College of the Mainland. If the appeal is approved, students are required to complete all courses with a grade of "C" or better and cannot withdraw from any courses after the census date. This requirement must be maintained until the student is no longer failing to meet satisfactory progress requirements.

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

Appeals will be reviewed at various times in each semester. Check with the financial aid office for dates and deadlines. If an appeal is denied, the student may file a written request to meet with the Appeal Committee, which responds to all appeals in writing.

Ability to Benefit Requirements

The Department of Education (ED) has established "Ability to Benefit" (ATB) requirements for students who receive financial aid through Title IV funding. The statutory provision requires that students have a GED or high school diploma from an accredited high school or pass a test approved by the ED. The test approved by the ED and administered by COM is the ACCUPLACER Test. If a student is required to pass an ATB test to establish eligibility for Title IV assistance, the student **must have received a passing score on the test within 12 months before the date federal financial aid is received.**

The Higher Education Opportunity Act of 2008 adds a new provision that allows students without a high school diploma or its equivalent to become eligible to receive Title IV funding upon satisfactory completion of six credit hours or the equivalent coursework that are applicable toward a degree or certificate offered by the institution. Students are ineligible to receive Title IV aid while earning the six credit hours.

Transfer Monitoring Students

Transfer Monitoring is the process by which schools must verify with the Department of Education through the National Student Loan Database System (NSLDS) each student's eligibility for financial aid if the student began study mid-year or the summer at College of the Mainland. Per regulation, during the seven-day period after a student's name is added to the NSLDS TM list, the College may not authorize or disburse Title IV aid to the student's account. It could take longer if NSLDS identifies any issues that need to be resolved.

Return of Title IV Funds for Withdrawal

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

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

Official Withdrawals

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

Unofficial Withdrawals

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

Debts to the Department of Education

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

Debts to College of the Mainland

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

Cost of Education

Typical cost of education for students attending COM during the academic year 2011-2012 for 12 credit hours is:

	Away	At Home With Parents
Tuition/fees (in-district)	\$ 1374	\$ 1374
Books/Supplies	1200	1200
Room/Board	5665	2075
Transportation	1340	1340
Personal/Miscellaneous	<u>1132</u>	<u>1132</u>
Total	\$10711	\$7121

College of the Mainland students who register for classes, benefit from Title IV student financial aid and then withdraw are subject to the withdrawal policy as stated in the Higher Education Amendments of 1998. Students earning all "Fs" or a combination of "F" and "W" will be required to repay a portion of their Title IV aid.

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

Procedures for Students in Default of Loans and Federal Grants

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

Students in default of a federal or state loan must see the Director of Student Financial Services, who will counsel the student concerning his/her financial obligations and assist the student in contacting the lender.

The Director will determine whether the student can enroll or receive an official transcript once satisfactory repayment arrangements have begun.

When reimbursement of Title IV funds has been made or a loan has been taken out of default, the student can be reinstated for financial aid, register for classes, and become eligible to receive official transcripts without review by the Director of Student Financial Services.

VETERANS' EDUCATIONAL BENEFITS

College of the Mainland's Veterans' Affairs Office assists veteran students and eligible dependents in securing VA educational benefits. This office processes applications for all veterans and Hazlewood benefits. In addition, we provide information and advise veterans and their dependents regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies.

Applying for Veterans' Benefits

VA applicants who have never used educational benefits must complete VA form 22-1990 online at www.gibill.va.gov (VONAPP). Veterans who have previously used educational benefits should complete VA form 22-1995 (Change of Program or Place of Training). Print a copy of your completed application for our office.

Veterans must submit proof of enrollment each semester to be certified. Payment is not required for Chapter 33 Post 9/11 benefits.

The veterans benefit application packet is available at www.com.edu. You must submit the complete packet for certification to COM's Veteran's Affairs Office, located in the Enrollment Center, Room 149.

Some of the VA educational benefits programs include Chapter 30 Montgomery G.I. Bill; Chapter 31 Vocational Rehabilitation (Disabled veterans who plan to attend school under the VA Vocational Rehabilitation program should contact the Counseling and Training Office at the VA Regional Office in Houston at 713-383-1985); Chapter 32 Veterans Educational Assistance Program; Chapter 33 Post 9/11; Chapter 34 Regular G.I. Bill; Chapter 35 Survivors and Dependents Educational Assistance; Chapter 1607 Reserve Educational Assistance Program; Chapter 106/1606 Montgomery G.I. Bill Selected Reserve Education Benefit.

For more information on veteran's benefits, go to the VA website at www.gibill.va.gov.

Veterans' Standards of Academic Progress

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

VA students on academic suspension will be reported to the Department of Veterans Affairs and will not be eligible for educational benefit payments unless approved by the school certifying official.

Minimum academic standards for students receiving VA educational benefits are as follows:

Satisfactory Progress: A student who is receiving VA educational benefits must maintain a cumulative GPA of 2.0 to be considered making satisfactory progress.

Probation: Students who fail to achieve a cumulative GPA of 2.0 shall be placed on probation for one semester. If the student achieves a semester GPA of 2.0 or better during the probationary semester, but has not achieved the required cumulative GPA of 2.0, the student may be continued on probation for one more semester for purposes of VA benefits.

Unsatisfactory Progress: Students on probation who fail to achieve a term GPA of 2.0 at the end of the first probationary semester shall be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. These standards are in accordance with the Department of Veterans Affairs Code of Federal Regulations, Title 38, Part 21, Subpart D, Section 21.4277.

Any student who is reported to the Veterans Affairs Regional Office as making unsatisfactory progress will have their educational benefits discontinued by the Department of Veterans Affairs. Progress is unsatisfactory if the veteran or eligible person does not satisfactorily progress according to the regularly prescribed standards and practices of the institution he/she is attending.

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

Avoiding Overpayment Difficulties with the VA

Students are cautioned about receiving grades of “W” in order to avoid overpayment notices from the VA. Receipt of these grades may result in repayment to the VA for benefits received for that course(s). Repeated courses already completed with a passing grade or courses not listed on the VA student’s degree plan cannot be certified for payment of VA Educational Benefits.

Veterans’ Tutoring Assistance

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

The Texas Hazlewood Act

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

- Who, at the time of entry into the U.S. Armed Forces:
 - Are Texas residents,
 - Designated Texas as Home of Record or
 - Entered the service in Texas.
- Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d)) on the DD214),
- Have received an honorable discharge or separation or a general discharge under honorable conditions,
- Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only such as Chapter 33 Post 9/11, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant),
- Are not in default on a student loan made or guaranteed by the state of Texas, and

- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college’s governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Benefits are now transferable to children and spouses (Legacy Program). Go to <http://www.collegefortexans.com>. Click on Make a Plan, then click on For Military and Veterans, then click on Exemptions for Texas Veterans.

Application Procedures for the Hazlewood Act

To find out if a veteran or dependent is eligible to have tuition and fees waived under the Hazlewood Act, he or she MUST complete the statewide Hazlewood application packet that includes a release form for sharing records regarding the number of hours taken through the program. Other documents, such as your DD-214 and a letter from the Veterans Administration, may also be required. All instructions and documentation requirements are listed in the packet. *Only completed packets with all documents attached will be accepted no earlier than one month prior to payment deadline.*

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

ENROLLMENT POLICIES

Schedule Policy

The College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge to the student will be made for changes due to cancelled classes. In order to replace a cancelled class, the student should make changes before the end of late registration. The College will determine when courses are to be offered, class enrollments, and locations.

Installment Plan Option

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

To access e-Cashier:

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

First Year Experience Initiative

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

Student Course Load

Normally, the standard load for a student (not employed full-time) during a regular semester is five college courses, or a course load of 15 to 17 semester hours credit. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum load for a student during the summer is two courses or seven semester hours per six-week term. Only under exceptional circumstances will a student be permitted to register for more than the standard load. Students wishing to take a course load above the normal load must get approval. The Associate Vice President/Registrar, Vice President for Enrollment and Student Success and Vice President for Instruction are authorized to approve such overloads.

Classification of Students

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

Course Numbers

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

Changes in Student Schedule

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

Change of Name or Address

A student who, after registration, changes his/her home or local address, or who changes his/her name after enrollment is expected to notify the Admissions and Records Office of this change immediately. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered.

Withdrawal from All Classes

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

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

Withdrawal from Class

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

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

Students Attending College for the First Time Fall 2007 or Later

Six-Course Drop Limit (TEC 51.907)

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

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

Drops that count in the limit are those for which you receive a grade of W on your College of the Mainland transcript and those equivalent affected drops reported on transcripts from other Texas public colleges and universities. All of these combined cannot be more than six. If you started college Fall 2007 or thereafter and then transfer to College of the Mainland from

an affected Texas public college or university with six drops the equivalent of W, you may not drop any additional courses at College of the Mainland. If you transfer with fewer than six, you may only drop the remainder at College of the Mainland.

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

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

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

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

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

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

You should fully understand this new drop limit before you drop any of your courses. If you have questions or need assistance, please visit the Advisement and Testing Center or the Admissions and Records Office.

Class Attendance

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

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

Religious Holy Days

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

Instructor-Initiated Drop

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

Audit

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

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

Records Placed on Hold

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

GRADES AND TRANSCRIPTS

Grade Reports

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

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

System of Grading

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

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

The “I” Grade

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

The “W” Grade

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

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

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

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

Grades in Academic Success (Developmental) Classes

Students will receive grades in Developmental courses; however, the grades will not be used to compute GPA. Developmental courses will not transfer and will not complete degree requirements.

Grades in Repeated Courses

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

Grade Appeal

Students who have questions about their grades should contact their instructor. After contacting the instructor, if students wish to appeal assigned grades they need to work with the College Student Advocate. Students are encouraged to use informal means to resolve issues regarding grades; however, students have the right to pursue a formal appeal process. The procedure and policy are outlined in the Student Handbook. Copies of the College policy are available through the Student Advocate and on the college website. Recommendations regarding grades will be submitted to the instructor of record. Any grade change must be initiated by the instructor of record. In the event the instructor of record is inaccessible or no longer employed by the College, the depart-

ment to which the instructor is assigned may have the grade changed.

For answers to questions regarding this process, or to obtain further information concerning this matter, contact the College Student Advocate in Room 111 of the Student Center or call 409-933-8660.

Transcripts

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

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

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

Credit By Examination

A student may earn as many as 24 hours through the Credit By Examination Policy, but must enroll and attend class at COM for college-level courses, and must satisfactorily complete at least one credit course to have that credit placed on an official transcript. Transcripts are not created solely to award credit by examination. See the Advisement, Counseling, and Testing section of this Catalog for policy on receiving credit. Further information may be obtained by contacting the Advisement and Testing Center in Suite 158 of the Enrollment Center.

Release of Transcripts and Academic Records

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

Family Educational Rights and Privacy Act of 1974

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

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

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

Withholding Information

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

Disclosure of Educational Records

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

1. To school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including the college's police department and health care staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board; or a person assisting another school

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

2. To other schools in which the student seeks to enroll.
3. To authorized representatives of the U. S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities in accordance with state law.
6. To organizations conducting studies for or on behalf of the college to develop, validated, or administer predictive tests; administer student aid programs; or improve instruction.
7. To accrediting organizations to carry out their functions.
8. To parents of a "dependent" student as defined under the federal tax laws.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. As it related to "directory information," unless the student restricts "directory information."
12. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense, regardless of whether the student was found to have committed the violation.
13. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding the student was found to have violated the college disciplinary rule or policy.

14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any college rule or policy, governing the use or possession of alcohol or a controlled substance.
15. To the court where the student has initiated legal action against the college or the college has initiated legal action against the student.

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

For more information on FERPA, please visit the U.S. Department of Education's website at <http://www.ed.gov/offices/OII/fpco/ferpa/>.

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

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



GRADUATION REQUIREMENTS

An application for graduation must be submitted to the Admissions and Records Office during the semester or summer session in which the degree is to be conferred. The deadline for filing is eight weeks prior to the end of a regular semester and 30 days prior to the end of the summer term. A degree or certificate will not be awarded unless the application for graduation is completed appropriately and within the deadline. A preliminary degree check will be made at the time of filing.

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

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

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

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

1. Completed all of COM's entrance requirements.
2. Completed the specified course requirements listed for the certificate program in the College Catalog with a minimum cumulative grade point average of 2.0.
3. Completed at least half of the required certificate courses at COM.
4. Cleared all financial obligations to the College.

5. Met the minimum standards established below, unless the specific program requires higher standards:

Reading: ACCUPLACER score of 52 or Reading 0300

Writing: ACCUPLACER score of 60 or English 0330

Math: ACCUPLACER score of 36 or Math 0303

Academic Fresh Start

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

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

Course Substitutions

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

Degree Time Limit

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

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

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

Six Important Steps for Transferring Credit

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

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

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

Transfer Dispute Resolution

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

STUDENT REGULATIONS AND POLICIES

Academic Progress Policy

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

Satisfactory Progress in Associate Degree Programs

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

Satisfactory Progress In Diploma/Certificate Programs

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

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

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

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

Student Identification Card

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

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

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

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

Weapons Policy

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

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

Conduct and Discipline of Students

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

Drug and Alcohol-Free Campus

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

Violations of this policy will result in disciplinary action.

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

Drug and Alcohol Abuse Education Program

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

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

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

Police Department (www.com.edu/police/)

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

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

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

Traffic and Parking Regulations

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

Citations can and will be issued. For example:

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

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

Smoking/Tobacco Products

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

Student Grievances

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 grievance.

The Student Grievance procedure provides assurance that students will receive a fair hearing on issues of violation of rights or discrimination. The process provides for both informal and formal means to resolve a grievance; however, students are urged to use informal means to resolve such complaints. Students who have a grievance with a COM employee or another student should consult with the College Student Advocate. The Student Advocate will assist students in defining the grievance and will outline appropriate steps to be taken. The process and full procedures are described in the Student Handbook, and copies of College policy are available through the College Student Advocate or the website. The Student Advocate will assist the student throughout all phases of the process.

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

Student Complaints

Any student who has a complaint concerning the College's management or conduct of Title IV, HEA programs, or the advertising or promoting of its educational programs, has the opportunity to seek resolution of such complaint. Students should consult with the College Student Advocate in Room SC 120 of the Student Center or call 409-933-8660. The Student Advocate provides a confidential, informal, independent and neutral dispute resolution service for all students. The Student Advocate shall receive complaints and assist students in resolution with the goal being to intervene at the beginning of the complaint process and to attempt to resolve issues informally before proceeding to a more formal process. The process and full procedures are described in the Student Handbook, and copies of College policy are available through the College Student Advocate or the website.

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

Student's Role in Institutional Decision-Making

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

Student club and organization leaders are included in strategic planning, College retreats and other activi-

ties that are used for planning purposes. Students also serve on a number of standing and ad-hoc committees. The student service fee is allocated to student clubs and organizations, as well as used for student activity functions. Students are involved in making decisions about the allocation of these funds. The Student Government designs and develops a comprehensive schedule of student life activities. All students are invited to participate in this program.

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

ADVISING AND TESTING SERVICES

Advising and Testing Services

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

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

Texas Success Initiative

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

The THEA (Texas Higher Education Assessment) is a periodically administered statewide test administered on the college campus. Information about taking the THEA is available in the Advising and Testing Center located in Suite 158 of the Enrollment Center.

College of the Mainland's Advising and Testing Center administers the ACCUPLACER, which can be used if THEA scores have not met certain criteria, or as a state-approved alternative to the THEA. The ACCUPLACER is also used for placement into both developmental and college-level courses. Placement tables for college-level courses are available in the Advising and Testing Center. Please see an advisor for further details regarding acceptable THEA scores and for ACCUPLACER interpretation. A fee is charged for the ACCUPLACER test. The ACCUPLACER is administered as published in the schedule available online or in the Advising and Testing Center.

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

Credit by Examination: Two avenues are available to students for receiving credit for courses through examination:

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

For more information regarding the Credit by Examination program, contact the Advising and Testing Center at 409-933-8379 or visit www.com.edu/testing.

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

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

Departmental Makeup Exams: Under agreement with some departments, the Advising and Testing Center staff proctors a variety of makeup exams.

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

Information about all tests, including requirements, registration procedures, fees, etc., is available in the Advising and Testing Center located in Suite 158 of the Enrollment Center or at 409-933-8379 and on the website at www.com.edu/testing.

Credit for CPS, CAP and PLS Examinations

College of the Mainland will grant a total of 24 credits based upon the successful completion of the Certified Professional Secretary (CPS) examination. Applicants must demonstrate the CPS examination was passed within the last five years.* The credits are allocated as follows: ACNT 1303 Introduction to Accounting I, BUSI 2304 Business Communications, POFT 1328 Business and Professional Presentations, BCIS 1305 Business Computer Applications, POFT 2301 Intermediate Keyboarding, BUSI 2301 Business Law, POFT 1319 Records & Information Management, POFT 1380 Cooperative Education. An applicant who successfully completes the Certified Administrative Professional (CAP) will receive an additional 6 credit hours as follows: BUSI 1301 Business Principles, and HRPO 1311 Human Relations.

Recipients of the Professional Legal Secretary (PLS) Certification may petition the program for a maximum of 15 credit hours as follows: POFT 1329 Beginning Keyboarding, POFT 2301 Intermediate Keyboarding, POFT 1328 Business and Professional Presentations, and ACNT 1303 Intro to Accounting I. Requests for these credit hours must contain proof of completion, not to exceed five years* of date of certification, including evidence of acceptable legal secretarial work experiences from date of certification to present.

In order to receive CPS or PLS credit, the applicant must have earned or transferred in a minimum of 12 hours credit for courses at COM.

Before the advanced standing credit is posted on the applicant's record, the student must request that direct notification of the certification be given to the Registrar by the certifying agency.

For more information, contact the Business and Computer Technologies Department at 409-933-8311.

*Exceptions to the five-year deadline will be considered by the Business Technology faculty.

CAREER SERVICES

Career Services

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

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

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

COUNSELING AND DISABILITY SERVICES

Counseling Services

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

Students who may need assistance with: goal setting, problem solving, study skills, motivation, or communicating effectively, are encouraged to access services in the Counseling Center. For additional information contact 409-933-8277.

Services to Students with Disabilities

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

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

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

Additional information, along with a brochure describing services and sources of campus support and equipment, is available in the Counseling Center in Room 212 of the Student Center. Information may also be obtained by contacting 409-933-8124 or 409-933-8524.

OTHER CAMPUS RESOURCES

Bookstore

The bookstore is located in the Student Center to allow students to purchase books and materials as conveniently and economically as possible. The Bookstore maintains an inventory of textbooks requested by instructors for all courses offered. For assistance in obtaining appropriate materials, students need only to inform Bookstore personnel of the name and number of the course in which they are registered.

Educational Opportunities and Multicultural Education

The Multicultural Team mission is to foster the awareness and appreciation of diversity, multiculturalism, and global interdependence by sponsoring, supporting, and promoting educational and cultural events and activities on campus and in the communities of the college district.

Innovations Computer Lab

Innovations Computer Lab (TVB 1324) is available to COM students, staff, faculty, administrators and community members. The lab is staffed with experienced personnel ready and willing to instruct users in the operation of the computers and the programs. It is equipped with personal computers and printers that are upgraded continually to reflect industry standards. Wi-Fi access is available.

Workstations in the Innovations Computer Lab are equipped with software that is necessary for students to complete their coursework. Software includes the Microsoft Office Suite, including Word, Excel, Access, PowerPoint, InfoPath and Publisher. Microsoft Internet Explorer is also available for students to use in accessing web-based resources and online classes. In addition to these programs, many course-specific software programs are available to support the academic and technical programs of College of the Mainland.

Learning Resources Center

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

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

Library Services

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

Books and Periodicals

COM Library provides a book collection of over 50,000 print volumes and over 36,000 eBooks, including special book collections: Texana, Juvenile, and the Baker and Taylor Collection of books of current interest. COMCAT, the Library Catalog, is used to search the book collection and can be accessed on or off campus at <http://comcat.com.edu/>. The periodical collection includes subscriptions to approximately 165 print titles and databases with thousands of full-text articles suitable for college-level research.

Computers and Online Resources

The Library has computers through which students may access COMCAT, databases, eBooks, the Internet and MS Office, as well as wi-fi access for laptops and PDAs. The library's extensive Web provides 24/7 off campus access to library information, online databases, eBooks and guides for student research at <http://library.com.edu>.

College-Level Research

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

Study Areas

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

Library Information

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

Instructional Technology

Instructional resources available in Instructional Technology include an extensive variety of equipment and materials. Equipment consists of numerous types of cameras, projectors, tape recorders, as well as podcasting tools, and other media recording/production/playback devices.

Instructional Materials consist of both audio and video items such as cassettes, CDs, video tapes/discs and DVDs. Instructional materials are available for use in the Learning Resources Center (LRC) only. The media collections are extensive, encompassing a special collection of personal enrichment (General Interest) items, in addition to diverse instructional anthologies. Materials in the General Interest collection may be borrowed by both students and members from the local communities.

The Instructional Technology office is located on the ground floor of the LRC Building.

A staff member will be happy to assist individuals with their audio visual projects from instructional design and production, to the loan of equipment and materials.

Instructional and General Interest materials are cataloged and integrated into the Library computer catalog (COMCAT), which provides an individual full access to the college's learning resources on campus and through the Internet.

Student Support Services

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

How to Qualify

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

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

Services available

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

How to Apply

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

Upward Bound Program

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

Program Highlights

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

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

Who is Eligible?

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

How to apply:

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

Services for Hispanic and Latino Students

Services for Hispanic and Latino students provides support for all Hispanic and Latino students in meeting their academic, personal, career and other educational related goals. Services include referral in the following areas:

- Tutoring
- Scholarships and Financial Aid Application Assistance
- Academic Advising
- Transfer information to a four-year institution
- Referrals to internal and external resources
- Student success workshops

Students interested in taking advantage of these informative and free services can contact Student Support Services at 409-933-8507.

Servicios para Estudiantes Hispanos y Latinos

Los Servicios para Estudiantes Hispanos y Latinos provee apoyo a los estudiantes en alcanzar sus metas académicas, personales, profesionales y otras metas relacionadas con la educación. Los servicios incluyen los siguientes:

- Tutorías
- Becas y Ayuda Financiera
- Asesoría Académica
- Información de transferencia a una institución con programas de cuatro años.
- Referencias acerca de recursos internos y externos
- Talleres sobre residencia, solicitud de becas y temas para el éxito de los estudiantes hispanos y latinos

Los estudiantes interesados en utilizar estos servicios informativos y gratuitos pueden comunicarse a la oficina de Servicios de Ayuda a los Estudiantes, localizada en el departamento o llamando al teléfono 409-933-8507.

The Writing Center at COM

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

language, those with cultural influences that cause difficulties with formal English or who are aware of specific writing weaknesses, may come and work with tutors using practice exercises available in the Center.

The Writing Center is located on the second floor of the Student Center. Hours of operation vary each semester, depending on student demand. To find out the days and times the center will be open, visit the Writing Center at www.com.edu/writingcenter, or to schedule an appointment with a tutor, call the Writing Center at 409-933-8277 or 409-933-8214.

Tutors in The Writing Center can help students with:

- Brainstorming (prewriting)
- Organizing and outlining papers
- Writing thesis statements
- Writing to specific audiences
- Flow and transition
- Sentence and paragraph structure
- Grammar
- Punctuation
- Formatting

In addition to its tutoring services, The Writing Center also gives students a casual, comfortable atmosphere, and access to computers. To use the computers, students should bring their work on a USB flash drive, or have a USB flash drive to which work can be saved.

Services for African American Students

Services for African American students was created to provide support for all African American students in meeting their academic, personal, career and other educational related goals. Services include referrals in the following areas:

- Tutoring
- Financial Aid Assistance
- Academic Advising
- Mentoring
- Transfer information to a four-year institution
- Referrals to internal and external resources
- Workshops on student success

Students interested in taking advantage of these informative and free services can go to the Enrollment Center or by calling 409-933-8661.

Welcome Center

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

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

Campus Tours

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

STUDENT LIFE

First Floor, Student Center, 409-933-8660

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

Advisor: Mara Cooper, 409-933-8660

Website: www.com.edu/sga

E-mail: sga@com.edu

The Student Government is made up of an elected body of officers and one representative from each active student organization. The role of the Student Government is to promote student participation in the decision-making process, to serve and represent the student body. In addition, the SGA will plan and

develop educational, recreational, social, cultural and entertainment programs for the college community supportive of the college curriculum. Participants have the chance to develop leadership skills and learn to organize and present special events. ALL credit students are invited to participate. Monthly meetings are open to the college community.

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

Advisor: E.C. "Bear" Handwerk, 409-933-8412

E-mail: asse@com.edu

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

ADN (Associate Degree Nursing) FLORENCE NIGHTINGALE ORGANIZATION

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

Rebecca Smith, MSN, RN, CNN,
409-933-8452

E-mail: adn@com.edu

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

ART CLUB

Advisor: Mark Greenwalt, 409-933-8673
E-mail: artclub@com.edu

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

BIOLOGY CLUB

Advisor: Marilynn Kish-Molina, 409-933-8328 and
Tracy Orr, 409-933-8575
E-mail: biology@com.edu

The purpose of this club is to promote interest in and awareness of the Natural Sciences. The club also offers members opportunities to work as a team and assume leadership roles and responsibilities. The goals of this club include increasing its members' appreciation of the natural sciences by promoting and providing a better understanding through field trips, presentations and other group activities; and enhancing its members' team-building, leadership, and other personal qualities by providing activities and opportunities to develop these traits and skills.

CHILD DEVELOPMENT/EDUCATION CLUB

Advisor: Susan Napoli, 409-933-8462
E-mail: snapoli@com.edu

We want to help out people in need, better ourselves through speakers and field trips and have the opportunity to socialize together to enjoy the college experience.

CLAYBODIES.COM

Advisor: George Bowes, 409-933-8349
E-mail: claybodies@com.edu

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

COM SOCCER CLUB

Advisor: Tige Cornelius, 409-933-8421
E-mail: tcornelius@com.edu

The purpose of this club is to provide an outlet for students who play soccer and would like to continue to play on a competitive basis.

CRIMINAL JUSTICE CLUB

Advisor: Carla Anderson, 409-933-8276
E-mail: criminaljustice@com.edu

The purpose of the Criminal Justice Club is to provide a community atmosphere for those students sharing an interest in criminal justice. Through field trips, presentations by criminal justice experts and other group activities, the Criminal Justice Club seeks to increase the knowledge and exposure of its members and provide a forum for ideas to be shared. The Criminal Justice Club seeks to serve as a vehicle for community services and help better understand the criminal justice system and how it works as a whole.

DREAM ACT LEADERSHIP ORGANIZATION (DALO)

Advisor: Robert Arenas, 409-933-8507 and
Elizabeth Reyes, 409-933-8136
E-mail: dalo@com.edu
Website: www.myspace.com/dalo_dream

The purpose of this club is to inform students about the Dream Act Bill and that every student has a right to go to college.

FLAG FOOTBALL CLUB

Advisor: Marlon Stevens, 409-933-8190 and
Eric James, 409-933-8175
E-mail: flagfootballclub@com.edu

The Flag Football Club program strives to encourage leadership, participation, socialization, and competition of student organized sports clubs to create added experience that will enhance physical fitness and foster a spirit of competition. By participating in the Flag Football Club, students will be able to develop life skills such as organization, work ethic and communication all within a club/team environment.

GAMERS UNION

Advisor: TBD
E-mail: gamersunion@com.edu

Our goal is to unite all fans of any and all games, whether or not they are video, board, role play or

otherwise to benefit and promote higher thinking through the gaming process. In order to do this, the Gamers Union plans to introduce potential students to our school via our activities, such as tournaments.

GUILD OF TABLE TOP GAMERS (GTG)

Advisor: Patrick Harris, 409-933-8430

E-mail: pharris@com.edu

The purpose of this organization is to provide a forum for like-minded people to gather in person, rather than online, and interact socially to examine hypothetical social interactions within a constructed world.

INTERNATIONAL STUDENTS ORGANIZATION (ISO)

Advisor: Rafael Naranjo, 409-933-8353 or
409-933-8212

and Martin Perez, 409-933-8653

E-mail: internationstudent@com.edu or
rnaranjo@com.edu

The International Students Organization is open to call COM students. We encourage international students and students from diverse ethnic and cultural backgrounds to join us. We want to inform our community about international and global issues in order for the college to become aware of the outside world. We want to share with the community the richness of diversity and the beauty of the world through cultural displays as well as educative and academic pursuits. We want to include everyone in appreciating the world.

NIHON-SUKI (JAPANESE CULTURE)

Advisor: Mayuko Gray, 409-933-8354

E-mail: mgray@com.edu

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

NU PSI (COLLEGIATE HIGH SCHOOL STUDENT CLUB)

Advisor: Luanne Edens, 409-933-8219

E-mail: collegiatehighschool@com.edu

We are here to provide community service, support College of the Mainland's efforts in any way possible, provide leadership opportunities for all members of the club and take educational field trips (at least one per year).

ORGANIZATION OF AFRICAN AMERICAN CULTURE (OAAC)

Advisor: Beverly Mitchell, 409-933-8528

E-mail: oaac@com.edu

OAAC was established in 1978 as an organization that provides a venue for members to participate in educationally sound leadership skill-building activities and events that impact their lives in a diverse society. Community outreach is a major focal point for the organization. In the past we have participated in fundraising for the United Negro College Fund, food distribution to the homeless and economically disadvantaged, served as host volunteers in local schools, and participated in many cross-country presentations on and off campus.

PHI THETA KAPPA (PTK)

Advisor: Dr. Chris Allen, 409-933-8333

E-mail: ptk@com.edu

Website: www.ptk.org

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

PHOTO CLUB

Advisor: Lisa Kress, 409-933-8424

E-mail: photoclub@com.edu

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

STUDENT AFRICAN AMERICAN BROTHERHOOD (SAAB)

Advisor: Leroy August, 409-933-8287,
Earl Alexander, 409-933-8147 and
Marlon Stevens, 409-933-8190

E-mail: saab@com.edu

Website: www.2cusaab.org

The sole goal of SAAB is to assist our participants to

excel academically, socially, culturally, professionally, and in the community. SAAB is primarily comprised of African-American students who strive for academic excellence and make a commitment to plan and implement programs for the community at large. We encourage our participants to embrace leadership by being positive examples for each other through a strong commitment to academic achievement, unity, personal responsibility, and selfless service through this brotherhood.

STUDENTS FOR CHRIST

Advisor: Andrea Phillip, 409-933-8620

E-mail: studentsforchrist@com.edu

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

TEXAS NURSING STUDENTS ASSOCIATION (TNSA)

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

E-mail: tsna@com.edu

Website: www.tnsa.org

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

VOCATIONAL NURSING STUDENT ORGANIZATION

Advisor: Misty Jones, RN, 409-933-8137 and

Kimley Lewis, RN, 409-933-8458

E-mail: vocnursing@com.edu

The purpose of this organization is to assist students in the transition from student nurse to licensed vocational nurse (member of profession) through the development, planning and implementation of the pinning ceremony. Students participate in the leadership, team work and management required to bring this to fruition. A pinning ceremony culminates the experience, wherein the student will make the Florence Nightingale Pledge to hold themselves to a high ethical standard, advocate patient rights, and devote themselves to the health and welfare of all humans.

Physical Activity Facilities

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

Student Recreation

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

Leisure Recreation

Wellness Recreation

Intramurals

Club Sports

Sports Day

To find out more about these programs contact Student Recreation at 409-933-8417 or visit our website at www.com.edu.

COM Community Theatre

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

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

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

Air Force Reserve Officer Training (ROTC) Program

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

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

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

ROTC Course Credit

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

Honors and Awards

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

Dean's List

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

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

Honors Graduates

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

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

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

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

Honors Program

The College of the Mainland Honors Program offers expanded educational opportunities and academic enrichment to interested, motivated students. Students participate in the Honors Program by completing honors contracts and, if they choose, fulfilling the requirements for recognition as COM Scholars. An honors contract requires completion of a research paper, special project or other academic work in addition to the usual requirements of a course. Students who successfully complete a contract will receive an honors designation for that course on their transcripts. To graduate as a COM Scholar, a student must complete at least 12 honors credits with a 3.0 GPA as well as 32 hours of community service. COM Scholars will be recognized at commencement. For more information, please contact Professor Thomas Johnson at 409-933-8368 or Professor David Michael Smith at 409-933-8217.

Phi Theta Kappa

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





TRANSFER PROGRAMS

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

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

CORE CURRICULUM

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

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

SOCIAL/BEHAVIORAL SCIENCES

History	2 courses: HIST 1301, 1302, 2301	6
Government	2 courses: GOVT 2301, 2302	6
Social/Behavioral	1 course: SOCI 1301, 1306, 2301, 2319; PSYC 2301; ANTH 2346; TECA 1354 ; GEOG 1303; ECON 2301, 2302;	3

PHYSICAL EDUCATION

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

Institutional Core Requirements

COMPUTER LITERACY

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

ASSOCIATE OF ARTS DEGREE

Requirements

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

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

Business

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 a counselor or a faculty adviser in your area of interest.

Degrees and Certificates

ASSOCIATE OF ARTS DEGREE

General Studies

SEMESTER #1

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

Semester Total 15

SEMESTER # 2

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

Semester Total 15

SEMESTER #3

COURSE	SCH
GOVT 2301 US and Texas Government I	3
Natural Science Select from Core Curriculum	4
Fine Arts Select from Core Curriculum	3
Elective	3
Elective	3

Semester Total 16

SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
GOVT 2302 US and Texas Government II	3
Natural Science Select from Core Curriculum	4
Elective	3
PHED Elective Select from Core Curriculum	1

Semester Total 14

DEGREE TOTAL 60

ASSOCIATE OF ARTS

Field of Study - Business

SEMESTER #1

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

Semester Total 15

SEMESTER # 2

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

Semester Total 15

SEMESTER #3

COURSE	SCH
GOVT 2301 US and Texas Government I	3
Natural Science Select from Core Curriculum	4
MATH 1325 Business Calculus	3
ECON 2302 Principles of Microeconomics	3
PHED Elective Select from Core Curriculum	1

Semester Total 14

SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
GOVT 2302 US and Texas Government II	3
Natural Science Select from Core Curriculum	4
Fine Arts Select from Core Curriculum	3
*Approved Business Elective	3

Semester Total 16

DEGREE TOTAL 60

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

Degrees and Certificates

Educationfor
Everyone

ASSOCIATE OF ARTS

Field of Study - Criminal Justice

SEMESTER #1

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

Semester Total 15

SEMESTER # 2

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

Semester Total 15

SEMESTER #3

COURSE		SCH
GOVT 2301	US and Texas Government I	3
Natural Science	Select from Core Curriculum	4
Fine Arts	Select from Core Curriculum	3
CRIJ 1310	Fundamentals of Criminal Law	3
PHED Elective	Select from Core Curriculum	1

Semester Total 14

SEMESTER #4

COURSE		SCH
Humanities	Select from Core Curriculum	3
GOVT 2302	US and Texas Government II	3
Natural Science	Select from Core Curriculum	4
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3

Semester Total 16

DEGREE TOTAL 60

ASSOCIATE OF ARTS

Field of Study - Music

SEMESTER #1

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

Semester Total 17

SEMESTER # 2

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

Semester Total 17

SEMESTER #3

COURSE		SCH
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing and Ear Training III	2
MUAP Applied Major Inst.		2
MUSI 2181	Class Piano	1
MUEN Ensemble		1
GOVT 2301	US and Texas Government I	3
Natural Science		4

Semester Total 15

SEMESTER #4

COURSE		SCH
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing and Ear Training IV	2
MUAP Applied Major Inst.		2
MUSI 2182	Class Piano	1
MUEN Ensemble		1
GOVT 2302	US and Texas Government II	3
SPCH 1315	Public Speaking/ or 1318 Interpersonal Communication	3
MATH	Select from Core Curriculum	3

Semester Total 17

DEGREE TOTAL 66

Degrees and Certificates

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

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

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

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

ASSOCIATE OF ARTS

Emphasis in Theater

SEMESTER #1

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

Semester Total **16**

SEMESTER # 2

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

Semester Total **17**

SEMESTER #3

COURSE		SCH
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
GOVT 2301	US and Texas Government I	3
Natural Science	Select from Core Curriculum	4
DRAM 2351	Acting III	3
Rehearsal & Performance		1
PHED Elective		1

Semester Total **15**

SEMESTER #4

COURSE		SCH
Humanities	Select from Core Curriculum	3
GOVT 2302	US and Texas Government II	3
Natural Science	Select from Core Curriculum	4
DRAM 2352	Acting IV	3
Rehearsal & Performance		1

Semester Total **14**
DEGREE TOTAL **62**

ASSOCIATE OF ARTS

Emphasis in Visual Arts

SEMESTER #1

COURSE		SCH
ARTS 1311	Design I	3
Natural Science	Select from Core Curriculum	4
COSC 1301	Microcomputer Applications/ or BCIS 1305 Business Computer Applications	3
ENGL 1301	Composition I	3
HIST 1301	US History I	3

Semester Total **16**

SEMESTER # 2

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

Semester Total **15**

SEMESTER #3

COURSE		SCH
ARTS Elective		3
Natural Science	Select from Core Curriculum	4
Humanities	Select from Core Curriculum	3
PHED Elective	Select from Core Curriculum	1
GOVT 2301	US and Texas Government I	3

Semester Total **14**

SEMESTER #4

COURSE		SCH
HIST 1302	US History II	3
Social/Behavioral Sciences		3
ARTS Elective		3
ARTS Elective		3
GOVT 2302	US and Texas Government II	3

Semester Total **15**
DEGREE TOTAL **60**

ASSOCIATE OF ARTS IN TEACHING

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

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

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

ASSOCIATE OF ARTS IN TEACHING

Leading to Initial Texas Teacher Certification

EC - 6

SEMESTER #1

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

Semester Total 15

SEMESTER # 2

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

Semester Total 13

SEMESTER #3

COURSE		SCH
EDUC 1301	Introduction to the Teaching Profession	3
GOVT 2301	US and Texas Government I	3
Natural Science	Select from Core Curriculum	4
Fine Arts	Select from Core Curriculum	3
MATH 1350	Fundamentals of Mathematics I for Middle Grade Teacher Certification	3

Semester Total 16

SEMESTER #4

COURSE		SCH
*Humanities	Select from Core Curriculum	3
GOVT 2302	US and Texas Government II	3
Natural Science	Select from Core Curriculum	4
EDUC 2301	Introduction to Special Populations	3
Elective		3

Semester Total 16

DEGREE TOTAL 60

*Sophomore literature preferred.

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

Degrees and Certificates

ASSOCIATE OF ARTS IN TEACHING

Leading to Initial Texas Teacher Certification
4-8, EC-12 Special Education

SEMESTER #1

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

Semester Total 15

SEMESTER #2

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

Semester Total 13

SEMESTER #3

COURSE	SCH
GOVT 2301 US and Texas Government I	3
Natural Science Select from Core Curriculum	4
Fine Arts Select from Core Curriculum	3
MATH 1350 Fundamentals of Mathematics I for Middle Grade Teacher Certification	3
Elective	3

Semester Total 16

SEMESTER #4

COURSE	SCH
*Humanities Select from Core Curriculum	3
GOVT 2302 US and Texas Government II	3
Natural Science Select from Core Curriculum	4
EDUC 2301 Introduction to Special Populations	3
Elective	3

Semester Total 16

DEGREE TOTAL 60

*Sophomore literature preferred.

ASSOCIATE OF ARTS IN TEACHING

Leading to Initial Texas Teacher Certification
8-12, EC - 12, other than Special Education

SEMESTER #1

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

Semester Total 16

SEMESTER #2

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

Semester Total 15

SEMESTER #3

COURSE	SCH
Social/Behavioral Science Select from Core Curriculum	3
GOVT 2301 US and Texas Government I	3
Natural Science Select from Core Curriculum	4
Content Area Elective	3
Content Area Elective	3

Semester Total 16

SEMESTER #4

COURSE	SCH
*Humanities Select from Core Curriculum	3
GOVT 2302 US and Texas Government II	3
Natural Science Select from Core Curriculum	4
Content Area Elective	3

Semester Total 13

DEGREE TOTAL 60

*Sophomore literature preferred.

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

ASSOCIATE OF SCIENCE DEGREE

Requirements:

1. Completion of a minimum of 65 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 TASP or THEA liability.

COM offers the following Associate of Science degrees:

- Computer Science
- Mathematics
- Natural Science

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

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

ASSOCIATE OF SCIENCE

Field of Study - Computer Science

SEMESTER #1

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

Semester Total **16**

SEMESTER # 2

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

Semester Total **16**

SEMESTER #3

COURSE		SCH
GOVT 2301	US and Texas Government I Social/Behavioral Sciences	3
	Select from Core Curriculum	3
COSC 1337	Programming Fundamentals II	3
PHYS 2425	University Physics I	4
PHED Elective	Select from Core Curriculum	1

Semester Total **14**

SEMESTER #4

COURSE		SCH
Humanities		3
GOVT 2302	US and Texas Government II	3
COSC 2336	Programming Fundamentals III	3
COSC 2325	Computer Organization and Machine Language	3
PHYS 2426	University Physics II	4

Semester Total **16**

DEGREE TOTAL **62**

ASSOCIATE OF SCIENCE

Emphasis in Mathematics

SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Microcomputer Applications	3
GOVT 2301	US and Texas Government I	3
MATH 2412	Precalculus	4

Semester Total **16**

SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
SPCH 1315	Public Speaking/ or 1318 Interpersonal Communication	3
GOVT 2302	US and Texas Government II	3
MATH 2413	Calculus I	4

Semester Total **16**

SEMESTER #3

COURSE		SCH
Natural Science	Select from Core Curriculum	4
Fine Arts	Select from Core Curriculum	3
Social/Behavioral Sciences		
	Select from Core Curriculum	3
MATH 2414	Calculus II	4
PHED Elective	Select from Core Curriculum	1

Semester Total **15**

Degrees and Certificates

SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
Natural Science Select from Core Curriculum	4
*Approved Math Course	4
Math/Science Elective	3-4

Semester Total **14-15**

DEGREE TOTAL **61-62**

* Approved Math Courses: MATH 2415, 2418, 2420

ASSOCIATE OF SCIENCE

Emphasis in Natural Science

SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 1301 US History I	3
COSC 1301 Microcomputer Applications	3
Natural Science Select from Core Curriculum	4
MATH 1316 Trigonometry	3

Semester Total **16**

SEMESTER #2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
Natural Science Select from Core Curriculum	4
MATH 2412 Precalculus	4

Semester Total **14**

SEMESTER #3

COURSE	SCH
PHED Elective Select from Core Curriculum	1
Social/Behavioral Sciences Select from Core Curriculum	3
GOVT 2301 US and Texas Government I	3
Natural Science	4
Natural Science	4

Semester Total **15**

SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
GOVT 2302 US and Texas Government II	3
Natural Science	4
Fine Arts Select from Core Curriculum	3
SPCH 1315 Public Speaking/ or 1318 Interpersonal Communication	3

Semester Total **16**

DEGREE TOTAL **61**

FIELD OF STUDY PROGRAMS

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

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

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

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

The Field of Study Associate of Science Degree for Nursing

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

Degrees and Certificates

Education *for*
Everyone

set of Workforce Education (WECM) nursing course, make up the Field of Study Curriculum for Nursing.

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

WORKFORCE EDUCATION PROGRAM

Associate of Applied Science Degree

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

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

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

Certificate

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

Students receiving a certificate must at minimum meet the standards established for Ability-to-Benefit requirements unless specific program requires higher standards. Please refer to individual certificate plans.

The present Ability-to-Benefit standards are:

- Reading: ACCUPLACER score of 52 or Reading 0300
Writing: ACCUPLACER score of 60 or English 0330
Math: ACCUPLACER score of 36 or Math 0303

In addition to these scores on the Accuplacer test, Ability to Benefit Standards may be met by earning six semester credit hours.

Tech Prep Programs

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

Students in High School Tech Prep programs can earn college credit through:

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

For more information on these programs, students should contact their High School counselor, career and technology teacher, or the Tech Prep Office at College of the Mainland. Visit our web site at www.com.edu/techprep.

Cooperative Education

The Cooperative Education Program offers students an opportunity to combine classroom theory and on-the-job experience by working at paid or unpaid work assignments in local industry and businesses. For information, call 409-933-8280.

WORKFORCE EDUCATION CERTIFICATE AND DEGREE PLANS

For information pertaining to any of the workforce education programs, please call 409-933-8284 or consult a counselor or a faculty adviser in your area of interest. Certificates and/or the AAS degree are offered in the following program areas:

Accounting (Certificate: Professional Bookkeeper)

Business Administration: (Certificate: Business Services/Retail Operations; Certificate: E-Business; Certificate: Small Business Operations; AAS Business Administration with Emphasis in Accounting; AAS Business Administration with Emphasis in Management; AAS Business Administration with Emphasis in Marketing)

Business Technology (Certificate: Administrative Support; Certificate: Intermediate Administrative Support; Certificate: Advanced Administrative Support; Certificate: Medical Administrative Support; AAS Business Technology)

Child Development/Education (Marketable Skills Award: Child Development/Education; Certificate: Child Care Administration; Certificate: Child Development Associate Caregiver; AAS Child Development/Education-Classroom Teacher Track; Child Development/Education-Leadership Track)

Computer Information Systems (Certificate: Computer Information Systems; AAS Computer Information Systems; Certificate: Database Management; Certificate: Dynamic Web Development)

Computer Systems Technology (Certificate: A+ PC Maintenance Technician; Certificate: Desktop Support Technician; Certificate: Linux+ Certified Support Specialist)

Cosmetology (Certificate: Cosmetology Instructor; Certificate: Cosmetology Operator; Certificate: Facial Specialist; Certificate: High School Operator; Certificate: Manicure/Nail Technology; AAS Cosmetology Instructor)

Criminal Justice (AAS Criminal Justice)

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

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

Fire Protection Technology (AAS Fire Technology)

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

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

Law Enforcement (Certificate: Basic Peace Officer Academy)

Medical Assistant (Certificate: Medical Assistant)

Network Systems Technology (Certificate: MCSA; Certificate: Network+ Certified Support Specialist; AAS Network Systems Technologies with Emphasis in Interactive Web Administration; AAS Network Systems Technologies with Emphasis in Microsoft Network Administration; AAS Network Systems Technologies with Emphasis in Open Source Software Administration)

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

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

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

Process Technology (AAS Petrochemical Process Technology)

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

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

ACCOUNTING

CERTIFICATE

Professional Bookkeeper

SEMESTER #1

COURSE		SCH
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications/ or COSC 1301 Microcomputer Applications	3
POFT 1321	Business Math	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
ACNT 1331	Federal Income Tax: Individual/ or ACNT 1382 Cooperative Education - Accounting	3
ACNT 1413	Computerized Accounting Applications	4
ACCT 2301	Principles of Accounting (Financial)	3

Semester Total 10

DEGREE TOTAL 19

BUSINESS ADMINISTRATION

The Business Administration Program is designed to give students a substantial business background in management theory and practice while allowing a wide choice of electives in areas of professional interest. Electives allow students to gain necessary background and training in a career area (i.e., Graphic Arts, Computer Science, Accounting, Real Estate, Nursing, Child Development), while the program itself contributes those courses requisite to successful management or business entrepreneurship.

CERTIFICATE

Business Services/Retail Operations

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications/ or COSC 1301 Microcomputer Applications	3
BUSI 1301	Business Principles	3
BMGT 1327	Principles of Management	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
*BMGT 1382	Cooperative Education - Business Administration/Management	
or **Approved Elective		3
HRPO 1311	Human Relations	3
POFT 1321	Business Math	3

Semester Total 9

DEGREE TOTAL 18

*Cooperative Education may be taken during the Freshman year if the student has completed two years of high school distributive education experiences; or, if, in the opinion of the Cooperative Coordinator, the student has significant background and/or course work to support a successful experience. Since the intent of this program is to give the students both theoretical and applied business management experience, all students will normally be required to complete at least one semester of Management Cooperative Education.

**Approved Electives should be chosen from the following rubrics: ACCT, ACNT, BMGT, BUSG, BUSI, HRPO, MRKG, POFM, POFT or ITSW 1304.

CERTIFICATE

E-Business

SEMESTER #1

COURSE		SCH
MRKG 2312	E-Commerce	3
IMED 1316	Web Page Design I	3
ARTC 1302	Digital Imaging I	3
ARTC 1325	Introduction to Computer Graphics	3

Semester Total 12

SEMESTER # 2

COURSE		SCH
IMED 2315	Web Page Design II	3
*BMGT 1380	Cooperative Education - Retailing and Retail Operations	3
BMGT 1341	Business Ethics	3

Semester Total 9

DEGREE TOTAL 21

*Cooperative Education may be taken during the Freshman year if the student has completed two years of high school distributive education experiences; or, if, in the opinion of the Cooperative Coordinator, the student has significant background and/or course work to support a successful experience. Since the intent of this program is to give the students both theoretical and applied business management experience, all students will normally be required to complete at least one semester of Management Cooperative Education.

CERTIFICATE

Small Business Operations

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications/ or COSC 1301 Microcomputer Applications	3
BUSG 1315	Small Business Operations	3
BMGT 1327	Principles of Management	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
ACNT 1303	Introduction to Accounting I/ or ACCT 2301 Principles of Accounting (Managerial)	3
BUSI 2304	Business Communications	3
*BMGT 1382	Cooperative Education - Business or Administration/Management	3
**Approved Elective		3

Semester Total 9

DEGREE TOTAL 18

*Cooperative Education may be taken during the Freshman year if the student has completed two years of high school distributive education experiences; or, if, in the opinion of the Cooperative Coordinator, the student has significant background and/or course work to support a successful experience. Since the intent of this program is to give the students both theoretical and applied business management experience, all students will normally be required to complete at least one semester of Management Cooperative Education.

**Approved Electives are: MRKG 1311 or BUSI 1301

ASSOCIATE OF APPLIED SCIENCE

Business Administration with Emphasis in Accounting Tech Prep Program

SEMESTER #1

COURSE		SCH
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications/ or COSC 1301 Microcomputer Applications	3
BMGT 1327	Principles of Management	3
BUSG 1315	Small Business Operations	3
BUSI 1301	Business Principles	3

Semester Total 15

SEMESTER # 2

COURSE		SCH
ACNT 1331	Federal Income Tax: Individual	3
ACCT 2301	Principles of Accounting (Financial)	3
BUSI 1304	Business Communications	3
ENGL 1301	Composition I	3
ITSC 1309	Integrated Software Applications I	3
POFT 1321	Business Math	3

Semester Total 18

SEMESTER #3

COURSE		SCH
ACCT 2302	Principles of Accounting (Financial)	3
BUSG 1303	Principles of Finance	3
HPRO 1311	Human Relations Humanities/Fine Arts	3
ITSW 1304	Introduction to Spreadsheets	3
SPCH 1315	Public Speaking	3

Semester Total 18

SEMESTER #4

COURSE		SCH
ACNT 1413	Computerized Accounting Applications	4
ACNT 2382	Cooperative Education - Accounting or *Approved Elective	3
BUSI 2301	Business Law	3
ECON 2302	Principles of Microeconomics/ or ECON 2301 Principles of Macroeconomics	3
MATH 1332	Mathematics for Liberal Arts/ or MATH 1314 College Algebra	3

Semester Total 16

DEGREE TOTAL 67

*Approved Electives should be chosen from the following rubrics: ACCT, ACNT, BMGT, BUSG, BUSI, HPRO, MRKG, POFM or POFT.

ASSOCIATE OF APPLIED SCIENCE

Business Administration with Emphasis in Management Tech Prep Program

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications/ or COSC 1301 Microcomputer Applications	3
BUSI 1301	Business Principles	3
ECON 2302	Principles of Microeconomics	3
HRPO 1311	Human Relations	3
MATH 1332	Mathematics for Liberal Arts/ or MATH 1314 College Algebra	3
ENGL 1301	Composition I	3

Semester Total 18

SEMESTER # 2

COURSE		SCH
ACNT 1303	Introduction to Accounting I or ACCT 2301 Principles of Accounting (Financial)	3
BUSI 2301	Business Law	3
ECON 2301	Principles of Macroeconomics	3
Humanities or Fine Arts		3
SOCI 1301	Introduction to Sociology/ or PSYC 2301 Introduction to Psychology	3
SPCH 1315	Public Speaking	3

Semester Total 18

Degrees and Certificates

Education for
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SEMESTER #3

COURSE		SCH
BMGT 1327	Principles of Management	3
BMGT 2309	Leadership	3
BUSG 1315	Small Business Operations	3
BUSI 2304	Business Communications	3
POFT 1321	Business Math	3

Semester Total 15

SEMESTER #4

COURSE		SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BMGT 1382	Cooperative Education-	
or *Approved	Business Administration/	
Elective	Management or Elective	3
HRPO 2301	Human Resources Management/	
or BUSG 1303	Principles of Finance	3
MRKG 1311	Principles of Marketing	3

Semester Total 15

DEGREE TOTAL 66

*Approved Electives should be chosen from the following rubrics: ACCT, ACNT, BMGT, BUSG, BUSI, HRPO, MRKG, POEM, POFT or ITSW 1304.

ASSOCIATE OF APPLIED SCIENCE

Business Administration with Emphasis in Marketing Tech Prep Program

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications/	
or COSC 1301	Microcomputer Applications	3
BUSI 1301	Business Principles	3
ECON 2302	Principles of Microeconomics	3
HRPO 1311	Human Relations	3
MATH 1332	Mathematics for Liberal Arts/	
or MATH 1314	College Algebra	3
ENGL 1301		3

Semester Total 18

SEMESTER # 2

COURSE		SCH
ACNT 1303	Introduction to Accounting I	
or ACCT 2301	Principles of Accounting (Financial)	3
BUSI 2301	Business Law	3
ECON 2301	Principles of Macroeconomics	3
SPCH 1315	Public Speaking	3
Humanities or Fine Arts		3
SOCI 1301	Introduction to Sociology/	
or PSYC 2301	Introduction to Psychology	3

Semester Total 18

SEMESTER #3

COURSE		SCH
BMGT 1327	Principles of Management	3
BUSI 1304	Business Communications	3
MRKG 1311	Principles of Marketing	3
MRKG 2312	E-Commerce	3
POFT 1321	Business Math	3

Semester Total 15

SEMESTER #4

COURSE		SCH
BMGT 1341	Business Ethics	3
BMGT 2382 or	Cooperative Education -	
*Approved	Business Administration/Management	
Elective	or Elective	3
BMGT 2309	Leadership	3
BMGT 1301	Supervision	3
BUSI 2304	Business Communications	3

Semester Total 15

DEGREE TOTAL 66

*Approved Electives should be chosen from the following rubrics: ACCT, ACNT, BMGT, BUSG, BUSI, HRPO, MRKG, POEM, POFT or ITSW 1304.

BUSINESS TECHNOLOGY

The Business Technology Program is designed to provide the student with skills and knowledge applicable to a wide range of business technology positions.

The programs in Business Technology will prepare students for employment and advancement in information processing, as well as for positions as administrative assistants, office managers, and executive assistants. The emphasis is on executive-level information processing.

The program provides training for those students wishing to develop a marketable skill for immediate employment, as well as individuals wishing to upgrade their skills. Emphasis is on Administrative Support positions. Certificates may be awarded after the completion of the first semester in Administrative Support; second semester, Intermediate Administrative Support; third semester, Advanced Administrative Support.

CERTIFICATE

Administrative Support

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications	3
POFT 1319	Records & Information Management I	3
BUSI 1304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3
POFT 1310	Career Exploration/Planning	3
POFT 1307	Proofreading and Editing	3

SEMESTER TOTAL 18

CERTIFICATE

Intermediate Administrative Support

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications	3
POFT 1319	Records & Information Management I	3
BUSI 1304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3
POFT 1310	Career Exploration/Planning	3
POFT 1307	Proofreading and Editing	3

Semester Total 18

SEMESTER #2

COURSE		SCH
BMGT 1301	Supervision	3
BUSI 2304	Business Communications	3
ITSW 1304	Introduction to Spreadsheets	3
POFT 1321	Business Math	3
ITSC 1309	Integrated Software Applications	3

Semester Total 15

DEGREE TOTAL 33

CERTIFICATE

Advanced Administrative Support

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications	3
POFT 1319	Records & Information Management I	3
BUSI 1304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3
POFT 1310	Career Exploration/Planning	3

Semester Total 15

SEMESTER #2

COURSE		SCH
BMGT 1301	Supervision	3
BUSI 2304	Business Communications	3
ITSW 1304	Introduction to Spreadsheets	3
POFT 1321	Business Math	3
POFT 1307	Proofreading and Editing	3

Semester Total 15

SEMESTER #3

COURSE		SCH
ACNT 1303	Introduction to Accounting I	3
HRPO 1311	Human Relations	3
ITSC 1309	Integrated Software Applications	3
POFT 1380	Cooperative Education - Admin Assistant/ or BMGT 1341 Secretarial or Business Ethics	3
SPCH 1315	Public Speaking	3

Semester Total 15

DEGREE TOTAL 45

CERTIFICATE

Medical Administrative Support

SEMESTER #1

COURSE		SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
COSC 1301	Microcomputer Applications/ or BCIS 1305 Business Computer Applications	3
HITT 1305	Medical Terminology	3
BUSI 1304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3

Semester Total 15

SEMESTER #2

COURSE		SCH
POFT 1321	Business Math	3
MDCA 1443	Medical Insurance	4
MDCA 1321	Administrative Procedures	3
POFT 1319	Records and Information Management I	3
ACNT 1303	Introduction to Accounting I	3

Semester Total 16

SEMESTER #3

COURSE		SCH
POFM 1380	Cooperative Education - Medical Admin/Executive Assistant	3
ITSW 1304	Introduction to Spreadsheets	3

Semester Total 6

DEGREE TOTAL 37

ASSOCIATE OF APPLIED SCIENCE

Business Technology

SEMESTER #1

COURSE		SCH
BCIS 1305	Business Computer Applications	3
POFT 1319	Records & Information Management I	3
BUSI 1304	Business Communications	3
POFT 2301	Intermediate Keyboarding	3
POFT 1310	Career Exploration/Planning	3
POFT 1307	Proofreading and Editing	3

Semester Total **18**

SEMESTER # 2

COURSE		SCH
BMGT 1301	Supervision	3
BUSI 2304	Business Communications	3
ITSW 1304	Introduction to Spreadsheets	3
POFT 1321	Business Math	3
ITSC 1309	Integrated Software Applications	3

Semester Total **15**

SEMESTER #3

COURSE		SCH
ACNT 1303	Introduction to Accounting I	3
HRPO 1311	Human Relations	3
BMGT 1341	Business Ethics	3
SPCH 1315	Public Speaking	3
BUSI 2301	Business Law	3

Semester Total **15**

SEMESTER #3

COURSE		SCH
Social/Behavioral Science		3
MATH 1314	College Algebra	3
Humanities/Fine Arts		3
POFT 1380	Cooperative Education - Admin Assistant/Secretarial	3

Semester Total **12**

DEGREE TOTAL **60**

CHILD DEVELOPMENT/EDUCATION

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

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

The program provides students with the opportunity to link theory and practice in the classroom by participating in supervised practical lab and field experiences required for several CDEC, TECA, and/or EDUC courses. Students may be required to complete designated amounts of time in the COM Child Development Lab School, designated field sites, and/or public schools. Alternate sites may also be allowed for some lab/field experience requirements if the student is employed by that facility or assigned to that facility by a faculty member. (In order to qualify as an approved off-campus lab site, the facility must be licensed and/or accredited and the administrator of the facility must agree to work with college faculty to support and monitor the student's progress toward lab/field experience assignment completion.) For

Degrees and Certificates

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 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 Programs, 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 Certification Program, and is licensed by the Texas Department of Family and Protective Services. It provides full-time care for children from six weeks of age through pre-kindergarten during the Fall and Spring semesters. There is also a Summer program during the first summer session. (Check with the Lab School Director for ages to be served.) Evening Care services for students attending evening classes on campus during the Fall and Spring semesters are provided for children ages 3-11. These programs for children follow the College calendar for holidays as well as semester, Spring break and other closings.

MARKETABLE SKILLS AWARD

Child Development/Education

SEMESTER #1	
COURSE	SCH
TECA	
or CDEC 1311 Educating Young Children	3
TECA	
or CDEC 1318 Wellness of the Young Child	3
Semester Total	6

SEMESTER # 2	
COURSE	SCH
TECA 1354 Child Growth and Development	3
TECA	
or CDEC 1303 Families, School and Community	3
Semester Total	6
DEGREE TOTAL	12

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

CERTIFICATE

Child Care Administration Certificate

SEMESTER #1	
COURSE	SCH
CDEC 2326 Administration of Programs for Children I	3
TECA	
or CDEC 1318 Wellness of the Young Child	3
BMGT Elective	3
CDEC 1319 Child Guidance	3
Semester Total	12

SEMESTER # 2	
COURSE	SCH
CDEC 2328 Administration of Programs for Children II	3
CDEC	
or TECA 1303 Families, School and Community	3
CDEC 1413 Curriculum Resources for	
Early Childhood Programs	4
TECA 1354 Child Growth and Development	3
Semester Total	13
DEGREE TOTAL	25

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

CERTIFICATE

Child Development Associate Caregiver

SEMESTER #1	
COURSE	SCH
TECA	
or CDEC 1311 Educating Young Children	3
CDEC 1319 Child Guidance	3
TECA	
or CDEC 1318 Wellness of the Young Child	3
Semester Total	9

Degrees and Certificates

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for
Everyone

SEMESTER # 2

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

Semester Total	10
DEGREE TOTAL	19

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

ASSOCIATE OF APPLIED SCIENCE

Child Development/Education-Classroom Teacher Track Tech Prep Program

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

SEMESTER #1

COURSE		SCH
CDEC or		
TECA 1311	Educating Young Children	3
CDEC 1319	Child Guidance	3
EDUC 1300		
or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
COSC 1301	Microcomputer Applications	3

Semester Total	15
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SEMESTER # 2

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

Semester Total	16
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SEMESTER #3

COURSE		SCH
CDEC		
or TECA 1318	Wellness of the Young Child	3
CDEC Elective		3
CDEC Elective		3
GOVT 2301	US and Texas Government I	3
MATH 1332	Mathematics for Liberal Arts	
or MATH 1314	College Algebra	3

Semester Total	15
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SEMESTER #4

COURSE		SCH
Humanities/Fine Arts		3
CDEC 2266	Practicum: Childcare Provider/Assistant	2
CDEC Elective		3
CDEC Elective		3
GOVT 2302	US and Texas Government II	3

Semester Total	14
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DEGREE TOTAL	60
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TECA/other general education courses may articulate toward the Associate of Arts in Teaching, leading to initial Texas Teacher Certification/EC-6. (See information in this catalog.)

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

ASSOCIATE OF APPLIED SCIENCE

Child Development/Education AAS-Leadership Track Tech Prep Program

SEMESTER #1

COURSE		SCH
CDEC		
or TECA 1311	Educating Young Children	3
CDEC 1319	Child Guidance	3
EDUC 1300		
or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
COSC 1301	Microcomputer Applications	3

Semester Total	15
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SEMESTER #2

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

Semester Total	16
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Degrees and Certificates

SEMESTER #3

COURSE	SCH
CDEC	
or TECA 1318 Wellness of the Young Child	3
CDEC Elective	3
CDEC Elective	3
GOVT 2301 US and Texas Government I	3
CDEC 2326 Administration of Programs for Children I	3

Semester Total 15

SEMESTER #4

COURSE	SCH
Humanities/Fine Arts	3
CDEC 2266 Practicum: Childcare Provider/Assistant	2
CDEC 2328 Administration of Programs for Children II	3
GOVT 2302 US and Texas Government II	3
MATH 1332 Mathematics for Liberal Arts/ or 1314 College Algebra	3

Semester Total 14

DEGREE TOTAL 60

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

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

COMPUTER INFORMATION SYSTEMS

CERTIFICATE

Computer Information Systems

The Computer Information Systems Certificate gives students exposure to several computer specialties. Students gain exposure to programming, web page design, hardware maintenance, maintaining and supporting networks, implementing and supporting operating systems and servers. This Certificate trains students for entry level programming jobs and is primarily suited for individuals working in small to medium-sized companies where broader computer knowledge is at a premium.

SEMESTER #1

COURSE	SCH
BUSI 1301 Business Principles	3
COSC 1301 Microcomputer Applications	3
COSC 1336 Programming Fundamentals I	3
MATH 1314 College Algebra	3

Semester Total 12

SEMESTER #2

COURSE	SCH
COSC 1337 Programming Fundamentals II	3
ITSC 1325 Personal Computer Hardware	3
ITSE 2309 Introduction to Database Programming	3
ITNW 2459 Web Server Support and Maintenance	4

Semester Total 13

SEMESTER #3

COURSE	SCH
COSC 2325 Computer Organization and Machine Language	3
COSC 2336 Programming Fundamentals III	3
ITNW 1308 Implementing and Supporting Client Operating Systems	3
ITNW 1354 Implementing and Supporting Servers	3

Semester Total 12

DEGREE TOTAL 37

CERTIFICATE

Database Management

College of the Mainland's Database Management Certificate is designed to give students necessary skills for Microsoft Certified Database Administrator (MCDBA) certification.

The MCDBA credential requires students to take and pass four Microsoft vendor exams. The courses in College of the Mainland's Database Management Certificate cover all material needed to pass these exams. Exams can be taken at College of the Mainland.

COM cannot guarantee that a student who completes the program will become a MCDBA.

SEMESTER #1

COURSE	SCH
COSC 1301 Microcomputer Applications	3
COSC 1336 Programming Fundamentals I	3
ITNW 1325 Fundamentals of Networking Technologies	3
ITNW 1354 Implementing and Supporting Servers	3
ITNW 1308 Implementing and Supporting Client Operating Systems	3

Semester Total 15

Degrees and Certificates

Education for
Everyone

SEMESTER # 2

COURSE	SCH
ITSE 2333 Implementing a Database on Microsoft SQL Server	3
ITSE 2309 Introduction to Database Programming	3
ITNW 2459 Web Server Support and Maintenance	4
ITNW 2352 Administering SQL Server	3
ITSE 2302 Intermediate Web Programming	3

Semester Total **16**

DEGREE TOTAL **31**

CERTIFICATE

Dynamic Web Development

The Dynamic Web Development certificate is designed to introduce the student to the components used in the development and implementation of dynamic web pages. Students will learn basic web development, database fundamentals, and necessary scripting skills to create an interactive web site.

SEMESTER #1

COURSE	SCH
ARTC 1325 Introduction to Computer Graphics	3
COSC 1336 Programming Fundamentals I	3
ARTC 1302 Digital Imaging I	3
ITSE 2302 Intermediate Web Programming	3

Semester Total **12**

SEMESTER # 2

COURSE	SCH
ITSC 1316 LINUX Installation and Configuration	3
ITSE 1380 Cooperative Education - Computer Programming/Programmer	3
ITSE 2309 Introduction to Database Programming	3
ITNW 2459 Web Server Support and Maintenance	4
IMED 1316 Web Page Design I	3

Semester Total **16**

DEGREE TOTAL **28**

ASSOCIATE OF APPLIED SCIENCE

Computer Information Systems

The AAS in CIS is designed to be a terminal degree although some universities may apply the courses in this degree towards a baccalaureate degree. This degree offers students a broader exposure to the computer field. If a student is seeking employment with just an Associate's Degree, the AAS in CIS would be preferred over the Associate of Science Field of Study with emphasis in Computer Science.

SEMESTER #1

COURSE	SCH
ARTC 1325 Introduction to Computer Graphics	3
BUSI 1301 Business Principles	3
COSC 1301 Microcomputer Applications	3
COSC 1336 Programming Fundamentals I	3
MATH 1314 College Algebra	3

Semester Total **15**

SEMESTER # 2

COURSE	SCH
COSC 1337 Programming Fundamentals II	3
ENGL 1301 Composition I	3
ITSE 2309 Introduction to Database Programming	3
ITNW 2459 Web Server Support and Maintenance	4
SPCH 1315 Public Speaking	3

Semester Total **16**

SEMESTER #3

COURSE	SCH
COSC 2336 Programming Fundamentals III	3
ENGL 2311 Technical and Business Writing	3
Humanities/Fine Arts	3
SOCI 1301 Introduction to Sociology/ or PSYC 1300 Psychology for Success	3
ITSC 1316 LINUX Installation and Configuration	3

Semester Total **15**

SEMESTER #4

COURSE	SCH
COSC 2325 Computer Organization and Machine Language3	
ITNW 1308 Implementing and Supporting Client Operating Systems	3
ITNW 1354 Implementing and Supporting Servers	3
ITSE 2302 Intermediate Web Programming	3
ITSE 1380 Cooperative Education - Computer or *Approved Programming/Programmer	3
Elective	

Semester Total **15**

DEGREE TOTAL **61**

*Approved elective should be chosen from the following rubrics: ARTC, CPMT, IMED, ITNW, ITSY or ITSC.

COMPUTER SYSTEMS TECHNOLOGY

The Computer Systems Technology program serves a wide range of student needs by offering Certificate Programs designed to meet Industry Recognized Certification Standards. Training available in this program area is designed to prepare students for the following Industry Certifications:

CompTIA A+ PC Maintenance Technician Certificate

Microsoft Certified Desktop Support Certificate

CompTIA Linux+ Certificate

CERTIFICATE

A+ PC Maintenance Technician

The A+ PC Maintenance Technician is an Industry Recognized Certification administered by CompTIA. Students can receive necessary training for this Certification Exam by completing the following sequence of Computer Systems Technology courses. Please refer to Catalog descriptions for Reading and other prerequisites. Confer with a faculty adviser for recommended order of courses.

SEMESTER #1

COURSE		SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1316	LINUX Installation and Configuration	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
CPMT 1380	Cooperative Education - Computer Programming/Programmer	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3

Semester Total 6

DEGREE TOTAL 15

CERTIFICATE

Desktop Support Technician

This certificate is designed to provide the beginning student with a two-semester solution on entering the IT industry. Students will learn technical skills needed

to troubleshoot software- and hardware-related computer problems. Students will acquire written and verbal skills essential to success in a competitive work environment.

SEMESTER #1

COURSE		SCH
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
CPMT 1380	Cooperative Education - Computer Maintenance Technology/Technician	3
ITSC 2339	Personal Computer Help Desk Support	3

Semester Total 6

DEGREE TOTAL 15

CERTIFICATE

Linux+ Certified Support Specialist

SEMESTER #1

COURSE		SCH
ITSC 1316	LINUX Installation and Configuration	3
ITSC 1391	Special Topics - Computer and Information Sciences	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITCC 1341	Wide Area Network Technologies	3

Semester Total 12

SEMESTER # 2

COURSE		SCH
CPMT 1380	Cooperative Education - Computer Maintenance Technology/Technician	3
ITNW 2405	Network Administration, LINUX Server	4
ITNW 2459	Web Server Support and Maintenance	4

Semester Total 11

DEGREE TOTAL 23

COSMETOLOGY

The Cosmetology Program offers opportunities for full-time or part-time students to complete requirements for a Cosmetology Operator's License, Facial Specialist License, Instructor Certificate or Manicure Specialist License 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, estheticians, and manicurists.

Completion of Cosmetology courses CSME 1401 through CSME 2441 will prepare and allow the student to acquire the 1500 hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Examination for licensure in Texas.

Facial Specialists will complete Cosmetology courses CSME 1420 through CSME 2244 to acquire the 750 hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Facial Examination for licensure in Texas.

Manicurists will complete seven Cosmetology courses, CSME 1430 through CSME 2244, to acquire the 600 hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Manicure Examination for licensure in Texas.

Instructors complete six courses, CSME 1435-CSME 2544, to acquire 750 hours and be eligible to take the TDLR exam for licensure.

Cosmetology High School Operator program requires completion of 8 Cosmetology courses, CSME 1405, CSME 2441 and 1000 clock hours before graduation from high school. The Texas Department of Licensing and Regulations then awards 500 clock hours for high school academic credits. 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 which meet Monday through Thursday. Part time students are able to satisfy the requirements in 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. Registration for Manicure/Nail and Facial Specialist is available for fall. Registration for Instructor Certificate and Cosmetology Operators is available in the fall and spring. There is a limit on the number of students who can be in the program each semester. Specialty courses include specialization in Manicure/Nail License and Facial Specialist License. All courses are designed for the Texas Department of Licensing and Regulations Examination for License in Texas.

Admission Requirements

1. Applicants will be permitted according to space available. To be permitted into the Certificate Program, applicants must:
 - A. Apply to the College of the Mainland and fulfill the admission requirements of the College. Applicants must provide the Cosmetology Department with proof of a High School Diploma or GED Certificate.
 - B. Take the THEA or THEA Alternate Test.

Applicants must:

Be eligible for English 0360, MATH 0305 and READ 0340.

If the requirements listed above are not met, the applicant must complete recommended courses in order to satisfy admission requirements to the Cosmetology program.

- C. Students must be registered by the College of the Mainland counselors.
 - D. Once registration is completed the student must meet with a Cosmetology Instructor to complete enrollment process.
 - E. Students are required to attend the Orientation meeting that is held in the Cosmetology building on the Thursday prior to the first day of class.
2. Transfer applicants will be permitted according to space available. To be permitted into the Certificate program, applicants must:
 - A. Take the THEA or THEA Alternate.

Applicants must:

Be eligible for English 0360, MATH 0305, READ 0340.

- B. Have all transcripts and practical application records from college and private schools attended sent to the Cosmetology Department.
 - C. Students having 500 or more Texas Department of Licensing and Regulation clock hours must successfully complete a Credit by Examination in order for upper level course placement.
 - D. Students must be registered by the College of the Mainland counselors.
 - E. Once registration is completed the student must meet with a Cosmetology Instructor to complete enrollment process.
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.

Students with excessive absences in a semester enrollment will be withdrawn from the program until the next registration period.

To be eligible for a certificate (Cosmetology) students must have completed all of the course academic hours with a GPA of 2.0 or higher. 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.

To progress to the next level of classes, a student must have a GPA of 2.0 or higher.

CERTIFICATE

Cosmetology Instructor Certificate

During the course of study in this program, the student will learn: rules and regulations related to the Texas Department of Licensing and Regulation (TDLR) testing and licensing; teaching methodologies and lesson plan development; classroom management; evaluation and assessment techniques; skills for successful completion of TDLR testing for instructor licensure. Must already have Cosmetology Operator License.

SEMESTER #1

COURSE	SCH
CSME 1435 Orientation to the Instruction of Cosmetology	4
CSME 1534 Cosmetology Instructor I	5

Semester Total **9**

SEMESTER # 2

COURSE	SCH
CSME 2414 Cosmetology Instructor II	4
CSME 2515 Cosmetology Instructor III	5

Semester Total **9**

SEMESTER #3

COURSE	SCH
CSME 2445 Instructional Theory and Clinic Operation	4
CSME 2544 Cosmetology Instructor IV	5

Semester Total **9**

DEGREE TOTAL **27**
CLOCK HOURS **768**

CERTIFICATE

Cosmetology Operator

The Cosmetology Operator Certificate is designed to provide the 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. Full time students may complete the program in a year by meeting Monday-Friday. Part-time students may complete the program within 24 months.

SEMESTER #1	COURSE	SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
CSME 1443	Manicuring and Related Theory	4

Semester Total **16**

Degrees and Certificates

Education for
Everyone

SEMESTER # 2

COURSE		SCH
CSME 1453	Chemical Reformation and Related Theory	4
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1348	Principles of Skin Care/Facials and Related Theory	3
CSME 1410	Introduction to Haircutting and Related Theory	4

Semester Total 15

SEMESTER #3

COURSE		SCH
CSME 1491	Special Topics in Cosmetology	4
CSME 2343	Salon Development	3
CSME 2441	Preparation for the State Licensing Exam	4

Semester Total 11

DEGREE TOTAL 42

CLOCK HOURS 1520

CERTIFICATE

Facial Specialist

The Facial Specialist 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 Facial Specialist Certificate includes local occupational need, business and industry trends. Full-time students may complete the Facial Specialist Certificate program within nine months. Part-time students may complete within a year. Beginning September 1, 2004, the Texas Cosmetology Commission increased the Esthetician clock hours to 750 hours.

SEMESTER #1

COURSE		SCH
CSME 1420	Orientation to Facial Specialist	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	4

Semester Total 8

SEMESTER # 2

COURSE		SCH
CSME 1445	Principles of Facial Esthetic Technology II	4
CSME 2343	Salon Development	3

Semester Total 7

SEMESTER #3

COURSE		SCH
CSME 2431	Principles of Facial Esthetic Technology III	4
CSME 2244	Preparation for the State Licensing Exam	2

Semester Total 6

DEGREE TOTAL 21

CLOCK HOURS 768

CERTIFICATE

High School Operator

The High School Operator Certificate is designed to provide current high school students with a quality education in the Cosmetology field and prepare the student to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin. High school students must complete 1000 clock hour requirement before graduation from high school.

SEMESTER #1

Course		SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4

Semester Total 8

SEMESTER # 2

Course		SCH
CSME 1410	Introduction to Haircutting and Related Theory	4
CSME 2401	Principles of Hair Coloring and Related Theory	4

Semester Total 8

SEMESTER #3

Course		SCH
CSME 1405	Fundamentals of Cosmetology	4
CSME 1443	Manicuring and Related Theory	4

Semester Total 8

SEMESTER #4

COURSE		SCH
CSME 1453	Chemical Reformation and Related Theory	4
CSME 1348	Principles of Skin Care/Facials and Related Theory	3

Semester Total 7

DEGREE TOTAL 31

CLOCK HOURS 1152

CERTIFICATE

Manicure/Nail Technology

The Manicure/Nail Technology 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 nails. The Nail Certificate covers topics in nails in order to perform manicures, pedicures and artificial nails. Full-time students may complete the Nail Certificate program within nine months. Part-time students may complete within a year.

SEMESTER #1

COURSE	SCH
CSME 1430 Orientation to Nail Technology	4
CSME 1443 Manicuring and Related Theory	4
CSME 2343 Salon Development	3

Semester Total 11

SEMESTER # 2

COURSE	SCH
CSME 2430 Nail Enhancement	4
CSME 2244 Preparation for the State Licensing Exam	2

Semester Total 6

DEGREE TOTAL 17

CLOCK HOURS 608

ASSOCIATE OF APPLIED SCIENCE

Cosmetology Instructor

SEMESTER #1

COURSE	SCH
CSME 1435 Orientation to the Instruction of Cosmetology	4
CSME 1534 Cosmetology Instructor I	5
ENGL 1301 Composition I	3
SPCH 1318 Interpersonal Communication	3
or SPCH 1315 Public Speaking	

Semester Total 15

SEMESTER # 2

COURSE	SCH
CSME 2414 Cosmetology Instructor II	4
CSME 2515 Cosmetology Instructor III	5
HRPO 1311 Human Resources Management	3
ENGL 2311 Technical and Business Writing	3

Semester Total 15

SEMESTER #3

COURSE	SCH
CSME 2445 Instructional Theory and Clinic Operation	4
CSME 2544 Cosmetology Instructor IV	5
COSC 1301 Microcomputer Applications	3
Approved Elective	3

Semester Total 15

SEMESTER #4

COURSE	SCH
POFT 1321 Business Math	3
SOCI 1301 Introduction to Sociology	3
or PSYC 2301 Introduction to Psychology	
Humanities/Fine Arts	3
Approved Elective	3
Approved Elective	3

Semester Total 15

DEGREE TOTAL 60

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE

Criminal Justice

Tech Prep Program

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Microcomputer Applications	3
CRIJ 1306	Court Systems and Practices/ or CRIJ 1301 Introduction to Criminal Justice	3

Semester Total **12**

SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking/ or SPCH 1318 Interpersonal Communication	3
NAT SCI	Natural Science or or MATH 1314 (3cr) College Algebra	3-4
GOVT 2301	US and Texas Government I	3

Semester Total **12-13**

SEMESTER #3

COURSE		SCH
GOVT 2302	US and Texas Government II	3
PSYC 2301	Introduction to Psychology	3
CRIJ 1307	Crime in America/ or CRIJ 2313 Correctional Systems and Practices	3
Humanities/Fine Arts		3
CJSA 1482		
or CJSA 2482	Criminal Justice Cooperative	4

Semester Total **16**

SEMESTER #4

COURSE		SCH
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
PSYT 2303	Multicultural Studies/Academy	
or SOCI 1301	Introduction to Sociology	
or SOCI 1306	Social Problems	
or SOCI 2319	Multicultural Studies	3

Semester Total **23**

DEGREE TOTAL **63-64**

Basic Peace Officer I-IV classes consist of the Law Enforcement Academy. Applicants must pass a criminal history background check and meet the state requirements for entry. Information regarding specific state requirements can be obtained by calling 409-933-8285.

DRAFTING

The Drafting Certificates are designed to introduce students to the fundamentals of drafting and to provide them with an intermediate skill level in the use of Computer Aided Drafting (CAD) software. Students will apply this knowledge in the workforce via the capstone co-op course.

CERTIFICATE

CAD Drafting

SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

Semester Total **8**

SEMESTER # 2

COURSE		SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1491	Special Topics in Drafting and Design Technology/Technician General	4

Semester Total **8**

DEGREE TOTAL **16**

CERTIFICATE

2D/3D Modeling

SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

Semester Total 8

SEMESTER # 2

COURSE		SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1491	Special Topics in Drafting and Design Technology/Technician, General	4

Semester Total 8

SEMESTER #3

COURSE		SCH
DFTG 2440	Solid Modeling/Design	4

Semester Total 4

SEMESTER #4

COURSE		SCH
DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2381	Cooperative Education - Drafting	3

Semester Total 7

DEGREE TOTAL 27

CERTIFICATE

Industrial Drafting

SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

Semester Total 8

SEMESTER # 2

COURSE		SCH
DFTG 1491	Special Topics in Drafting and Design Technology/Technician General	4
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2330	Civil Drafting	3
DFTG 2419	Intermediate Computer Aided-Drafting	4

Semester Total 15

SEMESTER #3

COURSE		SCH
DFTG 2423	Pipe Drafting	4
DFTG 2407	Electrical Drafting	4

Semester Total 8

SEMESTER #4

COURSE		SCH
ARCE 1452	Structural Drafting	4
DFTG 2381	Cooperative Education-Drafting Capstone Course	3

Semester Total 7

DEGREE TOTAL 38

CERTIFICATE

Associate of Applied Science Degree-Drafting

Tech Prep

SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
PSYC 1300	Psychology for Success	3
COSC 1301	Microcomputer Applications	3

Semester Total 14

SEMESTER # 2

COURSE		SCH
DFTG 1491	Special Topics in Drafting and Design Technology/Technician, General	4
DFTG 2330	Civil Drafting	3
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2419	Intermediate Computer Aided-Drafting	4
ENGL 1301	Composition I3	

Semester Total 18

SEMESTER #3

COURSE		SCH
DFTG 2423	Pipe Drafting	4
DFTG 2407	Electrical Drafting	4
ARCE 1452	Structural Drafting	4
MATH 1314	College Algebra	3
ENGL 2311	Tech & Business Writing	3

Semester Total 18

SEMESTER #4

COURSE		SCH
DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2381	Cooperative Education-Drafting Capstone Course	3
DFTG 2440	Solid Modeling	4
MATH 1316	Trigonometry	3
Humanities/Fine Arts		3

Semester Total 17

DEGREE TOTAL 67

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 begin care of the patients. Students can begin their EMS career at the Emergency Medical Technician Basic level and advance to the Paramedic level.

The EMS Professions programs follow the guidelines established by the Texas Dept. of State Health Services EMS Division and the Paramedic program is Nationally Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Commission on Accreditation of EMS Programs (COAEMSP).

Paramedic Certificate Admission Requirements

1. Apply to College of the Mainland and complete the College requirements for admission.
2. Be in good physical and mental health. The prospective student must have a physical examination by a physician and must show proof of a negative T.B. skin test or chest x-ray and current immunizations (health forms are available in the EMS Department.) Hepatitis B vaccination is required.
3. Students must have a current Healthcare Provider CPR card prior to attending clinicals.
4. Students will have to pass a background check prior to attending clinicals.

CERTIFICATE Paramedic

SEMESTER #1		
COURSE		SCH
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1
Semester Total		6
SEMESTER # 2		
COURSE		SCH
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/ Technician I	1
Semester Total		7

SEMESTER #3		
COURSE		SCH
EMSP 2248	Emergency Pharmacology	2
EMSP 2444	Cardiology	4
EMSP 2360	Clinical - Emergency Medical EMT Paramedic	3

Semester Total 9

SEMESTER #4		
COURSE		SCH
EMSP 2330	Special Populations	3
EMSP 2268	Practicum/Field Experience-Emergency Medical Technology/ Technician II	2
EMSP 2434	Medical Emergencies	4
EMSP 2143	Assessment-Based Management	1

Semester Total 10
DEGREE TOTAL 32

ASSOCIATE OF APPLIED SCIENCE DEGREE

Emergency Medical Services Tech Prep Program

SEMESTER #1		
COURSE		SCH
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1
BIOL 2404	Introduction to Human Anatomy and Physiology	4
ENGL 1301	Composition I	3
COSC 1301	Microcomputer Applications	3

Semester Total 16

SEMESTER # 2		
COURSE		SCH
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/ Technician I	1
EMSP 2359	EMS Supervision/Management	3
Elective		3
SOCI 2319	Multi-cultural Studies	3

Semester Total 16

SEMESTER #3		
COURSE		SCH
EMSP 2248	Emergency Pharmacology	2
EMSP 2444	Cardiology	4
EMSP 2360	Clinical - Emergency Medical EMT Paramedic	3
SPCH 1315	Public Speaking/	
or SPCH 1318	Interpersonal Communication	3
ENGL 2311	Technical and Business Writing	3
Humanities/Fine Art		3

Semester Total 18

SEMESTER #4

COURSE		SCH
EMSP 2330	Special Populations	3
EMSP 2268	Practicum/Field Experience-Emergency Medical Technology/ Technician II	2
EMSP 2434	Medical Emergencies	4
EMSP 2143	Assessment-Based Management	1
PSYC 2301	Introduction to Psychology	3
Elective		3

Semester Total	16
DEGREE TOTAL	66

FIRE PROTECTION TECHNOLOGY

Completion of the Fire Technology Associate of 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 Basic Fire Suppression Academy, which satisfies curriculum requirements of the Texas Commission on Fire Protection for Basic Fire Suppression. In addition, the curriculum covers knowledge areas needed to enhance employment and promotional opportunities in fire service organizations.

ASSOCIATE OF APPLIED SCIENCE

Fire Technology

SEMESTER #1

COURSE		SCH
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4

These classes make up the Basic Fire Academy

Semester Total *	24
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SEMESTER #2

COURSE		SCH
FIRT 2309	Firefighting Strategies and Tactics	3
FIRT 2407	Fire Instructor	4
GOVT 2301	US and Texas Government I	3
TECM 1303	Technical Math	3
ENGL 1301	Composition I	3

Semester Total	16
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SEMESTER #3

COURSE		SCH
FIRT 1327	Building Construction in the Fire Service	3
FIRT 1443	Fire Officer	4
CHEM 1419	Applied Chemistry	
or CHEM 1405	Introductory Chemistry I	4
COSC 1301	Microcomputer Applications	3

Semester Total	14
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SEMESTER #4

COURSE		SCH
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1315	Hazardous Materials I	3
Humanities/Fine Arts		3
Electives		6

Semester Total	15
DEGREE TOTAL	69

* Fire Academy

GRAPHIC ARTS

CERTIFICATE

Graphic Design

A one-year certificate comprised of eight-week concentrated classes that accumulate toward a certificate in Graphic Arts. Through hands-on training, students learn what the pros know about graphic design including digital photo manipulation and computer illustration. Topics include the principles of design, typography and color theory, with an emphasis on how to set files up for commercial printing. Students will design professional projects including logos, business packages, brochures, newsletters and billboards. Students receive up-to-date training using industry standard hardware and software.

SEMESTER #1

COURSE		SCH
ARTC 1310	Design Concepts	3
ARTC 1325	Introduction to Computer Graphics	3
ARTC 1305	Basic Graphic Design	3
ARTC 1353	Computer Illustration	3
ARTC 1302	Digital Imaging I	3

Semester Total	15
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SEMESTER # 2

COURSE	SCH
ARTC 1349 Art Direction I	3
ARTC 1327 Typography	3

Semester Total 6

SEMESTER #3

COURSE	SCH
GRPH 2309 Digital Pre-Press	3

Semester Total 3

DEGREE TOTAL 24

CERTIFICATE

WEB DESIGN

A one-year certificate comprised of eight-week concentrated classes that accumulate toward a certificate in Web Design. Through hands-on training, students learn what the pros know about web design including site navigation, information architecture, preparing images for the web, color on the web and typography for the screen. Students will design and develop small business web sites using both table based and CSS layouts. Students will also design and develop interactive web sites using industry standard 2-D animation software.

SEMESTER #1	COURSE	SCH
ARTC 1310	Design Concepts	3
ARTC 1325	Introduction to Computer Graphics	3
ARTC 1305	Basic Graphic Design	3
ARTC 1353	Computer Illustration	3
ARTC 1302	Digital Imaging I	3
Semester Total		15

SEMESTER # 2

COURSE	SCH
IMED 1316 Web Design I	3
IMED 1301 Introduction to Digital Media	3
IMED 2315 Web Design II	3
IMED 1345 Interactive Digital Media I	3

Semester Total 12

DEGREE TOTAL 27

CERTIFICATE

ADVANCED WEB DESIGN

After completing the one-year certificate in Web Design, students can take two additional eight-week classes in Digital Video and Interactive Multimedia II for an Advanced Web Design Certificate. These additional classes will prepare students to work with video optimization and more advanced 2-D animation techniques while introducing them to simple gaming for the web.

SEMESTER #1

COURSE	SCH
ARTC 1310 Design Concepts	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1353 Computer Illustration	3
ARTC 1302 Digital Imaging I	3

Semester Total 15

SEMESTER # 2

COURSE	SCH
IMED 1316 Web Design I	3
IMED 1301 Introduction to Digital Media	3
IMED 2315 Web Design II	3
IMED 2309 Internet Commerce	3

Semester Total 12

SEMESTER #3

COURSE	SCH
IMED 1345 Interactive Digital Media I	3
IMED 2345 Interactive Digital Media II	3

Semester Total 6

DEGREE TOTAL 33

ASSOCIATE OF APPLIED SCIENCE

Graphic Design/Web Design

Tech Prep Program

A concentrated two-year degree program prepares students for careers in graphic design, web design, digital publishing/printing, and multimedia design/development. Through hands-on training and projects, students acquire the skills necessary to be successful in industry. An internship program helps bridge the gap from formal training to full-time employment. Articulation agreements exist between local high schools for this program.

Degrees and Certificates

SEMESTER #1

COURSE		SCH
ARTC 1310	Design Concepts	3
ARTC 1325	Introduction to Computer Graphics	3
ARTC 1305	Basic Graphic Design	3
ARTC 1353	Computer Illustration	3
ARTC 1302	Digital Imaging I	3

Semester Total 15

SEMESTER # 2

COURSE		SCH
IMED 1316	Web Design I	3
IMED 1301	Introduction to Digital Media	3
IMED 2315	Web Design II	3
ARTC 1327	Typography	3

Semester Total 12

SEMESTER #3

COURSE		SCH
ARTC 1349	Art Direction I	3
GRPH 2309	Digital Pre-Press	3
ENGL 1301	Composition I	3

Semester Total 9

SEMESTER #4

COURSE		SCH
IMED 1345	Interactive Digital Media I	3
IMED 2345	Interactive Digital Media II	3
ARTC 2335	Portfolio Development for Graphic Design	3
Humanities or Fine Arts		3

Semester Total 12

SEMESTER #5

COURSE		SCH
Social/Behavioral Science		3
MATH 1314	College Algebra/ or MATH 1332 Mathematics for Liberal Arts	3
SPCH 1315	Public Speaking	3
ARTC 2388	Internship: Commercial and Advertising Art	3
IMED 2309	Internet Commerce	3

Semester Total 15

DEGREE TOTAL 63

HEALTH INFORMATION MANAGEMENT

College of the Mainland offers courses for students interested in Health Information Management which includes Medical Coding. A Health Information Technician, also known as a Registered Health Information Technician, performs a variety of health information-related functions, including organization, analysis, coding and technical evaluation of health information and interaction with administrative and financial departments of health-care facilities.

College of the Mainland's Health Information Management program is accredited by the Commission on Accreditation for Health Information and Information Management Education (CAHIIM).

CERTIFICATE

Medical Coding

SEMESTER #1

COURSE		SCH
HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
BIOL 2404	Introduction to Human Anatomy and Physiology	4

Semester Total 10

SEMESTER # 2

COURSE		SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1349	Pharmacology	3
HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3

Semester Total 12

SEMESTER #3

COURSE		SCH
HITT 2346	Advanced Medical Coding	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1260	Clinical: Health Information/Medical Records	2
HITT 1311	Computers in Health Care	3

Semester Total 11

DEGREE TOTAL 33

ASSOCIATE OF APPLIED SCIENCE

Health Information Management Tech Prep Program

SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HITT 1301	Health Data Content and Structure	3
BIOL 2404	Introduction to Human Anatomy and Physiology	4
Elective		3
HITT 1305	Medical Terminology I	3

Semester Total **16**

SEMESTER #2

COURSE		SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1341	Coding and Classification Systems	3
HITT 1355	Health Care Statistics	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 1349	Pharmacology	3

Semester Total **15**

SEMESTER #3

COURSE		SCH
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2346	Advanced Medical Coding	3
HITT 1260	Clinical: Health Information/Medical Records	2
SOCI 1301	Introduction to Sociology/	
or PSYC 2301	Introduction to Psychology	3
or PSYC 1300	Psychology for Success	3
HITT 1311	Computers in Health Care	3

Semester Total **17**

SEMESTER #4

COURSE		SCH
HITT 2339	Health Information Organization and Supervision	3
HITT 2249	RHIT Competency Review	2
HITT 2266	Practicum: Health Information Technician	2
SPCH 1315	Public Speaking	3
ENGL 2311	Technical and Business Writing	3
Humanities/Fine Arts		3

Semester Total **16**

DEGREE TOTAL **64**

LAW ENFORCEMENT

The Peace Officer Academy (775 hours) is designed to provide graduates the necessary basic training to obtain a position as a police officer, constable, deputy sheriff, or any other licensed peace officer position within the State of Texas. All courses must be taken together and successfully passed for the graduate to test for state licensure.

ADMISSION REQUIREMENTS

1. Students must apply to COM and complete the College requirements for entry.
2. Applicant must satisfy appraisal testing requirements. Basic Courses require a score of 78 on the ACCUPLACER Reading Exam or 12.5 reading level. Anyone scoring lower than 12.4 will have to take and pass the appropriate remedial course before the academy begins.
3. Applicants must pass a criminal history background check and meet state requirements for entry.
4. Applicants must have a high school diploma. Persons with a GED must have 12 college hours.

Information regarding specific state requirements can be obtained by calling 409-933-8299 or 409-933-8285 at the Law Enforcement Training Center.

CERTIFICATE

Basic Peace Officer Academy

SEMESTER #1

COURSE		SCH
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer II	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
PSYT 2303	Multicultural Studies/Academy	3

Semester Total **25**

DEGREE TOTAL **25**

MEDICAL ADMINISTRATIVE ASSISTANT

SEE BUSINESS TECHNOLOGY

MEDICAL ASSISTANT

The Medical Assistant Certificate program provides an entry level education for individuals looking to get a start in the medical profession. Medical Assistants are allied health professionals who assist the physicians in the medical setting, they perform routine administrative and clinical tasks in order to keep the physician's office running efficiently.

This program is designed for full-time enrollment each semester. The day program starts each Spring Semester and the evening one begins each fall.

College of the Mainland's Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAE-RB).

This organization can be contacted at: Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clear Water, FL 33756; 727-210-2350

CERTIFICATE Medical Assistant

SEMESTER #1

COURSE		SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
HITT 1305	Medical Terminology I	3
SPCH 1318	Public Speaking	3
MDCA 1443	Medical Insurance	4

Semester Total 16

SEMESTER # 2

COURSE		SCH
MDCA 1417	Procedures in a Clinical Setting	4
BUSI 1304	Business Communications	3
MDCA 1321	Administrative Procedures	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
MDCA 1348	Pharmacology and Administration of Medications	3

Semester Total 16

SEMESTER #3

COURSE		SCH
MDCA 1205	Medical Law Ethics	2
MDCA 1254	Medical Assisting Credentialing Exam Review	2
MDCA 1360	Clinical: Medical Assistant	3

Semester Total 7

DEGREE TOTAL 39

NETWORK SYSTEMS TECHNOLOGY

CERTIFICATE

MCSA

SEMESTER #1

COURSE		SCH
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
ITNW 1354	Implementing and Supporting Servers	3

Semester Total 9

SEMESTER # 2

COURSE		SCH
ITSY 2301	Firewalls and Network Security	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3

Semester Total 12

DEGREE TOTAL 21

CERTIFICATE

Network+ Certified Support Specialist

This award will provide the student with the skills to successfully implement, manage, and troubleshoot the ongoing needs of Microsoft Windows®-based operating environment. This award does not include instruction on the hardware aspects of networking.

SEMESTER #1

COURSE		SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1316	LINUX Installation and Configuration	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITCC 1341	Wide Area Network Technologies	3

Semester Total 12

Degrees and Certificates

Education
for
Everyone

SEMESTER # 2

COURSE		SCH
ITNW 1458	Network+	4
ITSY 1300	Fundamentals of Information Security	3
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3

Semester Total 10

DEGREE TOTAL 22

ASSOCIATE OF APPLIED SCIENCE DEGREE - NETWORK SYSTEMS TECHNOLOGY

The Network Systems Technology (NST) degree covers a variety of fields in the area of network administration and management. By focusing on non-vendor specific technologies, and Microsoft Windows network operating systems, students will receive training in multiple network configurations as well as, the hardware needed to support a networking environment. There are three exit options to this degree.

ASSOCIATE OF APPLIED SCIENCE

Network Systems Technologies with Emphasis in
Interactive Web Administration

Tech Prep Program

SEMESTER #1

COURSE		SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Network Technologies	3
ITCC 1341	Wide Area Networking Technologies	3
BUSI 1301	Business Principles	3
COSC 1301	Microcomputer Applications	3
ITSC 1325	Personal Computer Hardware	3

Semester Total 18

SEMESTER # 2

COURSE		SCH
ENGL 1301	Composition I	3
PSYC 1300	Psychology for Success/ or SOCI 1301 Introduction to Sociology	3
ITNW 1354	Implementing and Supporting Servers	3
COSC 1336	Programming Fundamentals I	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
MATH 1332	Mathematics for Liberal Arts/ or MATH 1314 College Algebra	3

Semester Total 18

SEMESTER #3

COURSE		SCH
ITSC 1316	Linux Installation and Configuration	3
	Humanities/Fine Arts	3
ITSY 2301	Firewalls and Network Security	3
SPCH 1315	Public Speaking	3
ITSY 1300	Fundamentals of Information Security	3

Semester Total 15

SEMESTER #4

COURSE		SCH
ITNW 2459	Web Server Support and Maintenance	4
ITSE 2302	Intermediate Web Programming	3
IMED 1316	Web Page Design I	3
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3

Semester Total 13

DEGREE TOTAL 64

ASSOCIATE OF APPLIED SCIENCE

Network Systems Technologies with Emphasis in
Microsoft Network Administration

Tech Prep Program

SEMESTER #1

COURSE		SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Network Technologies	3
ITCC 1341	Wide Area Networking Technologies	3
COSC 1301	Microcomputer Applications	3
BUSI 1301	Business Principles	3
ITSC 1325	Personal Computer Hardware	3

Semester Total 18

SEMESTER # 2

COURSE		SCH
ENGL 1301	Composition I	3
PSYC 1300	Psychology for Success/ or SOCI 1301 Introduction to Sociology	3
ITNW 1354	Implementing and Supporting Servers	3
COSC 1336	Programming Fundamentals I	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
MATH 1332	Mathematics for Liberal Arts/ or MATH 1314 College Algebra	3

Semester Total 18

Degrees and Certificates

SEMESTER #3

COURSE		SCH
ITSC 1316	Linux Installation and Configuration	3
	Humanities/Fine Arts	3
ITSY 2301	Firewalls and Network Security	3
SPCH 1315	Public Speaking	3
ITSY 1300	Fundamentals of Information Security	3

Semester Total 15

SEMESTER #4

COURSE		SCH
ITNW 1353	Supporting Network Server Infrastructure	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3

Semester Total 9

DEGREE TOTAL 60

ASSOCIATE OF APPLIED SCIENCE

Network Systems Technologies with Emphasis in
Open Source Software Administration
Tech Prep Program

SEMESTER #1

COURSE		SCH
ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITCC 1341	Wide Area Network Technologies	3
BUSI 1301	Business Principles	3
COSC 1301	Microcomputer Applications	3
ITSC 1325	Personal Computer Hardware	3

Semester Total 18

SEMESTER #2

COURSE		SCH
ENGL 1301	Composition I	3
PSYC 1300	Psychology for Success/ or SOCI 1301 Introduction to Sociology	3
ITNW 1354	Implementing and Supporting Servers	3
COSC 1336	Programming Fundamentals I	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
MATH 1332	Mathematics for Liberal Arts/ or MATH 1314 College Algebra	3

Semester Total 18

SEMESTER #3

COURSE		SCH
ITSC 1316	Linux Installation and Configuration	3
	Humanities/Fine Arts	3
ITSY 2301	Firewalls and Network Security	3
ITSY 1300	Fundamentals of Information Security	3
SPCH 1315	Public Speaking	3

Semester Total 15

SEMESTER #4

COURSE		SCH
ITSC 1391	Special Topics in Computer and Information Sciences, General	3
ITNW 2405	Network Administration, Linux Server	4
ITNW 2459	Web Server Support and Maintenance	4
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3

Semester Total 14

DEGREE TOTAL 65

NURSING

Associate of Applied Science Degree

The Associate Degree Nursing (ADN) program provides opportunities for the development of a beginning level nurse through courses in the Humanities, Psychosocial, Natural and Biological Sciences, and Nursing. These courses prepare the graduate with competencies in the following roles: provider of care, coordinator of care, and member of a profession. The Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Entry Level Competencies (DELCS) of Graduates of Texas Nursing Programs and the foundation skills/workplace competencies as developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). Upon successful completion of a minimum of two academic years and all program requirements, ~~including meeting special graduation requirements for completing NCLEX-RN Readiness Exams and Saturday Review course attendance as explained in Nursing Student Handbook;~~ the graduate may make application to take a National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Associate Degree Nursing program at COM is approved by the Texas Board of Nursing (TBON) and accredited by the National League for Nursing

Accrediting Commission (NLNAC). These organizations can be contacted at:

Texas Board of Nursing (TBON)
333 Guadalupe #3-460, Austin, TX 78701
1-512-305-7400; www.bon.state.tx.us

National League for Nursing Accrediting
Commission (NLNAC)
3343 Peachtree Road, NE, Suite 500
Atlanta, GA 30326; 404-975-5000

The admission, progression, transfer and readmission requirements for the Nursing program differ from those of the College. The Nursing program has the authority to establish and implement the following policies.

Pre-Nursing Student Information

College of the Mainland admits students to the Nursing Program in both the fall and spring semesters.

Requirements for Pre-Nursing Students Taking
RNSG 1215 Health Assessment

All students who enroll in this nursing course must be approved for registration by the nursing department. Pre-Nursing students wishing to take RNSG 1215 Health Assessment may be approved to take this courses on a “space available” basis when they have met the following criteria:

1. Eligible for Math 1314.
2. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at Ext. 8426 for details.
3. Have a Nursing GPA of 2.8 or greater.
4. Meet all requirements of TSI.
5. Complete all developmental course requirements and obtain approval card from the counselor.
6. Have completed all courses required in the pre-requisite semester for the ADN program. Natural Science courses may be no more than five years old.
7. Transcripts may not reflect more than one (1) “D” or “F” in required Natural Science courses. Any pre-nursing student possessing two grades below a “C” in Natural Science courses is ineligible for the ADN program for a period of five years following the last failed course.
8. Transcripts may not reflect more than one grade of “D,” “F,” or “W” in a Nursing course (e.g. RNSG). Any pre-nursing student who receives

more than one grade of “D,” “F,” or “W” in a Nursing course will be ineligible to take any nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

Pre-Nursing Student Pre-Admission Guidelines

1. Declare “pre-nursing” as your major area of study when registering.
2. Be eligible for Math 1314.
3. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at Ext. 8426 for details.
4. Complete an online pre-nursing orientation during the current academic year and prior to receiving an Educational Development Plan (EDP) from a counselor in Advisement. After completing the orientation and post-test, come to the Nursing Office to pick up a successful orientation completion card required to receive an EDP from a counselor.
5. To receive a Nursing program application, present an EDP.
6. Counselors will be available to assist as you progress through the pre-nursing curriculum.
7. Complete all developmental course requirements and obtain approval card from the counselor.
8. Pre-nursing students who receive more than one grade of “D,” “F,” or “W” in a Nursing course (RNSG) will be ineligible to take any Nursing courses for a period of five years, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

Admission Requirements for the Generic Program

A student may not seek admission to both the ADN and VN Program for the same admission period. They may not hold two slots, but must make a decision to apply to only one of the programs.

1. Qualified applicants with the highest ranking on the Applicant Placement System will be admitted on a space available basis. To be considered for admission to the Associate Degree Nursing program, the applicant must complete the following admission process:

- a. Apply to the College of the Mainland and fulfill the admission requirements of the College. Admission to the College does not guarantee admission to the Nursing program.
- b. Students who have completed fewer than 24 semester hours of college credit must present SAT or ACT scores or take the College of the Mainland Appraisal Test or approved courses. Applicants must satisfactorily meet all requirements of the Texas Success Initiative (TSI).

All prerequisites and courses within the nursing curriculum require a grade of “C” or better. If the requirements listed above are not met, the applicant must remove academic deficiencies by completing all recommended developmental courses. For admission to the Nursing Program, scores on the COM Appraisal Test, SAT and ACT expire after five years.

- c. Students with 24 semester hours or more of college credit are not required to take the COM Appraisal test. However, students who have not completed ENGL 1301 will need to present a SENS score of 80 or higher, and a RCOM score of 79 or higher. Students who have not had MATH 0320 or an equivalent will need to present appropriate test scores or enroll in and successfully complete MATH 0320 with a grade of “C” or higher by the end of the Spring semester when applying to the program. In addition, students must show evidence of a 13.0 or greater grade level on a standardized reading comprehension test.
- d. Submit all official transcripts to the COM Admissions and Records Office.
- e. Meet with a counselor in Advisement for interpretation of test scores and for preparing the educational development plan (EDP). Application to the Nursing program requires filing an EDP in the Counseling Center and Nursing Office. For completion of the EDP the student must present:

1. Evaluation of all transcripts from previously attended colleges.
2. Test scores/test dates within five years unless otherwise noted
3. Evidence of the Texas Success Initiative (TSI) status.
4. Proof of present enrollment at another college if applicable
- f. Upon completion of the EDP, students are eligible to make application to the ADN program.
- g. Students must meet with an advisement counselor for an update of the EDP if more than two years has elapsed and/or if new requirements have been dictated.
- h. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at Ext. 8426 for details.
2. The application deadline for admission to the fall class is May 14 and the deadline for the spring class is October 18.
3. All applications will be reviewed and ranked on the Applicant Placement System. Academically comparable students who are in-district will be given priority. A copy of the Applicant Placement System is available upon request.
When the number of spaces available in the Nursing program are determined, that number of applicants from the top of the list will be admitted. Those individuals remaining on the list will be retained as alternates. Applicants on the alternate list will be accepted to fill spaces left vacant by students who decline admission to the program. This list will be maintained only for the year in which the applicants applied. A new application must be made for each year.
4. Each student must have an immunization record and a Health Status form completed by a licensed physician or designated practitioner by the deadline established by the Nursing department. These forms will be provided by the Nursing Office.
5. Each student must complete the Hepatitis B and other required vaccine series prior to entering the program. For example, students who anticipate applying to the ADN Program for the Fall MUST have their first Hepatitis B injection no later than March 1, the second injection no later than April 1, and the third injection prior to the

first day of class. Students who have not completed the Hepatitis B series by the first class day, will no longer be admitted into the program. Effective for the January 2012 admission requirements, the Hepatitis B immunization, Series #1, will be due by the application deadline. Please contact the Nursing Program Office if you have any questions regarding this required immunization series.

6. Each student is required to have CPR Level C Healthcare Worker certification by the deadline established by the Nursing Program.
7. Applicants must have at least a 2.8 grade point average for all courses required in the Nursing Curriculum. Any grade below a "C" or an incomplete grade "I" in a required course that is also a prerequisite for any course to be taken in the following semester is not acceptable.
8. If a Nursing or Natural Science course has been repeated for credit, the highest current grade will be used for admissions and progression purposes. Natural Science and Medical Terminology grades must be within the past five years, and nursing grades must be within the past three years. Additionally:
 - a. Transcripts may not reflect more than one "D" or "F" in required Natural Science courses. Any applicant possessing two grades below a "C" in Natural Science courses is ineligible for the ADN program for a period of five years following the last failed course. For students seeking admission through the LVN to RN Transition Track, failures in Natural Science courses are only tracked after the date of graduation from the VN program.
 - b. Students who receive more than one grade of "D," "F," or "W" in a Nursing course (e.g. RNSG), will be ineligible to take any Nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability. For students seeking admission

through the LVN to RN Transition Track, failures in ADN level Nursing courses are only tracked after the date of graduation from the VN program.

9. Required Natural Science courses completed five or more years prior to entering the ADN program must be repeated, or the applicant must pass the appropriate Natural Science NLN test. Medical terminology must also have been completed within the last five years. Nursing courses must have been completed within the previous three years. Any pathophysiology course must have been completed within the past five years in order for points to be awarded on the applicant placement system.
10. Admission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee's action.
11. The Associate Degree Nursing program has limited enrollment based on staffing and clinical facilities available. The Nursing Office reserves the right to refuse enrollment in the Nursing program to any student who does not meet the established criteria for admission. Omission of information and/or falsification of information on the Application for Admission, Health Record, or other forms required by the Program may be cause for denial of admission or dismissal.

Progression Requirements

See Nursing Student Handbook.

Transfer Requirements

1. Transfer students will be admitted on a space available basis.
2. Applicants must meet all admission requirements.
3. If an applicant desires to transfer any previously completed nursing courses, he/she must provide the ADN program with an official transcript and complete course descriptions (i.e. course syllabus) from each institution attended. Evaluation of these courses will be done on an individual basis. If a Nursing or Natural Science course has been repeated for credit, the highest current grade will determine the acceptance of the course. Natural Science grades must be within the past five years, and nursing grades must be within the past three years. Additionally:

- a. Transcripts may not reflect more than one “D” or “F” in required Natural Science courses. Any applicant possessing two grades below a “C” in Natural Science courses is ineligible for the ADN Program for a period of five years following the last failed course.
- b. Students who receive more than one grade of “D,” “F,” or “W” in a Nursing course (RNSG), will be ineligible to take any nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.
4. The applicant must have a written recommendation from the Dean/Director of the previous Nursing program attended, stating his/her eligibility to return to that program.
5. The applicant may not currently be on suspension or academic probation from another college or university.
6. Admission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee’s action.

Readmission Requirements

1. All students who re-enter the program must be in good academic standing and will be subject to those policies in effect at the time of their readmission. (See special requirements for readmission to the January class.)
2. Qualified applicants with the highest ranking on the Applicant Placement System will be readmitted on a space available basis. Every effort will be made to accommodate readmissions. (see Special Requirements for Readmission to the January class)
3. Applicants for readmission must have at least a 2.8 GPA in all courses required for the Nursing Curriculum in order to be eligible for readmission.
4. Applicants for readmission whose previous natural science courses are five or more years old will be required to repeat those courses, or pass the appropriate Natural Science NLN test as a conditional requirement for readmission into the ADN

program. Applicants who choose to test rather than repeat the course will not receive points in the Applicant Placement System for those expired courses. Any pathophysiology course must have been completed within the past five years in order for points to be awarded on the applicant placement system.

5. Applicants for readmission whose previous nursing courses are three or more years old, will be required to repeat those courses.
6. Applicants for readmission to the ADN program must meet the following criteria:
 - a. An exit interview is required for consideration for re-entry into the Nursing program. It is the student’s responsibility to contact his/her clinical instructor within six weeks of withdrawal from program to schedule an exit interview.
 - b. Apply to the College of the Mainland.
 - c. Complete the “Application for Readmission” form for the ADN program. This form must be submitted no later than three months prior to the beginning of the academic semester for which readmission is being sought. (See special provisions for readmission to the January class.)
 - d. Show evidence that all requirements set forth by the Nursing faculty in the exit interview have been accomplished.
 - e. Failure in any Nursing course indicates the possibility of failure on the NCLEX-RN. If a Natural Science or Nursing course has been repeated for credit, the most recent grade will be used to determine the nursing GPA for readmission decisions. Additionally:
 - 1) Transcripts may not reflect more than one “D” or “F” in required natural science courses. Any applicant possessing two grades below a “C” in natural science courses is ineligible for the ADN program for a period of five years following the last failed course.
 - 2) Students who receive more than one grade of “D,” “F,” or “W” in a Nursing course (RNSG), will be ineligible to take any Nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students

who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

- 3) Prior to readmission to a course, competency must be demonstrated in all previous Nursing courses that were successfully completed, with the exception of RNSG 2331 and RNSG 2263 which must be taken by all returning students.
- f. Students who fail RNSG 1209, RNSG 1205 and/or RNSG 1260 Semester 1, will be required to retake “Co-requisite” courses identified in the Catalog for these courses, as well as show competency in the Nursing (RNSG) “Prerequisite or co-requisite” courses identified for these three courses in the Catalog to be eligible for readmission to the program. If the student has progressed to Semester 2 of Nursing or above and fails a course, the student will also be expected to show competency in all Nursing courses previously completed prior to readmission if a semester has elapsed since being enrolled in the program. If the student fails RNSG 1301 in the second semester, only the failed course will need to be repeated and the student will also be expected to show competency in all nursing courses previously completed prior to readmission and meet all other readmission criteria. This competency may entail theory examinations, skills check-offs and/or clinical check-offs. In addition, if a student takes and fails a RNSG theory or clinical course subsequent to the first semester, both courses must be repeated simultaneously.
- g. All criteria for readmission must be met by the end of the semester prior to the beginning of the semester for planned enrollment.
- h. The following priority guidelines will determine placement on a waiting list for a space available basis:

First Priority

Students who withdrew for personal/health reasons and were in good standing academically and clinically. Examples include family

crisis, personal health or finances, and pregnancies.

Second Priority

Students who withdrew for academic reasons but at the time of withdrawal had a grade equal to or greater than 75.

Third Priority

Students who withdrew for academic reasons or personal reasons and had a grade less than 75.

7. Readmission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee’s action.

Special provisions for Re-Admission to “January Class”

All requirements above apply to students seeking re-admission to the “January class” except as follows:

1. First semester students who are enrolled in the Nursing Program and are seeking re-admission to the Program for the following January semester, must withdraw from the fall semester Program by “W” day in order to be considered for re-admission to the January Class. There will be no deadline or testing required for unsuccessful eligible students who are enrolled in other semesters of the program, and seek re-admission for the immediately following semester.
2. IF ONE SEMESTER OF NURSING OR MORE has elapsed since being enrolled in the Program, AND the student has progressed to Semester 2 of Nursing or above, the student will be expected to show competency in theory and skills for all Nursing courses previously completed prior to being considered for re-admission.
3. Re-admission of all students to the “January Class” will be determined on a space availability basis and the students will compete and be rated according to points earned on the Applicant Placement System which is utilized for admitting all other students.
4. Re-admission of all students other than those defined in above will be re-admitted according to policies and guidelines explained in “Readmission Requirements” above.

Texas Board of Nursing Licensure Eligibility Policies

If you are required to answer “yes” to any of the following questions, please contact the Texas Board of Nursing office for a Declaratory Order at 333 Guadalupe #3-460, Austin, TX 78701, phone 512-305-7400, www.bon.state.tx.us. Processing your petition may take six to nine months or longer. You will be notified by the Texas Board of Nursing when the review is completed. In addition, the Texas Board of Nursing requires all graduates to pass a FBI background investigation prior to receiving authorization to take the NCLEX-RN.

1. Are you enrolled, planning to enroll, or have you graduated from a nursing program?
2. For any criminal offense, including those pending appeal, have you:
 - A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. plead nolo contendere, no contest or guilty?
 - D. received deferred adjudication?
 - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - F. been sentenced to serve jail or prison time?
 - G. been sentenced to court-ordered confinement?
 - H. been granted pre-trial diversion?
 - I. been arrested or any pending criminal charges?
 - J. been cited or charged with any violation of the law?
 - K. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
3. Are you currently the target or subject of a grand jury or governmental agency investigation?
4. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*
6. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial

personality disorder, or borderline personality disorder?*

*You may indicate “NO” if you have completed and/or are in compliance with TPAPN for substance abuse or mental illness.)

For all questions that you answer “YES” to above, you must provide signed and dated letter describing the incidences(s) that you are reporting to the board.

Neither the College officials or the Nursing faculty can answer these questions for an individual.

Note: All students will be required to complete a criminal background check and a drug screening prior to being admitted to the program. These are requirements for some health care agencies, and students will not be able to meet their clinical objectives without these clearances. Students with a positive finding on their criminal history will not be admitted to the program until they receive clearance from the Texas Board of Nursing (TBON) indicating their ability to sit for licensure. This process requires the student to file a Declaratory Order with the TBON. Students with a non-negative drug screen result that is not approved by the Medical Review Office (MRO) will not be admitted to the program.

Students with Disabilities Policy

(See Students with Disabilities section of the Catalog.)

NURSING

ASSOCIATE OF APPLIED SCIENCE

Nursing

Graduation Requirements

To be eligible for an Associate of Applied Science Degree in Nursing, students must have (1) successfully completed (with a grade of “C” or better in each course) the prescribed course of study of 72 semester hours and have an overall grade point average of 2.0 or better; (2) have spent a minimum of two academic years in college; ~~(3) met special graduation requirements for completing NCLEX-RN Readiness Exams and Saturday review course attendance as explained in Nursing Student Handbook;~~ (3) met any individually prescribed behavior or remediation related requirements.

Fall Admission

PREREQUISITE SEMESTER

COURSE		SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
BIOL 2402	Human Anatomy and Physiology Part II	4
BIOL 2420	Microbiology	4

Semester Total **15**

SEMESTER #1 (FALL)

COURSE		SCH
PSYC 2301	Introduction to Psychology	3
RNSG 1215	Health Assessment	2
RNSG 1205	Nursing Skills I	2
RNSG 1209	Introduction to Nursing	2
RNSG 1260	Clinical I	2
HPRS 1206	Essentials of Medical Terminology	2

Semester Total **13**

SEMESTER #2 (SPRING)

COURSE		SCH
RNSG 1301	Pharmacology	3
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1361	Clinical II	3
PSYC 2314	Lifespan Development	3
PHED 1107	Foundations of Fitness and Wellness	1

Semester Total **14**

SEMESTER #3 (SUMMER II)

COURSE		SCH
RNSG 2201	Care of Children and Families	2
RNSG 1262	Clinical III	2
RNSG 1146	Legal and Ethical Issues for Nurses	1

Semester Total **5**

SEMESTER #4 (FALL)

COURSE		SCH
ENGL 1302	Composition II	3
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical IV	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical V	2
Humanities/Fine Arts		3

Semester Total **14**

SEMESTER #5 (SPRING)

COURSE		SCH
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2262	Clinical VI	2
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2263	Clinical VII	2
RNSG 1144	Nursing Skills II	1

Semester Total **11**

DEGREE TOTAL **72**

Spring Admission

PREREQUISITE SEMESTER

COURSE		SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
BIOL 2402	Human Anatomy and Physiology Part II	4
BIOL 2420	Microbiology	4

Semester Total **15**

SEMESTER #1 (SPRING)

COURSE		SCH
PSYC 2301	Introduction to Psychology	3
RNSG 1215	Health Assessment	2
RNSG 1205	Nursing Skills I	2
RNSG 1209	Introduction to Nursing	2
RNSG 1260	Clinical I	2
HPRS 1206	Essentials of Medical Terminology	2

Semester Total **13**

SEMESTER #2 (SUMMER)

COURSE		SCH
RNSG 1301	Pharmacology	3
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1361	Clinical II	3
PSYC 2314	Lifespan Development	3
PHED 1107	Fundamentals of Fitness and Wellness	1

Semester Total **14**

Semester #3 (Fall)

COURSE		SCH
RNSG 2201	Care of Children and Families	2
RNSG 1262	Clinical III	2
RNSG 1146	Legal and Ethical Issues for Nurses	1
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical IV	2

Semester Total **9**

SEMESTER #4 (SPRING)

COURSE	SCH
RNSG 2213 Mental Health Nursing	2
RNSG 2261 Clinical V	2
RNSG 1343 Complex Concepts of Adult Health	3
RNSG 2262 Clinical VI	2
RNSG 1144 Nursing Skills II	1
ENGL 1302 Composition II	3
Humanities/Fine Arts	3

Semester Total 16

SEMESTER #5 (SUMMER I)

COURSE	SCH
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2263 Clinical VII	2

Semester Total 5

DEGREE TOTAL 72

NURSING LVN TO RN TRANSITIONAL TRACK

The LVN (licensed vocational nurse) to RN (registered nurse) transitional track courses provide the opportunity for an LVN to bridge to an RN by taking transitional courses which will allow the student to progress to the sophomore year of the generic ADN program. The applicant must hold a current license to practice as an LVN in the state of Texas. The applicant must be currently employed as an LVN OR have graduated from an LVN education program within the past year. Applicants to the LVN Transitional Track must meet the ADN admissions requirements.

LVN TO RN TRANSITIONAL TRACK CURRICULUM

PREREQUISITE SEMESTER

COURSE	SCH
ENGL 1301 Composition I	3
BIOL 2401 Human Anatomy and Physiology Part I	4
BIOL 2402 Human Anatomy and Physiology Part II	4
BIOL 2420 Microbiology	4
PSYC 2301 Introduction to Psychology	3
PSYC 2314 Lifespan Development	3
RNSG 1301 Pharmacology	3
PHED 1107 Foundations of Fitness and Wellness	1

Semester Total 25

TRANSITIONAL TRACK CURRICULUM SCHEDULE

Upon successful completion of RNSG 1327 and RNSG 1162 (achieving a grade of “C” or better), students will be awarded advanced standing in lieu of the following courses:

RNSG 1209 Introduction to Nursing
 RNSG 1260 Clinical I
 RNSG 1441 Common Concepts of Adult Health
 RNSG 1205 Nursing Skills I
 RNSG 1361 Clinical II
 HPRS 1206 Medical Terminology

SEMESTER #1

COURSE	SCH
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1162 Clinical	1
RNSG 1215 Health Assessment	2

Semester Total 6

SEMESTER #2

COURSE	SCH
RNSG 2201 Care of Children and Families	2
RNSG 1262 Clinical III	2
RNSG 1146 Legal and Ethical Issues for Nurses	1

Semester Total 5

SEMESTER #3

COURSE	SCH
ENGL 1302 Composition II	3
RNSG 1251 Care of the Childbearing Family	2
RNSG 2260 Clinical IV	2
RNSG 2213 Mental Health Nursing	2
RNSG 2261 Clinical V	2
Humanities/Fine Arts	3

Semester Total 14

SEMESTER #4

COURSE	SCH
RNSG 1343 Complex Concepts of Adult Health	3
RNSG 2262 Clinical VI	2
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2263 Clinical VII	2
RNSG 1144 Nursing Skills II	1

Semester Total 11

DEGREE TOTAL 61

VOCATIONAL NURSING

The Vocational Nursing program prepares successful graduates to function as a vital member of the health care team. The Vocational Nurse provides nursing care to patients in a variety of situations and health care settings under the supervision of a licensed registered nurse and/or physician. The Vocational Nursing curriculum is a three semester full-time training program that includes a combination of class lectures, nursing skills training and clinical experience in a variety of healthcare settings. These courses prepare the graduate with competencies in the following roles: provider of care, coordinator of care, and member of a profession. The Vocational Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Entry Level Competencies (DELCS) of Graduates of Texas Nursing Programs and the foundation skills/workplace competencies as developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). Upon successful completion of all program requirements, **including meeting special graduation requirements for completing NCLEX-PN Readiness Exams and Saturday Review course attendance as explained in Nursing Student Handbook**, the graduate will receive a Certificate in Vocational Nursing and may make application to take a National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The LVN Training program at College of the Mainland is approved by the Texas Higher Education Coordinating Board. The program is approved by the Texas Board of Nursing (TBON). The TBON can be contacted at:

Texas Board of Nursing (TBON)
333 Guadalupe #3-460, Austin, TX 78701
1-512-305-7400
www.bon.state.tx.us

Tuition and fees at COM are among the lowest in Texas.

The admission, progression, transfer and readmission requirements for the Nursing program differ from those of the college. The Nursing program has the authority to establish and implement the following policies.

Admission Guidelines

1. Applicants for the program must meet the requirements for general admission to the College and must also meet the following specific requirements:
 - a. Have an official high school transcript or GED certificate and any official college transcripts;
 - b. Meet all requirements of TSI (see College Catalog);
 - c. Eligible for MATH 0320;
 - d. Complete an online pre-nursing orientation during the current academic year and prior to receiving an Educational Development Plan (EDP) from a counselor in Advisement. After completing the orientation and post-test, come to the Nursing Office to pick-up a successful orientation completion card required to receive an EDP from a counselor.
 - e. Have a current degree plan signed by an Advisement counselor;
 - f. Must meet with the Academic counselor for an update of the EDP if more than one year has elapsed and/or if new requirements have been dictated;
 - g. Submit an application to the Vocational Nursing program;
 - h. Have no more than one "D," "F," or "W" in any course within the VN curriculum. Any applicant possessing two or more grades of "D," "F," or "W" in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be re-admitted to the VN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability;
 - i. Have an immunization record and a Health Status Form completed by a licensed physician or designated practitioner by the deadline established by the nursing program. These forms will be provided by the Nursing Office;
 - j. Have completed the Hepatitis B and all required Vaccine series prior to entering the program; (For example, students who

anticipate applying to the LVN Program for the Spring MUST have their first Hepatitis B injection no later than June 1, the second injection no later than July 1, and the third injection prior to first day of class. Students who have not completed the Hepatitis B series by the first class day will no longer be admitted into the program. Effective for the January 2012 admission requirements, the Hepatitis B immunization, Series #1, will be due by the application deadline. Please contact the Nursing Program Office if you have any questions regarding this required immunization series.)

- k. Have a current CPR Level C certification for Healthcare Providers by the deadline established by the Nursing Program;
- l. Have a reading level of 12.0.
2. Admission to the VN program is determined by the Admissions Committee. Applicants will be notified by letter of the Committee's action.
3. The Licensed Vocational Nurse training program has limited enrollment. The Vocational Nursing Office reserves the right to refuse enrollment in the Vocational Nursing program to any student who does not meet the established criteria for admission. Omission of information and/or falsification of information on the Application for Admission, health record, or other forms required by the program may cause for denial of admission or dismissal.
4. The Vocational Nursing curriculum begins in January. Deadline for application will be announced but is typically October 1. All eligibility requirements (e.g., RCOM, GPA, Math, etc.) must be met by the application deadline.
5. All applications will be reviewed and ranked on the Program Acceptance Criteria. Academically equivalent students who are in-district will be given priority. A copy of the Program Acceptance Criteria is available upon request.
When the number of spaces available in the Vocational Nursing program are determined, that number of applicants from the top of the applicant list will be admitted. Those individuals remaining on the list will be retained as alternates. Applicants on the alternate list will be accepted to fill spaces left vacant by students who decline admission to the program. The list will be maintained only for one year in which the applicants applied.

6. Applicants who are accepted for admission will be notified via mail. Applicants who are not selected for admission to the VN program for a given year, must reapply for admission if they wish to be considered for admission for a subsequent year; applicants who are accepted for admission, but who do not enroll, must also reapply.
For detailed information concerning admission requirements, deadlines for submitting applications and related requirements for completing the program, contact the Vocational Nursing Office.
7. Related courses which have been successfully completed by applicants will be renewed individually for possible exemption from required VNSG courses.

Progression Requirements

See Nursing Student Handbook.

Transfer Requirements

Students who desire to enter the College of the Mainland Vocational Nursing program after taking courses at another college or university should apply for admission in the Vocational Nursing Office. Admission of transfer students is based upon student eligibility, an individual review of previous course work and space availability.

Admission is based on:

1. Meeting admission requirements for the College of the Mainland and Vocational Nursing program;
2. Only nursing courses with a letter grade of "C" or higher and awarded within three years will apply toward the Vocational Nursing certificate;
3. Holding an overall nursing GPA of 2.0;
4. Submitting official transcripts from former institutions including high school transcripts of GED certificate which must be sent to the Admissions Office;
5. Having a letter concerning eligibility of re-admission from the previous nursing program sent to the Vocational Nursing Office;
6. Submitting course syllabi for review, if requested;
7. Competency in all VN courses previously completed prior to admission. This competency may entail theory examinations, skills checkoffs, and/or clinical checkoffs;

8. Transcripts may not reflect more than one “D,” “F,” or “W” in any course within the VN curriculum. Any applicant possessing two or more grades of “D,” “F,” or “W” in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s).

Re-Admissions

Re-admission policies relate to students who are admitted to the Vocational Nursing program, leave prior to completion and apply to return to the program. Re-admission is based upon student eligibility and space availability. If the number of students applying exceeds the number of vacancies, the selection will be determined according to established admission placement criteria. Students may re-enter the Vocational Nursing program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one year of leaving the program. Students desiring re-admission after one year of leaving the program must complete the entire program. Only courses within the VN curriculum having a letter grade of “C” or higher and awarded within the last year will apply toward the Vocational Nursing certificate.

1. All students who re-enter the program must be in good academic standing and will be subject to those policies in effect at the time of their readmission.
2. Students who were previously enrolled in the first semester of the Nursing curriculum are not eligible for readmission and must apply under existing admission requirements to re-enter the program.
3. Qualified applicants with the highest ranking on the Admission Placement Criteria will be readmitted on a space available basis. Every effort will be made to accommodate readmissions.
4. Applicants for readmission must have at least a 2.0 in all courses required for the Vocational Nursing Curriculum in order to be eligible for readmission;
5. Applicants for readmission to the VN program must meet the following criteria:
 - a. Meet current admission criteria, including a current physical examination, current CPR, and current immunizations;
 - b. An exit interview is required for consideration for re-entry into the Vocational Nursing program. It is the student’s responsibility to contact his/her appropriate instructor within six weeks of withdrawal from the program to schedule an exit interview;
 - c. Apply to the College of the Mainland;
 - d. Complete the “Application for Readmission” form for the VN program. This form must be submitted no later than three months prior to the beginning of the academic semester for which readmission is being sought;
 - e. Show evidence that all requirements set forth by the Vocational Nursing faculty in the exit interview have been accomplished;
 - f. Failure in any Vocational Nursing course indicates the possibility of failure on the NCLEX-PN. Transcripts may not reflect more than one “D,” “F,” or “W” in any course within the VN curriculum. Any applicant possessing two or more grades of “D,” “F,” or “W” in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the VN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability;
 - g. Prior to readmission, competency must be demonstrated in all previous Vocational nursing courses that were successfully completed and for which credit is being given. In repeating courses that have a separate clinical course component, all the theory and clinical related course(s) must be repeated. If the student has progressed to Semester 2 of the VN program and fails a course, the student will also be expected to show competency in all vocational nursing courses previously completed prior to readmission. This competency may entail theory examinations, skills check-offs and/or clinical check-offs.

Students with Disabilities Policy

See current COM Catalog for details.

Board of Nurse Examiners Licensure

Eligibility Policies

Students should be advised that permission to take the NCLEX-PN for licensure as a Vocational Nurse is controlled by the Texas Board of Nursing. If you are required to answer “yes” to any of the following questions, please contact the Texas Board of Nursing office for a Declaratory Order at 333 Guadalupe #3-460, Austin, Texas 78701, phone 512-305-7400; www.bon.state.tx.us. Processing your petition to the TBON for a Declaratory Order may take up to six to nine months or longer. You will be notified by the TBON when the review is completed.

1. Are you enrolled, planning to enroll, or have you graduated from a nursing program?
2. For any criminal offense, including those pending appeal, have you:
 - A. been convicted of a misdemeanor?
 - B. been convicted of a felony?
 - C. plead nolo contendere, no contest or guilty?
 - D. received deferred adjudication?
 - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - F. been sentenced to serve jail or prison time?
 - G. been sentenced to court-ordered confinement?
 - H. been granted pre-trial diversion?
 - I. been arrested or any pending criminal charges?
 - J. been cited or charged with any violation of the law?
 - K. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
3. Are you currently the target or subject of a grand jury or governmental agency investigation?
4. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

6. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder?*

*You may indicate “NO” if you have completed and/or are in compliance with TPAPN for substance abuse or mental illness.)

For all questions that you answer “YES” to above, you must provide signed and dated letter describing the incidences(s) that you are reporting to the board.

All students will be required to complete a criminal background check and a drug screening prior to being admitted to the program. These are requirements for some health care agencies and students will not be able to meet their clinical objectives without these clearances. Students with a positive finding on their criminal history will not be admitted to the program until they receive clearance from the Texas Board of Nursing (TBON) indicating their ability to sit for licensure. This process requires the student to file a Declaratory Order with the TBON. Students with a non-negative result on their drug screening that is not approved by the Medical Review Officer (MRO) will not be admitted to the program.

CERTIFICATE

Vocational Nursing

Graduation Requirements

Students must have (1) successfully completed (with a grade of “C” or better in each course) the prescribed course of study of 45 semester hours with an overall grade point average of 2.0 or better; (2) **have spent a minimum of one academic year in college**; (3) met any individually prescribed behavior or remediation related requirements.

PREREQUISITE SEMESTER

COURSE	SCH
VNSG 1122 Vocational Nursing	1
VNSG 1320 Anatomy and Physiology for Allied Health	3
VNSG 1227 Essentials of Medication Administration	2
VNSG 1423 Basic Nursing Skills	4
VNSG 1226 Gerontology	2
VNSG 2431 Advanced Nursing Skills	4
VNSG 1260 Introductory Clinical - Practical Nurse	2

Semester Total 18

SEMESTER #1

COURSE	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 # 2

COURSE	SCH
VNSG 1219 Professional Leadership and Development	2
VNSG 1330 Maternal Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 2460 Advanced Clinical - Practical Nurse	4

Semester Total 16

DEGREE TOTAL 45

OCCUPATIONAL SAFETY AND HEALTH TECH

The Occupational Safety and Health Technology program will prepare students for careers in the occupational safety and health field where they will identify, analyze and control hazards of the workplace. Graduates will develop a strong background in Safety, Health and Environmental topics as well as the core sub-disciplines of Chemistry, Math, Science, English; including Technical Writing and Psychology.

The graduates will be trained to manage safety and health programs, perform safety inspections, audits, develop safety controls and ensure compliance with the OSHA standards and regulations. The AAS degree program will comply with the requirements of the Board of Certified Safety Professionals to sit for the ASP/CSP exam with the required years of professional experience.

CERTIFICATE

Occupational Safety and Health Technology

SEMESTER #1

COURSE	SCH
OSHT 1301 Introduction to Safety and Health	3
OSHT 1313 Accident Prevention, Inspection and Investigation	3
OSHT 1321 Fire Protection Systems	3
EPCT 1305 Environmental Regulations Overview	3

Semester Total 12

SEMESTER # 2

COURSE	SCH
OSHT 2305 Ergonomics and Human Factors in Safety	3
OSHT 1405 OSHA Regulations - Construction Industry	4
OSHT 1309 Physical Hazards Control	3
EPCT 1313 Contingency Planning	3

Semester Total 13

SEMESTER #3

COURSE	SCH
OSHT 2309 Safety Program Management	3
OSHT 2320 Safety Training Presentation Techniques	3
EPCT 1341 Principles of Industrial Hygiene	3
OSHT 2401 OSHA Regulations - General Industry	4

Semester Total 13

DEGREE TOTAL 38

ASSOCIATE OF APPLIED SCIENCE

Occupational Safety and Health Technology

SEMESTER #1

COURSE		SCH
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
PHED 1107	Foundations of Fitness and Wellness	1
COSC 1301	Microcomputer Applications	3
OSHT 1301	Introduction to Safety and Health	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3

Semester Total 16

SEMESTER # 2

COURSE		SCH
CHEM 1411	General Chemistry I	4
	Humanities/Fine Arts	3
OSHT 1405	OSHA Regulations - Construction Industry	4
OSHT 1309	Physical Hazards Control	3
EPCT 1313	Contingency Planning	3

Semester Total 17

SEMESTER #3

COURSE		SCH
	Science Elective	4
OSHT 2401	OSHA Regulations - General Industry	4
EPCT 1305	Environmental Regulations Overview	3
OSHT 1321	Fire Protection Systems	3
ENGL 2311	Technical and Business Writing	3

Semester Total 17

SEMESTER #4

COURSE		SCH
OSHT 2309	Safety Program Management	3
OSHT 2320	Safety Training Presentation Techniques	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
PSYC 2301	Introduction to Psychology/	
or SOCI 1301	Introduction to Sociology	3

Semester Total 15

DEGREE TOTAL 65

PHARMACY TECHNICIAN

The Pharmacy Technician Certification program is nationally accredited through the American Society of Health System Pharmacists (ASHP). This program will prepare the student to take the National Pharmacy Technician Certification Examination. Pharmacy Technicians are skilled healthcare specialists who work under the direction of a licensed pharmacist.

This program is designed for full-time enrollment each semester. The day program begins each Fall semester and the evening program begins each spring semester. See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check from Texas Board of Pharmacy. TB shot required.

Admissions Requirements

1. High school diploma or GED
2. Completion and compliance with College of the Mainland's Application for Admission
3. Reading competency must be eligible for READ 0370
4. Math competency must be eligible for MATH 0310

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

CERTIFICATE

Pharmacy Technician

SEMESTER #1

COURSE		SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1349	Institutional Pharmacy	3

Semester Total 13

SEMESTER # 2

COURSE		SCH
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 2360	Clinical: Pharmacy Technician	3
PHRA 1243	Pharmacy Technician Certification Review	2

Semester Total 12

DEGREE TOTAL 25

ASSOCIATE OF APPLIED SCIENCE

Pharmacy Technician

College of the Mainland offer courses for students who want to become pharmacy technicians. Pharmacy technicians are skilled healthcare specialists who work under the direct supervision of a licensed Pharmacist. This program was designed to help prepare students to pass the required National Pharmacy Technician Certification Exam while also providing all the tools necessary for successful employment opportunities in the field of pharmacy. Each student is given the opportunity as an intern to realize the actual on site job experience in a hospital as well community pharmacy. An AAS degree will help further the opportunities for each technician into management and teaching positions.

SEMESTER #1

COURSE		SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1349	Institutional Pharmacy	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
HITT 1305	Medical Terminology	3

Semester Total **16**

SEMESTER # 2

COURSE		SCH
PHRA 1243	Certification Review	2
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Processes	4
PHRA 2360	Clinical: Pharmacy Technician	3
SPCH 1318	Interpersonal Communication	3
or SPCH 1315	Public Speaking	

Semester Total **15**

SEMESTER # 3

COURSE		SCH
PHRA 1445	Intravenous Admixture & Sterile Compounding	4
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
PHRA 1207	Ethics and Texas Pharmacy Law	2
COSC 1301	Microcomputer Applications	
or BCIS 1305	Business Computer Applications	3

Semester Total **16**

SEMESTER # 4

COURSE		SCH
BIOL 2402	Human Anatomy and Physiology Part II	4
	Social/Behavioral Sciences	3
BMGT 1327	Principles of Management	3
	Humanities/Fine Arts	3
	Approved Elective	3

Semester Total **16**

DEGREE TOTAL **63**

PROCESS TECHNOLOGY

The Process Technology Program offers students Core courses related to the Process Operations Industry that will prepare them to develop in their careers as safe, efficient and environmentally responsible Process Technicians in the petrochemical industry. Students entering this program should realize that Process Operators generally work rotating shifts, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals.

The Process Technology program is committed to serving the community and industry in partnership with a quality, industry-driven curriculum. The program will develop and supply a technically prepared workforce in the Operator profession for the petrochemical industry. In addition to developing technical knowledge regarding plant operations, Process Technology students will develop communication and team building skills throughout the program.

COM's Process Technology Program is provided advisement and feedback from the local Texas City area petrochemical industry to insure that the Associate of Applied Science degree in Process Technology meets the requirements of that industry. An advisory committee consisting of education and industry representatives meets regularly to review, provide feedback and direct improvements in the program. Process Technology offers a 71 credit hour associate degree that prepares students with the skills necessary for employment as a Process Operator.

Degrees and Certificates

Graduation Requirements

To be eligible for an Associate of Applied Science degree in Process Technology, students must have (1) completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better, (2) passed each class listed in the prescribed course of study with a grade of "C" or better, (3) met any individually prescribed behavior or remediation-related requirements.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Petrochemical Process Technology

SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
MATH 1314	College Algebra/ or TECM 1303 Technical Math	3
COSC 1301	Microcomputer Applications	3
PTAC 1302	Introduction to Process Technology	3
SOCI 1301	Introduction to Sociology/ or PSYC 2301 Introduction to Psychology/ or PSYC 1300 Psychology for Success	3

Semester Total **15**

SEMESTER # 2

COURSE		SCH
CHEM 1419	Applied Chemistry	4
PTAC 1410	Process Technology I: Equipment	4
PTAC 1408	Safety, Health and Environment	4
	Humanities/Fine Arts	3

Semester Total **15**

SEMESTER #3

COURSE		SCH
PHYS 1401	College Physics/ or 1410 Applied Physics	4
PTAC 1432	Process Instrumentation I	4
PTAC 1350	Industrial Economics	3
PTAC 2314	Quality	3

Semester Total **14**

SEMESTER #4

COURSE		SCH
PTAC 2420	Process Technology II: Systems	4
PTAC 1454	Industrial Processes	4
SPCH 1315	Public Speaking/ or BUSI 2304 Business Communications	3
PHED 1107	Foundations of Fitness and Wellness	1

Semester Total **12**

SEMESTER #5

COURSE		SCH
PTAC 2446	Process Troubleshooting	4
PTAC 2438	Process Technology III: Operations	4
CTEC 2445	Unit Operations	4
POFT 1310	Career Exploration/Planning	3

Semester Total **15**

DEGREE TOTAL **71**

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

WELDING TECHNOLOGIES

CERTIFICATE

Entry Level Welding

After completing the Entry Level Welding, students will take a certification test on QC10 and will receive a Certified Entry Level Welder certification from the American Welding Society. Each certification is considered a Capstone experience.

SEMESTER #1

COURSE		SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (MIG) Welding	4

Semester Total **16**

SEMESTER # 2

COURSE		SCH
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4

Semester Total **4**

DEGREE TOTAL **20**

CERTIFICATE

Entry Level GAS Shielded Pipe Welding

SEMESTER #1

COURSE		SCH
WLDG 1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
WLDG 1491	Special Topics in Welder Welding Techniques	4

Semester Total **16**

Degrees and Certificates

Education
for
Everyone

SEMESTER #2		
COURSE		SCH
WLDG 2413	Welding Using Multiple Processes	4
Semester Total		4
DEGREE TOTAL		20

CERTIFICATE

Entry Level Shielded Metal Arc Pipe Welding

SEMESTER #1		
COURSE		SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	4
Semester Total		16

SEMESTER #2		
COURSE		SCH
WLDG 2406	Intermediate Pipe Welding	4
Semester Total		4
DEGREE TOTAL		20

CERTIFICATE

Advance Level Welding

After completing the Welding I - Year Certificate, the student will take a certification test on QC11 and will receive an Advanced Certification from the American Welding Society. Each certification is considered a Capstone experience.

SEMESTER #1		
COURSE		SCH
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1434	Intro to Gas Tungsten Arc (TIG) Welding	4
WLDG 1430	Intro to Gas Metal ARC (MIG) Welding	4
Semester Total		16

SEMESTER # 2		
COURSE		SCH
WLDG 1491	Special Topics in Welder Welding Techniques	4
WLDG 1457	Interm. Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introducton to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
Semester Total		16

SEMESTER #3		
COURSE		SCH
WLDG 2413	Welding Using Multiple Processes	4
WLDG 2406	Intermediate Pipe Welding	4
Semester Total		8
DEGREE TOTAL		40



DISTANCE EDUCATION

ONLINE LEARNING

College of the Mainland provides a secure online environment for students who wish to enhance their educational experience. Many classes, both credit and non-credit, are offered in Internet only or a blending of Internet and traditional class formats. Additional fees for online classes will be charged at the rate listed under Tuition and Fees.

Internet (IN)

An Internet (online) class is an asynchronous (different place at different times) format that provides 85 percent to 100 percent of class instruction in an online, virtual classroom. Some courses may require that students come to campus to take tests in an approved testing location, attend field trips and/or complete other course requirements. On campus requirements will be listed in the course syllabus. Students must have access to the Internet and be familiar with e-mail, the web, creating and saving documents and uploading files. Students may be required to attend a class orientation prior to the start of the class.

Hybrid (HY)

Hybrid courses combine both an online and classroom component. These courses provide 50 percent to 85 percent of class instruction in an online, virtual classroom with 15 percent to 50 percent of instruction taking place in a traditional classroom setting. Students must have access to the Internet and be familiar with e-mail, the web, creating and saving documents and uploading files. Students may be required to attend a class orientation prior to the start of the class.

Web-enhanced (WE)

Web-enhanced classes are traditional synchronous courses that provide 100 percent of class instruction in a traditional classroom on campus. These courses are enriched by the addition of an online component and require that students be actively engaged in that online component. (This online component may be hosted on our course management system or other web locations.) Students must have access to the Internet and be familiar with e-mail, the web, creating and saving documents and uploading files.

Required Student Training

College of the Mainland is committed to supporting our online learning community. All students who enroll in their first Internet (contains IN in the section number) or hybrid (contains HY in the section number) course at College of the Mainland must satisfactorily complete the Online Learner Workshop before registering for the Internet or hybrid class. Students must register for the Online Learner Workshop with the Admissions office or through WebAdvisor. The workshop is free. The course number for the workshop is WBCT 1003 (credit) and WBCT 1005 (non-credit). This workshop will provide instruction on how to navigate the course management software making the adjustment to a virtual classroom a successful one. Access instructions for the Online Learner Workshop can be found on the Distance Education Student web page at <http://www.com.edu/de/olw.cfm>. Successful completion of the Workshop will be posted to your student record.

Support for Online Students

Students who have technical problems when accessing a course can get assistance by using the Live Chat feature located on the log on page of the Blackboard server or they may submit a Support Ticket at <http://com.parature.com>. Support Tickets will receive an e-mail response within 24 hours when received during regular business hours of 8 a.m.-5 p.m. Monday-Friday. Students should monitor their COM student e-mail account for solutions to Support Tickets.

Advisement for Online Students

Being successful in an online learning environment requires that a student have strong time-management and study skills. To meet the unique advisement needs of our online students first time online students are urged to visit the Advisement and Counseling Center on the second floor of the Student Center or submit a request through the Advisement Services page of our website at <http://www.com.edu/advisement/>. Students can also contact advisors at advise@com.edu or by calling 409-933-8379 for an appointment. Students should consult with an advisor to determine if they are good candidates for enrolling in distance learning courses. Advisors are also available to ensure that VCT courses apply to the student's declared degree requirements.

Minimum Hardware Requirements

Students who enroll in an Internet, hybrid or Web-enhanced course do not have to own a computer but they must have access to a computer with the following hardware requirements and access rights:

PC Configuration *:

- Pentium IV processor, 1 GHz or faster
- 512 Megabytes RAM (1 GB preferred)
- 6-Gigabyte space available on hard drive
- 15" or 17" Monitor
- Internet access: DSL or faster
- Windows XP/Vista/Windows 7
- Speakers

Mac Configuration *:

- G4 Processor, 1 GHz or faster
- 512 Megabytes RAM (1 GB preferred)
- 6 Gigabytes space available on hard drive
- Internet access: DSL or faster
- 15" or 17" Monitor
- Macintosh OS 10.5 or higher
- Speakers

*Your course may have additional hardware requirements such as a microphone and/or web cam. Check with your instructor for information.

Students using older, slower computers may have difficulty accessing their online courses or some of the functions within the course may not function properly. Slower Internet speed will cause file uploads/downloads to take extended periods of time making it difficult to interact with the course material.

Emerging technologies such as mobile broadband may not be supported. Wireless connections are not recommended due to inconsistent signal strength which can cause unexpected loss of connection with the server.

Software Requirements

In addition to the hardware requirements outlined above students will also need additional software installed:

- Browser Recommendations: It is highly recommended that you use Mozilla Firefox version 3.5 or higher; Internet Explorer version 8 (with compatibility mode) or higher; Safari version 4 or higher
- JAVA version 6.20 or later
- Flash Player
- Window Media Player (Mac users can download the Flip4Mac player to view Windows Media files)
- A word processing program – Microsoft Word preferred
- A presentation program – Microsoft PowerPoint Viewer
- Mac and Windows users can use Open Office as a free alternative to Microsoft Office

Administrative Rights

If you are not using a computer provided by College of the Mainland, you must have the administrative rights necessary to download and install required programs and plug-ins on the computer you use to access your online courses.

Students accessing online courses from their place of employment may experience difficulty due to security restrictions on Internet access enforced by their employer.

Continuing Education and Community Services



Continuing Education and Community Services

CONTINUING EDUCATION

One of the ways College of the Mainland strives to meet the needs of the community is by encouraging lifelong learning through Continuing Education (CE) programs. These include various courses, seminars, forums, and activities on a wide variety of subjects. Continuing Education offers training opportunities to help people become better citizens and more productive employees. Continuing Education also provides fun, leisure time activities. Courses reflect the changing vocational, avocational, recreational, science and humanities needs of the community.

Continuing Education course offerings vary from semester to semester and may range in length from one day to several months. Most courses are open to everyone. Certain courses may, however, require prerequisite knowledge or training. Call 409-933-8586 for program details.

CUSTOMIZED TRAINING AND WORKFORCE DEVELOPMENT

The success of economic growth in Galveston County depends on a highly skilled and well-trained workforce. Technology is advancing rapidly; a competitive workforce is critical to compete successfully in the global marketplace.

Because a workforce is a company's greatest asset and investment, COM offers a full range of customized, assessment and contract training programs.

COM is proud to partner in many state and federal grants, and play a leading role in its community.

As a partner in training, COM can provide companies with quality training at an affordable cost.

COM offers:

- Needs assessment
- Connection with necessary resources
- Curriculum development
- Training delivery
- On-site or off-site delivery
- College credits, CEU's and certificates

Net Results: An efficient, cost-efficient program designed to meet your company's needs.

VOCATIONAL

Alternative Teacher Certification	Graphic Arts
Business	Healthcare
Certified Nursing Assistant	Information Security
Child Care Provider	Law Enforcement
Computer Training	Medication Aide
Dance/Fitness/Sports	Music
Dental Assistant	Networking
Desktop Publishing	Policy Academy
Emergency Medical Services	Real Estate
Fast Track Office Systems Technology	Recreation
Fire Technology	Security Officer
Geographic Information Systems	Special Interests
	Welding Technology

AVOCATIONAL

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

Acting	Music Lessons
Aerobics	Painting
Dance	Photography
Drawing	Senior Adult Program (55+)
Floral Design	Spanish
Golf	Watercolor
Martial Arts	

Refer to the Continuing Education Course Schedule for these and many more learning opportunities.

Refer to the Senior Adult Program Schedule for all classes designed specifically for ages 55 and older.

A Continuing Education course schedule of current offerings is available upon request by calling 409-933-8586. Traditional college credit is not granted for most of these courses; however, Continuing Education Units (CEU's) and Certificates of Completion are awarded.

Continuing Education and Community Services

It is the policy of College of the Mainland to award Continuing Education Units for certain non-credit activities. College of the Mainland is responsible for assuring that all courses for which CEU's are awarded meet the criteria established by the Southern Association of Colleges and Schools. The CEU is a nationally recognized unit of measurement for successful participation in a non-credit Continuing Education course. One CEU is defined as 10 contact hours of participation in an organized Continuing Education class.

COMPACT: COLLEGE OF THE MAINLAND'S ALTERNATIVE TEACHER CERTIFICATION PROGRAM

COMPACT is a TEA-approved alternative teacher certification program, committed to providing quality teacher preparation training for individuals with a bachelor's degree who desire to become Texas K-12 teachers. Training is offered through non-credit courses in a condensed training format to accelerate entry into the teaching profession. New students are accepted year round. Attendance at an information meeting is required of all interested applicants. Visit the COMPACT website, www.com.edu/COMPACT, to find information meeting dates, access additional information about program requirements, and to download application documents.

COMMUNITY SERVICES

Community Theatre

Recognizing that part of the overall mission of College of the Mainland is to be a unifying center for cultural life in the community including drama, dance, visual arts, literature and music, the Community Theatre bears this commitment in four dimensions:

1. To provide a variety of college-level theater classes to prepare students for advanced work at other colleges and universities.
2. To enrich the cultural life of the community by providing residents with a variety of high quality theater experiences aimed at increasing appreciation for theatrical art and literature.
3. To provide educational opportunities designed for those wishing to upgrade skills in the broad panoply of theater-related activities including, but not limited to, performance, design and production techniques.
4. To extend the reputation of COM and to stimulate the growth and development of our community.

Art Gallery

The College of the Mainland Art Gallery, located in the Fine Arts Building, has an exciting schedule of events planned around the academic calendar. The calendar of events for the year includes exhibitions by regional, national and international artists; an annual student exhibition; and a biennial faculty exhibition, as well as other shows curated by the gallery director. The Art Gallery also sponsors various fine arts events such as workshops, lectures and open discussions with the artists of current exhibitions.

The Art Gallery offers the College of the Mainland community the very best in all media, including painting, drawing, sculpture, ceramics, installations, photography, etc. For information on upcoming events and exhibitions, please contact the gallery director at 409-933-8354.

Community Recreation

The Community Recreation area is committed to the belief that physical well-being is an integral component of a person's overall well-being. As such, it should be pursued with as equal a commitment and passion as other factors of wellness, i.e. intellectual, social, emotional, occupational and spiritual goals.

In order to assist the community in developing and maintaining the highest quality of life, the program will provide activities and opportunities that focus on the inter-relatedness of all facets of wellness and thus, contribute to the growth of the entire being.

The community has the option of purchasing a day pass or a semester membership card under the Leisure area or Wellness Program. Our Senior members age 55 years and above have the option of purchasing a yearly leisure card or a semester Wellness card at a discount rate.

Our community program also provides an opportunity to participate in our volleyball and basketball leagues. Annually, we also sponsor road races, triathlon competition and the American Cancer Society's "Relay for Life." Contact Memberships and Community Recreation at 409-933-8175 or visit the website at www.com.edu.

Continuing Education and Community Services

Senior Adult Program (for Ages 55+)

In addition to a 50 percent reduction in tuition for most Continuing Education programs, a senior adult (55 years or older) may enjoy a variety of courses and trips by purchasing a Senior Adult OneCard (\$10 annually in-district or \$20 for out-of-district). To view the Senior Adult Program Schedule, visit www.com.edu/senioradults. The Senior Adult Center is located at 1130 Delmar in La Marque. Call 409-933-8226 for more information.

Community Use of College Facilities

College of the Mainland invites community groups and institutions to use its facilities for meetings and programs. For more information and reservations, call the facilities coordinator at 409-933-8528.

THE ADULT EDUCATION PROGRAM

Adult Education programs are free. Funding for these classes is provided by the Texas Education Agency (TEA), which includes state and federal money, as well as local resources.

Adult Education classes are offered throughout the year during the Fall, Spring and Summer semesters. The Adult Education program includes classes in ABE (Adult Basic Education), ASE (Adult Secondary Education), GED (General Educational Development) Preparation and ESL (English as a Second Language).

Classes are offered during daytime and evening hours at many locations including College of the Mainland, and partner sites throughout Galveston County.

English as a Second Language (ESL)

English as a Second Language (ESL) are classes for adults with limited English Language skills in speaking, reading and writing. Literacy, beginning, intermediate and advanced level classes are offered.

ABE Adult Basic Education

Adults with fewer than eight years of formal education or with basic reading language or math difficulties may benefit from ABE classes prior to entry in the GED program.

ABE develops general reading, writing, mathematics and decision-making skills as well as application of these skills in real life.

ASE (Adult Secondary Education): GED (General Education Development) Preparation

Adults who do not have a high school degree, and who wish to obtain a General Education Development (GED) certificate, may benefit from ASE classes in order to prepare for the five tests on the GED exam. Free student skill assessment, counseling and placement into the proper ASE/GED instructional class are included in this program. Classes offer instruction and test taking strategies to prepare the student for five GED tests (a high school equivalency) exam.

The following skills are taught: Mathematics, Reading (Interpreting Literature and the Arts), Social Studies, Science and Writing.

ABE and ASE/GED Eligibility Criteria:

1. The individual must be a resident of Texas.
2. The individual must be at least 18 years old. A 17-year-old is eligible with parental or guardian consent and with proper documentation.
3. The individual must have a valid Texas driver's license or an ID from the Department of Public Safety.

For additional information on classes in ABE, ASE/GED or ESL, call the Adult Education Office at 409-933-8294.



Each course description identifies a course, the weekly lecture time and lab time in hours, prerequisites to the course, and Credit by Exam availability. Academic transfer courses will be indicated by ACGM. All courses that count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland must be ACGM courses. Workforce Education courses will be indicated by WECM.

If students enroll for a course and do not have the appropriate prerequisites, they will be withdrawn.

The numbering system for each is described as follows, using ACNT 1301 as an example the first number (1) shows it is a freshman course (a 2 would indicate it is a sophomore course). The second number (3) shows three credits are earned upon successful completion. The last two numbers are used for administrative purposes only.

ACADEMIC SUCCESS

Faculty: Allison, Bigos, Friedell, Hammett, Kingsmill, Larsen, Morawski, Sharer, Shirey

ENGL 0330. WRITING IMPROVEMENT I (LECTURE 3, LAB 1.5). CREDIT 3.

This credit course is designed to introduce writing skills necessary for the expression of original ideas in standard sentences within paragraphs. The course emphasizes the development of adequate sentence structure and grammar proficiency. Prerequisite: CPT Sentence Skills 0-50 plus Essay 1-5 if taken prior to 6/19/09 or CPT Sentence Skills 0-50 plus Essay 0-4 if taken 6/19/09 or after. This course does not transfer.

ENGL 0360. WRITING IMPROVEMENT II (LECTURE 3, LAB 1.5). CREDIT 3.

This credit course is designed to help students improve skills necessary for successful essay writing. The course focuses on writing and grammar skills needed for students to pass THEA writing and to be successful in English 1301. Prerequisite: CPT Sentence Skills 51-120 plus Essay 1-5 or CPT Sentence Skills 0-79 plus Essay 6 or higher if taken prior to 6/19/09 or Sentence Skills 51-120 plus Essay 0-4 or CPT Sentence Skills 0-79 plus Essay 5 or higher if taken 6/19/09 or after. Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

ENGL 0390. WRITING IMPROVEMENT III (LECTURE 3, LAB 1.5). CREDIT 3.

This credit course is designed to help students improve writing skills. The course focuses on essay writing with emphasis on grammar, sentence construction, and punctuation. It is not required in the writing sequence. Prerequisite: ENGL 0360. This course does not transfer.

LAB FORMAT MATHEMATICS

The lab format is self-paced and allows students to move as rapidly as they choose through the course. This format meets the same amount of time as a lecture class and carries the same attendance requirements. The primary instructional tool is the textbook. This format is best suited for students who are self-motivated and self-disciplined.

MATH 0303. BASIC ARITHMETIC (LECTURE FORMAT: LECTURE 4.5, LAB 0; LAB FORMAT: LECTURE 0, LAB 4.5). CREDIT 3.

A study of the four fundamental operations of mathematics performed with whole numbers, fractions, decimals, ratios, and proportions. Additional topics include conversions of fractions and decimals. Prerequisite: COM Math Placement Test. Additional prerequisite for Lab Format: CPT Reading score of 49 or greater on concurrent enrollment in READ 0300. This course does not transfer.

MATH 0305. PRE-ALGEBRA (LECTURE FORMAT: LECTURE 4.5, LAB 0; LAB FORMAT: LECTURE 0, LAB 4.5). CREDIT 3.

This course is designed to develop skills and understanding in introductory algebra concepts. Topics covered include fractions, percentages, data analysis, geometry, the real number system, and solving linear equations. Prerequisite: MATH 0303 grade "C" or better, COM Math Placement Test, or passing the departmental pretest for MATH 0303 with a grade of at least 73 and registering for MATH 0305 within the same semester. Additional prerequisite for Lab Format: CPT Reading score of 49 or greater or concurrent enrollment in READ 0300. This course does not transfer.

MATH 0310. ELEMENTARY ALGEBRA (LECTURE FORMAT: LECTURE 4.5, LAB 0; LAB FORMAT: LECTURE 0, LAB 4.5). 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: MATH 0305 grade “C” or better, COM Math Placement Test, or passing the departmental pretest for Math 0305 with a grade of at least 73 and registering for MATH 0310 within the same semester. Additional prerequisite for Lab Format: CPT Reading score of 49 or greater or concurrent enrollment in READ 0300. Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

MATH 0320. INTERMEDIATE ALGEBRA (LECTURE FORMAT: LECTURE 4.5, LAB 0; LAB FORMAT: LECTURE 0, LAB 4.5). CREDIT 3.

This course is designed to develop skills and understanding in the following areas: polynomials; rational expressions; factoring; solutions of linear, rational, and quadratic equations; relations and functions; complex numbers; solutions of linear, quadratic, and absolute value inequalities; systems of linear equations; and graphing. Prerequisite: MATH 0310 grade “C” or better, COM Math Placement Test, score of 230 or higher on the Math portion of the THEA, score 2200 or higher on the math portion of the 11th grade TAKS exit test (scores cannot be over three years old), or passing the developmental pretest for MATH 0310 with a grade of at least 73 and registering for MATH 0320 within the same semester. Additional prerequisite for Lab Format: CPT Reading score of 49 or greater or concurrent enrollment in READ 0300. This course does not transfer.

READ 0300. BASIC READING (LECTURE 3, LAB 1.5). CREDIT 3.

This course is designed to improve the comprehension, vocabulary, and written language skills necessary for basic communications and study. Prerequisite: CPT Reading 0-48. This course does not transfer.

READ 0340. READING IMPROVEMENT I (LECTURE 3, LAB 1.5). CREDIT 3.

This course focuses on the reading skills necessary to improve reading comprehension, vocabulary, and writing. The course promotes the development of good study habits and techniques. Prerequisite: CPT Reading 49-61. Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

READ 0370. READING IMPROVEMENT II (LECTURE 3, LAB 1.5). CREDIT 3.

The purpose of this course is to develop the advanced reading, vocabulary, and study skills needed for college work. The course emphasizes higher levels of reading comprehension and study skills. Prerequisite: CPT Reading 62-77. Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

ACCOUNTING

(See Business Education)

AIR FORCE RESERVE OFFICE TRAINING CORPS

AFSC 1201, 1202. FOUNDATIONS OF THE US AIR FORCE I, II (LECTURE 1, LAB 2). CREDIT 2.

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history.

AFSC 2201, 2202. EVOLUTION OF AIR POWER I, II (LECTURE 1 LAB 2). CREDIT 2.

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics.

ANTHROPOLOGY

ANTH 2346. INTRODUCTION TO ANTHROPOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

Principles of physical and cultural anthropology, analysis of the cultures of prehistoric and existing preliterate people, impact of modern western culture on preliterate societies. Prerequisite: CPT Reading 74. Offered in the Spring semester.

ART/VISUAL

Faculty: Bowes, Greenwalt

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

ART

ARTS 1301. ART APPRECIATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

An introduction to the visual arts through the study of formal elements, iconography, major historical movements and the history of aesthetics as well as an exploration of the historical and contemporary media. Students will learn to analyze visual art. A few classes will be dedicated to field trips and studio experience. Prerequisites: CPT Reading 74.

ARTS 1303. ART HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A review of major developments in the painting, sculpture, and architecture of Western and non-Western art from ancient civilizations through the proto (circa 35,000 B.C.E. to 1400 C.E.). Prerequisite: Sentence Skills 81 and CPT Reading 74.

ARTS 1304. ART HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A review of major developments in the painting, sculpture, and architecture of Western and non-Western art from the Renaissance (beginning circa 1400 C.E.) to the art of the present day. Prerequisite: Sentence Skills 81 and CPT Reading 74.

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: CPT Reading 74.

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: CPT Reading 74.

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: CPT Reading 74.

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 including advanced compositional arrangements, a variety of wet and dry media and the development of an individual approach to theme and content. Prerequisite: ARTS 1316.

ARTS 2323. LIFE DRAWING I (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course focuses on the analytic and expressive drawing of the human figure with continued exploration of drawing media. Prerequisite: ARTS 1316 is recommended as a prerequisite but is not required.

ARTS 2324. LIFE DRAWING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course is a continuation of Life Drawing I, with greater emphasis on structural and anatomical understanding of the figure while developing individual expression. Prerequisite: ARTS 2323.

DESIGN

ARTS 1311. DESIGN I (LECTURE 2, LAB 4). CREDIT 3. ACGM.

The study of basic two-dimensional, design principles through the creative application of line, shape, texture, value, and color. Prerequisite: CPT Reading 74.

ARTS 1312. DESIGN II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

The study of the design principles as they apply to three-dimensional form and the arrangement of space. An introduction to sculptural concepts. Prerequisite: ARTS 1311. CPT Reading 74.

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. Prerequisites: ARTS 2317 or ARTS 2327 or ARTS 2347 or ARTS 2349 or ARTS 2357 or ARTS 2366.

ARTS 2312. DESIGN IV (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This is a continuation of Design III, an exploration of visual art and development of a portfolio of work. This course will focus on two or three dimensional design projects. Emphasis could be in ceramics, painting, photography, or sculpture. Prerequisites: ARTS 2311.

PAINTING

ARTS 2316. PAINTING I (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course introduces techniques and materials of traditional and contemporary concepts in painting. ARTS 1311 and ARTS 1316 are recommended as prerequisites but are not required.

ARTS 2317. PAINTING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This is a continuation of Painting I with greater emphasis on presentation, originality and personal expression. Prerequisite: ARTS 2316.

ARTS 2366. WATERCOLOR PAINTING (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course provides an introduction to the basic techniques and materials for water-based media. The course may be repeated for credit if topic, goals and outcome are varied. Recommended prerequisites: ARTS 1316 or ARTS 1311. Prerequisite: CPT Reading 74.

ARTS 2367. WATERCOLOR PAINTING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course introduces students to advanced techniques and materials for water based media with emphasis on development of individual style. The course may be repeated for credit if topic, goals and outcome are varied. Prerequisite ARTS 2366.

PHOTOGRAPHY

ARTS 2348. DIGITAL ART I (LECTURE 2, LAB 4). CREDIT 3. ACGM.

Studio art course that explores the potential of computer hardware and software media for visual, expressive and conceptual uses in the visual arts. This class will include an introduction to video. It is recommended that students complete at least one studio class in 3D media, painting or photography prior to enrolling in this class. Prerequisite: CPT Reading 74.

ARTS 2349. DIGITAL ART II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course continues concepts of Digital Art I with greater emphasis on originality and personal expression. Prerequisite: ARTS 2348.

ARTS 2356. PHOTOGRAPHY I (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course is an introduction to the fundamentals of photography with an emphasis on the wet processing darkroom, including an introduction to the digital darkroom. Students will learn how to process film and print photographs, in addition to composition and how to use a camera more effectively. Students who have access to a digital SLR may work solely in the digital darkroom. Prerequisite: CPT Reading 74.

ARTS 2357. PHOTOGRAPHY II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This is a continuation of the photo processes learned in Photography I with a greater emphasis on presentation and individual expression, while exploring photographic techniques including different camera formats and archival materials. Prerequisite: ARTS 2356. CPT Reading 74.

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: CPT Reading 74.

ARTS 2327. SCULPTURE II (LECTURE 2, LAB 4). CREDIT 3. ACGM.

This course continues concepts learned in Sculpture I, with emphasis on individual expression, advanced techniques and philosophical issues. Health, safety and environmental issues related to art will also be addressed. Prerequisite: ARTS 2326.

BIOLOGY

Faculty: Allen, Kish-Molina, Orr, Stephens, True

BIOL 1322. FOOD AND NUTRITION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course stresses fundamental principles of human nutrition; physiological bases for nutrient needs for all ages; factors to consider in meeting the needs for individuals and groups. Prerequisite: CPT Reading 74. This course is sometimes offered as a distance learning course.

BIOL 1406. GENERAL BIOLOGY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a survey of biology that includes the chemical basis of life, structure and function of the cell, molecular biology, genetics, evolution, and a systematic study of the anatomy and physiology of vertebrates with emphasis on humans. Prerequisite: CPT Reading 74.

BIOL 1407. GENERAL BIOLOGY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course provides a survey of biology that includes ecology, photosynthesis and cellular respiration, taxonomy, organismal diversity, plant anatomy and physiology, invertebrate anatomy and physiology, and animal behavior. Prerequisite: CPT Reading 74.

BIOL 2305 PATHOPHYSIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

The study of disease processes relating to the structure and function of the human body. Includes the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, circulatory and immune systems. Functional changes associated with disease, injury or stress in the human body are emphasized. Prerequisites: BIOL 2401, 2402, 2420.

BIOL 2401. HUMAN ANATOMY AND PHYSIOLOGY PART I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

Students will study the chemical basis of life, cells, cellular metabolism, water, electrolyte and pH balances, tissues and systems, integumentary, musculoskeletal, nervous, and endocrine. Laboratory includes selected mammalian material to accompany lectures. Prerequisite: CPT Reading 79. BIOL 1406 is strongly recommended as a prerequisite, but is not required.

BIOL 2402. HUMAN ANATOMY AND PHYSIOLOGY PART II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

A study of the digestive system, nutrition, respiratory system, blood, cardiovascular system, lymphatic system, urinary system, reproductive system and human development. Laboratory includes selected mammalian material to accompany lectures. Prerequisite: CPT Reading 79 and BIOL 2401 ("C" or better).

BIOL 2404. INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

A survey of the structure and function of the human body, including the nervous, endocrine, integumentary, muscular, skeletal, digestive, urinary, reproductive, respiratory, cardiovascular, and lymphatic/immune systems. Prerequisite: CPT Reading 79.

BIOL 2416. GENETICS (LECTURE 3, LAB 3). CREDIT 4. ACGM.

Students will study the principles of inheritance in plants and animals, including Mendelian patterns and linkage, and the molecular basis of inheritance with emphasis on DNA structure, replication and gene expression. Laboratory will include demonstrating patterns of inheritance using *Drosophila melanogaster* and utilizing molecular techniques to isolate and analyze DNA. This course is recommended for biology majors, premedical, pre dental, and preveterinary students. Prerequisites: Eight credit hours selected from BIOL 1406, 1407, 2401, 2402, and 2420 or equivalent courses.

BIOL 2420. MICROBIOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course provides the principles and applications of microbial activity, with emphasis on the bacterial types. The morphology, physiology, genetics, and classification of microorganisms with relationship to man. Sterilization, staining, and pure culture techniques, as well as media preparation, are stressed in the laboratory. Prerequisites: Two lab-based courses (eight credit hours) selected from biology or chemistry core curriculum courses.

BUSINESS

Faculty: Glover, Rahman, Williams

ACCT 2301. PRINCIPLES OF ACCOUNTING (FINANCIAL) (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporations and investments.

ACCT 2302. PRINCIPLES OF ACCOUNTING (MANAGERIAL) (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course covers the fundamentals of managerial accounting, including manufacturing operations and planning and control. Other topics include budgets, introduction to cost accounting, cost control techniques, methods of measuring performance, financial statement analysis, statement of cash flows and interpretation of financial statements. Prerequisite: ACCT 2301 or equivalent.

ACNT 1303. INTRODUCTION TO ACCOUNTING I (LECTURE 3, LAB 0) CREDIT 3. WECM.

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payrolls. Credit by Exam. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information'. This course is articulated statewide for the high school Accounting I class.

ACNT 1331. FEDERAL INCOME TAX: INDIVIDUAL (LECTURE 3, LAB 0) CREDIT 3. WECM.

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. Prerequisite: READ 0340 or equivalent.

ACNT 1382. COOPERATIVE EDUCATION ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING (LECTURE 1, LAB 20). CREDIT 3. WECM.

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator of Cooperative Education, Business programs.

ACNT 1413. COMPUTERIZED ACCOUNTING APPLICATIONS (LECTURE 3, LAB 2). CREDIT 4. 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, data base and general ledger software. Prerequisite: ACCT 1303. Offered spring semesters only.

ACNT 2382. COOPERATIVE EDUCATION ACCOUNTING TECHNICIAN (LECTURE 1, LAB 20). CREDIT 3. WECM.

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and Cooperative Education ACNT 1382 or approval of Coordinator Cooperative Education, Business programs.

BCIS 1305. BUSINESS COMPUTER APPLICATIONS (LECTURE 3, LAB 1). CREDIT 3. ACGM.

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet. Prerequisite: READ 0340 or equivalent and keyboarding proficiency. This course satisfies the computer literacy requirement for A.A. degrees.

BMGT 1301. SUPERVISION (LECTURE 3, LAB 0). CREDIT 3. WECM.

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. This course is articulated statewide for the high school Principles of Business, Marketing and Finance class.

BMGT 1327. PRINCIPLES OF MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. This course will transfer for certain baccalaureate programs. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information'.

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 spring semesters only.

BMGT 1380. COOPERATIVE EDUCATION RETAILING AND RETAIL OPERATIONS (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. Prerequisites: ARTC 1302, IMED 1316, IMED 2315, and MRKG 2312 (BMGT 1341, BMGT 1380, and IMED 2315 may be taken at the same time). This course is for E-Business Certificate students only.

BMGT 1382. COOPERATIVE EDUCATION BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (LECTURE 1, LAB 20). CREDIT 3. WECM.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours, or approval of Coordinator Cooperative Education, Business Programs. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information'.

BMGT 2309. LEADERSHIP (LECTURE 3, LAB 0). CREDIT 3. WECM.

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. Offered spring semesters only.

**BMGT 2382. COOPERATIVE EDUCATION
BUSINESS ADMINISTRATION AND
MANAGEMENT, GENERAL (LECTURE 1, LAB 20).
CREDIT 3. WECM.**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and BMGT 1382, or approval of Coordinator of Cooperative Education, Business Programs.

BUSG 1303. PRINCIPLES OF FINANCE (LECTURE 3, LAB 0). CREDIT 3. WECM.

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Prerequisite: POFT 1321 with grade of "C" or higher or equivalent course. (Formerly BUSG 1345). Offered fall semesters 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 fall semesters only. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information'.

BUSI 1301. BUSINESS PRINCIPLES (LECTURE 3, LAB 0). CREDIT 3. ACGM.

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

**BUSI 1304. BUSINESS COMMUNICATIONS
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A practical course designed to help students communicate effectively in writing. It provides training in English usage, punctuation, spelling, sentence and paragraph structure, proofreading, editing, vocabulary, capitalization, and other mechanics of writing. Prerequisite: READ 0340.

**BUSI 2301. BUSINESS LAW (LECTURE 3, LAB 0).
CREDIT 3. ACGM.**

Principles of law, which form the legal framework for business activity. Introduction to the legal environment. Subject areas include torts, contracts, Uniform Commercial Code, sales, commercial paper, bailment, agency and the American legal system. Prerequisite: Sophomore standing. Credit by examination.

**BUSI 2304. BUSINESS COMMUNICATIONS
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study of processes and media utilized in effective oral and written communication. Emphasis on internal and external correspondence, reports, proposals, survey techniques, international communication, graphic presentations, and body language. Prerequisite: ENGL 1301 or BUSI 1304 and BCIS 1305 or COSC 1301.

HRPO 1311. HUMAN RELATIONS (LECTURE 3, LAB 0). CREDIT 3. WECM.

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

**HRPO 2301. HUMAN RESOURCES
MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3.
WECM.**

Behavioral and legal approaches to the management of human resources in organizations. Offered spring semesters only.

**ITSC 1309. INTEGRATED SOFTWARE
APPLICATIONS I (LECTURE 3, LAB 1). CREDIT 3.
WECM.**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisite: Keyboarding proficiency. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information.' This course is articulated statewide for the high school Business Information Management II class.

ITSW 1304. INTRODUCTION TO SPREADSHEETS (LECTURE 3, LAB 1). CREDIT 3. WECM.

Instruction in the concepts, procedures, and application of electronic spreadsheets. Prerequisite: READ 0370 and MATH 0310. The student must earn a grade of "C" or higher in prerequisite courses.

MRKG 1311. PRINCIPLES OF MARKETING (LECTURE 3, LAB 0). CREDIT 3. WECM.

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research. This course might be part of a Tech Prep Program. See Tech Prep Program listing under 'Student Information'. Offered fall semesters only. This course is articulated statewide for the high school Principles of Marketing class.

MRKG 2312. E-COMMERCE (LECTURE 3, LAB 0). CREDIT 3. WECM.

Introduction and exploration of electronic tools utilized in marketing; focusing on marketing communications in developing customer relationships. Study includes performing market analysis; stating E-Marketing goals, and evaluating electronic communications; identifying and reaching target audiences; designing and evaluating customer feedback techniques. Offered spring semesters only.

POFM 1380. COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE/EXECUTIVE ASSISTANT AND MEDICAL SECRETARY (LECTURE 1, LAB 14) CREDIT 3. WECM

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator Cooperative Education, Business Programs.

POFT 1307. PROOFREADING AND EDITING (LECTURE 3, LAB 0) CREDIT 3. WECM.

Instruction in proofreading and editing skills necessary to assure accuracy in business documents. Prerequisite: READ 0340.

POFT 1310. CAREER EXPLORATION/PLANNING (LECTURE 3, LAB 0). CREDIT 3. WECM.

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. Prerequisite: READ 0340 or equivalent.

POFT 1319. RECORDS & INFORMATION MANAGEMENT I (LECTURE 3, LAB 1). CREDIT 3. WECM.

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Prerequisite: READ 0340 or equivalent, keyboarding proficiency. Prerequisite or co-requisite: BCIS 1305.

POFT 1321. BUSINESS MATH (LECTURE 3, LAB 0). CREDIT 3. WECM.

Instruction in the fundamentals of business mathematics including analytical and problem solving skills for critical thinking in business applications. Topics include: interest, present value, percentage, inventory valuation, discounts, pricing, annuities, ratios, statistics, and graphs. Use of calculator. Prerequisite: MATH 0310 or equivalent and READ 0370 or equivalent. Credit by exam is available.

POFT 1329. BEGINNING KEYBOARDING (LECTURE 3, LAB 1). CREDIT 3. WECM.

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Prerequisite: READ 0340 or equivalent. Credit by exam. (Formerly Keyboarding and Document Formatting)

POFT 1380. COOPERATIVE EDUCATION-ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (LECTURE 1, LAB 20). CREDIT 3. WECM.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator Cooperative Education, Business Programs.

POFT 2301. INTERMEDIATE KEYBOARDING (LECTURE 3, LAB 1). CREDIT 3. WECM.

A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing and following instructions, and keying documents from various copy. Prerequisite: READ 0340 or equivalent and keyboarding skills of 30 words per minute. Credit by exam. (Formerly Document Formatting and Skillbuilding)

POFT 2380. COOPERATIVE EDUCATION — ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (LECTURE 1, LAB 20). CREDIT 3. WECM.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator Cooperative Education, Business Programs.

BUSINESS COMMUNICATIONS

(See Business)

BUSINESS, INTRODUCTION TO

(See Business)

CHEMISTRY

Faculty: G. Johnson, T. Johnson

CHEM 1405. INTRODUCTORY CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course is an introduction to the language, techniques, methods, and principles of inorganic chemistry. Topics include measurements and conversions, states of matter, physical and chemical properties, basic atomic structure, periodic trends, basic molecular structure, inorganic nomenclature, classification of chemical reactions, elementary stoichiometry, behavior and structure of solids, liquids, and gases, properties of solutions, chemical kinetics, chemical equilibrium, and acidity and alkalinity. Prerequisite: MATH 0320.

CHEM 1407. INTRODUCTORY CHEMISTRY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course is an introduction to the language and chemistry of carbon compounds and biological molecules. Topics include molecular structure, stereochemistry, organic nomenclature, and physical and chemical properties of biologically important functional groups. Emphasis is on biological and pharmaceutical molecules essential to the metabolic pathways, transmission of genetic information and functioning of biological systems. Prerequisite: CHEM 1405.

CHEM 1411. GENERAL CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a general course of chemistry that covers the fundamental facts, principles, theories, laws, and concepts necessary for further studies in science or science related subjects. Topics include measurement and unit conversion, states of matter, chemical formulas and nomenclature, chemical equations, stoichiometry, atomic structure and periodic properties, chemical bonding and molecular geometry, and properties of gases, liquids, and solids. Prerequisite: MATH 1314. A previous course in chemistry is recommended.

CHEM 1412. GENERAL CHEMISTRY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course is a continuation of General Chemistry I. Topics include properties of solutions, chemical thermodynamics, chemical kinetics, chemical equilibrium, properties of acids and bases, electrochemistry, nuclear chemistry, and an introduction to categories of organic substances. Prerequisites: CHEM 1411 and MATH 1314.

CHEM 1419. APPLIED CHEMISTRY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course is an introduction to the language, techniques, methods and principles of chemistry for chemical and refinery plant operators and technicians. Topics include measurements and conversions, basic atomic structure and periodic trends, basic molecular structure, inorganic and organic nomenclature, and organic functional groups. The states of matter, behavior of solids, liquids and gases, and the properties of solutions and solubility are addressed, especially as they relate to organic functional groups and molecular structure. The chemical properties of selected functional groups are described in the context of elementary stoichiometry, kinetics, equilibrium, acidity and alkalinity, and oxidation and reduction. Prerequisite: MATH 0320 and TECM 1303; or MATH 1314.

CHEM 2423. ORGANIC CHEMISTRY I (LECTURE 3, LAB 4). CREDIT 4. ACGM.

This course is an introduction to the chemistry of carbon compounds necessary for further studies in science or science-related subjects. Lecture topics include classification, nomenclature, stereochemistry, structural characteristics, physical properties, reactivity and reaction mechanisms of hydrocarbons and selected functional groups. Laboratory topics focus on methods for identification and separation of organic substances. Prerequisite: CHEM 1412.

CHEM 2425. ORGANIC CHEMISTRY II (LECTURE 3, LAB 4). CREDIT 4. ACGM.

This course is a continuation of Organic Chemistry I. Lecture topics proceed with nomenclature, stereochemistry, structural properties, physical properties, reactivity and reaction mechanisms of selected functional groups. Laboratory topics focus on isolation and synthesis of pharmacological substances and qualitative organic analysis of an unknown. Prerequisite: CHEM 2423.

CHILD DEVELOPMENT/EDUCATION

Faculty: Plasek, Napoli

CDEC 1303. FAMILIES, SCHOOL AND COMMUNITY (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Students will examine literature on parenting styles and effective parenting techniques; discuss issues relating to families and communities and literature relating to diverse cultures and lifestyles; summarize ways to communicate and interact with parents and families. Students will recognize signs of abuse and neglect and describe ways to work effectively with abused and neglected children. Prerequisite: Ability to Benefit Standards. Requires student to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1311. EDUCATING YOUNG CHILDREN (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course is an introduction to the education of the young child, including developmentally appropriate practices, and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. The student will discuss the contributions of key historical and contemporary theorists to the field of early childhood education, explain the features of a developmentally appropriate program for young children, define development and define each of the four basic developmental areas, describe the types of early childhood programs, and analyze future trends and issues of the early childhood profession. The student will demonstrate an understanding of the characteristics and developmental stages of an early childhood professional. Prerequisite: Ability to Benefit Standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1318. WELLNESS OF THE YOUNG CHILD (LECTURE 3, LAB 1). CREDIT 3. WECM.

This is the study of factors that impact the well-being of young children, including healthy behavior, food, nutrition, fitness, and safety practices. Instruction will focus on local and national standards and legal implications of relevant policies and regulations. The student will analyze principles of nutrition, evaluate nutrition assessment, and examine regulatory requirement for nutrition; describe community health problems, universal health precautions, legal implications regarding health and analyze environmental and personal hygiene; describe principles of safety as they relate to children, evaluate regulations regarding child safety, safety procedures and children's environments for safety. The student will demonstrate skills in computation, record keeping, referrals and resources as they apply to nutrition, health, and safety. Prerequisite: Ability to Benefit Standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1319. CHILD GUIDANCE (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is on positive guidance principles and techniques, family involvement and cultural influences with practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the impact and influence of families and culture in guiding children; and promote development of positive self-concept and pro-social behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. Prerequisite or co-requisite: Ability to Benefit Standards. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school Child Guidance class.

CDEC 1321. THE INFANT AND TODDLER (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is a study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of teacher/child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. Prerequisite: Ability to Benefit Standards. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information".

CDEC 1356. EMERGENT LITERACY FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course explores the principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. Prerequisite: Ability to Benefit Standards.

CDEC 1358. CREATIVE ARTS FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course explores the principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play. Prerequisite: Ability to Benefit Standards.

CDEC 1359. CHILDREN WITH SPECIAL NEEDS (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. Prerequisite: Ability to Benefit Standards.

CDEC 1413. CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS (LECTURE 3, LAB 4). CREDIT 4. WECM.

This course is a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. Prerequisite: Ability to Benefit Standards.

CDEC 2266. PRACTICUM (OR FIELD EXPERIENCE): CHILD CARE PROVIDER/ASSISTANT (LECTURE 0, LAB 15). CREDIT 2. WECM.

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/

industry. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: CDEC 1413 and must be taken during last semester of Child Development/Education AAS.

CDEC 2307. MATH AND SCIENCE FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course explores the principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to early care and education environments. The student will develop strategies which promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts and skills. Prerequisite: Ability to Benefit Standards.

CDEC 2326. ADMINISTRATION OF PROGRAMS FOR CHILDREN I (LECTURE 3, LAB 0). CREDIT 3. WECM.

Students will learn the application of management procedures for early care and education programs. The course includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions; and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program; analyze methods of effective communication; and utilize skills in speaking, writing, computation, and computer applications. Prerequisite or co-requisite: Ability to Benefit Standards.

CDEC 2328. ADMINISTRATION OF PROGRAMS FOR CHILDREN II (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is an in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships. The student will discuss codes of conduct; describe communication skills for effectively administering an early care and education program; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues, and discuss the importance of parent education and partnerships. The student will utilize skills in speaking, writing, computation, and computer utilization. Prerequisite: Ability to Benefit Standards.

See **EDUCATION** for the following courses:

EDUC 1300. PSYCHOLOGY FOR SUCCESS EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION

EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS

TECA 1303. FAMILIES, SCHOOL AND COMMUNITY

TECA 1311. EDUCATING YOUNG CHILDREN

TECA 1318. WELLNESS OF THE YOUNG CHILD

TECA 1354. CHILD GROWTH AND DEVELOPMENT

COMPUTER INFORMATION SYSTEMS

Faculty: Glover, Khan

COSC 1301. MICROCOMPUTER APPLICATIONS (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is an overview of computer information systems, introducing computer hardware, software, procedures, systems and human resources, and exploring their integration and application in business and other segments in society. The fundamentals of computer problem-solving and programming in a higher level programming language may be discussed

and applied. Prerequisite: READ 0340. The student must earn a grade of "C" or higher in prerequisite courses. Credit by exam is available. This is an academic transfer course.

COSC 1336. PROGRAMMING FUNDAMENTALS I (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite: READ 0370 or equivalent. Prerequisite: MATH 0320. The student must earn a grade of "C" or higher in prerequisite courses. This course will transfer for certain baccalaureate programs.

COSC 1337. PROGRAMMING FUNDAMENTALS II (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is a review of control structures and data types with emphasis on structured data types. It applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336 or equivalent. The student must earn a grade of "C" or higher in prerequisite courses. This course will transfer for certain baccalaureate programs.

COSC 2325. COMPUTER ORGANIZATION AND MACHINE LANGUAGE (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course studies basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines and program linkages. Prerequisite: COSC 1336.

COSC 2336. PROGRAMMING FUNDAMENTALS III (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course provides further application of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked listed, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1336 or equivalent. The student must earn a grade of "C" or higher in prerequisite courses. This course will transfer into certain baccalaureate programs.

ITNW 2352. ADMINISTERING SQL SERVER (LECTURE 3, LAB 1). CREDIT 3. WECM.

This is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Suggested Prerequisite: ITNW 1325.

ITSE 2302. INTERMEDIATE WEB PROGRAMMING (LECTURE 3, LAB 1). CREDIT 3. WECM.

Students will study the intermediate applications for web authoring. Topics may include server-side includes (SSI), Perl, HTML, Java applets, Javascript, and/or ASP. Suggested prerequisite: Competency in basic web programming.

ITSE 2309. DATABASE PROGRAMMING (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course studies database development using database programming techniques emphasizing database structures, modeling, and database access. Prerequisite: COSC 1336. The student must earn a grade of "C" or higher in prerequisite courses. This course will transfer into certain baccalaureate programs.

ITSE 2333. IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Suggested prerequisite: ITNW 1325.

COMPUTER SYSTEMS TECHNOLOGY

CPMT 1380. COOPERATIVE EDUCATION -COMPUTER MAINTENANCE TECHNOLOGY/TECHNICIAN (LECTURE 1, LAB 20). CREDIT 3. WECM.

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. The student, in cooperation with the work supervisor will develop a learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment,

procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. The student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisite: Completion of 12 credit hours of instruction in the area of study, GPA of no less than 2.5. This is a Capstone Course.

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. Prerequisites: CPT Reading 67.5. Prerequisite must be completed with a grade of "C" or better. This course will transfer for certain baccalaureate programs.

ITCC 1341. WIDE AREA NETWORK TECHNOLOGIES (LECTURE 2, LAB 2). CREDIT 3. WECM.

Advanced Internet Protocol (IP) addressing techniques (Network Address Translation (NAT), Port Address Translation (PAT) and DHCP), Wide Area Network (WAN) technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. Prerequisite: ITNW 1325.

ITNW 2459. WEB SERVER SUPPORT AND MAINTENANCE (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course provides instruction in the installation, configuration, and implementation of web servers and web server operating systems. This includes installing and configuring the Linux OS, the Apache Web Server, the MySQL Database System, and the PHP Scripting Language. The student will install the Linux OS on a computer, configure that computer to act as a Web Server, and create a basic web page which interfaces with the MySQL Database System through scripts written in PHP to provide a Dynamic Web Site to the visitor.

ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS (LECTURE 2, LAB 2). CREDIT 3. WECM.

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1325. PERSONAL COMPUTER HARDWARE (LECTURE 2, LAB 2). CREDIT 3. WECM.

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

COSMETOLOGY

Faculty: Baker, Chicon, Davis, Powell

CSME 1348. PRINCIPLES OF SKIN CARE/ FACIALS AND RELATED THEORY (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to the skin treatments, demonstrate the proper application, and exhibit workplace competencies in skin care. Prerequisites: CSME 1401, 1405, 1443, and 1451. Course is required of Operators; Facial Specialist will enroll in CSME 1447.

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 professional ethics, sanitation and safety. The course will explain the rules and regulations of the institution, department, and state. Prerequisite: MATH 0303, READ 0300, and ENGL 0330.

CSME 1405. FUNDAMENTAL OF COSMETOLOGY (LECTURE 2, LAB 8). CREDIT 4. WECM.

A course in the basic fundamentals of cosmetology. Topics include 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. Prerequisite: MATH 0303, READ 0300, and ENGL 0330.

CSME 1410. INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.

This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills. Prerequisites: CSME 1401, 1405, 1443, and 1451.

CSME 1420. ORIENTATION TO FACIAL SPECIALIST (LECTURE 2, LAB 8). CREDIT 4. WECM.

This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. Prerequisites: MATH 0303, READ 0300, and ENGL 0330. This course is offered for Facial Specialist only.

CSME 1430. ORIENTATION TO NAIL TECHNOLOGY (LECTURE 2, LAB 8). CREDIT 4. WECM.

This course provides an overview of the fundamental skills and knowledge necessary for the field of nail technology. Instruction will demonstrate professional ethics, sanitation and sterilization; and explain the rules and regulations of the institution, department and state. Prerequisites: MATH 0303, READ 0300, and ENGL 0330. This course is offered for Nail Techs only.

CSME 1435. ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (LECTURE 2, LAB 5). CREDIT 4. WECM.

This course presents an overview of skills and knowledge necessary for the instruction of cosmetology students, including methods and techniques of teaching skills, theory of teaching basic unit planning and daily skill lesson plan development. 112 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CSME 1443. MANICURING AND RELATED THEORY (LECTURE 2, LAB 6). CREDIT 4. WECM.

This course is a presentation of the theory and practice of nail technology. Instruction identifies terminology related to nail technology, demonstrates the proper application of nail technology and exhibits workplace competencies in nail technology. Prerequisites: MATH 0303, READ 0300, and ENGL 0330.

CSME 1445. PRINCIPLES OF FACIAL ESTHETIC TECHNOLOGY II (LECTURE 2, LAB 8). CREDIT 4. WECM.

This is a continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/esthetic technology. Instruction will describe the operation and demonstrate the use of esthetic machines; identify and explain the chemical composition of products; perform an advanced application of skin care and cosmetics; and remove superfluous hair. Prerequisites: CSME 1420, 1447. This course is required for Facial Specialist.

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; and exhibit workplace competencies in skin care and cosmetics. Prerequisites: MATH 0303, READ 0300, and ENGL 0330. This course is required for Facial Specialist; Operators will enroll in CSME 1348.

CSME 1451. ARTISTRY OF HAIR, THEORY AND PRACTICE (LECTURE 2, LAB 8). CREDIT 4. WECM.

This course provides instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Successful students will exhibit workplace competencies related to the artistry of hair and demonstrate the professional skills of hair design. Prerequisites: CSME MATH 0303, READ 0300, ENGL 0330.

CSME 1453. CHEMICAL REFORMATION AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.

This is a presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. This course will identify terminology related to chemical reformation, demonstrate the proper application, and exhibit workplace competencies related to chemical reformation. Prerequisites: CSME 1401, 1405, 1443, and 1451.

CSME 1491. SPECIAL TOPICS IN COSMETOLOGY (LECTURE 2, LAB 5). CREDIT 4. WECM.

Topics address recently identified current events, skills, knowledge's, 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: CSME 1453, 2401, 1348, 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. 144 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CSME 2244. PREPARATION FOR THE STATE LICENSING EXAMINATION. (LECTURE 1, LAB 3). CREDIT 2. WECM.

This course provides preparation for the Texas Department of Licensing and Regulations Facial Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1420, 1447, 1445, 2343, 2431.

CSME 2343. SALON DEVELOPMENT (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course will explore salon development. Topics include professional ethics and goals, salon operation, and record keeping. Students will create a salon portfolio, and demonstrate organizational skills related to salon operation and management. Prerequisites: CSME 1453, 2401, 1410, 1348 and 1443.

CSME 2401. PRINCIPLES OF HAIR COLORING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.

This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstrate the proper application and exhibit workplace competencies related to hair color. Prerequisites: CSME 1401, 1405, 1443 and 1451.

CSME 2414. COSMETOLOGY INSTRUCTOR II (LECTURE 2, LAB 5). CREDIT 4. WECM.

This course is a continuation of the fundamentals of instructing cosmetology students, and introduces students to methods and techniques of teaching informational theory relative to cosmetology. 112 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CSME 2430. NAIL ENHANCEMENT (LECTURE 2, LAB 8). CREDIT 4. WECM.

This is a course in the theory, application, and related technology of artificial nails. Successful students will be able to demonstrate product knowledge and the application of artificial nails, and exhibit competencies as related to the Texas Department of Licensing and Regulations Examination. Prerequisites: CSME 1430 and 1443. This course is required for Nail Techs only.

CSME 2431. PRINCIPLES OF FACIALS ESTHETIC TECHNOLOGY III. (LECTURE 2, LAB 8). CREDIT 4. WECM.

This course studies advanced concepts and principles of skin care and other related technologies. Instruction will demonstrate professional ethics, salon management, and develop client relations and related skills in preparation for the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1420, 1447, 1445. This course is required for Facial Specialist only.

CSME 2441. PREPARATION FOR THE STATE LICENSING EXAMINATION. (LECTURE 2, LAB 8). CREDIT 4. WECM.

This course provides preparation for the Texas Department of Licensing and Regulations Operator Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1453, 2401, 1410 and 1348.

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 over view of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination, also covering employment skills including the preparation of resumes and interviewing techniques. 112 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CSME 2515. COSMETOLOGY INSTRUCTOR III (LECTURE 3, LAB 6). CREDIT 5. WECM.

This course includes lesson plan assignment preparation, presentation of lesson plan assignments, and evaluation techniques, including assessing cosmetology student techniques. 144 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CSME 2544. COSMETOLOGY INSTRUCTOR IV (LECTURE 3, LAB 6). CREDIT 5. WECM.

This course offers advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. 144 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

CRIMINAL JUSTICE

Faculty: Anderson

CRJ 1301. INTRODUCTION TO CRIMINAL JUSTICE (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the basic components of the criminal justice system: police, courts and corrections. Prerequisite: CPT of 78. This is an academic transfer course. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information."

CRJ 1306. COURT SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Prerequisite: CPT of 78. This is an academic transfer course. This course

might be part of a Tech Prep Program. See Tech Prep Program listing under “Student Information.” This course is articulated statewide for the high school Court Systems and Practices class.

CRIJ 1307. CRIME IN AMERICA (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and theories of criminal behavior. Prerequisite: CPT of 78. This is an academic transfer course. This course might be part of a Tech Prep Program. See Tech Prep Program listing under “Student Information.”

CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crime; elements of crimes and penalties using The Texas Penal Code as illustrations; criminal responsibility. Prerequisite: CPT of 78. This is an academic transfer course. This course might be part of a Tech Prep Program. See Tech Prep Program listing under “Student Information.” This course is articulated statewide for the high school Court Systems and Practices class.

CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Prerequisite: CPT of 78.

CRIJ 2328. POLICE SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course examines the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Prerequisite: CPT of 78.

CJSA 1382. CRIMINAL JUSTICE COOPERATIVE EDUCATION (LECTURE 1, LAB 20). CREDIT 3. WECM.

CJSA 1482. CRIMINAL JUSTICE COOPERATIVE EDUCATION (LECTURE 1, LAB 27). CREDIT 4. WECM.

CJSA 2382. CRIMINAL JUSTICE COOPERATIVE EDUCATION (LECTURE 1, LAB 20). CREDIT 3. WECM.

CJSA 2482. CRIMINAL JUSTICE COOPERATIVE EDUCATION (LECTURE 1, LAB 27). CREDIT 4. WECM.

Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: CPT of 78. This course will transfer into certain baccalaureate programs.

DRAFTING

Faculty: Newsom

ARCE 1452. STRUCTURAL DRAFTING. (LECTURE 3, LAB 3). CREDIT 4. WECM.

A study of structural systems including concrete foundations and frames, wood framing and trusses and structural steel framing systems. Includes detailing of concrete, wood and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisites: DFTG 1405, DFTG 1409.

DFTG 1405. TECHNICAL DRAFTING. (LECTURE 3, LAB 3). CREDIT 4. WECM.

Introduction to the principles of drafting, such as terminology and fundamentals, including size and shape descriptions, preparation methods, geometric construction, sections, auxiliary views and reproduction processes. This course might be part of a Tech Prep Program. See Tech Prep Program listing under “Student Information.” This course is articulated statewide for the high school Engineering Design Process and Presentation class.

DFTG 1409. BASIC COMPUTER-AIDED DRAFTING. (LECTURE 3, LAB 3). CREDIT 4. WECM.

An introduction to basic computer-aided drafting. Emphasis is placed on: drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers, coordinate systems and input/output devices. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school Engineering Design Process and Presentation class.

DFTG 1491. SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY/TECHNICIAN, GENERAL (LECTURE 3, LAB 3). CREDIT 4. WECM.

An intermediate level course. Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: DFTG 1409, DFTG 1405.

DFTG 2381. COOPERATIVE EDUCATION — DRAFTING. (LECTURE 1, EXTERNAL EXPERIENCE 20). CREDIT 3. WECM.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary.

DFTG 2407. ELECTRICAL DRAFTING. (LECTURE 3, LAB 3). CREDIT 4. WECM.

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements. Prerequisites: DFTG 1405, 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. Prerequisite: DFTG

1409, DFTG 1405. This course is articulated statewide for the high school Engineering CAD I course.

DFTG 2423. PIPE DRAFTING. LECTURE 3, LAB 3). CREDIT 4. WECM.

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Prerequisites: DFTG 1405, 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 1405 and DFTG 1409.

DFTG 2330. CIVIL DRAFTING. (LECTURE 2, LAB 2). CREDIT 3. WECM.

An in-depth study of drafting methods and principles used in civil engineering. Prerequisites: DFTG 1405, DFTG 1409. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school Civil Engineering and Architecture class.

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 2440.

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 1409.

DRAMA

Faculty: Adams, King, Stallings

DRAM 1120. REHEARSAL AND PERFORMANCE I (LECTURE 0, LAB 3). CREDIT 1. ACGM.

This is a laboratory course covering all phases of theater techniques, developing imaginative skills, interpretation of literature, and ensemble production. May be taken four times for credit. Prerequisite: CPT Reading 46.

DRAM 1121. REHEARSAL AND PERFORMANCE II (LECTURE 0, LAB 3). CREDIT 1. ACGM.

This is a laboratory course in all phases of theater techniques, developing imaginative skills, interpretation of literature, and ensemble production. May be taken four times for credit. Prerequisite: CPT Reading 46.

DRAM 1310. INTRODUCTION TO THEATER (LECTURE 3, LAB 3). CREDIT 3. ACGM.

This course provides a general survey of the major fields of theater arts for students who have a limited theatrical experience or knowledge. The course emphasizes the various styles and types of plays, elementary theory and practice of acting and directing, basic principles of technical production, methods of construction and handling of scenery, elementary scenery and costume design. Prerequisite: CPT Reading 74. It may be applied to programs requiring a restrictive elective in the arts.

DRAM 1330. STAGECRAFT I (LECTURE 3, LAB 3). CREDIT 3. ACGM.

This course provides basic knowledge of the arts and craft of technical theater including visual aesthetics of design, the physical theater, scenery construction and painting, properties lighting and back stage organization. Prerequisite: CPT Reading 46.

DRAM 1351. ACTING I (LECTURE 3, LAB 3). 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: CPT Reading 46.

DRAM 1352. ACTING II (LECTURE 3, LAB 3). CREDIT 3. ACGM.

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus on scene study and performance. Prerequisite: DRAM 1351.

DRAM 2120. REHEARSAL AND PERFORMANCE III (LECTURE 0, LAB 3). CREDIT 1. ACGM.

This is a laboratory course in all phases of theater with emphasis on techniques, procedures, and practical experience gained by participation in a theater production. May be taken four times for credit. Prerequisite: CPT Reading 46.

DRAM 2121. REHEARSAL AND PERFORMANCE IV (LECTURE 0, LAB 3). CREDIT 1. ACGM.

This is a laboratory course in all phases of theater with emphasis on techniques, procedures and practical experience gained by participation in a musical production. May be taken four times for credit. Prerequisite: CPT Reading 46.

DRAM 2351. ACTING III (LECTURE 3, LAB 3). CREDIT 3. ACGM.

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus on refining fundamental skills and developing advanced skills. Prerequisite: DRAM 1352

DRAM 2352. ACTING IV (LECTURE 3, LAB 3). CREDIT 3. ACGM.

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus refinement of advanced acting techniques. Prerequisite: DRAM 2351.

DRAM 2363. HISTORY OF THE MUSICAL THEATER (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course surveys the development of musical theater forms and styles from 1864 to the present with an emphasis on major contributing composers. Prerequisite: CPT Reading 61. It may be applied to programs requiring a Fine Arts appreciation course.

Course Descriptions

DRAM 2366. DEVELOPMENT OF THE MOTION PICTURE I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

The emphasis of this course is on the analysis of the visual and aural aspects of selected Motion Picture; Dramatic aspects of narrative films; historical growth and sociological impact of film as art. Instruction will focus on American mainstream films. Prerequisite: CPT Reading 46. It may be applied to programs requiring a Fine Arts appreciation course.

DRAM 2367. DEVELOPMENT OF THE MOTION PICTURE II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course analyzes the visual and aural aspects of selected Motion Picture; dramatic aspects of narrative films; historical growth and sociological impact of film as art. Instruction focuses on international films. Prerequisite: CPT Reading 46. This course may be applied to programs requiring a Fine Arts appreciation course.

ECONOMICS

Faculty: Young, Li

ECON 1301. CONSUMER ECONOMICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a course in economics for students who have active interests in fields other than business administration or economics. Primary emphasis is given to developing an understanding of man in relation to his economic environment. Students will gain knowledge of the purpose, functions, and results of a capitalistic system and an understanding of current economic problems. Human Sciences. Prerequisite: Nelson Denny Reading level 12.0 or CPT Reading 78.

ECON 2301. PRINCIPLES OF MACROECONOMICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course will analyze economic foundations, covering national income theory, public sector functions, money and banking, and economic growth and in international trade in the macroeconomic realm. Prerequisites: MATH 0310, CPT Reading 78. Credit by exam is available.

ECON 2302. PRINCIPLES OF MICROECONOMICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies prices and markets, allocation of resources, distribution of income, and contemporary economic issues in the microeconomic realm. Prerequisites: MATH 0310, CPT Reading 78. Credit by exam is available.

EDUCATION

Faculty: Plasek, Napoli

EDUC 1300. PSYCHOLOGY FOR SUCCESS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: CPT 49 or higher. Also listed as PSYC 1300. Credit will not be given for both EDUC 1300 and PSYC 1300. This is an academic transfer course.

EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION (LECTURE 3, LAB 1). CREDIT 3. ACGM.

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from College and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content is aligned as applicable with SBEC PPR Standards. 16 hours Lab/Field Experience required in P-12 classrooms. Prerequisite or co-requisite: ENGL 1301.

EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS (LECTURE 3, LAB 1). CREDIT 3. ACGM.

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and 2) provides students with opportunities to participate in early field observations of P-12 special populations. Course content is aligned as applicable with SBEC PPR Standards. 16 hours Lab/Field Experience required in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

TECA 1303. FAMILIES, SCHOOL AND COMMUNITY (LECTURE 3, LAB 1). CREDIT 3. ACGM.

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with SBEC PPR Standards. 16 hours of lab/field experiences required with children from infancy through age 12 in a variety of settings with varied and diverse populations. Prerequisite: Eligible to take ENGL 1301.

TECA 1311. EDUCATING YOUNG CHILDREN (LECTURE 3, LAB 1). CREDIT 3. ACGM.

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with SBEC PPR Standards. 16 hours of lab/field experiences required with children from infancy through age 12 in a variety of settings with varied and diverse populations. Prerequisite: Eligible to take ENGL 1301.

TECA 1318. WELLNESS OF THE YOUNG CHILD (LECTURE 3, LAB 1). CREDIT 3. ACGM.

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Instruction focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned as applicable with SBEC PPR Standards. 16 hours lab/field experiences required with children from infancy through age 12 in a variety of settings with varied and diverse populations. Prerequisite: Eligible to take ENGL 1301.

TECA 1354. CHILD GROWTH AND DEVELOPMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Prerequisite: Eligible to take ENGL 1301.

EMERGENCY MEDICAL SERVICES

Faculty: Kern, Duncan

EMSP 1160. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (LECTURE 0, LAB 4). CREDIT 1. WECM.

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Co-requisite: RNSG 1501.

EMSP 1208. EMERGENCY VEHICLE OPERATIONS (LECTURE 1, LAB 2). CREDIT 2. WECM.

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

EMSP 1338. INTRODUCTION TO ADVANCED PRACTICE (LECTURE 2, LAB 4). CREDIT 3. WECM.

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. In this course students will learn to describe and list the roles and responsibilities of advanced EMS personnel within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; administer medications; employ effective communication; and interpret the medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. Prerequisite: CPT Reading 62. Co-requisite: EMSP 1355, EMSP 2168.

EMSP 1355. TRAUMA MANAGEMENT (LECTURE 2, LAB 2). CREDIT 3. WECM.

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Students will learn to integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient. Prerequisite: CPT Reading 62. Co-requisite: EMSP 1338, EMSP 2168.

EMSP 1501. EMERGENCY MEDICAL TECHNICIAN-BASIC (LECTURE 3, LAB 8). CREDIT 5. WECM.

This course is an introduction to the level of Emergency Medical Technician (EMT)-Basic. Content includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite: CPT Reading 62. Co-requisite: EMSP 1160.

EMSP 2143. ASSESSMENT-BASED MANAGEMENT (LECTURE 0, LAB 2). CREDIT 1. WECM.

This is the capstone course of the EMSP program, designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

EMSP 2168. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN I (LECTURE 0, LAB 9). CREDIT 1. WECM.

This course provides practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences will be unpaid. Co-requisite: EMSP 1338, EMSP 1355.

EMSP 2248. EMERGENCY PHARMACOLOGY (LECTURE 2, LAB 1). CREDIT 2. WECM.

This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Instruction is designed to compliment Cardiology, Special Populations, and Medical Emergency courses. This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. It is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

EMSP 2268. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN II (LECTURE 0, LAB 14). CREDIT 2. WECM.

This course provides practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary.

EMSP 2330. SPECIAL POPULATIONS (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients.

EMSP 2359. EMS SUPERVISION/MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.

Students receive instruction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager. Students will identify and interpret laws and regulations affecting EMS operations; implement principles of leadership and supervision; discuss and apply strategies used in financial management; explain and exhibit principles of personnel management; and develop strategies for evaluating and improving EMS operations.

EMSP 2360. CLINICAL-EMERGENCY MEDICAL EMT PARAMEDIC (LECTURE 0, LAB 9). CREDIT 3. WECM.

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences.

EMSP 2434. MEDICAL EMERGENCIES (LECTURE 3, LAB 2). CREDIT 4. WECM.

This course provides detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

EMSP 2444. CARDIOLOGY (LECTURE 3, LAB 2). CREDIT 4. WECM.

At the completion of this module, students will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the cardiac patient.

ENGLISH

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

ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course teaches the principles and techniques of written composition, textual analysis of non-fiction prose, and critical thinking. Activities and assignments include essays, research, and analysis and discussion of assigned readings. Prerequisites: English Language Arts 11th grade exit TAKS scores of 2200 with an essay score of 3; CPT Sentence Skills 80 or higher and CPT Reading 78 or higher plus Essay 6 or higher if taken prior to 6/19/09 or Essay 5 or higher if taken 6/19/09 or after; or credit for ENGL 0360 or ENGL 0390 and CPT Reading 78 or higher. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years. Credit by examination available.

ENGL 1302. COMPOSITION II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course teaches the principles and techniques of written composition, textual analysis of literary works (fiction, poetry, and drama), and critical thinking. Activities and assignments include essays, research, exams and analysis and discussion of assigned readings. Prerequisite: ENGL 1301, grade of "C" or better.

ENGL 2307. CREATIVE WRITING I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is a workshop in the writing and theory of poetry and short fiction. Students will produce original poems and short fiction and critique work of classmates. Prerequisite: ENGL 1302.

ENGL 2308. CREATIVE WRITING II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a workshop in the writing and theory of poetry and short fiction. Students will produce original poems and short fiction and critique work of classmates. Prerequisite: ENGL 1302.

ENGL 2311. TECHNICAL AND BUSINESS WRITING (LECTURE 3, LAB 0). CREDIT 3. ACGM.

Students will receive an introduction to the principles, techniques, and skills needed for college-level technical or business writing. Prerequisite: ENGL 1301.

ENGL 2322. BRITISH LITERATURE I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies selected works of British literature from the Anglo-Saxon, Medieval, Renaissance, and Restoration periods. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

ENGL 2323. BRITISH LITERATURE II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies selected works of British literature from the Romantic, Victorian, and Modern periods. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

ENGL 2327. AMERICAN LITERATURE I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course features selected works of American literature up to 1865. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

ENGL 2328. AMERICAN LITERATURE II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course features selected works of American literature since 1865. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

ENGL 2332. WORLD LITERATURE I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course features selected works of world literature up to 1600. Instruction may include study of movements, schools, or periods. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

ENGL 2333. WORLD LITERATURE II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course features selected works of world literature 1600 to the present. Instruction may include study of movements, schools, or periods. Activities and assignments include essays, research, exams, and analysis and discussion of assigned readings. Prerequisite: ENGL 1302.

Course Descriptions

ENGL 2341. FORMS OF LITERATURE (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Check semester course schedule for current topic. Prerequisite: ENGL 1301 with a grade of “C” or better.

FINANCE

(See Business)

FINE ARTS

(See Art/Visual)

FIRE PROTECTION TECHNOLOGY

Faculty: McLerran

FIRT 1303. FIRE AND ARSON INVESTIGATION I (LECTURE 3, LAB 0). CREDIT 3. WECM.

The course studies basic fire and arson investigation practices with emphasis on fire behavior principles related to fire cause and origin determination. Topics include the identification of point or origin and fire cause, elements of investigation practices and motives of fire setters.

FIRT 1443. FIRE OFFICER (LECTURE 2, LAB 6). CREDIT 4. WECM.

This course satisfies the curriculum requirements for Fire Officer I and II as established by the Texas Commission on Fire Protection. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, contingent upon testing requirements established by the TCFP. 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 1315. HAZARDOUS MATERIALS I (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course studies the chemical characteristics and behavior of various materials, storage and transportation of hazardous materials, handling hazardous emergency situations and effective methods of hazard mitigation. Topics include the identification of hazardous materials in various shipping and storage containers, chemical characteristics and reactions of materials. The curriculum is intended for all personnel seeking to qualify as Awareness and Operations Level responders to hazardous materials incidents.

FIRT 1319. FIREFIGHTER HEALTH AND SAFETY (LECTURE 3, LAB 0). CREDIT 3. WECM.

The course studies firefighter occupational safety and health in emergency and non-emergency situations. Topics include components of a firefighter safety and health program, safety practices and procedures related to emergency and non-emergency operations, and the components of a firefighter wellness program.

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.

The 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 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 2333. FIRE AND ARSON INVESTIGATION II (LECTURE 3, LAB 0). CREDIT 3. WECM.

The course studies fire Investigation techniques, including the preparation of an investigation from the fireground to the court room and the defense of findings in a court room setting. Topics include examining, securing, and documenting the fire scene, evidence procedures, interviewing techniques and fire investigation practices to determine cause and origin. Prerequisite: FIRT 1303.

FIRT 2407, FIRE INSTRUCTOR (LECTURE 2, LAB 4). CREDIT 4. WECM

This course satisfies the curriculum requirements for Fire Instructor I and II as established by the Texas Commission on Fire Protection. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Instructor I and II, contingent upon testing requirements established by the TCFP. Topics include delivery of instruction from prepared lesson plans, instructional aids and evaluation instruments, adapting lesson plans to students, organization of the learning environment, record-keeping requirements, development of lesson plans, scheduling training sessions based upon overall training plans, and supervision and coordination of activities of other instructors.

GEOGRAPHY

Faculty: Sewell

GEOG 1303. WORLD GEOGRAPHY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is an introduction to world geography in which consideration is given to social, economic, and political movements as they are produced by location, climate, and natural resources. A basic course for teachers. Prerequisite: CPT Reading 78.

GEOLOGY

Faculty:

GEOL 1403. PHYSICAL GEOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a study of the earth's composition, geological features of the crust, and the internal and external processes modifying the earth's surface. Laboratory exercises include an investigation of minerals, rocks and topographic maps. Prerequisite: CPT Reading 74.

GEOL 1404. HISTORICAL GEOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course studies fundamental geological principles, processes and materials which are involved in deciphering the geologic history of the earth. The course includes a survey of the history of change in the earth's landscape and plant and animal life. Laboratory exercises include the identification of rock and fossil materials and the investigation and interpretation of ancient environments using geologic maps. Prerequisite: CPT Reading 74. A prior course in Physical Geology GEOL 1403 is strongly recommended.

GEOL 1405. ENVIRONMENTAL GEOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course studies geologic processes with an emphasis on natural forces and their impact on mankind as well as the impact of humans on the environment. This course will provide an overview of the science of geology with an emphasis on natural resources, land-use, geologic hazards and man-made hazards. Lab studies will investigate such topics as air and water pollution, subsidence, flooding and faulting with emphasis in on-site observations. Prerequisite: CPT Reading 74.

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 class 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

Course Descriptions

with weather maps, forecasting, severe weather phenomena, atmospheric pollution, and climate change. Prerequisite: CPT Reading 74.

GOVERNMENT

Faculty: Betancourt, Finley, Presnall, Smith, D.

GOVT 2301. US AND TEXAS GOVERNMENT I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course provides an introduction to government and politics in the U.S. and Texas. Special attention will be paid to the historical origins and political principles of the U.S. Constitution and the Texas Constitution. The course will also examine forms of collective political action and political participation; political parties, interest groups, and mass movements; the electoral process and voting behavior; the development of public policy; the mass media; and other topics. Prerequisite: CPT Reading 78. This course satisfies state requirements for teacher certification in Texas.

GOVT 2302. US AND TEXAS GOVERNMENT II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course provides an introduction to government and politics in the U.S. and Texas. Special attention will be paid to Congress, the Presidency, and the federal court system. Special attention will also be paid to the legislative, executive, and judicial branches of the state government. In addition, the course will examine civil rights and civil liberties, problems of the criminal justice system, public policy issues, the role of the U.S. in the world; and other topics. Prerequisite: CPT Reading 78.

GOVT 2304. INTRODUCTION TO POLITICAL SCIENCE (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is a critical introduction to political theory, the seminal subfield of political science. The course will focus on the social and political thought of Aristotle, J. S. Mill, and K. Marx and F. Engels. Students will examine these thinkers' very different perspectives on the nature of the state, different forms of government, social classes and class struggles, and the relationship between the individual and society. Prerequisite: CPT Reading 78.

GRAPHIC ARTS

Faculty: Jackson, O'Connor

ARTC 1302. DIGITAL IMAGING I (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course studies digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Prerequisite: ARTC 1325.

ARTC 1305. BASIC GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.

Students will study graphic design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles. Prerequisite: MATH 0303.

ARTC 1310. DESIGN CONCEPTS (LECTURE 2, LAB 4) CREDIT 3. WECM.

An introduction to the fundamental techniques in conceptualizing. Includes all procedures from initial research to creating strategies to finalizing a solution. The course will help define and apply the creative process as it pertains to graphic design, and document the entire design process from beginning to end.

ARTC 1325. INTRODUCTION TO COMPUTER GRAPHICS (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course surveys computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. Prerequisite: MATH 0303. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information".

ARTC 1327. TYPOGRAPHY (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course studies letter forms and typographic concepts as elements of graphic communication. Emphasis is placed on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 1305 and ARTC 1325.

ARTC 1349. ART DIRECTION I (LECTURE 2, LAB 4). CREDIT 3. WECM.

Students will create projects for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial

research and creative strategy to final execution of a comprehensive project. Prerequisite: ARTC 1325, ARTC 1305 and ARTC 1353.

ARTC 1353. COMPUTER ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course provides opportunity to master the tools and transformation options of an industry-standard drawing program to create complex illustrations and follow them through to the color output stage. Includes acquisition of images through scanning and the creative use of clip art. Prerequisite: ARTC 1325.

ARTC 1391. SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.

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

ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.

Students will learn to prepare a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. Prerequisite: GRPH 2309. Co-requisite: IMED 1345.

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

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Prerequisites: GRPH 2309 and IMED 1345.

GRPH 2309. DIGITAL PRE-PRESS (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course provides the theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations and resolutions to printing basics and service bureaus. Prerequisites: ARTC 1353, ARTC 1302 (Formerly ARTC 2309), ARTC 1349.

IMED 1301. INTRODUCTION TO DIGITAL MEDIA (LECTURE 2, LAB 4). CREDIT 3. WECM.

This is a survey of the theories, elements, and hardware/software components of multimedia.

Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is placed on conceptualizing and producing effective multimedia presentations. Prerequisites: MATH 0303.

Prerequisite or co-requisite: ARTC 1325. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school Advanced Animation class.

IMED 1316. WEB DESIGN I (LECTURE 2, LAB 4). CREDIT 3. WECM.

This course provides instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisites: MATH 0303. Prerequisite: ARTC 1302. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information."

IMED 1345. INTERACTIVE DIGITAL MEDIA I (LECTURE 2, LAB 4). CREDIT 3. WECM.

Students will explore the use of graphics and sound to create interactive multimedia animations using industry standard authoring software. Prerequisites: IMED 1301 and ARTC 1353.

IMED 2309. INTERNET COMMERC (LECTURE 2, LAB 4) CREDIT 3. WECM.

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. This is an intermediate level course that includes such topics as: audience analysis, marketing objectives, secure data transfer strategies and database driven web design.

IMED 2315. WEB DESIGN II (LECTURE 2, LAB 4). CREDIT 3. WECM.

This is the study of mark-up language advanced layout techniques for creating web pages. Emphasis is placed on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. Prerequisites: IMED 1316. Pre- or Co-requisite: ARTC 1302.

IMED 2345. INTERACTIVE DIGITAL MEDIA II (LECTURE 2, LAB 4). CREDIT 3. WECM.

Students will study the use of scripting language to create interactive multimedia projects. Topics include building a user interface, writing script, testing and debugging. Pre- or Co-requisite: IMED 1345.

HEALTH INFORMATION MANAGEMENT

Faculty: Frieze

HITT 1260. CLINICAL INTERNSHIP: HEALTH INFORMATION/MEDICAL RECORDS (LECTURE 0, LAB 6). CREDIT 2. WECM.

A health-related, work-based learning experience that enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional.

HITT 1301. HEALTH DATA CONTENT AND STRUCTURE (LECTURE 3, LAB 1). CREDIT 3. WECM.

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction is given in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

HITT 1305. MEDICAL TERMINOLOGY I (LECTURE 3, LAB 0). CREDIT 3. WECM.

A study of common medical terminology, word origin, structure and application. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school Medical Terminology and Principles of Health Science or Health Science classes.

HITT 1311. COMPUTER IN HEALTH CARE (LECTURE 3, LAB 0). CREDIT 3. WECM.

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data.

HITT 1341. CODING AND CLASSIFICATION SYSTEMS (LECTURE 3, LAB 1). CREDIT 3. WECM.

Application of basic coding rules, principles, guidelines, and conventions. Identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines and conventions. Prerequisites: HITT 1305, BIOL 2404, HITT 1301. Pre- or co-requisite: HITT 1349.

HITT 1345. HEALTH CARE DELIVERY SYSTEMS (LECTURE 3, LAB 0). CREDIT 3. WECM.

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301.

HITT 1349. PHARMACOLOGY (LECTURE 3, LAB 1). CREDIT 3. WECM.

Overview of the basic concepts of pharmacological treatment of various diseases affecting major body systems. Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms and the physical and psychological reactions to diseases and injuries. Prerequisite: HITT 1305, BIOL 2404.

HITT 1353. LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION (LECTURE 3, LAB 0). CREDIT 3. WECM.

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301.

HITT 1355. HEALTH CARE STATISTICS (LECTURE 3, LAB 0). CREDIT 3. WECM.

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

HITT 2249. RHIT COMPETENCY REVIEW (LECTURE 2, LAB 1). CREDIT 2. WECM.

Review of HIT competencies, skills, and knowledge base pertinent to the technology and relevant to the professional development of the student. This course should be taken the last semester as a capstone review for the student.

HITT 2266. PRACTICUM: HEALTH INFORMATION TECHNICIAN (LECTURE 0, LAB 14). CREDIT 2. WECM.

Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: HITT 1260.

HITT 2335. CODING AND REIMBURSEMENT METHODOLOGIES (LECTURE 3, LAB 1). CREDIT 3. WECM.

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1341.

HITT 2339. HEALTH INFO ORGANIZATION AND SUPERVISION (LECTURE 3, LAB 0). CREDIT 3. WECM.

Principles of organization and supervision of human, fiscal, and capital resources. Coordinate the utilization of internal and external resources, and develop and/or improve problem solving, conflict resolution, leadership and decision-making skills, and team building techniques.

HITT 2343. QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.

Study the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management and medical staff data quality issues. Prerequisites: HITT 1301.

HITT 2346. ADVANCED MEDICAL CODING (LECTURE 3, LAB 1). CREDIT 3. WECM.

In-depth coverage of ICD and CPT coding rubrics, conventions, principles and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Prerequisites: HITT 1341. Pre- or co-requisite: HITT 2335.

HPRS 1206. ESSENTIALS OF MEDICAL TERMINOLOGY (LECTURE 2, LAB 0) CREDIT 2. WECM.

A study of terminology, word origin, structure and application. For nursing students only. This course might be part of a Tech Prep program. See Tech Prep Program listing under "Student Information." This course is articulated statewide for the high school medical Terminology and Principles of Health Science or Health Science classes.

HISTORY

Faculty: Ovesny, Sewell, Urbina, Wilson

HIST 1301. US HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course traces the development of American characteristics and nationality from the early European exploration to the reconstruction of the Union in 1877. Credit by examination is available. Prerequisite: CPT Reading 78.

HIST 1302. US HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the United States from Reconstruction to present. Prerequisite: CPT Reading 78.

HIST 2301 TEXAS HISTORY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a survey of Texas history from Spanish exploration to the present. Field trips are required. This course satisfies half of the legislative requirement for six semester hours in American History. Prerequisite: CPT Reading 78. This course is offered in the Spring.

HIST 2311. WESTERN CIVILIZATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course traces the development of western civilization from ancient times to the Age of Revolution. Credit by examination is available. Prerequisite: CPT Reading 78.

HIST 2312. WESTERN CIVILIZATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the development of western civilization from the Age of Revolution to the present day. Credit by examination is available. Prerequisite: CPT Reading 78.

HIST 2381. SURVEY OF AFRO-AMERICAN HISTORY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course studies the historical, economic, social, and cultural development of Afro-American people with particular emphasis upon their contribution to American society. Prerequisites: CPT Reading 78. Offered Spring semester.

HUMAN RELATIONS/HUMAN RESOURCES

(See Business)

Course Descriptions

HUMANITIES

Faculty: Bursleson

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.

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.

LAW ENFORCEMENT

Faculty: Whitburn

CJLE 1506. BASIC PEACE OFFICER I (LECTURE 3, LAB 7) CREDIT 5. WECM.

Introduction to fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process and stress management.

CJLE 1512. BASIC PEACE OFFICER II (LECTURE 3, LAB 8) CREDIT 5. WECM.

Course contains field note taking, report writing, use of force laws and concepts, problem solving, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR and crisis intervention, Hazmat, and criminal investigation.

CJLE 1518. BASIC PEACE OFFICER III (LECTURE 3, LAB 7) CREDIT 5. WECM.

Course contains controlled substances laws, crowd management, crime scene investigation, interviews and interrogations, professional police driving.

CJLE 1524. BASIC PEACE OFFICER IV (LECTURE 3, LAB 8). CREDIT 5. WECM.

Covers laws directly related to field work. Topics include the Transportation Code, intoxicated driver, standardized field sobriety testing, Alcoholic Beverage Code, Texas Family Code, and civil liability. Demonstration of practical skills in areas of patrol procedures, mechanics of arrest and force options, firearms safety and emergency medical care, traffic collision investigations, report writing and crime scene investigations.

CJLE 2247. TACTICAL SKILLS FOR POLICE (LECTURE 1, LAB 4) CREDIT 2. WECM.

Covers tactical skills in firearms, building entries and disarming techniques.

SOCI 2319. MULTICULTURAL STUDIES (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is an interdisciplinary approach to the study of minority groups multicultural and multiethnic relations as they occur on the contemporary American scene. Prerequisite: CPT Reading 78. Offered in the Spring and Fall.

MARKETING

(See Business)

MATHEMATICS

Faculty: English, Ravandi, Richardson

Note: Students with low ACT or SAT scores, or lacking scores, are given a Mathematics Placement Test to determine the appropriate level of mathematics course in which they may enroll.

MATH 1314. COLLEGE ALGEBRA (LECTURE 4.0, LAB 0). CREDIT 3. ACGM.

This course covers linear, quadratic, polynomial, exponential and logarithmic functions; systems of equations and inequalities, matrices and determinants. Prerequisite: MATH 0320 grade "C" or better or COM Math Placement Test or 270 or higher on the Math portion of the THEA.

MATH 1316. TRIGONOMETRY (LECTURE 3.0, LAB 0). CREDIT 3. ACGM.

This course covers trigonometric functions and their applications, identities, equations, complex numbers. Prerequisite: COM Math Placement Test. Prerequisite or co-requisite: MATH 1314.

MATH 1324. FINITE MATHEMATICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers mathematics of statistics, counting, probability, matrices, linear inequalities, and introduction to linear programming with applications in the management and social sciences. Prerequisite: MATH 1314 grade "C" or better or COM Math Placement Test.

MATH 1325. BUSINESS CALCULUS (LECTURE 4.0, LAB 0). CREDIT 3. ACGM.

Students study relations, functions, coordinate systems, limits, continuity, rates of change, differentiation and integration of elementary functions, with applications in management. Prerequisite: MATH 1314 grade "C" or better or COM Math Placement Test.

MATH 1332. MATHEMATICS FOR LIBERAL ARTS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a survey of selected topics in non-technical mathematics. Topics include: Logic, sets and counting, probability, descriptive statistics, financial mathematics, exponential and logarithmic functions. Prerequisite: A grade of "C" or better in MATH 0320 or COM Math Placement Test. Contact Counseling to determine which math course satisfies requirement of desired baccalaureate program.

MATH 1342. INTRODUCTION TO PROBABILITY AND STATISTICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers the measures of central tendency and dispersion, correlation, regression, elementary probability theory, random variables, binomial and normal distributions, estimation and hypotheses tests, with applications in the management, social, and biological sciences. Prerequisite: MATH 1314 grade "C" or better or COM Math Placement Test.

MATH 1350. FUNDAMENTALS OF MATHEMATICS I FOR MIDDLE GRADE TEACHER CERTIFICATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers conceptual understanding of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 grade "C" or better or COM Math Placement Test. This course is designed specifically for students who seek middle grade (4-8) teacher certification. This course may also be appropriate for early childhood education majors.

MATH 1351. FUNDAMENTALS OF MATHEMATICS II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers conceptual understanding of selected topics in geometry, probability, and statistics. Students study applications of the algebraic properties of real numbers to measurement, with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4- 8) teacher certification. This course may also be appropriate for early childhood education majors. Prerequisite: MATH 1350 grade "C" or better.

MATH 2412. PRECALCULUS (LECTURE 4.0, LAB 0). CREDIT 4. ACGM.

This is a study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Analytic geometry of two dimensions to include lines, circles and conic sections. Also covered are polar coordinates and parametric equations, sequences, series and mathematical induction. Prerequisite: 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.

This course covers the limits, continuity, derivatives and differentials of algebraic and transcendental functions and applications, introduction to the definite integral, applications of the definite integral. Prerequisite: MATH 2412, grade "C" or better or COM Math Placement Test.

MATH 2414. CALCULUS II (LECTURE 4.5, LAB 0). CREDIT 4. ACGM.

This course covers applications of the definite integral, differentiation and integration of transcendental functions, techniques of integration, indeterminate forms, improper integrals, introduction to infinite series. Prerequisite: MATH 2413 grade "C" or better.

MATH 2415. CALCULUS III (LECTURE 4.5, LAB 0). CREDIT 4. ACGM.

This course covers three-dimensional spaces, vector functions in three-dimension spaces, functions of two or more variables, partial derivatives, and multiple integrals. Prerequisite: MATH 2414 grade "C" or better.

MATH 2418. LINEAR ALGEBRA (LECTURE 4, LAB 0). CREDIT 3. ACGM.

Students study selected topics from systems of linear equations and matrices, determinants, vectors in 2-space and 3-space, general vector spaces, linear transformations and applications. Prerequisite: MATH 2413, grade "C" or better.

MATH 2420. DIFFERENTIAL EQUATIONS (LECTURE 4, LAB 0). CREDIT 4. ACGM.

Students study the modeling of real world phenomena by differential equations. Students also solve ordinary differential equations through integration, power series, Laplace transforms and eigenvalue techniques. Students learn to interpret solutions of differential equations. Prerequisite: MATH 2414 grade "C" or better.

MEDICAL ASSISTANT

Faculty: Bordwine

MDCA 1205. MEDICAL LAW AND ETHICS (LECTURE 2, LAB 0). 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 2, LAB 0). 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.

MDCA 1302. HUMAN DISEASE/PATHOPHYSIOLOGY (LECTURE 3, LAB 0). 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 3, LAB 0). 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 2). 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 2). CREDIT 4. WECM.

Emphasizes accurate ICD-9 and CPT-4 coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics.

MDCA 1348. PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS (LECTURE 2, LAB 2). CREDIT 3. WECM.

Instruction in concepts and application of pharmacological principles. Focuses on drug classification, principle and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medico-legal responsibilities of the medical assistant.

MDCA 1352. MEDICAL ASSISTANT LABORATORY PROCEDURES (LECTURE 2, LAB 2). 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.

MDCA 1360. CLINICAL-MEDICAL ASSISTANT (LECTURE 0, LAB 10). 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.

MDCA 1417. PROCEDURES IN A CLINICAL SETTING (LECTURE 2, LAB 4). CREDIT 4. WECM.

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Include vital sign, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments as appropriate for the medical office.

MUSIC

Faculty: Boyd, Heffel, Kiefer, Koerner

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: CPT Reading 48. 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 (a 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 the student's level of performance on their instrument. Students should contact a private lesson instructor to see if they are exempt.

ENSEMBLES

MUEN 1121, 2121. CONCERT BAND (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students; previous high school experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisites: CPT Reading 48.

MUEN 1125, 2125. JAZZ ENSEMBLE (LECTURE 0, LAB 4). 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. Prerequisites: CPT Reading 48.

MUEN 1131, 2131. MIXED CHAMBER ENSEMBLE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size

depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisites: CPT Reading 48.

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. Prerequisites: CPT Reading 48.

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. Prerequisites: CPT Reading 48.

MUEN 1136, 2136. JAZZ COMBO (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisites: CPT Reading 48.

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. Prerequisites: CPT Reading 48.

MUEN 1139, 2139. GUITAR ENSEMBLE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment open to all students. Students should have their own guitar (preferably electric). The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to

modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. The group usually includes several guitarists, a bassist and a drummer. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Music Majors may repeat course up to four credit hours. Prerequisites: CPT Reading 48.

MUEN 1142, 2142. MAINLAND CHORALE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours.

MUEN 1154, 2154. MAINLAND SINGERS (LECTURE 0, LAB 3). CREDIT 1. ACGM.

The Mainland Singers is a select group of singers and instrumentalists performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisites: audition or consultation with the instructor and CPT Reading 48.

MUEN 1155, 2155. MEN'S VOCAL ENSEMBLE (LECTURE 0, LAB 1). CREDIT 1. ACGM.

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate amount 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. Prerequisites: CPT Reading 48.

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 amount of students. Prerequisites: CPT Reading 48.

CLASS INSTRUCTION

MUSI 1181, 1182, 2181, 2182. CLASS PIANO (LECTURE 2, LAB 1). CREDIT 1. ACGM.

This class is for the beginning piano student (piano minors and non-music majors) with little or no prior experience. Class instruction in the fundamentals of keyboard technique, reading music, and understanding musical notation. Class piano is recommended prior to individual piano instruction. Prerequisite: CPT Reading 61.

MUSI 1183, 1184, 2183, 2184. CLASS VOICE (LECTURE 2, LAB 1). CREDIT 1. ACGM.

The course is designed for voice minors and non-music majors interested in improving their singing voice. Class instruction in the fundamentals of breathing, tone production and diction. Class voice is recommended prior to individual voice instruction. Prerequisite: CPT Reading 61.

MUSI 1192, 1193, 2192, 2193. CLASS GUITAR (LECTURE 2, LAB 1). CREDIT 1. ACGM.

This class is for the guitar student with little or no prior experience. Class instruction in the fundamentals of guitar technique, reading music, chord construction and understanding musical notation. Student should have an instrument; electric or acoustical guitar acceptable. Class guitar is recommended prior to individual guitar instruction. Prerequisite: CPT Reading 61.

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. Prerequisites: CPT Reading 61.

MUSI 1306. MUSIC APPRECIATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is designed for students with no previous training in music that wish to explore the meaning and forms of music: classical, romantic, contemporary, jazz, folk, pop. The emphasis is on learning how to listen to and appreciate music. Attendance at three out-of-class concerts required.

Out-of-class listening required. May be used for fine art credit for education majors. Prerequisite: CPT Reading 61.

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: CPT Reading 70.

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: CPT Reading 70.

MUSI 1310. AMERICAN MUSIC (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is open to all students and is designed to give the student a general survey of the principal styles, form, 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: CPT Reading 61.

MUSIC TECHNOLOGY

MUSI 1386. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course offers class instruction in music composition. Students learn to compose in small forms for simple media in both traditional and contemporary styles. Prerequisite: MUSI 1301 or MUSI 1211.

MUSI 2286. COMPOSITION III (LECTURE 2, LAB 0). CREDIT 2. ACGM.

This course provides individual instruction in music composition focusing on individual projects. Prerequisite: MUSI 2386.

MUSI 2187. COMPOSITION IV (LECTURE 1, LAB 0) CREDIT 1. ACGM.

Continuing individual instruction in music composition focusing on individual projects. Prerequisite: MUSI 2286.

MUSI 2386. COMPOSITION II (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is a continuation of Composition I, introducing counterpoint and Twentieth Century techniques. Prerequisite: MUSI 1386.

MUSIC THEORY**MUSI 1163. IMPROVISATION (LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course is designed to provide the tools for creative playing in the Art of Jazz Improvisation. Students will study scales, chords, patterns, transcribed solos and outside listening. The course is open to instrumentalists and vocalists. Instrumentalists must have their own instrument. Music majors may repeat course up to four credit hours. Prerequisites: CPT Reading 61.

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. Prerequisites: CPT Reading 61.

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: CPT Reading 61, 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: CPT Reading 61.

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. Prerequisite: CPT Reading 61, MUSI 1216.

MUSI 1301. FUNDAMENTALS OF MUSIC (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is an elementary course in the fundamentals of music, notation, scales, keys, primary chords and basic rhythmic patterns. No previous musical knowledge is needed. Class electronic piano lab for applying musical knowledge is part of course. Prerequisite: CPT Reading 65-66.

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. Prerequisites: CPT Reading 61, 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. Prerequisite: CPT Reading 61, 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. Prerequisite: CPT Reading 61, 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. Prerequisite: CPT Reading 61, MUSI 2216.

NETWORKING (NST PROGRAM)

ITNW 1308. IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides opportunity for skills development in the management of client desktop operating systems.

ITNW 1325. FUNDAMENTALS OF NETWORKING TECHNOLOGIES (LECTURE 2, LAB 2). CREDIT 3. WECM.

This course offers instruction in networking technologies and their implementation. Topics include the OSI and TCP/IP reference models, network protocols, transmission media, and networking hardware and software. The student will learn to identify and use network transmission media; explain the OSI and TCP/IP network reference models; identify and construct networks using the primary network topologies/protocols; identify network characteristics, and determine which would be most appropriate for a proposed network; identify and implement different network operating systems, including centralized, client/server, and peer-to-peer systems; distinguish between Local Area Networks and Wide Area Networks and identify the components used to expand a LAN into a WAN. Prerequisite: CPT Reading 67.5. This course is articulated statewide for the high school Telecommunications and Networking course. This course might be part of a Tech Prep Program. See Tech Prep Program listing under "Student Information."

ITNW 1345. IMPLEMENTING NETWORK DIRECTORY SERVICES (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides students with the knowledge and skills necessary to install, configure and administer Network Directory service. Prerequisites: successful completion of ITNW 1308 and ITNW 1354 with a grade of "C" or better.

ITNW 1353. SUPPORTING NETWORK SERVER INFRASTRUCTURE (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides skills development in installing, configuring, managing, and supporting a network infrastructure.

ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides opportunity for the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Servers in a networked computing environment.

ITNW 1380. COOPERATIVE EDUCATION - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS (LECTURE 1, LAB 20). CREDIT 3. WECM.

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: GPA of no less than 2.0 and completion of 12 credit hours, or approval of Coordinator of Cooperative Education, Business programs.

ITNW 1458. NETWORK+ (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course prepares individuals for a career as a Network Support Technician in the Information Technology support industry. This course includes the various responsibilities and tasks required for the Service Engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Network+ Certification Exam. The student will learn to identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocols; and install and configure network client software. Prerequisite: CPT Reading 67.5.

ITNW 2405. NETWORK ADMINISTRATION, LINUX SERVER (LECTURE 3, LAB 3). CREDIT 4. WECM.

This is a study of Network Administration using Linux as a server. Topics include network components, user accounts, and groups, network file systems, file system security, and network printing. The student will describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing. Prerequisite: ITSC 1316.

ITNW 2459. WEB SERVER SUPPORT AND MAINTENANCE (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course provides instruction in the installation, configuration, and implementation of web servers and web server operating systems. This includes installing and configuring the Linux OS, the Apache Web Server, the MySQL Database System, and the PHP Scripting Language. The student will install the Linux OS on a computer, configure that computer to act as a Web Server, and create a basic web page which interfaces with the MySQL Database System through scripts written in PHP to provide a Dynamic Web Site to the visitor.

ITSC 1316. LINUX INSTALLATION AND CONFIGURATION (LECTURE 2, LAB 2). CREDIT 3. WECM.

Students will receive an introduction to the open-source Linux operating system with emphasis on using the GUI console interface. This course includes Linux installation, basic administration, utilities and commands, upgrading, networking, security and application development. Emphasized hands-on setup, administration, and management of Linux. Instruction also covers maintaining and securing reliable Linux systems. The student will install, administer and manage a secure and reliable Linux system; demonstrate proficiency with Linux Utilities, commands and applications; demonstrate effective Linux operation system set up; identify and resolve security-based issues; and identify networking principles necessary to integrate a Linux system into and existing network. Prerequisite: CPT Reading 67.5.

ITSC 1391. SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES, GENERAL LINUX APPLICATION INSTALLATION, GUI AND CLI (LECTURE 2, LAB 2). CREDIT 3. WECM.

Instruction will focus on locating and installing open-source applications for the Linux OS. Focus will be placed on differences and similarities between Linux distributions and package management systems, including compiling and installing packages from source. The student will install and configure a number of different applications for the Linux system. Prerequisite: CPT Reading 67.5. Co-requisite: ITSC 1316.

ITSC 2339. PERSONAL COMPUTER HELP DESK SUPPORT (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course instructs students how to diagnose and solve user hardware and software related problems with on-the-job projects.

ITSY 1300. FUNDAMENTALS OF INFORMATION SECURITY (LECTURE 3, LAB 1). CREDIT 3. WECM.

This course provides the basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. This course will teach to the CompTia Security+ exam. Prerequisites: successful completion of ITNW 1308 and ITNW 1354 or five years networking experience.

ITSY 2301. FIREWALLS AND NETWORK SECURITY (LECTURE 3, LAB 1). CREDIT 3. WECM.

Students will learn to identify elements of firewall design, types of security threats and responses to security attacks. Students will learn to use best practices to design, implement, and monitor a network security plan, and examine security incident postmortem reporting and ongoing network security activities. Prerequisites: successful completion of ITNW 1353 and ITSY 1300 with a grade of "C" or better or five years networking experience.

NURSING

Faculty: Anderson, Arline, Biscoe-Ingram, Bohmfalk, Brown, Gwin, Higgs, Keys, Lovett, Lowry, Reeves, Rondeau, Smith, Tombrella

NOTE: In order to be eligible for admission to the Nursing courses with science prerequisites, all science courses must have been completed with a grade of "C" or greater within the last five years.

RNSG 1144. NURSING SKILLS II (LECTURE 0, LAB 3). CREDIT 1. (8-WEEK COURSE). WECM.

This advanced skills course provides for the study of concepts and principles necessary to perform intermediate and advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Emphasis is placed on the application of critical thinking skills in demonstrating competence in the performance of advanced nursing skills. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2331, RNSG 2263.

RNSG 1146. LEGAL AND ETHICAL ISSUES FOR NURSES (LECTURE 1, LAB 0). CREDIT 1. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.

This is a study of the laws and regulations related to the provision of safe and effective professional nursing care. Attention is given to the development of a framework for addressing ethical issues. Other topics include confidentiality, the Nursing Practice Act, professional boundaries, ethics and health care legislation. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 2201, RNSG 1262.

RNSG 1162. CLINICAL (LECTURE 0, EXT 3). CREDIT 1. WECM.

(8-week course/6 weeks when taken in summer)
This course provides clinical experience at medical-surgical facilities that provide opportunities for the vocational nurse to begin the transition to the registered nurse role and function. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1301, PHED 1107, BIOL 2401, BIOL 2402, BIOL 2420,

PSYC 2301, PSYC 2314, RNSG 1301. Co-requisites: RNSG 1327. Prerequisites or co-requisites: RNSG 1215.

RNSG 1205. NURSING SKILLS I (LECTURE 1, LAB 3). CREDIT 2. WECM.

This course introduces the student to concepts and principles that are essential for demonstrating competency in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Laboratory experiences provide the student with opportunities to demonstrate competence in the performance of entry level nursing skills for the associate degree nursing student. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1209, RNSG 1260. Prerequisites or co-requisites: RNSG 1215, PSYC 2301, HPRS 1206.

RNSG 1209. INTRODUCTION TO NURSING (LECTURE 2, LAB 0). CREDIT 2. (8-WEEK COURSE). WECM.

This course provides an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills, professional values with a legal/ethical framework. Opportunities are provided for students to use beginning critical thinking skills as they explore introduction concepts in nursing. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1215. Co-requisites: RNSG 1205, RNSG 1260. Prerequisites or co-requisites: PSYC 2301, HPRS 1206.

RNSG 1215. HEALTH ASSESSMENT (LECTURE 1, LAB 2). CREDIT 2. (8-WEEK COURSE). WECM.

This course provides opportunity for the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1205. Prerequisites or co-requisites: PSYC 2301, HPRS 1206. Note: Pre-Nursing students, see course eligibility requirements elsewhere in this Catalog.

RNSG 1251. CARE OF THE CHILDBEARING FAMILY (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE). WECM.

This course is designed to study the concepts related to the provision of nursing care for childbearing

families. Topics include selected complications, knowledge, judgment, skills and professional values within a legal/ethical framework. Emphasis is placed on the study of the reproductive cycle, normal and abnormal phases of pregnancy and care of the neonate. Critical thinking skills and a systematic problem-solving process are used as a framework for providing care for the family during the prenatal, intrapartum and postpartum periods. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 2260, RNSG 2213, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

RNSG 1260. CLINICAL I (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This is an introductory clinical course designed to provide a beginning level of education and experience in the implementation of direct client care. Emphasis is placed on the provision of basic care to adult clients and families in structured health care settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1215. Co-requisites: RNSG 1209, RNSG 1205. Prerequisites or co-requisites: PSYC 2301, HPRS 1206.

RNSG 1262. CLINICAL III (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.

This clinical course addresses the nursing care of the child and family from birth through adolescence in multiple settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 2201, RNSG 1146.

RNSG 1301. PHARMACOLOGY (LECTURE 3, LAB 1). CREDIT 3. WECM.

This is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical, framework. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisites: RNSG 1361 and RNSG 1441. Pre- or co-requisites: PSYC 2314, PHED 1107. (Students

seeking admission to the LVN to RN Transition Track should contact the Nursing Office for permission to take this course).

RNSG 1327. TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING (LECTURE 3, LAB 0). CREDIT 3. WECM.

(8-week course/6 weeks when taken in summer)
This bridging course provides the Licensed Vocational Nurse (LVN) an opportunity to enhance his/her theory base and develop skills essential for joining the generic ADN student for the second year of the program. Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework throughout the life span. Prerequisites: ENGL 1301, PHED 1107, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, RNSG 1301. Co-requisites: RNSG 1162. Prerequisites or co-requisites: RNSG 1215.

RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH (LECTURE 3, LAB 1). CREDIT 3. (8-WEEK COURSE). WECM.

This course integrates previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of care, coordinator of care and member of a profession in the care for adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis is placed on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 2262, RNSG 2331, RNSG 2263, RNSG 1144.

RNSG 1361. CLINICAL II (LECTURE 0, EXT 9). CREDIT 3. WECM.

This is an introduction to the clinical aspects of nursing care of adults experiencing common health alterations in multiple settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisite: RNSG 1441, RNSG 1301. Prerequisites or co-requisites: PSYC 2314, PHED 1107.

RNSG 1441. COMMON CONCEPTS OF ADULT HEALTH (LECTURE 4, LAB 1). CREDIT 4. WECM.

A study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Categories of health alterations are introduced and explored. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Critical thinking and a systematic problem-solving process are used as a framework for providing care for adults and their families experiencing health alterations. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisites: RNSG 1361, RNSG 1301. Prerequisites or co-requisites: PSYC 2314, PHED 1107.

RNSG 2201. CARE OF CHILDREN AND FAMILIES (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.

This course is a study of concepts related to the provision of nursing care for children and their families; emphasizing judgment and professional values within a legal/ethical framework. Critical thinking skills and a systematic problem-solving process are used as a framework for providing care for the child and family. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 1262, RNSG 1146.

RNSG 2213. MENTAL HEALTH NURSING (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE). WECM.

This is a study of principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of clients and their families. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. It addresses therapeutic communication, critical thinking skills and a systematic problem-solving process as a framework for providing care to clients and families experiencing alterations in mental health. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2260, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

RNSG 2260. CLINICAL IV (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This clinical course addresses the nursing care of the childbearing family throughout the reproductive

cycles in multiple care settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2213, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

RNSG 2261. CLINICAL V (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This clinical experience provides for the nursing care of mental health clients in multiple health settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2260, RNSG 2213. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

RNSG 2262. CLINICAL VI (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This is an intermediate adult health clinical course designed to provide experiences in the management of clients and families with complex health alterations. Emphasis is placed on the roles of the associate degree nurse and management skills. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2331, RNSG 2263, RNSG 1144.

RNSG 2263. CLINICAL VII (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.

This advanced clinical course provides experience in the provision of nursing care to adult clients and families suffering from multi-system or life-threatening health alterations in a medical and/or surgical acute care setting. Prerequisites: ENGL 1302, Humanities/Fine Art, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2331, RNSG 1144.

RNSG 2331. ADVANCED CONCEPTS OF ADULT HEALTH (LECTURE 3, LAB 1). CREDIT 3. (8-WEEK COURSE). WECM.

This course provides the opportunity for application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis is

given to knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2263, RNSG 1144.

VOCATIONAL NURSING

Faculty: Jones, Lewis, Munson, Steed

VNSG 1122. VOCATIONAL NURSING CONCEPTS (LECTURE 1, LAB 0). CREDIT 1. WECM.

This is an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260.

VNSG 1226. GERONTOLOGY (LECTURE 2, LAB 0). CREDIT 1. WECM.

This course provides an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course addresses common disease processes with aging and explores of attitudes toward care of the elderly. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 2431, VNSG 1260.

VNSG 1219. PROFESSIONAL LEADERSHIP AND DEVELOPMENT (LECTURE 2, LAB 0). CREDIT 2. WECM.

This course studies the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1330, VNSG 1334, VNSG 1432, VNSG 2460.

VNSG 1227. ESSENTIALS OF MEDICATION ADMINISTRATION (LECTURE 2, LAB 0). CREDIT 2. WECM.

This course covers the general principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs.

Instruction includes various systems of measurement. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1423, VNSG 2431, VNSG 1126, VNSG 1260.

VNSG 1236. MENTAL HEALTH (LECTURE 2, LAB 0). CREDIT 2. (12-WEEK COURSE). WECM.

This is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms and therapeutic communication skills. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1429, VNSG 1261.

VNSG 1260. INTRODUCTORY CLINICAL – PRACTICAL NURSE (LECTURE 0, EXT 12). CREDIT 2. WECM.

This is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431.

VNSG 1261. INTERMEDIATE CLINICAL- PRACTICAL NURSE (LECTURE 0, EXT 12). CREDIT 2. (12-WEEK COURSE). WECM.

This is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical profession. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429.

VNSG 1320. ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Co-requisites: VNSG 1122, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. This course is articulated statewide for the high school Anatomy and Physiology class.

VNSG 1330. MATERNAL NEONATAL NURSING (LECTURE 3, LAB 0). CREDIT 3. (8-WEEK COURSE). WECM.

This course instructs students on the utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is 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 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1236, VNSG 1429, VNSG 1261, VNSG 1331. Co-requisites: VNSG 1219, VNSG 1432, VNSG 2460.

VNSG 1331. PHARMACOLOGY (LECTURE 3, LAB 0). CREDIT 3. (12-WEEK COURSE). WECM.

This course is the study of fundamentals of medications and their diagnostic, therapeutic and curative effect. Includes nursing interventions utilizing the nursing process. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1236, VNSG 1429, VNSG 1261.

VNSG 1334. PEDIATRICS (LECTURE 3, LAB 0). CREDIT 3. (8-WEEK COURSE). WECM.

This is a study of childhood diseases and childcare from infancy through adolescence. The course focuses on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261, VNSG 1330. Co-requisites: VNSG 1219, VNSG 1432, VNSG 2460.

VNSG 1423. BASIC NURSING SKILLS (LECTURE 3, LAB 4). CREDIT 4. (8-WEEK COURSE). WECM.

This course provides mastery of entry level nursing skills and competencies for a variety of healthcare settings. Utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1126, VNSG 1260.

VNSG 1429. MEDICAL-SURGICAL NURSING I (LECTURE 4, LAB 0). CREDIT 4. (12-WEEK COURSE). WECM.

This course teaches the application of the nursing process to the care of adult patients experiencing

medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1261.

VNSG 1432. MEDICAL-SURGICAL NURSING II (LECTURE 4, LAB 0). CREDIT 4. WECM.

This is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Instruction includes a variety of health care settings. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 2460.

VNSG 2431. ADVANCED NURSING SKILLS (LECTURE 3, LAB 4). CREDIT 4. (8-WEEK COURSE). WECM.

This course offers mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1423. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1126, VNSG 1260.

VNSG 2460. ADVANCED CLINICAL: PRACTICAL NURSE (LECTURE 0, EXT 24). CREDIT 4. WECM.

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 1432.

NUTRITION

Faculty: G. Johnson, Kish-Molina

BIOL 1322. FOOD AND NUTRITION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course stresses fundamental principles of human nutrition; physiological bases for nutrient needs for all ages; factors to consider in meeting the needs for individuals and groups. Online class is available some semesters. Prerequisite: CPT Reading 74.

OCCUPATIONAL SAFETY AND HEALTH

EPCT 1305. ENVIRONMENTAL REGULATIONS OVERVIEW (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course provides an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. Prerequisite: CPT Reading 78.

EPCT 1313. CONTINGENCY PLANNING (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course provides an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plans, and evaluating the effectiveness of the contingency plan. Prerequisite: CPT Reading 78.

EPCT 1341. PRINCIPLES OF INDUSTRIAL HYGIENE (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods. Prerequisite: CPT Reading 78.

OSHT 1301. INTRODUCTION TO SAFETY AND HEALTH (LECTURE 3, LAB 0). CREDIT 3. WECM.

This is an introductory identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture. Prerequisite: CPT Reading 78.

OSHT 1309. PHYSICAL HAZARDS CONTROL (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course provides a study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards. Prerequisite: CPT Reading 78.

OSHT 1313. ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION (LECTURE 3, LAB 0). CREDIT 3. WECM

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. Prerequisite: CPT Reading 78.

OSHT 1321. FIRE PROTECTION SYSTEMS (LECTURE 3, LAB 0). CREDIT 3. WECM

This is a study of fire protection systems and their applications with emphasis on the fire prevention codes and standards. Prerequisite: CPT Reading 78.

OSHT 1405. OSHA REGULATIONS-CONSTRUCTION INDUSTRY (LECTURE 4, LAB 0). CREDIT 4. WECM

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. Prerequisite: CPT Reading 78.

OSHT 2305. ERGONOMICS AND HUMAN FACTORS IN SAFETY (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course provides an in-depth study of the relationship of human behavior and ergonomics as applied to workplace safety. Prerequisite: CPT Reading 78.

OSHT 2309. SAFETY PROGRAM MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM

This course examines the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification. This course provides the student with a learning experience that results in consolidation and synthesis of the program competencies. Prerequisite: CPT Reading 78.

OSHT 2320. SAFETY TRAINING PRESENTATION TECHNIQUES (LECTURE 3, LAB 0). CREDIT 3. WECM

Principles of developing and presenting effective industrial/business training are explored in this course. Emphasis is placed on instructor qualifications and responsibilities, principles of teaching including the use of teaching aids and presentation skills. Prerequisite: CPT Reading 78.

OSHT 2401. OSHA REGULATIONS-GENERAL INDUSTRY (LECTURE 4, LAB 0). CREDIT 4. WECM

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. Prerequisite: CPT Reading 78.

PHARMACY TECHNICIAN

Faculty: Mahoney

PHRA 1207. ETHICS AND TEXAS PHARMACY LAW (LECTURE 2, LAB 0) CREDIT 2. WECM.

This course focuses on the role of the pharmacy technician and the pharmacists and their responsibilities. The variety and types of Ethics used in the practice of pharmacy will be demonstrated. Students will learn how to perform satisfactorily during an ethical dilemma. They will also learn how to prevent medication errors due to ethical mistakes. The student will learn the state law governing pharmacy, the Code of Ethics and guidelines created by Pharmaceutical Agencies to understand the ethical issues presented within the health care system. Patient confidentiality and the efforts made within the government to create a medication Therapy Management (MTM) program for the pursuance of ethical pharmaceutical care will be discussed. This course is not required to complete the pharmacy technician certificate program. This course is required as part of the AAS degree plan.

PHRA 1243. CERTIFICATION REVIEW (LECTURE 2, LAB 0) CREDIT 2. WECM.

An overview of major topics covered on the National Pharmacy Technician Certification Exam. The student will identify drug names, interactions, side effects, dosages, calculations, explain aseptic admixture techniques, chemotherapy, basic pharmacy management, and apply the duties of pharmacists and technicians in the practice of pharmacy.

PHRA 1301. INTRODUCTION TO PHARMACY (LECTURE 3, LAB 2). CREDIT 3. WECM.

This course is an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety, supply, and inventory techniques, pharmacy law as pertained to regulations and standards, role of national oversight agencies, dosage forms and routes of administration, immunizations, pharmacy management, controlled substances, Medicaid, Medicare, extemporaneous non-sterile compounding, Chapter 795, and exceptional customer service.

PHRA 1309. PHARMACEUTICAL MATH I (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs in both hospital and community settings. Also discussed is the conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Other topics include: Fractions, number systems, decimals, numerical ratios, percents, proportions, percentage of error, elements of the prescription order, prescription directions, problem solving in the pharmacy, ratio-proportion, decimal analysis, customized doses based on weight and body mass, calculating pediatric doses, house hold measurements, oral doses, liquid measurements, temperature measurement- Fahrenheit versus Celsius, and completing a temperature chart.

PHRA 1347. PHARMACEUTICAL MATH II (LECTURE 3, LAB 0) CREDIT 3. WECM.

This course is a continuation of Pharmaceutical Math I. Topics include preparing injectable medications, intramuscular and subcutaneous, calculating milliequivalents, units, and ratio strength, I.V. flow rates, drop sets and infusion rates, I.V. piggybacks, concentrations and dilutions, compound formulas, alligations, aliquot measurements, business calculations, overhead, net-profit, gross profit, discount, insurance reimbursements, average wholesale, capitation fee, day's supply, turnover rate, depreciation, expiration dates, apothecary volume

and weight equivalence, and conversions between apothecary and metric systems.

PHRA 1349. INSTITUTIONAL PHARMACY (LECTURE 2, LAB 2). CREDIT 3. WECM.

This course explores the unique role and practice of pharmacy technicians in a hospital pharmacy with emphasis on daily pharmacy operations. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, inventory control, robotic automation, basics of aseptic compounding techniques (ASHP video training program), safe handling of hazardous Drugs (ASHP video training program), I.V. certification, USP Chapter 797 Standards), hospital committee structure, infection control, horizontal and vertical flow hoods, biological safety cabinets, Center for Disease Control, contamination risk labels, vaccinations, medication administration records, narcotics, floor stock, and intravenous admixture service.

PHRA 1404. PHARMACOTHERAPY AND DISEASE PROCESS. (LECTURE 2, LAB 4). CREDIT 4. WECM.

This course studies disease processes and the therapeutic properties of the drugs used in treatment. The student will define various disease processes, patterns and pathogenic organisms: identify and describe the various types of drugs utilized in the treatment of each disease process and design an appropriate pharmaceutical care plan. Major classes of pharmaceutical products include: Antibiotics, Fungal and Viral, Anesthetics, Analgesics, Narcotics, Psychiatric, Central Nervous System, Respiratory, Gastrointestinal, Renal System, Cardiovascular, Hormonal, Muscular and Joint, Topical, Ophthalmic, Otic, Nutritional and Alternative Medicine, Over-the-Counter Medications, and Chemotherapy.

PHRA 1441. PHARMACY DRUG THERAPY AND TREATMENT (LECTURE 2, LAB 4). CREDIT 4. WECM.

This course represents the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. This course provides detailed information

regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. Major classes of pharmaceutical products include: Antibiotics, Fungal and Viral, Anesthetics, Analgesics, Narcotics, Psychiatric, Central Nervous System, Respiratory, Gastrointestinal, Renal System, Cardiovascular, Hormones, Muscle and Joint, Topical, Ophthalmic, Otic, Nutritional and Alternative Medicine, Over-the-Counter Medications, and Chemotherapy.

PHRA 1445. INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING (LECTURE 3 LAB 2) CREDIT 4. WECM.

This course is designed for certified pharmacy technicians who want to become certified with the state as an I.V. Certified Pharmacy Technician. This course is designed to give each certified pharmacy technician the practical application and knowledge to develop and utilize the concepts, techniques and procedures related in the preparation of sterile and hazardous pharmaceuticals. The focus is on pharmaceutical calculations, various forms of intravenous Admixtures, Cytotoxic drugs, and Pharmacokinetics. Each student will be required to perform 20 hours of intravenous training in a hospital setting under the supervision of an I.V. certified pharmacist, and 20 hours of didactic classroom training which consists of completing a comprehensive post exam and numerous comprehensive process evaluation checklists which are required for Intravenous Certification with the State. This course is required as part of the AAS degree plan.

PHRA 2360. CLINICAL PHARMACY TECHNICIAN INTERNSHIP-HOSPITAL AND COMMUNITY (LECTURE 0, LAB 9). CREDIT 3. WECM.

This course provides opportunities for practical general training and experiences in a hospital and retail setting. The college, employer, and Director of the Pharmacy Technician Program develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This internship consists of 144 hours of training.

PHILOSOPHY

Faculty: Burleson

PHIL 1301. INTRODUCTION TO PHILOSOPHY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is the study of both the development of general philosophical problems and respective solutions to these problems with the intent of developing rational, logical, analytical, and critical thinking regarding epistemology, metaphysics, ethics, and other value areas. Prerequisite: ENGL 1301.

PHIL 1304. INTRODUCTION TO WORLD RELIGIONS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

An introduction to selected world religions, including but not limited to Hinduism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Islam and Christianity. Prerequisite: ENGL 1301.

PHIL 2306. INTRODUCTION TO ETHICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A study of classical, medieval, modern, and contemporary philosophical approaches and inquiries into the nature and knowledge of the “good” and the “good life.” Special attention is paid to theories of moral responsibility, moral judgment-making, and action. Prerequisite: ENGL 1301.

PHOTOGRAPHY

(See Art/Visual)

PHYSICAL EDUCATION

Faculty: Abshire, Collins

THEORY COURSES

PHED 1301. INTRODUCTION TO PHYSICAL EDUCATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is designed to orient the student in the fields of health, physical education, and recreation through presentation of the scope and organization of professional activities, vocational opportunities offered in the field, and essential qualification of members of the profession.

PHED 1304. PERSONAL/COMMUNITY HEALTH (LECTURE 3, LAB 0). CREDIT 3. ACGM

The course explores current individual, family and community health issues. Topics include family health, mental health, stress management, wellness

behavior, sexuality, substance use and abuse, physical fitness, consumer health issues and current health concerns. Special emphasis is placed on preventative practices.

PHED 1306. FIRST AID (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course teaches introductory aspects of emergency care for the sick and injured, emphasizing principles and concepts for dealing intelligently with emergencies; includes instruction on cardiopulmonary resuscitation. Red Cross certification is available upon successful completion of course.

PHED 1331. PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers theory, methods, techniques, and practices of providing activities in physical education for elementary school children (K-6). Curriculum relating to motor skills, rhythms, dance, games, sports, gymnastics and other school activities will be covered. Special populations and equipment will also be included.

PHED 1346. DRUG USE AND ABUSE (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is the study of use and abuse of drugs in today's society, emphasizing physiological, sociological and psychological factors involved.

Activity Courses

PHED 1101. SWIMMING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course is intended exclusively for non-swimmers. Instruction deals with basic skills for safety in and around water and beginning swimming strokes. Red Cross certification as Beginner or Advanced Beginner is offered.

PHED 1103. AEROBIC: WATER EXERCISE (LECTURE 1, LAB 2). CREDIT 1. ACGM.

A water aerobics class incorporating a warm up, cardiorespiratory conditioning, a muscle strengthening segment and a cool down. The buoyancy of the water lessens the stress and impact of exercise on the joints while providing resistance, which tones and conditions the muscles and cardiovascular system. Some fundamental swimming skills are incorporated into the class, but no swimming experience is necessary.

PHED 1107. FOUNDATIONS OF FITNESS AND WELLNESS (LECTURE 1, LAB 2). CREDIT 1. ACGM.

A multi-dimensional view of wellness is shared through lecture and laboratory experiences. Emphasis is further placed on the “aerobic” concept of conditioning and its applications.

PHED 1109. AEROBIC: DANCE (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This is an introductory course in the fundamentals of modern dance technique. Students will learn and practice warm-up exercises and dance sequences emphasizing articulation and coordination of body parts, rhythm, musicality and expressive qualities of movement. This course is designed to use the dance vocabulary of contemporary street funk, jazz, ballet, modern and traditional African dance to develop, increase, and maintain cardiovascular ability, strength, muscular coordination, agility and postural awareness.

PHED 1110. WEIGHT TRAINING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course is for both men and women, and is designed to aid them in improving their muscle tone or increasing muscular strength and endurance.

PHED 1111. HATHA YOGA (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. Students will be provided with an opportunity to strengthen, tone and firm muscles.

PHED 1112. WEIGHT CONTROL (LECTURE 1, LAB 2). CREDIT 1. ACGM.

Participants will engage in a modern system of behavior modification techniques through an individualized weight loss or weight maintenance program. A 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 games. The course is available through credit by examination.

PHED 1121. BASKETBALL (LECTURE 1, LAB 2). CREDIT 1. ACGM.

An on-going analysis of the game, from basic individual fundamentals (dribbling, passing, shooting, etc.) to the more sophisticated aspects of team play (offenses, zones, presses, etc.).

PHED 1123. SOFTBALL (LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be introduced to the basic skills, strategies, terminology and rules of the game.

PHED 1124. GOLF (LECTURE 1, LAB 2). CREDIT 1. ACGM.

For the beginning student, this course provides instruction and practice in the fundamentals of grip, stance and various swings; also involves the rules, terminology and etiquette associated with the game. Additional fee is assessed for special facility use.

PHED 1125. TENNIS (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course provides basic instruction and practice in the grip, footwork, forehand and backhand drive, service and volley, familiarization with rules, terminology, scoring and etiquette.

PHED 1126. VOLLEYBALL (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This is a great team sport that men and women can enjoy together. Class instruction will be designed to give players enough skill to feel comfortable playing the game.

PHED 1130. SOCCER (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course provides an introduction to the world's most popular sport with an emphasis on basic skills, as well as the more sophisticated aspects of tactics

and game strategies. Soccer provides an excellent opportunity to develop stamina, discipline, speed, agility, and team play.

PHED 1131. AEROBIC: CYCLING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This is an introduction into various aspects of cycling, including mechanical repairs and cycling for health and fitness. Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles.

PHED 1133. INTRODUCTION TO RECREATIONAL SPORTS (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course provides the student with opportunities to participate in a variety of team sports while learning the rules, strategies, and basic skills related to the sport. Volleyball, basketball, flag football, soccer, and softball are included.

PHED 1143. AEROBIC: RUN/WALK (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This class is intended for the beginning, intermediate, or advance walkers/runners who would like to improve distance or speed. It will also allow the walker/runner to train with a group twice a week. Topics to be included are sports nutrition, sport psychology, fitness testing, training schedules, speed work, stretching, and racing strategies.

PHED 1144. AEROBIC: STEP (LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise to music at 120-130 steps per minute using the platform of the adjustable step.

PHED 1145. AEROBIC: CROSS-TRAINING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise. This course is designed to increase energy, mental clarity and health as a part of one's lifestyle. The class will incorporate high and low impact movements, bench-step, kick-boxing, circuit aerobics, body sculpting, and flexibility training.

PHED 1146. AEROBIC: KICKBOXING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while utilizing aerobic/boxing techniques to music. Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing kickboxing moves which increase the heart rate to each individual's target zone.

PHED 1148. SPORTS YOGA (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This Yoga instruction program is primarily based on Hatha yoga. It also covers traditional sports stretching, some pilates mat exercises, and martial arts warm-ups. It differs from traditional yoga because it is easier for beginners to perform. Sport Yoga differs from regular sports stretching in that it has much more structure and balance. Movements can be as detailed as martial arts training.

PHED 1149. PILATES (LECTURE 1, LAB 2). CREDIT 1. ACGM.

It is an all inclusive program that builds strength and flexibility while at the same time engaging the mind and body connection for people from all walks of life. Pilates strengthens the muscles that support the spine (the neck, shoulders, abs, hips and thighs) to bring balance into the body.

PHED 1151. SCUBA DIVING (LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course provides instruction and practice in the use of equipment and techniques of scuba diving. Students must supply mask, snorkel, fins, weight belt, two pound weights, and text book. These should not purchase before class. Following the completion of a medical questionnaire, a physician's approval may be required. A lab fee is included in the registration fee to cover scuba equipment and PADI certification. A swimming evaluation test will be given by the instructor.

PHED 2117. KARATE II (LECTURE 1, LAB 2). CREDIT 1. ACGM.

A continuation of Karate I. Karate II will enable students who have been through Karate I to continue learning the art of Tae Kwon Do Karate. Guidance will be given by the instructor in the aspects of T.K.D. which the student wishes to pursue (i.e., self defense, Kata, competition, etc.). Prerequisite: Karate I. White uniform required.

PHYSICS

Faculty: Trivilino

PHYS 1401. COLLEGE PHYSICS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a non-calculus approach to the principles of mechanics and heat. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, pre-pharmacy, pre-optometry and technology students. Prerequisite: MATH 1314, a prior course in Trigonometry and Physics strongly recommended.

PHYS 1402. COLLEGE PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course is a continuation of PHYS 1401 covering waves, sound, light, electricity, magnetism, and atomic physics. Prerequisite: PHYS 1401.

PHYS 1403. ASTRONOMY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course provides an introductory account of the earth, moon, planets, sun, stars, and other members of our solar system, including theories of their origins. A laboratory consisting primarily of night-time viewing. Prerequisite: CPT Reading 78.

PHYS 1404. ASTRONOMY II (LECTURE 3, LAB 3). CREDIT 4. ACGM

This course provides an introductory account of stars and their formation, our galaxy, and our universe; including theories of their origin. A laboratory consisting primarily of night-time viewing. Prerequisite: CPT Reading 78.

PHYS 1410. APPLIED PHYSICS (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a one-semester, non-calculus approach to the principles of force and motion, work and energy, fluids, heat and thermodynamics. The course is intended for students of process technology and other technical students. The concepts of fluids, heat and thermodynamics are emphasized. Prerequisites: TECM 1303 and MATH 0320; or MATH 1314.

PHYS 2425. UNIVERSITY PHYSICS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This course provides a calculus approach to the study of statics and dynamics of particles and rigid bodies, fluid dynamics, and thermodynamics. It is intended for physics majors and pre-engineering students; previous physics course recommended. Prerequisite or Co-requisite: MATH 2413. (Recommended as

a prerequisite for part-time students.) This is an academic transfer course.

PHYS 2426. UNIVERSITY PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.

This is a continuation of PHYS 2425. Students study wave theory, sound, electrostatics, electric and magnetic fields, DC and AC circuits, electromagnetic waves, interference, diffraction, polarization, and topics from modern physics. Prerequisite: PHYS 2425 and MATH 2413. Prerequisite or co-requisite: MATH 2414.

PROCESS TECHNOLOGY

Faculty: Cobb, Duncan

CTEC 2286. INTERNSHIP: CHEMICAL TECHNOLOGY/TECHNICIAN (LECTURE 0, LAB 180). CREDIT 2. (ELECTIVE) WECM.

This is a basic, intermediate or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Students will be mentored and will have had the opportunity to learn the operating skills involved with a full-scale process operating unit. Prerequisites: 30 hours + (in program courses), 3.0 GPA, PTAC 1302, PTAC 1410, PTAC 1408, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1303, and/or other requirements by company.

CTEC 2445. UNIT OPERATIONS (LECTURE 2, LAB 6). CREDIT 4. WECM.

This course provides instruction in the principles of chemical engineering and process equipment. Emphasis is on scale-up from laboratory to pilot plant. Students will get "hands-on" operating experience on glass distillation column in the lab, as well as

actual operating experience on the pilot-sized glycol separation unit. Instruction on procedure writing, safety and environmental issues will also be provided. Students will describe unit operation concepts; solve elementary chemical mass/energy balances; interpret analytical data and apply distillation and fluid flow principles. Students will be tested and OSHA Certified on the Glycol Separation Unit and taught basic distillation “hands-on” troubleshooting techniques. Prerequisite: PTAC 2420. Students enrolling in this class must take and pass a Unit Operations entrance exam prior to registration for the class. This is a Capstone course.

CTEC 2486. INTERNSHIP: CHEMICAL TECHNOLOGY/TECHNICIAN (LECTURE 0, LAB 300). CREDIT 4. (ELECTIVE) WECM.

This is a basic, intermediate or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Students will be mentored and will have had the opportunity to learn the operating skills involved with a full-scale process operating unit. Prerequisites: 30 hours + (in program courses), 3.0 GPA, PTAC 1302, PTAC 1410, PTAC 1408, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1303, and/or other requirements by company.

PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY (LECTURE 3, LAB 0). CREDIT 3. WECM.

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process

plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment. Prerequisite: CPT Reading 61.

PTAC 1350. INDUSTRIAL ECONOMICS (LECTURE 3, LAB 0). CREDIT 3. WECM.

This course is an examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability. Students will be able to summarize plant operations from a business perspective; explain the impact of operation on profitability; and interpret stock market factors and annual reports. Prerequisites: PTAC 1302, MATH 0310.

PTAC 1408. SAFETY, HEALTH, AND ENVIRONMENT I (LECTURE 4, LAB 0). CREDIT 4. WECM.

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses. Prerequisite: MATH 0310.

PTAC 1410. PROCESS TECHNOLOGY I: EQUIPMENT (LECTURE 3, LAB 2). CREDIT 4. WECM.

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment. Prerequisites: PTAC 1302, MATH 0310.

PTAC 1432. PROCESS INSTRUMENTATION I (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements

in a control loop; and define and apply terms and symbols used in instrumentation. Prerequisite: PTAC 1302, MATH 0310.

PTAC 1454. INDUSTRIAL PROCESSES (LECTURE 3, LAB 4). CREDIT 4. WECM.

The study of the basic types of industrial processes. Types of commercial processes will be explored and demonstrated. Students will demonstrate knowledge of basic types of industrial processes and their operation; explain chemical, physical and thermodynamic principles of industrial processes; perform calculations on industrial processes; and plot and graph process data. Prerequisite: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, CHEM 1419, PHYS 1410 OR PHYS 1401.

PTAC 2314. QUALITY (LECTURE 3, LAB 0). CREDIT 3. WECM.

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems. Prerequisites: COSC 1301, MATH 0310.

PTAC 2420. PROCESS TECHNOLOGY II: SYSTEMS (LECTURE 3, LAB 3). CREDIT 4. WECM.

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, CHEM 1419, PHYS 1401 or PHYS 1410. This is a benchmark course.

PTAC 2438. PROCESS TECHNOLOGY III: OPERATIONS (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures. Prerequisites: PTAC 2420.

PTAC 2446. PROCESS TROUBLESHOOTING (LECTURE 3, LAB 3). CREDIT 4. WECM.

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems. Prerequisite: PTAC 2420.

TECM 1303. TECHNICAL MATH (LECTURE 2, LAB 2). CREDIT 3. WECM.

This course is designed for students who need a review in mathematics and who plan to learn a technical skill. The first part of the course covers basic arithmetic operations, fractions, decimals, percent, the metric system and numbers as measurements. Then the essentials of algebra needed in technical and trade programs are covered. The essentials of geometry for the most common two- and three-dimensional figures follows. There is a short but intense study of trigonometry in which right angle trigonometry as well as oblique triangles and graphing are covered. The basic concepts of statistics important to the technical fields are discussed in the last part of the course. Prerequisite: MATH 0320.

PSYCHOLOGY

Faculty: Ennis, Franks, Henderson, Millsap, Watford, Yom

PSYC 1300. PSYCHOLOGY FOR SUCCESS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: CPT 49 or higher. Also listed as EDUC 1300. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

PSYC 2301. INTRODUCTION TO PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is an introduction to the field of psychology, dealing with such topics as the scientific method and theories, neuroscience and behavior, perception, consciousness, learning, memory, intelligence, motivation, emotion and stress, personality,

psychological disorders, and therapy. Prerequisites: ENGL 1301 or CPT Reading 78. This is an academic transfer course.

PSYC 2305. CRISIS INTERVENTION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course covers the principles and theories of assisting the individual who is in a crisis situation. Also discussed is crisis intervention methodology in the assistance of a person caught in the anxiety and tension of crisis and who feels helpless will be used in similar situations. Prerequisite: CPT Reading 78. This is an academic transfer course.

PSYC 2306. HUMAN SEXUALITY (LECTURE 3, LAB 0). ACGM.

This is the study of the physiological and psychological aspect of human sexuality. Prerequisite: CPT Reading 78. This is an academic transfer course.

PSYC 2308. CHILD GROWTH AND DEVELOPMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a study of the biosocial, cognitive and psychosocial dimensions influencing growth and development of the prenatal period, infancy, childhood and adolescence. Prerequisite: ENGL 1301 or CPT Reading 78. This is an academic transfer course.

PSYC 2314. LIFESPAN DEVELOPMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is the scientific study of human development from the beginning of life to the end. Topics include conception and prenatal environment, birth, infancy, childhood, adolescence, adulthood, aging, death and dying. Emphasis is placed on the biosocial, cognitive, and psychosocial development from a multidimensional approach. Prerequisite: PSYC 2301.

PSYC 2315. PSYCHOLOGY OF ADJUSTMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.

Students will study the principles and theories of psychology applied to everyday life, dynamics of personality development and interpersonal relationships in normal adjustment and growth. Prerequisite: CPT Reading 78. This is an academic transfer course.

PSYC 2316. PSYCHOLOGY OF PERSONALITY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

Students will study various approaches to determinants, development, and assessment of

personality; will compare and contrast different theories that attempt to explain how personality develops; and will look at how the personalities of the theorists are represented in their theories. Prerequisite: PSYC 2301. This is an academic transfer course.

PSYC 2317. STATISTICAL METHODS IN PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course will focus on the measures of central tendency and variance; correlation and regression, hypothesis testing, statistical inference, normal distribution, experimental control and procedure with applications in psychology and social sciences. Prerequisite: MATH 0320. This is an academic transfer course.

PSYC 2319. SOCIAL PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a study of the origin and development of personal behavior in interpersonal situations. Prerequisite: PSYC 2301 or SOCI 1301. This is an academic transfer course.

SOCIOLOGY

Faculty: Watford, Sabido

SOCI 1301. INTRODUCTION TO SOCIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a study of the social nature of human behavior that examines the major sociological theories, concepts, and social institutions. Topics include culture, society, social interaction, socialization, conformity, deviance, social change, and the social issues relevant to class, race, gender and age. Credit by examination is available. Prerequisite: CPT Reading 78.

SOCI 1306. SOCIAL PROBLEMS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a theoretical and practical examination of the causes and consequences of contemporary social problems in society. The course will identify and address corresponding social issues that are thought to be undesirable and weaken the well-being of a significant population in society. Social problem topics will recognize the importance of social change and collective action to effectively reduce their undesirable consequences. Prerequisite: CPT Reading 78.

Course Descriptions

SOCI 2301. MARRIAGE AND FAMILY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a cultural and practical approach to the problems of courtship, marriage and parenthood with emphasis on problems of adjustment in a changing society. Prerequisite: CPT Reading 78.

SOCI 2319. MULTICULTURAL STUDIES (LECTURE 3, LAB 0) CREDIT 3. ACGM.

This is an interdisciplinary approach of the study of minority groups multicultural and multiethnic relations as they occur on the contemporary American scene. Prerequisite: CPT Reading 78. Offered in the Spring and Fall. This is an academic transfer course.

SOCI 2320. CURRENT ISSUES IN SOCIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is the study of systemic problems in the United States including corporate power, economic crisis, inequality, racism, and sexism. The course will also study specific institutions in crisis such as the family, the environment, the workplace, health and welfare, the schools and crime and justice. Prerequisite: CPT Reading 78.

SOCI 2336. CRIMINOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This is a sociological and psychological study on issues and problems relating to crime, delinquency, policing, correction and criminal offenders. The course will focus on current criminological theories with sociological orientations relating to crime behaviors, and will also employ a macro-level approach as to how society should effectively deal with the crime problem. Prerequisite: CPT Reading 78.

SPANISH

Faculty: Naranjo

SPAN 1100. CONVERSATIONAL SPANISH (LECTURE 1, LAB 0). CREDIT 1. ACGM.

This is a short conversational course designed to accommodate special topics especially those related to specific professions.

SPAN 1101. CONVERSATIONAL SPANISH (LECTURE 0, LAB 3). CREDIT 1. ACGM.

This is a one-semester introduction to oral communication in the Spanish language, emphasizing conversation and pronunciation drills.

SPAN 1411. SPANISH I (LECTURE 4, LAB 0). CREDIT 4. ACGM.

This course is designed for students with no previous knowledge of Spanish. Standard elementary grammar skills accompanied by written exercises are taught. Extensive oral exercises are stressed in the language laboratory. Credit by examination is available.

SPAN 1412. SPANISH II (LECTURE 4, LAB 0). CREDIT 4. ACGM.

This course is a continuation of SPAN 1411, with additional instruction in reading, writing, comprehension, and speaking. Intensive drills increase the knowledge of structure and vocabulary. Prerequisite: SPAN 1411 or one or more credits in high school Spanish.

SPAN 2311. SPANISH III (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course stresses written and oral exercises to increase knowledge of vocabulary and the grammatical structure. Selected readings are used to improve vocabulary and comprehension. Spanish is spoken in class. Prerequisite: SPAN 1412.

SPAN 2312. SPANISH IV (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course, conducted in Spanish, provides an intensive review of grammar. Emphasis is placed on conversation, correct pronunciation, and correct writing. Recognition ability, comprehension, and self-expression are stressed. Selected readings from Spanish, and Spanish-American authors are introduced. Prerequisite: SPAN 2311.

SPAN 2313. SPANISH FOR NATIVE SPEAKERS (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course is designed to accommodate those students who speak Spanish, but do not read or write it well. Composition, literature and grammar will be emphasized.

SPEECH

Faculty: Garcia, Hackett, Stallings, Welch

SPCH 1315. PUBLIC SPEAKING. (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course emphasizes the principles of oral communication skills in both speaking and listening situations. In addition to theory in verbal and nonverbal technique, the course prepares students for planning, organization, and delivery of different types of informative and persuasive presentations. Prerequisites: English Language Arts 11th grade exit TAKS scores of 2200 with an essay score of 3; CPT Sentence Skills 80 or higher and CPT Reading 78 or higher plus Essay 6 or higher if taken prior to 6/19/09 or Essay 5 or higher if taken 6/19/09 or after; or credit for ENGL 0360 or ENGL 0390 and CPT Reading 78 or higher. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years.

SPCH 1318. INTERPERSONAL COMMUNICATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course deals primarily in theory with person-to-person communication skills as they apply to relationships. Although the emphasis of the course centers around the development and maintenance of good relationships, focus will also center on self-worth, perception, and recognizing emotions. Some speaking presentations required. Prerequisites: English Language Arts 11th grade exit TAKS scores of 2200 with an essay score of 3; CPT Sentence Skills 80 or higher and CPT Reading 78 or higher plus Essay 6 or higher if taken prior to 6/19/09 or Essay 5 or higher if taken 6/19/09 or after; or credit for ENGL 0360 or ENGL 0390 and CPT Reading 78 or higher. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years.

SPCH 1342 VOICE & DICTION (LECTURE 3, LAB 0) CREDIT 3. ACGM

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. Prerequisite: Credit for ENGL 0330 or higher and CPT Reading 78 or higher.

THEATER ARTS

(See Drama)

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. Prerequisite: CPT Reading 46 or equivalent. This course is articulated statewide for the high school Welding II course.

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. Prerequisite: CPT Reading 46 or equivalent.

WLDG 1430. INTRODUCTION TO GAS METAL ARC (MIG) 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. Prerequisite: CPT Reading 46 or equivalent.

WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (TIG) 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. Prerequisite: CPT Reading 46 or equivalent.

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 place 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: CPT Reading 46 or equivalent. 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: CPT Reading 46 or equivalent. Prerequisite or co-requisite: WLDG 1421.

WLDG 1491. SPECIAL TOPICS IN WELDER WELDING TECHNIQUES (LECTURE 3, LAB 4). CREDIT 4. WECM.

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite or co-requisite: WLDG 1430 Intro to Gas Metal Arc (MIG) Welding. Students will develop advanced

welding skills on 2G, 5G and 6G on gas metal arc (MIG) welding and flux core arc welding. Prerequisite or co-requisite: WLDG 1430.

WLDG 2406. INTERMEDIATE PIPE WELDING (LECTURE 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. Prerequisite: CPT Reading 46 or equivalent. Prerequisite or co-requisite: 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. Prerequisite or co-requisite: WLDG 2451 Advanced Gas Tungsten Arc (TIG) Student will identify proper safety equipment and tools and identify and select the proper welding process for a given application. Student will demonstrate skills training using more than one approved welding process; demonstrate ability to analyze situations and make decision using skills as taught concerning safety and electrode selections; and select the most economic and practical welding process for the given task. 2G, 5G and 6G on stainless steel pipe gas tungsten arc (TIG) welding. Prerequisite or co-requisite: WLDG 2451.

WLDG 2451. ADVANCED GAS TUNGSTEN ARC (GTAW) WELDING (LECTURE 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. Prerequisite: CPT Reading 46 or equivalent. Prerequisite or co-requisite: WLDG 1434.



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Academic Calendar	5
Academic Fresh Start	41
Academic Progress Policy.....	44
Academic Success.....	121
Academic Success Program	17
Accounting.....	71, 126
Achieving the Dream (AtD), What is	12
Admission Procedures and Policies.....	15
Adult Education Program, The	118
Advisement and Testing Services.....	47
African American Students, Services for.....	52
Air Force Reserve Office Training Corps	122
Air Force Reserve Officer Training (ROTC) Program	57
Anthropology	122
Appeal Procedures	30
Art	123
Art Gallery.....	117
Art/Visual	123
Associate of Arts Degree	61
Associate of Arts in Teaching	65
Associate of Applied Science	83
Associate of Science Degree	67
Attendance, Class.....	36
Audit.....	36
Avocational.....	115
Benefit Requirements, Ability to	30
Biology.....	125
Board of Trustees	11
Books and Periodicals	50
Bookstore.....	49
Business.....	126
Business Administration	71
Business Communications.....	126
Business Technology.....	73
Business, Introduction to.....	126
Campus Tours	53
Cap and Gown	41
Career Services	48
Catalog Regulations, Applicability of.....	10

Ceramics.....	123
Certificate	69
Change of Name or Address	34
Changes in Student Schedule.....	34
Chemistry.....	129
Child Care.....	29
Child Development/Education	75, 131
Classification of Students	34
Clubs and Organizations.....	53
College Facilities, Community Use of	118
Collegiate High School.....	15
COM Community Theatre	57
Community Recreation.....	117
Community Services	118
Community Theatre, COM	117
COMPACT: Alternative Teacher Certification Program	118
Complaints, Student	46
Computer Information Systems	78, 134
Computer Systems Technology.....	80, 135
Concurrent College Enrollment Tuition Adjustment.....	21
Conduct and Discipline of Students	45
Continuing Education	69, 116
Cooperative Education	69
Core Curriculum	61
Cosmetology	81, 136
Cost of Education.....	31
Counseling and Disability Services	49
Counseling Services	49
Course Descriptions.....	119
Course Load, Student.....	34
Course Numbers.....	34
Credit By Examination	38
Credit For CPS, CAP and PLS Examinations	48
Criminal Justice	85, 138
Customized Training and Workforce Development	116
Dean's List	58
Debts to College of the Mainland	31
Debts to the Department of Education	31
Decision-Making, Student's Role in Institutional	46
Declaracion de informacon Publica	11

Default of Loans and Federal Grants, Procedures for Students in..	31	General Education Development (GED).....	118
Degree Time Limit	41	Geography.....	147
Design.....	124	Geology.....	147
Developmental Requirements/Course Prerequisites.....	18	Government	148
Discrimination Statement.....	9	Grade Appeal.....	37
Distance Education.....	112	Grade Reports	36
Drafting.....	85, 139	Grade, The “I”	37
Drama	141	Grade, The “W”	37
Drawing	123	Grades and Transcripts.....	36
Drop Limit, Six-Course	35	Grades in Academic Success (Developmental) Classes.....	37
Drop, Instructor-initiated	36	Grades in Repeated Courses.....	37
Drug and Alcohol Abuse Education Program.....	45	Grading, System of.....	36
Drug and Alcohol-Free Campus	45	Graduation Requirements	41
Dual Credit	16	Graphic Arts	88, 148
		Grievances, Student	46
Economics.....	142	Guarantee Plan, The	12
Education.....	142		
Educational Opportunities and Multicultural Education.....	49	Hazlewood Act, Application Procedures for the	33
Emergency Medical Services	87, 143	Hazlewood Act, The Texas	33
Emeritus Faculty Members	188	Health Information Management	90, 150
English	145	High School Students, College Opportunities for	15
English as a Second Language (ESL)	118	Hispanic and Latino Students, Services for.....	52
Enrollment Policies.....	33	History.....	10, 151
		Honors and Awards	58
Faculty.....	183	Honors Graduates	58
FAFSA School Code	26	Honors Program.....	58
Family Educational Rights and Privacy Act of 1974.....	38	Human Relations/Human Resources	126
Fees and Charges, Refunding of.....	21	Humanities.....	152
Field of Study Programs.....	68	Hybrid.....	113
Finance.....	126		
Financial Aid Warning and Probation	30	Information, General	2
Financial Aid, Academic Requirements For	29	Information, Student.....	14
Financial Aid, Developmental Courses	26	Innovations Computer Lab.....	49
Financial Aid, Eligibility.....	26	Installment Plan Option.....	34
Financial Aid, Major Sources of.....	26	Institutional Goals, 2008-2012	10
Financial Aid, Priority Processing	26	Instructional Technology	50
Financial Aid, Types of.....	26	International Student Admission.....	18
Fine Arts.....	123	Internet	113
Fire Protection Technology.....	88, 146		
First Year Experience Initiative	34		

Law Enforcement	91, 152	Private or Out-of-State Institutions, Temporary Waivers	
Learning Communities	18	from TSI for Students Attending	17
Learning Resources Center	50	Process Technology	109, 172
Library Information	50	Professional Personnel	180
Library Services	50	Psychology	174
		Public Information Statement	11
Marketing.....	126		
Mathematics	152	Records Placed on Hold	36
Medical Administrative Assistant	74	Records, Disclosure of Educational	38
Medical Assistant	92, 154	Records, Retention of	19
Music	155	Registration	20
		Regulations Concerning Checks.....	21
Network Systems Technology	92	Religious Holy Days	36
Networking	159	Research, College-Level	50
New Student Orientation Seminar, Mandatory	20	Residence Requirements	20
Non-Credit Courses, Petition for Credit for	19	Resources, Computers and Online	50
Nursing	94, 161	Resources, Other Campus.....	49
Nursing Associate of Applied Science	100	ROTC Course Credit	57
Nursing LVN to RN Transitional Track	102		
Nursing Students	18	Schedule Policy.....	33
Nursing, Vocational	103, 163	Sculpture	125
Nutrition	166	Senior Adult Program	118
		Servicios Para Estudiantes Hispanos Y Latinos	52
Occupational Safety and Health	107, 166	Smoking/Tobacco Products	46
Online Learning	113	Sociology.....	175
Online Students, Advisement for.....	113	Spanish	176
Online Students, Support for	113	Speech.....	177
		Student Clubs and Organizations.....	53
Painting.....	124	Student Financial Services	25
Petition for Credit for Professional Certifications	19	Student Government Association (SGA)	53
Pharmacy Technician	108, 167	Student Help Center.....	19
Phi Theta Kappa	58	Student Identification Card.....	44
Philosophy.....	169	Student Life.....	53
Photo and Videotape Policy	21	Student Recreation	56
Photography	124	Student Regulations and Policies.....	44
Physical Activity Facilities.....	56	Student Services.....	40
Physical Education.....	169	Student Support Services	51
Physics.....	172	Student Training, Required.....	113
Police Department.....	45	Students Attending College for the First Time Fall 2007 or Later	35
President, A Message from the	4	Students With Disabilities, Services to	49
		Students, Prospective.....	19

Study Areas.....	50
Substitutions, Course.....	41
Tech Prep Programs.....	16, 69
Texas Success Initiative (TSI).....	17, 47
Theatre, COM Community.....	57
Theater Arts.....	141
Third Repeat Courses or Developmental Courses	
That Exceed 27 Hours, Policy on.....	24
Traffic and Parking Regulations.....	46
Transcripts.....	38
Transcripts and Academic Records, Release of.....	38
Transfer Credit For Educational Experiences Completed	
Through The Us Armed Forces.....	19
Transfer Credit For Non-Traditional Learning Programs	
Through (PONSI) The National Program On	
Noncollegiate Sponsored instruction.....	19
Transfer Criteria.....	42
Transfer Curricula.....	42
Transfer Dispute Resolution.....	44
Transfer Monitoring Students.....	30
Transfer of College Credit, General Regulations Governing.....	18
Transfer of Credit To COM.....	18
Transfer Programs.....	61
Transfer Students.....	30
Transferring Credit, Six Important Steps for.....	43
TSI-Waived Level One Certificate Programs.....	17
Tuition and Fee Schedule.....	22
Tuition and Fees, Continuing Education.....	24
Upward Bound Program.....	51
Veterans' Benefits, Applying for.....	32
Veterans' Educational Benefits.....	32
Veterans' Standards of Academic Progress.....	32
Veterans' Tutoring Assistance.....	33
Vision and Purpose, Statement of.....	10
Vocational.....	115
Vocational Nursing.....	164

Weapons Policy.....	45
Web-enhanced.....	113
WebAdvisor Online Inquiry.....	25
Welcome Center.....	53
Welding Technologies.....	110, 177
Withdrawal from All Classes.....	35
Withdrawal from Class.....	35
Withdrawal, Return of Title IV Funds for.....	31
Withdrawals, Official.....	31
Withdrawals, Unofficial.....	31
Withholding Information.....	38
Workforce Education Certificate and Degree Plans.....	70
Workforce Education Program.....	69
Writing Center at COM, The.....	52