

2016-2017 CATALOG

Welcome to the online version of the 2016-2017 Palo Alto College Bulletin, the official Catalog of Courses. This is a powerful tool that will help you navigate the programs and policies of the Alamo Colleges - Palo Alto College.

Accreditation

Palo Alto College, one of the Alamo Colleges, is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Palo Alto College.

Palo Alto College's Veterinary Technology Program is accredited by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association (AVMA).

The Ray Ellison Family Center earned accreditation from the National Association for Education of Young Children (NAEYC) - the mark of quality for early childhood education programs.

Palo Alto College's Landscape and Horticultural Science Program is fully accredited by the Professional Landcare Network (PLANET).

Palo Alto College's Cosmetology Program is fully accredited by the Texas Department of Licensure and Regulation (TDLR).

Membership

Palo Alto College is a member of the American Association of Community Colleges, the Southern Association of Colleges and Schools, the Hispanic Association of Colleges and Universities, the Texas Community Colleges Teachers Association, and the National Council of Marketing and Public Relations.

EOE Statement

For special accommodations or an alternate format, contact Palo Alto College Disability Support Services at 210-486-3020.

Contact Information

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Disclaimer

This catalog contains policies, regulations, procedures, and course content effective at the beginning of the Fall Semester 2016. Palo Alto College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. The provisions of this bulletin are subject to change without notice and do not constitute a contract between any student and the college.

Volume 30, May 2016

President's Message

As you decide to continue your education, we are excited that you are considering Palo Alto College.

Palo Alto College, one of the Alamo Colleges, has been a pillar of the Southside community and remains dedicated to providing a high-quality education for the community. Originally created from the desire to provide higher education to residents of south San Antonio, Palo Alto College now celebrates 30 years since the first classes were offered in 1985. Since then, we've served over 100,000 individuals throughout San Antonio, Bexar County, and surrounding counties.

To help make your experience at the Alamo Colleges as seamless as possible, we have created a guide to help through the admissions, financial aid and registration processes.

You can start at our Welcome Center where staff members can help you complete forms, discover your interests, and register for your first classes.

At Palo Alto College, we have faculty who love to teach, have rich expertise in their field, and are committed to making you successful.

We have a wide variety of programs with courses that transfer to universities and technical programs that are unique in this region. As a student, you will have access to a world-class Aquatic Center and Fitness Center, a childcare facility, and a state-of-the-art library.

I invite you to visit our campus and discover a place to learn and grow as you complete your academic journey.

Welcome!

Dr. Mike Flores
President

College Overview

Alamo Colleges Vision and Mission

Vision: The Alamo Colleges will be the best in the nation in Student Success and Performance Excellence.

Mission: Empowering our diverse communities for success.

Values: Integrity, Communication, Community, Academic Freedom, Accountability, and Innovation

Palo Alto College Mission Statement

Mission Statement: To inspire, empower, and educate our community for leadership and success.

Core Values: Students First; Respect for All; Community-engaged; Collaboration; Can Do Spirit; Data informed

Strategic Directions:

1) Empowering Students for Success

Goal A: Increase student retention, persistence, and completion

Goal B: Increase outreach to our community and provide greater access to our college

Goal C: Provide students with quality high impact instruction and support

Goal D: Align with K-12 partners and transfer institutions in career and academic pathways

2) Creating & Sustaining a Culture of Inclusiveness

Goal A: Include all PAC stakeholders in decision-making processes

Goal B: Foster a climate of mutual respect and concern for one another

3) Celebrating & Share PAC Excellence

Goal A: Empower PAC stakeholders to create, identify, and promote PAC excellence both internally and externally

Goal B: Develop offline and online platforms for stakeholders to share PAC excellence

4) Targeting our Resources for Success

Goal A: Use cross-functional teams to engage internal and external resources to build institutional capacity and generate

community advancement

Palo Alto College: A Place of Educational Innovation

Palo Alto College was officially chartered in March 1983 by the Texas state legislature. Classes began in September 1985 with an attendance of 231 students dispersed in high schools and military installations. The administrative offices were located at Billy Mitchell Village, outside Kelly Air Force Base. Bexar County voters - through a bond issue - made possible the construction of a \$13 million campus. The mission-style campus officially opened its doors in January 1987. Its physical outline is inspired by 18th century Spanish mission architecture, principally by Mission San José's cupola, façade, and its granary's distinctive cylindrical shape. Adorned tiles embedded in buildings throughout campus convey and reaffirm the spirit of Spanish Colonial architecture. In 1989, the college achieved full accreditation from the Southern Association of Colleges and Schools, which was most recently reaffirmed in June 2012.

Founded on the belief that education is the central element of improving lives, Palo Alto College continues to be an institution of high academic standards. It serves a growing student body with an increasingly diverse curriculum that features two-year course plans in the arts and sciences and many technical and workforce programs. Through Palo Alto College, students can earn certificates or complete the first two years of a four-year degree plan for transfer to a university. The college is continually receiving accolades from four-year universities commenting on the high caliber of preparation the students who transfer have attained.

Today, Palo Alto College strives to take into account cultural distinctions as well as contemporary academic needs. Palo Alto College continues to make a difference, always moving forward and always sharing its campus and its resources to improve San Antonio's growing community.

Accreditations and Affiliations

Palo Alto College, one of the Alamo Colleges, is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. With nearly 9,000 students, the College also offers short-term

certificates and workforce continuing education classes. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of Palo Alto College. Palo Alto College's Veterinary Technology Program is accredited by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association (AVMA). Palo Alto College's Landscape and Horticultural Science Program is provisionally accredited by the Professional Landcare Network (PLANET). Palo Alto College's Cosmetology Program is accredited by the Texas Department of Licensure and Regulation (TDLR). Its programs are approved by the Texas Higher Education Coordinating Board.

Palo Alto College is a member of the American Association of Community Colleges, the Southern Association of Colleges and Schools, the Hispanic Association of Colleges and Universities, the Texas Community Colleges Teachers Association, and the National Council of Marketing and Public Relations.

College Organization

In support of the mission of the Alamo Colleges, Palo Alto College offers instructional services, student services, learning resources, technology resources, extended services and community outreach.

Instruction

Palo Alto College offers instructional programs in general education, occupational-technical education, developmental education, and continuing education. The general education program focuses on the development of competencies that are designed to assist individuals in leading productive and meaningful lives in a dynamic environment of social, technological, and cultural changes. Courses are designed to satisfy the requirements of the first two years of a bachelor's degree, as well as the general education core of an occupational-technical program.

Developmental education at Palo Alto College is designed to provide the opportunity for the academic success of every student by preparing the student for college-level courses and for the successful fulfillment of the Texas Success Initiative.

Palo Alto College offers and continues to add a variety of Career and Technical Education Programs. These are identified as Associate of Applied Science degrees (AAS), Marketable Skills Certificates, and Certificates leading toward AAS degrees. These competency-based career and technical education programs consist of a coherent sequence of courses designed to prepare students for immediate employment in the designated career field. Career and technical education programs are developed in close cooperation with business and industry to satisfy a need for timely and effective career and technical education. Additionally, many career and technical programs at Palo Alto College are articulated with four-year college programs to provide students the opportunity for transfer and further their education.

The Corporate and Community Education division offers adult literacy education, workforce development courses, personal development courses, and courses for community service. Students gain or improve skills for employment and enhance their personal and professional lives. These courses support the College's credit instructional programs to ensure quality and relevance of course content.

Library

The George Ozuna Jr. Library at Palo Alto College - housed on the second floor of the Ozuna Library & Learning Center - is structured to provide both on-campus and off-campus access to library resources, information technologies, and instructional services necessary to support and supplement academic departments' instruction curriculum. The Library's resources include hardcopy books; print magazines, journals, and newspapers; as well as full-text articles via a variety of databases; e-books and streaming videos which can be accessed at all times from any computer on or off-campus.

Wireless access is available throughout the library and students also have the option of using public computers. Individual study spaces and social spaces for working in groups or socializing are available throughout the library. A current Alamo Colleges ID is required to borrow books/media, portable electronic devices, headphones, or study rooms.

The Ozuna Library also offers a "bookless" mobile service, the *Library a la Carte*, via an electronic utility cart. The *Library a la Carte* is driven by a librarian to the outdoor courtyard from where students can receive research assistance and instruction on accessing online full-text articles and using e-books and streaming videos. Students can also request resources from other libraries (interlibrary loan service) and apply for a TexShare card which grants borrowing privileges from other university libraries.

Students can also improve their information searching skills by completing the Library Research Certificate online modules offered throughout the year. Librarians are also available to assist with any research or informational questions during the library's regular operating hours.

Facilities

Aquatic Center/Gymnasium - Opened in 1992 as a joint venture with the City of San Antonio, this is a world-class facility designed to meet national championship standards. The Olympic-size stretch pool is open to the community for swim sessions and lessons; youngsters from area elementary schools take swimming lessons during the school year. It has hosted such major events as the U.S. Olympic Festival in 1993, NJCAA swimming championships, and U.S. Open swimming and diving events. The Gymnasium is used for physical education classes, large campus events, and recreational activities such as basketball and volleyball for students. A Fitness Center was added in August 2013 to provide additional wellness opportunities for students, faculty, and staff.

Brazos Hall - This building, which opened in Fall 2009, is designed to increase the available space for teaching workforce programs that are critical to the success of future generations. Positioned next to Sabine Hall, where many training programs already are taught, the building provides space for the Assessment & Testing Center, Biology, Physics, Geology, Government and History classrooms; computer labs, a Science Learning Center; and dedicated areas for Health care Training, Emergency Medical Technician, and Hazwoper instruction.

College Student Center - Located strategically along the main driving entrance to the campus and centrally among the main cluster of original buildings, the Student Center houses the Cafeteria, Bookstore, Student Life Office, Student Government Association Office, and Personal Counseling Center.

Concho Hall & Gallery - Located on the southern half of the main campus and next to the Pedernales Hall, Concho Hall & Gallery houses faculty offices and high-tech classrooms. Art studios for producing ceramics and metal projects are located in this building. "Gallery 100" also exhibits student, faculty and professional art-work.

Counseling & Support Services Center - Certified Advisors provide academic advising in this building, which is across from the Palomino Center, our one-stop student enrollment center. The BOLD and SEED Advising Centers are also located in the center. All students enrolled at Palo Alto College are assigned a Certified Advisor. Certified Advisors provide students with a personalized pathway to success through academic and career advising.

Executive Offices - This building houses key administrative offices, including the President; Vice President of Academic Success; Vice President of College Services; Public Relations; and Institutional Research, Planning & Effectiveness, and the Alumni & Scholarship office.

Frio Hall - Located on the far northeast corner of the campus, this building has lecture classrooms and science labs, as well as the Science Learning Center.

Green House - Horticulture and Landscape students use the Green House for laboratory work. The current structure is located on the far southwest corner of the campus near the Aquatic Center.

Guadalupe Hall - Located between the Student Center and the San Marcos Hall, this facility houses classrooms, computer labs, and offices for faculty who teach Government, History and Economics.

Gutierrez Learning Labs - This building is located near the entrance to San Jacinto Hall and offers the Math Learning Center and the Writing Assistance Center, which provide tutoring in math and writing assistance.

Medina Hall - This building, located near the entrance to the two-story San Jacinto Hall, is dedicated to faculty offices and classrooms for Education, Student Development, Criminal Justice and Protective Services.

Nueces Hall - This building, located near the entrance to the two-story San Jacinto Hall, is dedicated to faculty offices and classrooms for mathematics, accounting, and houses the INRW Learning Center.

Ozuna Library & Learning Center - This two-story building is located in the center of campus and was renovated and rededicated in August 2013. The first floor of the building houses the Community Programs, Information Technology, and the High School Programs ((which includes Dual Credit, Early College High School and TRiO Upward Bound) departments. The Ozuna Café, Children's Library, and the Academic Learning Studio (a.k.a. computer lab) as well as classrooms and a large meeting space (Legacy Room) are also located on the first floor. The Ozuna Library encompasses the entire second floor of the building and it provides print and electronic resources as well as public computers and a variety of study and social spaces.

Palomino Center - Located along Villaret Boulevard, the building is the main center for student services. It houses the Vice President of Student Success, Welcome Center, Student Financial Aid, Business Office, Admissions and Records, STEM Advising Center, Veterans Affairs and Disability Support Services.

Pedernales Hall - Located on the far southeast corner of the campus, this building has a lecture hall with theater-style seating; photography studio and darkroom; drawing, painting, design and digital studios; and high-tech classrooms and faculty offices.

Performing Arts Center - The 46,000-square-foot Performing Arts Center provides a much-needed cultural venue for the Southside. Located with easy access to Loop 410, it is home to the music, dance, drama and speech programs. It features a 400-seat theater available for community use, high-tech speech classrooms, dance studio, recording studio, recital hall, computer lab, "Black Box theatre," costume shop, scene shop and faculty offices.

Ray Ellison Family Center - Located between the main campus and the Ozuna Library & Academic Center, this building opened in 2001. It is named for the late home builder - Mr. Ray Ellison - who provided partial funding for the childcare center. Services are available for children of students, employees, and the public.

Sabine Hall - Located next to the Ray Ellison Family Center on the main route into campus, Sabine Hall opened in Spring 2005. Classrooms and labs support degree programs like Oil & Gas, Computer Information Systems, Engineering, Industrial Technology, and more.

San Jacinto Hall - This two-story building doubled the number of classrooms on campus when it opened in 1991 as the first additional building to the original campus. It houses department offices for the English, Communications, and Foreign Languages, as well as classrooms and a Cosmetology Learning Studio located on the second floor.

San Marcos Hall - Business and Management classes are held in San Marcos Hall, which has lecture-style classrooms, some computer labs, and faculty offices for Agriculture, Business Management, Landscape & Horticultural Science, and Logistics & Supply Chain Management. It is located on the northwest corner of the main cluster of buildings.

Veterinary Technology Building - Opened in 2008, the Veterinary Technology building houses the only Veterinary Technology program of its kind in the region. It is on the west side of campus near the Ozuna Library and Learning Center and has classrooms including a fully equipped computer lab, an anatomy/physiology lab, a clinical pathology lab, a parasitology lab, an equine lab, a surgery room, surgery prep and technique/restraint areas, X-ray room, kennels, and an outdoor large animal facility.

Registration

Student Identification

User ID and Password

User IDs and passwords provide security access to the online Banner registration system and ACES. Once a student is admitted to the Alamo Colleges, a default PIN is assigned according to the first two letters of a student's last name (in upper case) followed by the month, date and year of birth (XXmmddy). Students will then be able to assign themselves a unique password.

Identification Card (Photo ID)

Students are required to have an Alamo Colleges ID. Students seeking a student photo ID must be registered with tuition paid, be enrolled in a payment plan, or have no tuition balance. Students must provide a valid photo ID to receive a college student photo ID. All students must present a student identification card for access to such services and activities as library usage, physical education facilities, special events, academic advisement, transcript requests, etc.

Name Changes/Correction

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records office. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new legal name. Correction of the legal name requires an official birth certificate and/or United States issued passport.

Personal Identification Number (PIN)

Effective Fall 2016 registration, the Alamo Colleges will use Advising PIN (Personal Identification Number) processing at critical advising touchpoints to ensure that students meet with their Advisor at specified times during their educational pathway. Students are required to meet with their assigned advisor when they complete 15 hours, 30 hours and 45 hours of college credit hours for coursework in an associate degree program as defined by the State Legislation §9.555. Student Advising, notwithstanding Texas Education Code §51.9685.

See your advisor and Advising Pins for additional information.

Web Registration

Students who have completed all admission requirements will register for classes via ACES at alamo.edu. Details for the various registration periods are published in the Schedule of Classes, which is available on the individual Alamo Colleges' websites. Students should follow the instructions for registration provided in the Schedule. For additional assistance, contact appropriate counseling/advising services.

Student Development Course

The Alamo Colleges requires all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Colleges' expectations. Student Development (SDEV) and Learning Framework (EDUC 1300) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who successfully complete SDEV/EDUC 1300 courses have a proven record of higher retention and persistence in college. A variety of SDEV/EDUC 1300 courses are offered to fit specific student needs.

Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a Student Development or Learning Framework course during the first (1) semester of enrollment with a C or better. Dual Credit, early academies, military credit, and credit by examination hours are not counted as college credit hours for this purpose. Exceptions or waivers require approval.

Students who do not successfully complete the Student Development or Learning Framework course during the first (1) semester will be required to complete the course the following semester. Three-peat tuition for EDUC 1300 will apply on a third (3) enrollment.

Course Numbering System

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (TCCNS) as listed in the Lower-Division Academic Course Guide Manual (ACGM) and the *Workforce Education Course Manual* (WECM) for Technical and Continuing Education courses.

Public colleges and universities in Texas use either the TCCNS or crosswalk courses to the TCCNS. Additionally, all Texas public institutions of higher education that offer Workforce Education programs or Continuing Education courses utilize WECM course numbers. These common course numbering systems allow students to compare courses between colleges and provide them with greater ease of course credit transfer. Each course number contains four (4) digits.

For example, ENGL 1301 is:

1 - Level (Freshman in this case)

- 0 - Developmental
- 1 - Freshman
- 2 - Sophomore

3 - Semester credit hours (three in this case)

01 - Sequence Number (Part One in this case)

It is important for students who plan to transfer to another college or university to ensure that courses taken at the Alamo Colleges are transferable and apply to their degree program at the transfer institution.

Though developmental-level ("0") courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.

A small number of academic courses contain a "7" in the third digit of the course number indicating that they do not comply with the TCCNS and may not be transferable to another college or university. Students should consult with the receiving institution to ensure transferability prior to enrolling.

In general, Arts and Sciences courses with a first number of one (1) or two (2) are accepted by senior institutions as fully transferable. Courses beginning with a zero (0) (e.g. English 0301) generally are not accepted for transfer by four-year colleges or universities. For the Alamo Colleges, these freely transferable courses are identified in the THECB publication *Lower Division Academic Course Guide Manual*. Specifically excluded are courses designated as vocational/technical, ESL/ESOL/ESLA, developmental or remedial, and courses listed as Basic Skills (occupational and technical courses).

Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) lower-division general education and specific subject matter courses. However, what will be accepted and how it will transfer is determined by the senior college or university.

For comprehensive information on curriculum guidelines see the Texas Association of Community Colleges (TACC).

Prerequisite and Co-Requisite Courses

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair.

Registration for a subsequent semester may begin while a student is enrolled in a prerequisite course; students may be permitted to register for the course with the prerequisite pending a successful grade in the prerequisite course. A student who does not earn a successful grade in the prerequisite course will be dropped from the course with the prerequisite prior to the start of the following semester.

When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

Course Load

Students should not enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students should not enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. NOTE: The definition of full- and half-time status for financial aid purposes may be different than the hours indicated below.

Understanding Parts of Semester and Enrollment Maximum Hours

Fall/Spring Semesters

- 16 Week Sessions - Maximum Hours: Eighteen (18) semester credit hours

Flex I and Flex II

- 8 Week Sessions - Maximum Hours Per 8-Week Session: Eight (8) semester credit hours

Fall/Spring Start Two

- 14 Week Sessions - Maximum Hours: Fourteen (14) semester credit hours

Fall and Spring, Flex I and II, and Start Two semester credit hours count toward the Fall and Spring totals.

Summer Semester

- Maymester 3 Week Session - Maximum Hours: Three (3) semester credit hours
- Summer I 5 Week Session - Maximum Hours: Six (6) semester credit hours
- Summer II 5 Week Session - Maximum Hours: Six (6) semester credit hours
- Summer 8-Week Session - Maximum Hours: Eight (8) semester credit hours

Not to exceed 17 semester credit hours for the entire Maymester and Summer session combined.

Petition for Overload

Students may petition the appropriate administrator or designee for additional hours.

Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations.

Enrollment Status

Fall/Spring Semesters

Full-Time Student - Twelve (12) or more semester credit hours

Half-Time Student - Six to eleven (6-11) semester credit hours

Summer Semester

Full-Time Student - Six (6) semester credit hours

Half-Time Student - Three to five (3-5) semester credit hours

Note: The above enrollment status is based on a semester, not sessions within the semester. For Financial Aid or Veteran Affairs enrollment status, please check with designated department.

Concurrent Enrollment at the Alamo Colleges

- Students enrolling concurrently at more than one of the Alamo Colleges will be assessed tuition for all courses combined across the Alamo Colleges. (See Tuition.)
- A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring; seventeen (17) hours maximum for Maymester and Summer combined.

Alternative Learning Options / Distance Education

The Alamo Colleges are committed to providing students an easy access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of students whose busy lives make scheduling college courses difficult. The various course delivery methods may be more appropriate for various learning styles. Students are encouraged to explore the requirements for each option to determine which offers the better opportunity for success. Students may be required to attend an on-site orientation, watch televised broadcasts

or DVDs, attend on-campus review sessions, and take exams on-campus. Additional information may be requested from counseling/advising services. See your colleges' respective Class Schedule in the navigation bar on the left for semester offerings and any required orientation sessions.

Online classes do not differ in course requirements and rigor from traditional classroom format.

Open-Entry/Open-Exit (OE/OE) Learning Centers provide computer workstations in an unstructured classroom setting.

Online Internet Courses allow students to learn anytime, anywhere using the district-wide course delivery system.

Video Courses are broadcast on specified channels and allow students to independently complete all or most coursework off-campus. If broadcast times are not convenient, students may record lessons and view them at their convenience. Video Course lessons are also available on DVD in the Alamo Colleges' libraries for check-out and for purchase in campus bookstores.

Interactive Video Conferencing Courses utilize real time audio and video between instructor and student and are broadcast on television or are available on DVD. Students complete most course assignments independently.

Blended/Hybrid Courses combine traditional classroom coursework such as lectures, class discussions, group work, and on-campus activities with online coursework. Blended Courses are recommended for students with flexible schedules.

Developmental Education Requirement

Students who place below the basic skill levels required for the certificate or degree selected should enroll in at least one developmental education requirement each semester until all level requirements are met.

Census Date

The Official Census Date of each semester or session established by the THECB is the Alamo Colleges' official certified enrollment date. All financial obligations for registered courses must be met by the Census date. No grade is recorded or maintained for courses dropped through to the Official Census Date. For a complete list of Census Dates see the THECB's Glossary of Terms online. Courses dropped prior to census will not incur Three-peat Enrollment, Six Course Drop, or 27 hour Developmental Education penalties below. For more information about penalties check with your college Enrollment Services/Admissions and Records office as well as the Student Financial Services office.

Classification of Students

Freshman: Must have completed less than thirty (30) semester credit hours in college-level courses at the Alamo Colleges or other regionally accredited college(s).

Sophomore: Must have completed not less than thirty (30) and not more than seventy-two (72) semester credit hours in college-level subjects at the Alamo Colleges or other regionally accredited college(s).

Unclassified: Must have completed more than seventy-two (72) semester credit hours with no associate or baccalaureate degree earned.

Undergraduate: Less than a baccalaureate.

Adds, Drops, and Withdrawals

Students should carefully consider all options before registering and changing their schedules. The registration period ends approximately a week before the first day of the term. A schedule change period is provided each semester the first two days of the term or part of term. From the beginning of classes through the Census Date, changes made in courses will be recorded/posted as "Dropped before Census" and will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar.

It is very important to consider that:

- All class schedule adjustments must be recorded and officially processed by the Enrollment Services/Admissions and Records Office and may require approval from department chairs or designees.
- Withdrawing from a class after the Census Date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. See Drops and Withdrawals below.
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to the Alamo Colleges.
- No drops or withdrawals will be accepted by phone.

Drop/Add Forms may be picked up in the Enrollment Services/Admissions and Records Office or the appropriate department.

Adds

Students may add courses through ACES online or on-campus during dates designated for schedule changes, which are identified in current Schedules of Classes. Once the semester/session begins, students may not add a class once that class has met.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. (See **Attendance**.) The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Students are expected to be actively engaged in learning during enrollment at the Alamo Colleges, attending class on the first day and throughout the semester. Board Policy F.6.1.5 Student Success: Comprehensive Monitoring/Advising System requires that students who do not attend class at least once during the scheduled sessions of the first week of class will be dropped. For online classes, students who do not sign on to class at least once during the first week will be dropped.

Student Initiated Drops

Students may drop from a class only after meeting with a faculty member or other designee. A Notice of Change/Add/Drop Form may be submitted to the Enrollment Services/Admissions and Records Office for processing. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Three-Peat (Third-Attempt) Enrollment Ruling

The Alamo Colleges will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Students may appeal payments of higher tuition for any courses repeated in the final semester if the course(s) are taken for the purpose of receiving a grade that will satisfy a degree requirement or if payment of higher tuition results in an economic hardship for the student. This exemption applies for only one (1) semester. This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship. Guidelines for requesting an exception may be obtained through the colleges' Enrollment Services/Admissions and Records Office.

Developmental Education Enrollment Ruling (27-Hour Rule)

Effective Fall Semester 2012, the Alamo Colleges will charge a higher tuition rate to students registering for developmental education courses who have accumulated at least 27 hours of credit in developmental education courses. Developmental education courses include all courses that begin with a zero (0).

Students may appeal payments of higher tuition for any courses if payment of higher tuition results in an economic hardship for the student. This exemption applies for only one (1) semester. This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship. Guidelines for requesting an exception may be obtained through the colleges' Enrollment Services/Admissions and Records Office.

Six Course Drop Ruling

Effective Fall 2007, students are limited to a total of six (6) college level course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- the student was able to drop without receiving a grade or incurring an academic penalty;
- the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Students must visit the Enrollment Services/Admissions and Records Office to apply for a Six Drop Waiver.

Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop. Guidelines for requesting an exception may be obtained through the colleges' Enrollment Services/Admissions and Records Office.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students who have reached the six (6) drop limit and opt not to petition to excuse drops will be awarded the grade earned at the end of the semester.

Official Withdrawals

A total withdrawal from the Alamo Colleges is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal.

To officially withdraw from the Alamo Colleges students must:

- Students may withdraw only after meeting with a faculty member or other designee.
- Resolve all financial obligations to the Alamo Colleges including library clearance.
- Submit withdrawal forms to the Enrollment Services/Admissions and Records office.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of military obligations, the Alamo Colleges, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under the Alamo Colleges' guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, **OR**
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Refunds for Students Called into Active Duty

www.collegeforalltexans.com

Reservists or members of the National Guard called into duty after the start of a semester as a result of U.S. military demands have three (3) options concerning tuition and fees paid to attend a public college or university in Texas. According to state statutes and Coordinating Board rules, students can choose to have the college or university:

- Refund the tuition and fees paid for the semester;
- Grant (if eligible under the institution's guidelines) an incomplete grade in all courses by designating "withdrawn-military" on the transcript; or
- As determined by the instructor, assign an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the material.

Please note: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who chose to enter into the service. The provisions listed above apply only to individuals called into active military service.

Recording Withdrawal Grades

Withdrawals are recorded as a "WS" (withdrawn); "W" prior to Fall 2007. Exceptions to the course drop limit are recorded as a "WX" (withdrawn with exception). Military Service withdrawals are recorded as a "WM." All "WS" and "W" grades have no effect on the GPA but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility. Students who stop attending class may be issued a failing grade (F).

Courses dropped do not become official until the drops have been processed.

Reinstatement to Class

Tuition & Refunds

Residency

Students verify and establish residency based on the answers they provide to the core Residency questions on the ApplyTexas application. Students may be contacted by the Alamo Colleges for additional residency documentation. Residency status can only be changed prior to the census date.

- In-District Bexar County Resident: A Texas resident who has lived in Texas for the past twelve (12) months and resides in Bexar County.
- Out-of-District Student: A Texas resident for the past twelve (12) months who does not reside in Bexar County.
- Out-of-State Student: A U.S. citizen who has not lived in Texas for the past twelve (12) months.
- Out-of-Country Student: A non-U.S. citizen who is not a resident alien.

Preferred documentation for in-district classification:

- TX ID or Driver's License
- Current lease or proof of ownership of real property

Other acceptable documentation:

- Utility or telephone bill
- Voter registration card
- Pay stub
- Bank statement
- Documentation from social service agency indicating receipt of services in Bexar County
- Other documentation may be presented and accepted at the discretion of the college's Residency Determination Official

Active Duty Military, Reserves, Texas National Guard and Family Members

Active duty military and members of the Texas Reserves or Texas National Guard, as well as their spouses and/or dependent children, stationed in Texas can qualify for in-state tuition and fees provided a Military Verification form is completed and signed by the service member's Commander, Personnel Officer, or other designated representative. The Military Verification form must be submitted at least once per academic year.

Veterans and Family Members

For veterans who are not Texans, Texas Senate Bill 297 expands in-state tuition and fees benefits to military veterans and their spouses and children without regard to the length of time they have resided in Texas, if the person files with the institution a letter of intent to establish residence in Texas and resides in Texas while enrolled in the institution and the person is:

- eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans
- the spouse of a person who is eligible for such benefits, or
- a child, including a stepchild, of a person who is eligible for such benefits who is 25 years of age or younger on the first day of the semester or other academic term for which the person is registering (excepting a child or stepchild who suffered from a severe illness or other debilitating condition that affected the person's ability to use the benefit before reaching the age of 25, as ruled upon by the THECB to be granted additional time to use the benefit).

Tuition Reimbursement/Rebate Policy

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public baccalaureate-granting university may be entitled to a partial tuition rebate.

Eligible students must meet all of the following requirements:

- Must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
- Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
- Must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree.
- Must have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree detailed in the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned by examination, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses.

Students who are seeking tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Courses dropped for reasons that are determined by the institution to be beyond the control of the student shall not be counted.

Payment Plans

Payment Plan deadlines are available online.

Standard Payment Plan - for students **not** receiving financial aid

Payment	Amount Due	Plan 1: 16-Week	Plan 1: Flex 1	Plan 1: Start II	Plan 2: Flex II
1st Payment	34% tuition and fees +\$25 Admin. Fee	Varies based on payment deadline (according to registration date)	Varies based on payment deadline (according to registration date)	Varies based on payment deadline (according to registration date)	Varies based on payment deadline (according to registration date)
2nd Payment	33% tuition and fees	09/17/2015	09/17/2015	09/17/2015	10/22/2015

3rd Payment	33% tuition and fees	10/15/2015	10/15/2015	10/15/2015	11/05/2015
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Financial Aid Payment Plan - for students receiving financial aid but the award amount may not cover all tuition and fees

Payment	Amount Due	Plan 3: FA Plan
1st Payment	\$25 down payment + \$25 Admin Fee	Varies based on payment deadline (according to registration date)
2nd Payment	50% tuition and fees	09/17/2015
3rd Payment	50% tuition and fees	10/15/2015

Note: Military members using military tuition assistance (TA) and military spouses using Military Spouse Career Advancement Account (MyCAA) funding may submit a Deferment Request to be excluded from payment deadline drops until the last payment deadline for the term of intended enrollment. To request the exclusion from being dropped for non-payment, service members and spouses should follow the process outlined below.

- Register for classes
- Submit the Tuition and Fees Payment Deferment Request to your installation's Alamo Colleges representative prior to the subsequent payment deadline
- Apply for Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA)
- Monitor your registration status and alert the installation representative of any changes
- Submit the approved TA / MyCAA funds documentation prior to the last payment deadline of the semester start

For additional information email dst-military@alamo.edu or visit www.alamo.edu/military

Tuition Waivers

In the Spring of 2014, the Texas Legislature passed Senate Bill 1210. It went into effect Fall 2014. This law now requires students who receive specific tuition exemptions or waivers to meet two new requirements: 1) maintain a 2.0 grade point average (GPA) and 2) excess hour limit provision in order to continue to receive this benefit. The Texas Higher Education Coordinating Board indicated this law affects a number of exemption and waiver programs.

Common exemptions or waivers that are subject to the new law include:

- Adopted
- Deaf or blind
- Firefighters taking Fire Science courses
- Hazelwood exemptions (all Hazelwood waivers except for child/spouse of a deceased veteran)
- Highest-ranking high school scholar
- Peace officer
- Senior citizen
- Foster Care Exemptions are currently exempt from the GPA evaluation.

Hazlewood Program for Texas Veterans

The Hazlewood Act (Texas Education Code 54.203) provides education benefits to honorably discharged or separated Texas veterans and their dependent children and spouses by exempting those veterans from the payment of tuition and certain fees at state colleges.

New provisions, authorized in Texas Senate Bill 93, known as the "Hazlewood Legacy Act," remove certain residency restrictions and permit eligible veterans to assign their unused hours to their children. Student Veterans are encouraged to check the Texas Veterans Commission website for the most current information for Military and Veterans. Students must meet Satisfactory Academic Progress as outlined by the institution. (See Financial Aid-12)

Eligible veterans:

- Those who, at the time of entry into the U.S. Armed Forces:
 - Are Texas residents,
 - Designated Texas as Home of Record, **or**
 - Entered into 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, 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.

If the conditions listed above are met, the applicant must submit the following to the Veterans Affairs Office:

- A letter from the DVA in Muskogee, Oklahoma, stating that the applicant has no further educational entitlement under the G.I. Bill if the veteran has served since 9/11; and
- A copy of the applicant's DD214 (member copy #4) showing "Character of Discharge."

The applicant may enroll in non-credit courses if these conditions are met. A copy of the application is available online at tvc.texas.gov.

A person who received an exemption before the 2011-2012 academic year continues to be eligible for the exemption provided the person:

- Entered military service in Texas (regardless of whether the veteran was a U.S. citizen or legal resident at the time)
- Declared Texas as the person's home of record, or
- Would have been determined to be a resident of Texas for purposes of provisions concerning tuition rates at the time the person entered the service.

Children of certain members of the U.S. armed forces - including stepchildren, adopted children, and persons claimed as dependents on a federal income tax return for the preceding or current year - who qualify for tuition and fee exemption must be residents under provisions relating to tuition rates on the date of their registration.

An institution of higher education must refund to a student who becomes eligible for an exemption in that semester and who has paid the tuition and other fees for that semester the amount of the tuition and fees paid by the student in the amount of the exemption.

Combat Exemption for Children of Military Service Members

Important Notice!

Funding to award Combat Exemptions to eligible students for the 2016-2017 academic year is not available. Check all College for Texans for information on other student financial assistance for military members and their families.

Tuition Schedule*

Semester Hours	Texas Residents		Non-Texas	
	In-District	Out of District	Non-Resident	International
1	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
2	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
3	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
4	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
5	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
6	\$504.00	\$1,231.00	\$2,321.00	\$2,321.00
7	\$570.00	\$1,418.00	\$2,690.00	\$2,690.00
8	\$630.00	\$1,599.00	\$3,053.00	\$3,053.00
9	\$691.00	\$1,781.00	\$3,417.00	\$3,417.00
10	\$752.00	\$1,962.00	\$3,780.00	\$3,780.00
11	\$813.00	\$2,144.00	\$4,143.00	\$4,143.00
12	\$873.00	\$2,327.00	\$4,507.00	\$4,507.00
13	\$933.00	\$2,508.00	\$4,870.00	\$4,870.00
14	\$994.00	\$2,690.00	\$5,233.00	\$5,233.00
15	\$1,054.00	\$2,872.00	\$5,597.00	\$5,597.00
16	\$1,115.00	\$3,053.00	\$5,960.00	\$5,960.00
17	\$1,176.00	\$3,235.00	\$6,323.00	\$6,323.00
18	\$1,236.00	\$3,417.00	\$6,686.00	\$6,686.00
19	\$1,297.00	\$3,598.00	\$7,051.00	\$7,051.00
20	\$1,358.00	\$3,780.00	\$7,414.00	\$7,414.00

21	\$1,418.00	\$3,962.00	\$7,777.00	\$7,777.00
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***Tuition and fees are subject to change by the Texas State Legislature and the Alamo Colleges Board of Trustees.**

Summer Sessions Tuition*

For Summer 2016 tuition, select the archived 2015-2016 Catalog from the dropdown box in the top right corner of this page.

Semester Hours	Summer Sessions Tuition: Texas Residents		Summer Sessions Tuition: Non-Texas
	In-District	Out of District	Non-Resident/International
1	\$322.00	\$686.00	\$1,231.00
2	\$322.00	\$686.00	\$1,231.00
3	\$322.00	\$686.00	\$1,231.00
4	\$383.00	\$875.00	\$1,594.00
5	\$443.00	\$1,049.00	\$1,957.00
6	\$504.00	\$1,231.00	\$2,321.00
7	\$565.00	\$1,412.00	\$2,684.00
8	\$625.00	\$1,594.00	\$3,048.00
9	\$686.00	\$1,776.00	\$3,411.00
10	\$747.00	\$1,957.00	\$3,775.00
11	\$806.00	\$2,139.00	\$4,138.00
12	\$867.00	\$2,321.00	\$4,501.00
13	\$928.00	\$2,502.00	\$4,865.00
14	\$988.00	\$2,684.00	\$5,228.00
15	\$1,049.00	\$2,867.00	\$5,591.00
16	\$1,110.00	\$3,048.00	\$5,955.00
17	\$1,171.00	\$3,230.00	\$6,318.00
18	\$1,232.00	\$3,411.00	\$6,681.00
19	\$1,293.00	\$3,593.00	\$7,044.00
20	\$1,353.00	\$3,775.00	\$7,407.00

***Tuition and fees are subject to change by the Texas State Legislature and the Alamo Colleges Board of Trustees.**

Tuition:

1-6 credits are priced at a flat rate of \$504.00 for In-District Tuition; \$1,231.00 for out-of-District Tuition; \$2,321 for Non-Resident Tuition; and \$2,321.00 for International students.

Summer Term: Minimum tuition for each Summer Term (1-3 credits) will be \$322.00 for In-District residents, \$686.00 for Out-of-District Texas residents, and \$1,231.00 for Non-Texas residents and International students.

Twenty-seven (27) Hour Rule Special Tuition

Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$118.00 per hour for In-District and \$176.00 per hour for Out-of-District. Any student currently enrolled as of the official census date who subsequently enrolls in a Flexible Entry class within the same semester will be assessed tuition as though another class is being added to the student's current load.

Three-Peat (Third Attempt) Tuition

Students registering for a course for the third time will be charged the non-Texas rate of \$384.00 per hour.

Tuition for Additional Classes

Any student currently enrolled as of the official Census Date who subsequently enrolls in a Flexible Entry class within the same semester will be assessed tuition and fees as though another class were being added to the student's current load.

Student Activity Fee

Additionally, a Student Activity Fee of \$1.00 per credit hour is assessed to all students.

Campus Access Fee

A Campus Access Fee of \$25.00 per semester is assessed to all students with a maximum of \$50.00 per academic year, which is non-refundable.

Tuition Refund Schedule

(Subject to change without notice)

Students officially dropping or withdrawing from courses at the Alamo Colleges will have their tuition calculated according to the following schedules:

Fall and Spring Semesters (16 Week Sessions)

100% Prior to the first class day* of semester
70% During class days* one (1) through fifteen (15)
25% During class days* sixteen (16) through twenty (20)
0 After the twentieth (20) class day*

Six Week Summer Sessions

100% Prior to the first class day* of semester
70% During class days* one (1) through five (5)
25% During class days* six (6) through seven (7)
0 After the seventh (7) class day*

Eight Week Summer Sessions and Flex Terms

100% Prior to the first class day* of the semester
70% During class days* one (1) through eight (8)
25% During class days* nine (9) through ten (10)
0 After the tenth (10) class day*

Open Entry/Open Exit

100% Prior to the first class day* of the semester
70% During class days* one (1) through eight (8)
25% During class days* nine (9) through ten (10)
0 After the tenth (10) class day*

* "Class day" is the State of Texas term of art referring to the calendar days that classes generally meet, i.e., Monday-Friday.

Refunds

Refunds for other non-standard length courses shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB). Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Payment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Colleges. **Tuition paid by a credit card will be refunded back to the credit card.**

A request may be made to the college for a refund after the end of a semester. To be considered, a request for a refund must be made within one year, the same time frame for requesting a change of grade, and must include documented proof.

Reasons for a refund after the semester has ended are:

- Illness and/or hospitalization (student or immediate family member)
- Death (student or immediate family member)
- Extenuating circumstances, to include institutional error, with the approval of the VPSS

Actions to be taken by the college may vary based on the policies in effect on the date of the withdrawal.

Federal regulations governing financial aid programs require Student Financial Services to put into place policies and procedures that may impact whether or not a student is eligible for a refund as described above. (See **Financial Aid**.)

Refunds are issued through the RefundSelect program; students can choose the method that is best for them. Visit Alamo Colleges Business Office Refunds for Information on the Refund Options, Refund Schedule, New Cash Management Rules and the Heartland Payment Services Contract. Students are responsible for verifying mailing address and phone number in ACES. Financial Aid refunds are processed weekly throughout the year as student applications are processed and awarded.

Refundable Fees Paid by All Students

Student Activity Charge:

Per credit hour	\$1.00
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Other Refundable Fees

Auditing Fee	\$65.00
Instructional Materials	\$42.00-\$150.00 per class

Reimbursable Courses

Special Program Tuition * (per semester unless otherwise stated):

COLLEGE	PROGRAM	TUITION
SPC	Air Conditioning	\$250.00
SPC	Aircraft Technology	\$250.00 to \$1,000.00
SPC	Automotive Collision	\$200.00
SPC	Automotive Technology	\$200.00
PAC	Aviation Technology-Pilot	\$295.00 to \$36,000.00
SPC	Bio-Medical Equipment Technology	\$110.00
SAC	Communication Design	\$ 60.00
SPC	Computer Maintenance Technology	\$100.00
SPC	Construction Technology	\$150.00
PAC	Cosmetology	\$300.00
SPC	Culinary Arts/Baking and Pastry	\$200.00

SAC	Dental Assistant/Lab Technician	\$580.00
NVC	Digital Media	\$ 60.00 to \$180.00
NVC	Digital Video & Cinema Production	\$ 60.00 to \$240.00
SPC	Diesel Technology	\$325.00 to \$600.00
SPC	Electrical	\$250.00
SAC	Fire Science	\$1,100.00
SPC	Health Information Technology	\$500.00
SPC	Histology	\$700.00
SPC	Invasive Cardio Vascular	\$700.00
SPC	Manufacturing Engineering Technology	\$200.00
SPC	Medical Laboratory Technician	\$700.00
SPC	Nursing - PN	\$700.00
SAC	Nursing - RN	\$900.00
SPC	Occupational Therapy Assistant	\$700.00
PAC	Oil and Gas	\$300.00
NVC	Personal Fitness Training	\$400.00 to \$600.00
SPC	Physical Therapist Assistant	\$700.00
SPC	Plumbing	\$125.00
SPC	Radiography	\$700.00
SPC	Respiratory Care	\$700.00
SPC	Sonography	\$700.00
SPC	Surgical Technology	\$700.00
PAC	Veterinary Technology	\$300.00
SPC	Vision Care Technology	\$700.00
SPC	Welding	\$100.00 to \$300.00
All Colleges Students Exceeding 125% of Degree Program		\$ 40.00 per hour
All Colleges Music-Two-Semester Credit Hour Private Music Lesson		\$150.00
All Colleges Music-One-Semester Credit Hour Private Music Lesson		\$ 95.00

International Student Insurance Fees:

Per Semester, Fall or Spring	\$340.00
Summer and Mini Semester	\$38.00

*Special program tuition is estimated based on a normal progression by a full-time student. This tuition can vary based on the chosen course schedule and length of program. The special program tuition is usually assessed to courses that are required in the program or capstone course. At the completion of the program, each student will pay the same amount regardless of when required courses are taken.

Non-Refundable Fees

Examination Fees:

Advanced Standing Examination Fee	\$58.00 per credit hour
THEA (TASP) Alternative (Accuplacer & ASSET)	\$32.00
Accuplacer Re-Test	\$12.00
TSI	\$32.00
TSI Re-Test	\$12.00
CLEP	\$20.00
Correspondence Examination	\$20.00
Returned Check/ACH Return Fee	\$35.00
*College Prep Fee (per instructional hour)	\$3.00

Parking:

CAMPUS ACCESS FEE: Alamo Colleges recognizes that ALL students need access to all five colleges, the community centers and the District offices. Therefore, beginning Fall 2013 all Alamo Colleges students will pay a Campus Access Fee at a rate of \$25.00 per semester not to exceed \$50.00 per year. The access fee provides:

- Access to all campus facilities
- A VIA bus pass for students who ride the VIA bus after registration has been completed and payment has been made
- A safe environment and continuous security

PARKING DECALS: Parking decals are not required for students.

PARKING GARAGE: Each time students use a parking garage they will pay a \$1.00 usage fee.

Campus Access Fee \$25.00 per semester - \$50.00 (maximum)

Parking Fines:

If paid within 10 days \$16.00

If not paid within 10 days \$21.00

If not paid within 20 days \$27.00

Returned Check/ACH Return Charge: \$35.00

Library Fines:

Books per day/per book (10 days max) \$0.10

Reserved Books per day/per book (10 days max) \$0.50

Installment Payment Plan:

Administrative Set-Up Fee, per semester \$25.00

Late Fee, per each late payment \$10.00

Study Abroad Administrative Fee: \$200.00

Foreign Student Application Fee: \$100.00

***New Transfer/Transient Evaluation Fee:** \$100.00

****Diploma (Duplicate)** \$25.00

****Transcripts (first copy at no charge)**

Mailed \$10.00 per each additional copy mailed

Electronic \$5.00 per each additional electronic copy

Express -- within 24 hours
First transcript in a single transaction:
\$35.00

Same transaction additional transcripts
\$10.00

****ID Card Duplicate/Replacement (first card at no charge)** \$10.00

Scobee Planetarium Admission Varies

Workshop Fees: A fee is charged for workshops organized for special groups that may or may not carry semester credit hours.
The amount of the fee, which is in addition to the required tuition, is announced at the time of the workshop.

Continuing Education Tuition and Fees Schedule

Reimbursable Courses	\$2.90-\$28.00 per Instructional Hour
Non-Reimbursable Courses	Market Based
Apprenticeship Training	\$2.80 per Instructional Hour
Contract Courses	Market Based

Special fees may be charged depending on the course. All continuing education courses will fully recover direct and indirect costs. Continuing education classes that have been advertised or are related to existing contracts and grants may not reflect this increase until a future quarter or the expiration of the contract or grant.

Community Service Program \$1.50-\$3.50 per Instructional Hour

A student dropped for excessive absences resulting in lack of progress (after the Census date) may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and department chair or designee and submitted to the Enrollment Services/Admissions and Records Office.

Financial Aid

About Student Financial Aid

The most important function of the Alamo Colleges Student Financial Aid (SFA) is to administer and manage financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the SFA Office is to help students avail themselves of federal, state and institutional financial aid programs they qualify under.

Financial aid comes in three basic types:

- Grants/Scholarships
- Work-study programs
- Loans

Any or all of these may be combined in a financial aid package to help pay for educational expenses. Generally, scholarships and grants do not have to be repaid. Loans must be repaid and are therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that SFA Offices of the Alamo Colleges are required to follow are listed. Policies listed here are only those deemed most important to students. The Alamo Colleges comply with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U. S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, the Alamo Colleges will comply with the most current regulations and interpretations thereof. Extensive financial aid information can be found at the Alamo Colleges' Student Financial Aid webpage. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

What Is the FAFSA and What Does It Do

The U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA) application process in order to determine a student's financial aid eligibility for all federal financial aid programs. The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish eligibility for state financial aid programs.

The FAFSA is the first step in the financial aid process and assesses students' or a families' financial ability to pay their college expenses. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine students' financial need and their state, federal or institutional aid eligibility.

The FAFSA is available from high school guidance counselors, any public library, financial aid administrators at any university, or any of the Alamo Colleges' SFA Offices. The FAFSA can be ordered by calling 1-800-4FEDAID. For

faster processing a FAFSA can be accessed and completed online. Each person who is required to sign the online FAFSA will need an FSA ID, effective May 10, 2015. The FSA ID can be created online.

Applying for Financial Aid at the Alamo Colleges

Students who apply for financial aid at the Alamo Colleges are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Texas Public Education Grant (TPEG)

Students may also qualify through a separate application for the following programs:

- Texas Grant (Towards Excellence Access and Success)
- Texas Educational Opportunity Grant (TEOG)
- William D. Ford Federal Direct Loan Program
- Federal College-Work-Study, State College-Work-Study, or Institutional-Work-Study

The application procedures apply to need-based grants, loans, and work-study. Alamo Colleges' Scholarship program is administered separate from the Financial Aid Office, but scholarship awards are considered a resource when determining eligibility for other financial aid. Apply for an Alamo Colleges' scholarship online. Click the Paying for College tab on the main page; then click the Scholarship link. In addition, information about the Hazlewood Act Exemption can be found at the Veterans Affairs Office at your college.

Applications for aid will be considered complete when the following has taken place at one of the Alamo Colleges:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and is making Satisfactory Academic Progress. First-time college freshmen are assumed to be making Satisfactory Academic Progress.
2. The student has the following on file in Student Financial Aid:
 - The FAFSA financial aid application. To ensure the application is electronically forwarded, the Federal School Code of the Alamo College that is the student's home/primary college must appear on the FAFSA. In addition, the name and Social Security Number recorded at the home/primary college must match exactly the name and Social Security Number recorded on the FAFSA.
 - Northwest Vista College - Federal School Code...033723
 - Palo Alto College - Federal School Code.....016615
 - San Antonio College - Federal School Code.....009163
 - St. Philip's College - Federal School Code.....003608
 - Northeast Lakeview College - Code not assigned. Alamo College students whose primary institution is San Antonio College, Palo Alto College, St Philip's College or Northwest Vista College can use any federal/state financial assistance they may be receiving to help pay for courses they registered in at the Northeast Lakeview campus, regardless of whether it is a SAC or NLC course. Student with Northeast Lakeview as their "home school" are not eligible for financial assistance.
 - If selected for verification, the student must submit the appropriate verification documents requested by the College Financial Aid Office. Please see the section on Verification for more specific information about requirements and procedures.

It is essential that students provide the college with the most current permanent and local address and telephone number to avoid delays and ensure that important documents are received promptly. However, all official Financial Aid Office communications is made to the student's Alamo Colleges email address. Students should update their home addresses as often as necessary in ACES or by completing the appropriate forms at the Enrollment Services/Admissions and Records office.

Deadlines for Filing the FAFSA

The U.S. Department of Education publishes the FAFSA processing time frame (deadlines) applicable to processing the FAFSA on the FAFSA and in the online application. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While Alamo Colleges' SFA offices accept financial aid applications virtually all year round, the student's complete financial aid application and all required documents must be received before the end of the semester to receive consideration for funding. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Therefore, applications should be received by the dates below in order to be considered on-time for the indicated semester:

Semester	Priority Deadline	Processing Guarantee Date	Last Day to Apply
Fall 2016	May 2, 2016		Last Class Day
Spring 2017	November 1, 2016		Last Class Day
Summer 2017	March 1, 2017		July 15, 2017

Completed applications received **by the priority date** will receive priority consideration of all available funds, subject to each student's eligibility. Students who submit a completed application (including all required documents) **by the Processing Guarantee Date** will have their application processed and an award or denial of aid by the first class day. Applications received or completed after the priority date will be processed according to date of completion, but may not be processed by the payment deadline. Students in this situation should be prepared to make payment arrangements with the Bursar's Office to ensure their tuition and any balance owed is paid by the due date. A separate application is required to be considered for summer aid.

Eligibility Requirements for Student Financial Aid

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least half-time, in six (6) semester credit hours as a regular student in an eligible program. (Students enrolled less than half-time students may qualify to receive only the Federal Pell Grant if all eligibility requirements are met.);
- Be a U.S. citizen or eligible non-citizen. Students who meet the criteria for Texas residency under HB1403/SB1528 may qualify for limited state financial aid program funds;
- Have a high school diploma or a General Education Development (GED) certificate;
- Not be in default on any student loan or owe a refund to a federal financial aid program;
- Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the Alamo Colleges' Satisfactory Academic Progress policy;
- Have financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Not have been convicted of a felony or crime involving a controlled substance.

Limited funds may be available for International students based on need and/or merit. Interested students should check with their colleges' International Student Office for information.

Calculating Financial Need

The information students report when completing the FAFSA is used in a formula established by Congress that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

Cost of Education
- Expected Family Contribution
= Financial Need

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the SFA Office establish eligibility for grants, loans, and work study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's financial need.

Information about the Expected Family Contribution (EFC) formula is available on the U.S. Department of Education webpage. The Department of Education also produces a booklet describing the formula that produces the EFC, and it is available by writing to:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

Verification

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal process are required to complete this process. The U.S. Department of Education (ED) requires all colleges to complete this process for all students whom they have selected without exception. Students are notified of this requirement by ED via the Student Aid Report (SAR), which is sent to the email address that the student has listed on the FAFSA, or it is mailed to the home address. Students are also notified by mail from the Alamo Colleges' Student Financial Aid Office if they are selected with instructions to log on to their ACES account to view the specific requirements or the documents that must be submitted to the Student Financial Aid Office.

The verification process is customized at an individual student application level. Students are therefore asked to submit only the documents requested which the federal processor has identified as being applicable to their situation. The following is a list of the most common items that exist which the federal processor may require the college to verify for a student applicant for whom they have required it to be verified:

- The student's (and spouse's, if applicable) Tax Return Transcript from the Internal Revenue Service if the Tax Retrieval Tool was not used. Corrections can be made to request the Tax Retrieval Tool to be used instead of submitting the documents;
- The parent's (and spouse's, if applicable) Tax Return Transcript from the Internal Revenue Service if the Tax Retrieval Tool was not used. Corrections can be made to request the Tax Retrieval Tool to be used instead of submitting the documents;
- Verification Worksheet;
- High School Completion;
- Identity Verification and Statement of Educational Purpose;
- Child Support paid
- Supplemental Nutrition Assistance Program (SNAP);
- Documentation that verifies benefits or untaxed income, such as:
 - Child Support Received
 - Untaxed Pensions
 - Other untaxed income and benefits

Most forms required for the verification process are available in the student ACES Financial Aid Tab (or MyPage Tab). Any form that is requested but not linked to the student ACES account (under Start Here or MyPage or Financial Aid Tab) may be obtained in the college Student Financial Aid Office.

Notification of Financial Aid Awards

The Financial Aid Office does not mail award notifications via U.S. mail and does not send them to personal email address including the email provided on the FAFSA. All award notifications are sent to the student.alamo.edu email account, and awards are listed in the ACES account under MyPage, Start Here or Financial Aid tab.

Most awards are automatically accepted and will credit into a student's account as long as the student is enrolled. The financial aid award notice emailed to the student provides instructions on where to view and accept awards. Students who have applied and students have been awarded but do not intend to stay enrolled must officially drop their classes at least eleven (11) days prior to the first day of classes and before the long semester begins to avoid future aid paying their registration bill.

Funds awarded will credit into the student account and will pay any charges owed. Each source and amount of aid awarded is based on full-time enrollment and is automatically adjusted based on actual enrollment through the "official" census date enrollment.

Receiving Financial Aid Funds

All refunds are issued by the Bursar/Business Office including Federal Direct Loan funds. If the student owes a balance after financial aid funds are credited, the balance must be paid by the due date or the student is at risk of being dropped from classes. If the funds awarded exceed the balance, a refund will be issued to the student through the RefundSelect program. Visit Alamo Colleges Business Office Refunds for Information on the Refund Options, Refund Schedule, New Cash Management Rules and the Heartland Payment Services Contract.

Satisfactory Academic Progress for Purposes of Financial Aid

Federal Regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress (SAP) in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- A minimum 2.0 GPA per semester and overall;
- Successful completion of 67% of all coursework attempted; and
- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including hours attempted at other colleges). Note: Thirty (30) hours of developmental classes are excluded from the ninety-nine (99) hours calculation.

Compliance with the Satisfactory Academic Progress (SAP) policy must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their ACES account. Final Satisfactory Academic Progress rules were published in the October 29, 2010 Federal Register to be effective July 1, 2011. The current regulations clarify, standardize, and strengthen provisions on school evaluations of the qualitative (grades and academic standing) and quantitative (pace of completion) aspects of a student's progress in a program for Title IV funding purposes.

The information below describes each status in more detail:

Good Standing

Students are considered to be in Good Standing with Financial Aid if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Financial Aid Suspension

Students are suspended from financial aid if they do not meet one (1) or more of the Satisfactory Academic Progress (SAP) criteria listed above. Students who fail SAP are sent a financial aid suspension notice via email and are informed that they may continue to enroll but at their own expense.

Appeal Process

Students may appeal their suspension status. The appeal must include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the SAP standards and an Academic Plan detailing actions the student will take to achieve and maintain SAP. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a graduation or degree plan, signed by their academic counselor or advisor.

The plan must list the courses still needed and the anticipated graduation date. The appeal forms and instructions are available during the time frame when the appeal process is open on the SFA webpage and in the Financial Aid Office.

In addition, students appealing a financial aid suspension are encouraged to complete a financial literacy course. More information regarding the financial literacy course is available on the Financial Aid website.

If the appeal is approved, the student is placed on probation and eligibility is reinstated subject to continued compliance with SAP requirements. Progress is reviewed at the end of the semester to verify that the student is meeting the standards and following the degree plan. Students who meet SAP for the semester approved, but who are not yet in full compliance with the SAP policy will have their status updated to "Academic Plan" and will continue to qualify for financial aid. Failure to meet SAP while on Probation or Academic Plan will result in a permanent financial aid eligibility suspension. Students who fail to meet SAP for any semester enrolled will have their financial aid eligibility immediately suspended. Students whose eligibility is re-suspended are not allowed to re-appeal their Financial Aid suspension. The appeal approval is applicable only at the college where it was originally submitted and approved, and students cannot submit an appeal or apply for aid at any of the other Alamo Colleges.

If the appeal is denied, no federal or state financial aid (including student loans) may be awarded. Students may continue to enroll but at their own expense and can re-appeal after completing at least one (1) semester and meeting the SAP requirements for the semester(s) completed. The Committee decision is final and may not be appealed further.

Appeal Deadlines

Fall 2016 May 2-June 30, 2016

Spring 2017 September 16-October 31, 2016

Summer 2017 No Summer Appeal Process

Aid Eligibility for Corporate and Community Education Courses

Tuition assistance is available for eligible individuals who wish to enroll in Corporate and Community Education courses. The Texas Public Education Grant for Continuing Education (TPEG-CE) may be used for tuition-only charges of non-credit courses. There is no reimbursement for pre-paid tuition bills. Financial aid may be awarded in an amount not to exceed 50-100% of course tuition, but funded amounts will be determined by each Student Financial Aid Office. The standard Fee Application for Federal Student Aid (FAFSA) and verification process (if selected) must be completed by the appropriate Processing Guarantee Date for the semester during which the course is offered. Once the FAFSA results are received, the TPEG-CE application may then be submitted for processing. Applications are available in the college Student Financial Aid offices. Awards will be based on financial need as determined by the FAFSA process and available state funding.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

Spring and Summer Transfer Students

Students transferring from another institution during the Spring or Summer semesters must make sure that their prior institution reports to the National Student Loan Database System (NSLDS) the cancellation of any undisbursed Federal Pell Grant and Direct Student Loan awards for the applicable semester. Failure to do so will prevent any of the Alamo Colleges from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at the Alamo Colleges only during the Summer and then return to their home institution the following Fall semester, are considered transient students and are therefore not eligible for financial aid at the Alamo Colleges.

Concurrent Enrollment and Financial Aid Eligibility

Students may receive aid at only one college per period of enrollment. Students who are enrolled at two (2) or more of the Alamo Colleges for the same semester may receive financial aid at the college they have declared as their home college. Some programs require that students be enrolled at their primary institution for six (6) or more hours. At no time will students be allowed to count enrollment at a non-Alamo Colleges college or university towards their eligibility for financial aid at the Alamo Colleges.

Enrollment Status by Session

Eligibility for financial aid is based on the semester credit hours in which students are enrolled. The Federal Pell Grant program allows for payment of one or more hours based on eligibility. Note that the enrollment status definitions for financial aid purposes may differ from academic enrollment.

Fall/Spring 16-Week Sessions

- Full-Time Student - Twelve (12) or more semester credit hours
- Three-Quarter-Time Student - Nine to eleven (9-11) semester credit hours
- Half-Time Student - Six to eight (6-8) semester credit hours
- Less than Half-Time Student - One to five (1-5) semester credit hours

Fall/Spring Start Two 14-Week Sessions

- Full-Time Student - Twelve (12) or more semester credit hours
- Three-Quarter-Time Student - Nine to eleven (9-11) semester credit hours
- Half-Time Student - Six to eight (6-8) semester credit hours
- Less than Half-Time Student - One to five (1-5) semester credit hours

Flex Eight-Week and Summer Sessions

Flex Sessions I and II and Summer Sessions I and II are combined for financial aid purposes if the student enrolls for all courses before the first session begins. It is recommended that students register for a minimum of six (6) semester credit hours prior to the start of Flex I and/or Summer I in order to be eligible for all possible sources of aid that may be available. Students planning to attend Flex I and II and/or Summer Sessions I and II should register for both sessions prior to the start of the first session in order to receive funding for the Flex II and/or Summer II sessions.

Maximum Hours for Payment: Six (6) semester credit hours for each session with a combined twelve (12) semester credit hours.

Maymester

Maymester is considered part of the Summer Session; see above.

Consortium Agreements and Financial Aid Eligibility

The Alamo Colleges will sometimes enter into consortium agreements with institutions willing to consider a student's concurrent enrollment at an Alamo Colleges college as part of the student's semester course load at their college or university for the purpose of awarding aid through their financial aid office. That institution becomes the student's home institution for financial aid purposes, and it initiates such agreements on behalf of the student. These students are not eligible for aid from any of the Alamo Colleges and must make arrangements to pay all Alamo Colleges registration expenses prior to the billing due date. All consortium agreements must be approved by the appropriate Alamo Colleges authorizing official.

Withdrawing from College and Returning Financial Aid Funds

It is important that students know the Census Date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the Census Day. For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the Census Day. For some aid programs this means that the student has to pay back half of the aid received. A drop in enrollment (but not 100% withdrawal) after the Census Day will not impact the amount of aid received with two (2) exceptions: Federal Work-Study and loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours. All enrollment adjustments (drops and adds) must be complete as of the close of business by the semester Census Date.

When students withdraw from all courses (100%), federal regulations require all schools to pro-rate the amount of financial aid the student has earned based on the percentage of the semester that they have attended classes. The regulations require the calculation be performed for every student who withdraws from all classes, and that a repayment percentage be calculated up until 60% of the semester has elapsed. Since in most cases students' financial aid is already paid under the assumption that they will stay in school for the entire semester, withdrawing before the 60% mark means the student will have to pay back a portion of their financial aid that was not earned. Failure to repay these funds results in Financial Aid Holds that prevent future registration at any college or university.

Return of Title IV Fund Order:

- Federal Unsubsidized Loans/Direct Loans
- Federal Subsidized Loans/Direct Loans
- Federal Perkins Loan
- Federal PLUS Loans/Direct PLUS Loans or Grad PLUS Loans
- Federal Pell Grant

- Federal Supplemental Opportunity Grant (SEOG)
- Federal TEACH Grant
- Federal Iraqi & Afghanistan Service Grant

If a student withdraws before financial aid is disbursed, financial aid amounts will be pro-rated according to federal regulations.

State, local, and institutional grants, loans, and scholarships are also subject to evaluation to assess impact of changes in enrollment status.

Financial Aid Resources

State and Federal Grants

Federal Pell Grant

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance);
- Student's enrollment status (number of hours enrolled);
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution (EFC) as calculated on the Student Aid Report (SAR).

Federal Pell grant funds are paid per semester, and Summer awards can be made if the student's annual eligibility has not been exhausted during the Fall and Spring semesters.

A separate application form is required for Summer aid. Please check with Student Financial Aid Office for eligibility requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are working toward a degree or certificate in an eligible program. FSEOG funds are limited, and therefore are awarded on a first come first served basis to students with completed financial aid applications submitted to the Financial Aid Office.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) awards assistance to undergraduate students who demonstrate financial need through the FAFSA or as determined by Student Financial Aid. Awards range up to \$2,000.00 and the amount of the award is based on need and availability of funds. Funds awarded are designed to assist Texas resident students, non-Texas resident students, students enrolled in a continuing education program, and foreign students. Students also must be undergraduates enrolled for at least six (6) semester credit hours.

Towards EXcellence Access and Success Grant (TEXAS)

The TEXAS Grant Program is available for Renewal student awards only beginning with the 2015-2016 year. The initial year fund has been replaced with the TEOG program awards described below. The following TEXAS grant program renewal criteria apply only to students with renewal grant eligibility.

- Complete the FAFSA (or TASFA if applying under HB1403/SB1528 provision) and have financial need;
- Maintain current Texas residency status;

- Graduated from an accredited Texas high school;
- Completed a recommended or advanced high school curriculum;
- Have financial need according to the institutional budget (there is no EFC cap);
- Enroll for at least 9 to 11 hours (three-quarter time) in an Associate Degree or Certificate program and complete at least 24 hours per academic year;
- Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school and before attempting more than thirty (30) hours (excluding Dual Credit and Credit by Exam);
- Be registered with the Selective Service System as required by federal law or be exempt from selective service registration under federal law;
- Not be convicted of a felony or crime involving a controlled substance;
- Not have earned an Associate or Baccalaureate Degree;
- In first renewal year, student must meet the college's Satisfactory Academic Progress (SAP) policy (See the policy in this catalog); and
- For third (3rd) year (and beyond), student must have a minimum 2.5 GPA overall and minimum of 75% course completion rate in the most recent academic year.

Texas Educational Opportunity Grant (TEOG)

The TEOG Program pays grant funds for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited high school, charter school, private school, home school, or the General Equivalency Diploma (GED);
- Apply for financial aid and have need with an Estimated Family Contribution (EFC) below \$4,801;
- Enroll at least six (6) hours of courses (half-time);
- Be in the first thirty (30) attempted hours of a first certificate or degree plan program;
- Not have been convicted of a felony or crime involving a controlled substance;
- Be registered with the Selective Service System as required by federal law or be exempt from selective service registration under federal law; and
- Not be eligible for the TEXAS Grant Program.

Awards may be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- In first renewal year, meet the college's Satisfactory Academic Progress (SAP) policy (See the policy in this catalog);
- For third (3rd) year and beyond, student must have a minimum 2.5 GPA overall and minimum of 75% course completion rate in the most recent academic year; and
- Received a TEOG for no more than seventy-five (75) attempted semester credit hours.

Top 10% Scholarship Program

Students who graduate in the top ten (10) percent of their high school class may qualify for the Top 10% Scholarship Program. Students will be awarded on a first-come, first-served basis until available funds have been spent. To be eligible for the first year, students must:

- Be Texas residents;
- Demonstrate financial need;
- Complete a FAFSA by March 15;

- FAFSA must be processed and cannot be in a reject status;
- Complete the Recommended or Distinguished Achievement HS curriculum;
- Rank in the top ten (10) percent by the end of the fall semester of the senior year in high school;
- Graduate from an accredited high school in Texas; and
- Enroll full-time in a Texas public 2-year or 4-year college or university in the fall semester following high school graduation.

To qualify for renewal, provided funding is available, students must:

- Complete a FAFSA by March 15 (processed and cannot be in a reject status);
- Successfully complete thirty (30) semester credit hours in the previous year;
- Maintain a cumulative 3.25 GPA; and
- Complete at least 75% of hours attempted

Alamo Colleges Scholarships

The Alamo Colleges award many scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from \$300 to over \$2,000 per academic year (September-May). All scholarships and other financial aid already awarded are taken into consideration when determining eligibility. Scholarship lists and applications are available online.

The Alamo Colleges Foundation Scholarship Office and each of the college scholarship offices are responsible for application procedures, selection of recipients, notice of scholarship award, and renewal and revocation processes for each respective scholarship program.

Student Loan Programs

William D. Ford Federal Direct Loan Program

Direct Student Loans Programs (Subsidized and Unsubsidized)

The Alamo Colleges provides student loan funds directly from the Federal Government under the William D. Ford Federal Direct Loan Program.

Direct Student Loans are low-interest student loans certified by the Alamo Colleges and guaranteed by the federal government. The interest rate for subsidized and unsubsidized loans is fixed at 4.29% for undergraduates loans borrowed on or after July 1, 2015. For loans made after October 1, 2015, a loan fee of 1.068% on the amount borrowed is assessed by the Federal Government.

For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. Dependent students may borrow up to \$3,500 during their grade level one (1) year and up to \$4,500 in grade level two (2) in addition to \$2,000 of unsubsidized loans each year. Independent students can borrow up to the same level of subsidized amounts per grade level, and an additional \$6,000 in unsubsidized loans per year. Because subsidized loans are based on financial need, the SFA Office establishes the amount students are eligible to borrow. Student loan repayment begins six (6) months after the student leaves school or drops below 6 hours (half-time) status.

Students applying for loans are required to complete a loan entrance interview session if they are a first time borrower, and an exit interview if they are graduating, transferring, or withdrawing from the college. For information on

loan applications and deadlines, visit the Alamo Colleges Financial Aid Direct Loans web site. Additional information about the Federal Direct Loans program is available at www.studentloans.gov.

Students may borrow under the Federal Direct Subsidized Loan program while enrolled for less than 150% of the published length of their program of study. The program of study length is published in the Academics section of this catalog.

Federal PLUS Loans Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. PLUS loans are made through the Federal Government at a variable interest rate not to exceed 6.84%. For loans made after October 1, 2015, a loan fee of 4.272% on the amount borrowed is assessed by the Federal Government. Repayment for parent borrowers begins sixty (60) days after disbursement of the entire loan amount. The PLUS loan amount, together with all other financial aid, may not total more than the student's Cost of Attendance at one of the Alamo Colleges.

Students who are participating in the Federal loans program are encouraged to complete a Financial Literacy course available online at the Financial Aid Office website.

Consolidation Loan Program

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs and the Health Professions Student Loan (HPSL) Program. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lenders to find out if they qualify for a Consolidation Loan.

Financial Aid Payment Plan (formerly Short-Term Loans)

Alamo Colleges does not offer short-term loan funding but instead offers a payment plan for students whose financial aid may not cover their entire tuition and fees balance. The payment plan provides the option for students who have a remaining balance of \$65 or more (after financial aid funds are applied) to sign up for the payment plan and avoid being dropped from classes. Students can sign up for the Payment Plan in ACES, and the steps are the same as the regular payment plan. When asked to select the type of payment plan, student should select Financial Aid Payment Plan.

Work Opportunities

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides work opportunities for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate for FWS employees is currently \$9.00 per hour. The amount of FWS awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. The Alamo Colleges FWS program budgets awards for students to work up to fifteen (15) hours per week. FWS students are paid twice (2 times) per month. State and Institutional Work-Study programs may also be available if the federal funding level is insufficient to meet the demand for student workers.

Students who participate in the Federal Work-Study program are encouraged to complete a Financial Literacy course available online at the Financial Aid Office website.

Community Base Off-Campus Work Study Employment

Non-Profit off-campus employment is administered by many local community or city agencies that hire Alamo Colleges' students. These non-profit organizations who employ Alamo College students adhere to the Alamo Colleges Federal work study rules and regulations. In addition to earning money while attending college, students have an opportunity to participate in the local work force and gain valuable work experience.

Academic Calendar

2016-2017 Academic Calendar

Fall 2016

- Regular 16-week
- Start II 14-week
- Flex 1
- Flex 2

Spring 2017

- Regular 16-week
- Start II 14-week
- Flex 1
- Flex 2

Summer 2017

- Maymester
- First Summer Session
- Eight-week Session
- Second Summer Session

DAILY WEB REGISTRATION HOURS OF OPERATION

The Student Portal ACES will be available 23 hours a day, 7 days a week. It will be down from 1:00 a.m.-2:00 a.m. daily.

Fall 2016

Fall 2016 Time Ticketing Registration reserved for students currently enrolled during Spring/Summer 2016 semesters and is based on the total number of earned hours and posted on the student's Alamo Colleges' Banner Student Record. The student's record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

Monday & Tuesday, April 18-19 Registration begins for students with 46+ hours

Wednesday, April 20 Registration begins for students with 31+ hours

Thursday, April 21 Registration begins for students with 16+ hours

Friday, April 22-May 1 Registration begins for students with 1+ hours

Monday, May 2 Registration begins for ALL students

Regular 16-Week Fall Session 2016

See above for Time Ticketing information

August 15	Monday	Faculty Convocation
August 22	Monday	Classes begin
August 27	Saturday	Weekend classes begin

September 5	Monday	Labor Day Holiday-College Closed Weekend classes will meet.
September 7	Wednesday	Census date
October 28	Friday	Employee Development Day-College Closed Evening classes will meet after 5:00 PM.
November 11	Friday	Last day to withdraw
November 24-November 27	Thursday-Sunday	Thanksgiving-Weekend College Closed
December 5-10	Monday-Saturday	Final Examinations
December 10	Saturday	End of Session*
December 19-December 30	Monday-Friday	Winter Break-College Closed

*Last day for Incomplete ("I") grades to be completed is April 10, 2017

Start Two 14-Week Fall Session 2016

See above for Time Ticketing information

September 6	Tuesday	Classes begin
September 19	Monday	Census date
October 28	Friday	Employee Development Day-College Closed Evening classes will meet after 5:00 PM.
November 18	Friday	Last day to withdraw
November 24-November 27	Thursday-Sunday	Thanksgiving-Weekend College Closed
December 5-10	Monday-Saturday	Final Examinations
December 10	Saturday	End of Session*
December 19-December 30	Monday-Friday	Winter Break-College Closed

*Last day for Incomplete ("I") grades to be completed is April 10, 2017

Fall Flex Session I 2016 (First Eight Weeks)

See above for Time Ticketing information

August 22	Monday	Classes begin
August 29	Monday	Census Date

September 5	Monday	Labor Day Holiday-Weekend College Closed Weekend classes will meet.
September 30	Friday	Last day to withdraw
October 12-15	Wednesday-Saturday	Final Examinations
October 15	Saturday	End of Session*

*Last day for Incomplete ("I") grades to be completed is April 10, 2017

Fall Flex Session II 2016 (Second Eight Weeks)

See above for Time Ticketing information

		Flex II Registration Continues
October 17	Monday	Classes begin
October 24	Monday	Census Date
October 28	Friday	Employee Development Day-College Closed Evening classes will meet after 5:00 PM.
November 24-November 27	Thursday-Sunday	Thanksgiving-Weekend College Closed
November 28	Monday	Last day to withdraw
December 5-10	Monday-Saturday	Final Examinations
December 10	Saturday	End of Session*
December 19-December 30	Monday-Friday	Winter Break-College Closed

*Last day for Incomplete ("I") grades to be completed is April 10, 2017

Spring 2017

Spring 2017 Time Ticketing Registration reserved for students currently enrolled during Fall 2016 semester and is based on the total number of earned hours and posted on the student's Alamo Colleges' Banner Student Record. The student's record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

Monday & Tuesday,	Registration begins for students with 46+ hours
Wednesday,	Registration begins for students with 31+ hours
Thursday,	Registration begins for students with 16+ hours
Friday,	Registration begins for students with 1+ hours
Monday,	Registration begins for ALL students

Regular 16-Week Spring Session 2017

See above for Time Ticketing information

January 2	Monday	College opens
January 9	Monday	Faculty Report
January 16	Monday	<i>Martin Luther King Day-College Closed</i>
January 17	Tuesday	Classes begin
January 21	Saturday	Weekend classes begin
February 1	Wednesday	Census date
March 13-19	Monday-Sunday	<i>Spring Break (All administrative offices will be closed Monday-Sunday.)</i>
April 14-16	Friday-Sunday	<i>Easter Holiday-College Closed</i>
April 17	Monday	Last day to withdraw
April 28	Friday	<i>Fiesta Holiday-College Closed Weekend classes will meet.</i>
May 8-13	Monday-Saturday	Final Examinations
May 13	Saturday	End of Session**

**Last day for Incomplete ("I") grades to be completed is September 11, 2017

Start Two 14-Week Spring Session 2017

See above for Time Ticketing information

January 30	Monday	Classes begin
February 10	Friday	Census date
March 13-19	Monday-Sunday	<i>Spring Break (All administrative offices will be closed Monday-Sunday)</i>
April 14-16	Friday-Sunday	<i>Easter Holiday-College Closed</i>
April 21	Friday	Last day to withdraw
April 28	Friday	<i>Fiesta Holiday-College Closed Weekend classes will meet.</i>
May 8-13	Monday-Saturday	Final Examinations
May 13	Saturday	End of Session**

**Last day for Incomplete ("I") grades to be completed is September 11, 2017

Spring Flex Session I 2017 (First Eight Weeks)

See above for Time Ticketing information

January 17	Tuesday	Classes begin
January 24	Tuesday	Census date
February 24	Friday	Last day to withdraw
March 8-11	Wednesday-Saturday	Final Examinations
March 11	Saturday	End of Session**

**Last day for Incomplete ("I") grades to be completed is September 11, 2017

Spring Flex Session II 2017 (Second Eight Weeks)

See above for Time Ticketing information***

March 20	Monday	Classes begin
March 27	Monday	Census date
<i>April 14-16</i>	<i>Friday-Sunday</i>	<i>Easter Holiday-College Closed</i>
<i>April 28</i>	<i>Friday</i>	<i>Fiesta Holiday-College Closed Weekend classes will meet.</i>
May 1	Monday	Last day to withdraw
May 10-13	Wednesday-Saturday	Final Examinations
May 13	Saturday	End of Session**

**Last day for Incomplete ("I") grades to be completed is September 11, 2017

Summer 2017

Time Ticketing Registration reserved for students currently enrolled during Spring 2017 semester and is based on the total number of earned hours and posted on the student's Alamo Colleges' Banner Student Record. The student's record combines all hours earned from each of the Alamo Colleges in addition to any transfer that has been posted and credit awarded.

Monday & Tuesday,	Registration begins for students with 46+ hours
Wednesday,	Registration begins for students with 31+ hours
Thursday,	Registration begins for students with 16+ hours

Friday, Registration begins for students with 1+ hours

Monday, Registration begins for ALL students

Maymester Session 2017

See above for Time Ticketing information

May 15 Monday Classes begin

May 16 Tuesday Census date

May 29 Monday Last day to withdraw
Memorial Day - Colleges are Open

June 1 Thursday Last day of classes and Final Examinations

June 1 Thursday End of Session***

June 2 Friday College Closed

***Last day for Incomplete ("I") grades to be completed is December 8, 2017

First Summer Session 2017

See above for Time Ticketing information

June 5 Monday Classes begin

June 8 Thursday Census date

June 9 Friday College closed

June 16 Friday College closed

June 23 Friday College closed

June 29 Thursday Last day to withdraw

June 30 Friday College closed

July 4 Tuesday Independence Day Holiday-College Closed

July 5 & 6 Wednesday & Thursday Final Examinations

July 6 Thursday End of Session***

***Last day for Incomplete ("I") grades to be completed is December 8, 2017

Eight-Week Session 2017

See above for Time Ticketing information

June 5	Monday	Classes begin
<i>June 9</i>	<i>Friday</i>	<i>College closed</i>
June 13	Tuesday	Census date
<i>June 16</i>	<i>Friday</i>	<i>College closed</i>
<i>June 23</i>	<i>Friday</i>	<i>College closed</i>
<i>June 30</i>	<i>Friday</i>	<i>College closed</i>
<i>July 4</i>	<i>Tuesday</i>	<i>Independence Day Holiday-College Closed</i>
<i>July 7</i>	<i>Friday</i>	<i>College closed</i>
July 13	Thursday	Last day to withdraw
<i>July 14</i>	<i>Friday</i>	<i>College closed</i>
<i>July 21</i>	<i>Friday</i>	<i>College closed</i>
July 26 & 27	Wednesday & Thursday	Final Examinations
July 27	Thursday	End of Session***

***Last day for Incomplete ("I") grades to be completed is December 8, 2017

Second Summer Session 2017

See above for Time Ticketing information

July 10	Monday	Classes begin
July 13	Thursday	Census date
<i>July 14</i>	<i>Friday</i>	<i>College closed</i>
<i>July 21</i>	<i>Friday</i>	<i>College closed</i>
<i>July 28</i>	<i>Friday</i>	<i>College closed</i>
August 4	Friday	Last day to withdraw
August 9 & 10	Wednesday & Thursday	Final Examinations
August 10	Thursday	End of Session***

***Last day for Incomplete ("I") grades to be completed is December 8, 2017

Student Support Services and Resources

The Welcome Center

The Welcome Center is the first stop in your journey to success. The staff is trained to help new students negotiate the maze of admissions, financial aid, and assessment. The Welcome Center also coordinates New Student Orientation, Discover PAC, College Connection, and campus tours. Services and programs offered for new students include:

- Getting started with admissions, testing, - Remove and financial aid information
- Online access to "ApplyTexas" admission form
- Online access to AlamoENROLL modules
- Guidance with completing FAFSA application online
- Computer Lab to view or print unofficial transcripts, class schedules and tuition bills
- Recruitment Events
- Campus Tours
- College Connection
- New Student Orientation

Come by or call the Welcome Center at (210) 486-3100 if you need assistance or information. The Center is located in the Palomino Center, Room 103. The Welcome Center is your pathway to success!

Student Advising Centers

At the Alamo Colleges-Palo Alto College, academic advising and career advising builds a culture of integrated practices and shared responsibilities. Through collaborative teaching and learning, the advising process empowers our diverse student populations to explore and navigate their academic and career pathways. Palo Alto College has three Academic Advising Centers. The **Business Opportunities Leadership Demand (BOLD)** Occupations Advising Center, **Service Education Empowerment Diversity (SEED)** Advising Center, and the **Science Technology Engineering & Math (STEM)** Advising Center each provide academic advising support to new and currently enrolled students.

All students enrolled in courses at Palo Alto College are assigned a Certified Academic Advisor. The Certified Academic Advisor provides students with a personalized pathway to success through academic and career advising. Your assigned advisor will assist you with developing a degree plan, registering for courses, completing a financial aid appeal, exploring careers, and researching transfer opportunities.

Advising Centers provide students information on courses needed for a certificate, a two-year associate degree or courses required for transfer from Palo Alto College to other colleges/universities. The Advising Centers also host the annual New Student Convocation. New Student Convocation is designed to welcome, motivate, and engage new students to Palo Alto College.

Early Alert Program

Early Alert Intervention program is designed to promote student success and retention. This intervention program is initiated within the first 4 -8 weeks of a semester when faculty members identify students at risk of not passing their course. As the first level intervention, faculty encourages students to meet with them to discuss and address any

academic concerns. An email generated by the faculty regarding the first intervention is sent directly to the students' ACES email account. It is very important that students promptly respond to any Early Alert Intervention communication. As the second level intervention, students are contacted by their assigned Certified Advisor to assess issues that may negatively impact their academics as well as provide resources to help ensure the students' best chance for success. Interventions resources may include tutoring, advising, study strategies, and referrals to college and community services.

High School Programs

Dual Credit

The Dual Credit Program allows eligible high school students to earn college credit for certain high school courses in which they are currently enrolled while completing their high school requirements. In order for students to participate in the program, the high schools must be approved to offer Dual Credit courses and students must be recommended by their high school counselor.

Early College High School

Early College High Schools are partnerships between school districts and colleges that are innovatively designed to blend high school and college education using a dual credit framework. The schools are designed for youth to simultaneously earn a high school diploma and an associate's degree (or up to two years of credit toward a bachelor's degree). Beginning in Fall 2014, Palo Alto College partnered with three public school districts and one charter school, to begin enrolling high school freshman-level students in early college high schools. In Fall of 2015, one additional public high school joined the partnership. Students participating in the program can complete their high school diploma while earning up to 60 semester credit hours toward an Associate's degree by their high school graduation. All initiatives have been approved and designated by Texas Education Agency and there is no cost to students enrolled in the program. Palo Alto College's partnering school districts include the following: Harlandale ISD, Somerset ISD, South San ISD, Southside ISD, and New Frontiers Charter School.

TRiO Upward Bound

The TRiO Upward Bound Pre-College Program is a program designed to prepare high school students for college. Upward Bound offers instruction in five core areas including Literature, Composition, Math, Science and Foreign Language. Instruction in these areas is provided throughout the academic year and during a six-week summer component. In addition to instruction, students receive tutoring, advising, test preparation workshops, assistance in filling out documents necessary to pursue their college careers, and exposure to cultural and recreational activities.

The Palo Alto College Upward Bound Program currently services 75 students from Lytle, Jourdan, Pleasanton, and Poteet high schools. Upward Bound is funded through the United States Department of Education.

Bookstore

The College bookstore operates as a service to students, faculty and staff. Textbooks, school and office supplies, and course-related materials are provided along with gift items, greeting cards, paperbacks and other items. It is located in the Student Center, and operating hours are posted each semester.

Cafeteria

The cafeteria is located in the Student Center. Breakfast, lunch, and snacks are available to the campus community. Hours of operation are posted at the beginning of each semester. Special hours are followed during registration and holiday periods.

Child Care

The Ray Ellison Family Center is accredited by the National Association for the Education of Young Children, the gold standard for early childhood programs across the country. NAEYC's vision is that "all young children thrive and learn in a society dedicated to ensuring they reach their full potential." To that end NAEYC standards are based on sound research as well as professional expertise to ensure that people recognize the value of early childhood education and its' impact on a child's life. The Ray Ellison Family Center shares NAEYC's vision to enhance children's well-being and potential. Our goal is to provide a quality early childhood education experience to all children of the Palo Alto College community while supporting family development and parent's pursuit of a college education.

The Ray Ellison Family Center is comprised of four classrooms serving children age 18 months to age 5. The program features small group sizes in each classroom, low child/teacher ratios, innovative programming, the development of collaborative relationships with each family, and teaching staff that meet stringent educational qualifications. Flexible schedules and fees are available; limited financial assistance may be available to eligible PAC students. Please visit the Ray Ellison Family Center website to learn more about the program's mission statement, curriculum, and schedule: www.alamo.edu/pac/REFC.

The Ray Ellison Center is located between the Ozuna Library & Academic Center and the Student Center. To set up a tour or to obtain more information, please call the center at (210) 486-3500 or email the Coordinator, JoAnn Herring at jherring5@alamo.edu

Disability Support Services

This College is committed to ensuring that all programs, services and facilities are accessible to and provide equal opportunities for education to all students.

The Disability Support Services (DSS) Office coordinates accommodations for PAC approved students with permanent and temporary disabilities as defined by the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination in the recruitment, admission or treatment of students. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified individual ... shall solely by reason of ... handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Guidelines to Establish Accommodations:

- Students self-disclose and request accommodations through the disability services DSS office.
- Students are encouraged to provide current documentation to include a diagnosis. and the Functional limitations of the individual. Initial request for accommodations may take up to 7-10 business days to process once the student's application file is complete.
- DSS Disability services office will schedule an intake interview to discuss reasonable accommodations.
- Confidential Letters of Accommodation are issued to the student via ACES email.
- A Renewal of Services Form is required each semester the student seeks accommodations.

Accommodations to students may include but are not limited to:

- Exam Accommodations
- Reader and/or Scribe
- Sign Language Interpreter Services
- Adaptive Technology
- Electronic Recording Devices

Informing Instructors of Accommodations

Faculty who need to be informed of a student's approved accommodations will be sent a letter from the Access office for disability services upon request by the student; the Confidential Letter Letter of Accommodations to the Instructor explains the accommodations needed for the student. The Access disability services office will provide the confidential letters Letter of Accommodations to faculty only when requested in writing by the eligible approved student each term or semester.

Continuation of Services Services

Approved accommodation services may be provided each semester if the approved eligible student informs the Access disability services office that services are needed for the current term. Requests to continue approved services must be in writing and hand written notes or e-mail requests to the Access office are acceptable. It is not necessary for approved eligible students to complete a Renewal Request for Disability Services form each semester.

The disability services office approves reasonable accommodations which will be adhered to by college staff, faculty and administration.

PAC Disability Support Services is located in Palomino Center, Room 116.

Disabled Parking

Students of the Alamo Colleges are required to display their County Tax Assessor Collector-issued disabled parking placard or have disabled parking license plates in order to park in spaces designated for persons with disabilities.

VIA Trans

Palo Alto College provides several convenient VIA Trans drop off and pick up locations. For a map or information, contact the Disability Support Services (DSS) Center at (210) 486-3020, TTY 486-3022 or stop by the office at the Palomino Center, Room 116. Students may obtain a VIA bus pass from the Bursar Office in the Palomino Center, which is covered by the Campus Access Fee.

Housing

Palo Alto College is a commuter college, and no College dormitories are available. The College does not maintain lists of available housing. Housing is available within the area. Students assume sole responsibility for locating appropriate housing.

Student Center

The Palo Alto College Student Center offers opportunities for socializing and relaxation. A T.V. area is available for student viewing. The bookstore, cafeteria, Student Life Office, Student Government Association Office, automatic teller machine (ATM), copy machine and vending machines are located in the Student Center and are accessible for student use.

Student Life

The Student Life Office provides a student friendly resource center at Palo Alto College, offering opportunities to become involved in campus life through participation in clubs, student organizations, student government, cultural activities, education, entertainment, games and hobbies, food classes, and arts and crafts activities. We welcome students to take part in these exciting co-curricular activities.

The following services and programs are among those provided by the Student Life Office:

- Informational clearinghouse for all campus activities;
- Advisement on the formation of clubs/student organizations;
- Promotion of student involvement in campus governance;
- Development of interpersonal and leadership skills;
- Scheduling and planning of special events on campus;
- Budget advisement for club funding;
- Assistance in event planning;
- Responsibility for on-campus posting;
- Issues student ID cards;
- Issues discount bus cards; and
- Coordinates Student Activity Fee.

For more information, call (210) 486-3125 or visit the Student Life website at <http://www.alamo.edu/pac/student-life/>.

Student Clubs and Organizations

Palo Alto College students have the opportunity for membership in social, service, religious, special interest, political, professional, and honorary organizations. Guidance and direction are provided to these organizations by faculty and staff advisors. An official list of registered organizations is available in the Student Life Office. Recruitment activities are held at the beginning of each term to help new students get acquainted with the organizations.

For more information about joining a club or organization, please contact the Student Life office at 486-3125 or stop by the office in the Student Center, Room 101.

For more information, visit the Student Life Office website at <http://www.alamo.edu/pac/student-life/>.

Student Government Association (SGA)

The Student Government Association (SGA) consists of Palo Alto College students elected by the student body to promote beneficial understanding among the students, faculty and administration. The SGA ensures representation of students in the college governance structure and assists with the dissemination of information to the student body. SGA is also responsible for recommending student members to the Student Activities Fee Committee. Students interested in finding out more about SGA should call 486-3129 or visit the SGA Office located in the Student Center.

Alamo Colleges Student Leadership Institute

"Empowering Today's Students to be Tomorrow's Leaders"

The Alamo Colleges' Student Leadership Institute (SLI) is a district-wide program that provides leadership training. This yearlong commitment provides instruction in skills that enables the Alamo Colleges' representatives to lead a group or work in collaboration with other leaders to accomplish organizational objectives. Students are able to meet various successful community leaders, use lab models, consider case studies, and participate in field studies, while drawing upon the expertise of those who have held leadership roles in all sectors of the community. Students selected to participate in the Alamo Colleges SLI receive scholarships.

For applications or further information, please contact the Student Activities Office or call the SLI office directly at (210) 485-0790.

Aquatic Center

The Palo Alto College Aquatic Center was designed as a world-class aquatic facility. The connected swimming, warm-up, and diving pools; the competition-height spring boards, and the diving platforms meet national championship qualifications but you don't have to be a world-class competitive swimmer to enjoy the Aquatic Center's water facilities. It is open to the community for open swimming sessions several times a week and is used for college credit and continuing education classes as well as special lessons for children and adults. The Aquatic Center is fully accessible for physically challenged persons. Contact the Aquatic Center at (210) 486-3800 for details and a current schedule.

Campus Recreation

Recreational activities and sports are coordinated through Campus Recreation. These recreational events are open to all current students, faculty, and staff. The program maintains open hours in the Gymnasium for recreational activities.

Recreational Activities and Sports programs include:

Intramural Activities

- Basketball
- Basketball Shooting Contest
- Flag Football
- Dodgeball
- Soccer
- Volleyball

Recreational Activities

- Sports & Outdoor Activities

For more information, call (210) 486-3805 or stop by the office, GYM 103C.

Fitness Center

The Fitness Center at Palo Alto College is committed to helping you achieve your goals to get fit for a healthy lifestyle. The Fitness Center is available to Alamo Colleges students, faculty, and staff with a valid and current Alamo Colleges ID. No initiation fees or contracts are needed to use the facility. Public memberships are not available.

Our facility includes:

- Cardio equipment
- Free weights
- Weight machines
- Locker rooms with individual lockers and showers
- Full court basketball
- Unlimited use during open hours

*Entrance into the Fitness Center allows access to the Aquatic Center and Gymnasium during specified times.

Testing Services

The Palo Alto College Testing Center offers a variety of testing programs to assist students with state test requirements, academic placement, and proctoring services.

The Testing Center offers the following services:

- 1) TSI Assessment (placement exam)

Procedure for placement exam: Individuals desiring to take a placement exam should complete a college application, submit transcript(s), and complete the AlamoEnroll modules. The student should pay for the exam at the Business Office then call the Testing Center for schedule for TSI.

2) College Level Examination Program (CLEP)

Procedure for CLEP: Individuals desiring to take CLEP should register with College Board, pay the test fee, and print their ticket. The student will also need to pay administrative fees to Palo Alto College for the exam at the Business Office then call the Testing Center with their ticket number from College Board and receipt number for Palo Alto College administrative fees to schedule for CLEP.

3) Distance/Make-up Course Exams

Procedure for Distance/Make-Up: Currently enrolled students at any of the Alamo Colleges may take their online distance education exam or make-up exams for missed in-class test at the Testing Center. Students are encouraged to collaborate with their instructor then schedule their test in person or online. Distance/Make-up students will need their college student ID for testing.

4) Proctored Exams

Exams are proctored with overhead security cameras, Insight monitoring software, and staff on duty.

5) GED Testing - The Center collaborates with the Adult Learning Academy who provides this service at the Testing Center on certain days. Students are encourage to contact the Academy for assistance with GED processes.

Please note that each candidate must present at least one valid photo identification to take any exam in the Testing Center. Testing Center staff monitor compliance with TSI standards, interpret placement scores/transcripts, and act as liaison among Admission and Records Services, Advising Office, and Welcome Center. Testing facilities are located in Brazos Hall, Room 100.

Library

The Ozuna Library and Learning Center is an instructional component of Palo Alto College which provides both on-campus and off-campus access to library resources, information technologies, and instructional services necessary to support and supplement academic departments' instruction curriculum. The Library's resources include hardcopy books; print magazines, journals, and newspapers; as well as full-text articles via a variety of electronic databases; e-books and streaming videos which can be accessed at all times from any computer on or off-campus. Students seeking to improve their information searching skills have the option of working one-on-one with a librarian or completing self-paced Library Research Certificate online modules accessible throughout the year.

Community Resources

The goal of Community Resources is to identify the needs of students and determine the categories of community, institutional, and child care resources required to address those needs. Referrals are made to United Way agencies for financial assistance, utility relief programs, child care, domestic violence, and housing which may include the following: Child Care Delivery Service (CCDS), Catholic Charities, De Paul Family Center, Housing Authority of San Antonio, CARE LINK, City of San Antonio-Department of Community Initiatives and Family Violence Prevention Services. Students may be referred by faculty, staff, and/or self-referral. All inquiries are welcome. For assistance, come to the Student Life Office located in the Student Center Center, Room 101, or call (210) 486-3125 or speak with your assigned Advisor.

Transfer Services

Transfer Services provides the educational road map for successful transfer from Palo Alto College to the four-year university. Transfer Services are provided by all Advising Centers on campus. Students can visit with their assigned Academic Advisor for assistance.

Services include:

1. Recruiter Visitation Schedules with dates when university representatives visit to answer questions and provide admissions information;
2. Annual Fall Semester Transfer Fair when up to 40 universities provide admissions information;
3. Education Express field trip visits to four-year universities;
4. Transfer-themed workshops providing insights for a successful transfer;
5. Transfer Guides/2+2 Transfer Plans providing information on courses to complete prior to transfer to the university. Some of the university Transfer Plans include:
 - o Our Lady of the Lake University
 - o St. Mary's University
 - o Sam Houston State University
 - o Texas A&M University at College Station
 - o Texas A&M University-San Antonio
 - o Texas State University-San Marcos
 - o University of Texas at Austin
 - o University of Texas at San Antonio
 - o University of Texas Health Science Center at San Antonio
 - o University of Northern Iowa
 - o University of the Incarnate Word
6. University applications and catalogs with specific information on admissions deadlines and academic program descriptions;
7. Transfer scholarship information for the four-year universities.

Career Services

Career Services provides assistance in the areas of career exploration and job placement. All Advising Centers are available to assist students with career exploration and job placement. Students can visit with their assigned Academic Advisor for assistance.

Career services include:

1. **One-on-One Career Services** including assessment, are available to assist students in matching career goals with academic majors. Other individual services include helping students conduct online job search and job search skills (i.e., resume writing, mock interview, contacting employers, etc.)
2. **Job Resources** including books, magazines, videos, and Internet access, are available for students to research occupations, salaries, labor market data, employer information, job search processes, and transfer college information.
3. **Career and Job Fairs** both on- and off-campus, are coordinated annually to allow students the opportunity to gain first-hand knowledge on careers and interview for jobs.
4. **Internships** both on- and off-campus, are coordinated with community businesses to enable students the opportunity to gain valuable experience and potential employment.

Personal Counseling Services

Counseling Services provides students with short term personal counseling and crisis intervention. Students are encouraged to speak with a counselor to develop strategies that will promote academic and personal success.

Professional counselors assist students in individual counseling with issues such as depression, domestic violence, academic problems, career indecision, relationships, mental health and other personal matters that may affect educational goals. Small group discussions, seminars and workshops are designed to enhance their ability to define and attain academic, career and personal goals.

In addition, counselors provide referrals to professionals, community agencies, and resources not available at PAC, when necessary. All counseling is confidential.

International Student Services

Palo Alto College hosts students from many regions of the world. These students represent countries such as Mexico, South Korea, Vietnam, India, Colombia, Japan, Thailand, Morocco, Brazil, Mongolia, and Nepal. All persons seeking admission holding non-permanent F-1 visas will be processed as International Students. The Designated School Official assists prospective international students with admission application and I-20 Application. The Designated School Official is located in the Admissions and Records Office in the Palomino Center.

Tutoring Services

INRW Learning Center (INRWLC)

The INRW Learning Center (INRWLC) provides free tutoring to all students enrolled in INRW courses at Palo Alto College. ESL and English 1301+ students are also welcome to come in for assistance. An INRW academic program specialist and tutors provide individual and small-group tutoring, as well as weekly question-and-answer workshops on various topics. Exam reviews are also offered. Computers and a printer are available. The INRW Learning Center is located in Nueces Hall, Room 114. For more information, call 486-3262.

Math Learning Center (MLC)

The Math Learning Center (MLC) provides free tutoring to all students enrolled in math courses at Palo Alto College. A math academic program specialist and tutors are available on a "walk-in" basis. Weekly workshops on various math topics, as well as exam reviews, are offered. Computers and a printer are available to complete assignments. A limited number of graphing calculators are available to be checked out for the semester. The Math Learning Center is located in Gutierrez Learning Labs, Room 106. For more information, call 486-3273.

Science Learning Center (SLC)

The Science Learning Center (SLC) provides free tutoring to all students enrolled in science courses at Palo Alto College. A science academic program specialist and tutors are available on a "walk-in" basis. Weekly question-and-answer workshops are offered, as are exam reviews. The center has a number of models and practice lab exams to assist students with their coursework. Computers and a printer are available. The Science Learning Center has two locations: Frio Hall, Room 111, and Brazos Hall, Room 126. For more information, call 486-3281 or 486-3232.

Writing Assistance Center (WAC)

The Writing Assistance Center (WAC) provides free tutoring to all students enrolled at Palo Alto College. A writing academic program specialist and tutors are available on a "walk-in" basis. They help students with writing assignments for any course. Assistance is offered at any stage of the writing process - from brainstorming to final draft. Students may also receive help with other writing tasks, such as resumes, scholarship essays, and college entrance essays. Weekly question-and-answer workshops are offered, as are exam reviews. A variety of writing resources, including informative handouts, are also offered free of charge. Computers and a printer are available. The Writing Assistance Center is located in Gutierrez Learning Labs, Rooms 102 and 104. For more information, call 486-3257.

Special Programs

Biomedical Science and Texas A&M University College of Veterinary Medicine

Palo Alto College is one of only a few community college in Texas with an agreement allowing its students to complete a prescribed degree plan and automatically be admitted to the Biomedical Science program in the Texas A&M University College of Veterinary Medicine at College Station. Students must meet general admission requirements for Texas A&M University, must maintain no less than a 3.6 GPA in courses taken at Palo Alto, be eligible for graduation from Palo Alto, and must not have made any grade below a "B" in all of the Common Body of Knowledge science and math course work. The transfer agreement took effect with the Fall 2001 semester. For a detailed degree plan, contact the STEM Advising Center, located in the Palomino Center, Room 114.

The Biomedical Science program, the largest undergraduate major at Texas A&M University, is a pathway to careers such as medicine, veterinary medicine, dentistry, nursing, education, and many other related fields.

Veterans Affairs

The Office of Veteran Affairs offers assistance to students receiving educational assistance under one of the public laws for veterans and/or their dependents. Students utilizing Veteran Affairs benefits should contact the Veteran Affairs Office before registration to obtain information regarding enrollment and specific requirements for the institution to process certification of attendance. This also applies to the Hazlewood Exemptions.

New student veterans are required to declare a major and provide official transcripts from every institution attended, including appropriate military transcripts (Joint Services Transcript for the Army, Marine Corps and Navy, and CCAF for Air Force).

Students using VA benefits and the Hazlewood Exemptions must notify the Office of Veterans Affairs of any registration or program changes.

NOTE: You must notify the Office of Veteran Affairs each semester/term regarding courses in which you are enrolled.

Admissions

The Alamo Colleges (Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, San Antonio College) encourage students to pursue an education beyond high school and welcome all students to attend.

Admissions Classifications

The Alamo Colleges recognize a variety of admissions:

High School Graduates

Students who have graduated from high school.

GED Applicants

Students who have passed the General Education Development test.

Home Schooled Graduates

Students who have completed the curriculum outlined for their home school diploma.

Dual Credit Applicants

Eligible high school students who can earn college credit for selected high school courses.

Early Admissions Applicants

Students who have completed the sophomore year of high school or the home school equivalent by the start of the academic term for which they wish to enroll. The Alamo Colleges does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements.

Individual Approval Applicants

Students who are eighteen (18) years or older and who are graduates of high school or the equivalent may be admitted if they can provide evidence to indicate that high school graduation occurred.

Former Alamo Colleges Students

Students who have previously attended one or more of the Alamo Colleges and have not enrolled within the past twelve (12) months at any other college or university.

College or University Transfers

Students who have previous college work at an accredited college or university, including the Community College of the Air Force (CCAF), and plan to attend the Alamo Colleges.

College or University Transients

Students enrolled in a university who are taking courses at the Alamo Colleges for only one semester.

International Students

Students who hold non-immigrant visas.

Senior Citizens

Students who will be age 65 by the census date of the term for which they wish to enroll as course availability allows and are seeking a reduced tuition.

Open Admissions

The Alamo Colleges have an open door admissions policy to ensure that every person has the opportunity to access a college education. There are no minimum admissions requirements (i.e. minimum entrance exam scores, minimum GPA or class ranking, etc.). The only requirement is completion of a high school diploma or GED. As Federal Equal Employment Opportunity (EEO) institution, the Alamo Colleges admits students without regard to race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation.

General Admission Requirements

Students must complete the application process by the published application deadline for the term they plan to attend. A new application is required for anyone who applied but did not register and for former students who stopped out for one calendar year or more. An application is good at all Alamo Colleges. Students missing the application deadline for a regular fall or spring term (16 week session) may apply for the Start II or Flex II part of term within that same term.

In addition, students must meet federal and state regulatory requirements and any professional standards regarding admissions to the Alamo Colleges or specific programs.

Students applying to college for the first time must complete the AlamoENROLL Checklist, which consists of a series of educational and college readiness modules for promoting student success.

Admissions requirements:

- Submission of an ApplyTexas application
- Appropriate transcript(s)

High School Admissions

High school graduates applying to college for the first time must meet the criteria for admission listed below. Following graduation, high school students are responsible for submitting complete, official high school transcripts. **The Alamo Colleges will not consider a high school transcript complete without a posted graduation date.**

International students who are transferring from a high school need to also look at the International Student Admission category to complete the needed steps for international admission as well.
(<http://www.alamo.edu/international/>)

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts
 - Students who have graduated from high school must submit an official high school transcript with high school graduation date. Official high school transcripts must be sent by the school, sealed or electronically.
 - Students who **have not** graduated from high school at the time of application must submit an official high school transcript. Official high school transcripts **must include at least six complete semesters** and must be sent by the school, sealed or electronically. By the end of the first semester of enrollment a student must submit a final official transcript that includes the high school graduation date. Registration for future terms will not be allowed until submission of final official high school transcript.
 - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in the Alamo Colleges because of financial obligations:
 - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee

- will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
 - will be admitted conditionally for with unofficial credentials
 - will not be permitted to re-enroll in future semesters after 12 month period
 - will have official transcripts withheld until all admission requirements are met
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

GED Admissions

GED recipients applying to college for the first time must complete the criteria for admission listed below. Following passing the test, GED students are responsible for submitting complete, official test scores.

International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit official GED test scores report issued by the state where the test was taken and passed
 - TEA website for passing score
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as Home School Admission graduates. In addition to the standard criteria for admission to the Alamo Colleges, home schooled students must present a signed, notarized record of the high school equivalent work completed and the date of graduation. A final, official high school transcript includes a posted graduation date, a physical address in the United States (to ensure that state's standards are met).

International students who are transferring with a GED equivalent need to also look at the International Student Admission category to complete the needed steps for international admission as well. (<http://www.alamo.edu/international/>)

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit transcripts
 - Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
 - Students who have not graduated from high school at the time of application must submit a sealed and notarized non-final official transcript of the high school equivalent work. In addition, the non-final official high school transcripts must include at least six (6) complete semesters and be notarized. By the end of the first (1) semester of enrollment, a student must submit a final official transcript that includes the high school graduation date and notarization. Registration for future terms will not be allowed until submission of final official high school transcript.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Early Admissions

Several programs allow students who have not yet graduated from high school or completed home school to get a jump start on the future, including early admission for qualifying students. The Alamo Colleges does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements. Students should check with high school to verify if credit can be used to satisfy high school requirements. Early admission students must meet the following criteria:

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Complete the sophomore year of high school or the home school equivalent by the start of the academic year enrolled.
- Complete and submit the Early Admit form to the Enrollment Services/Admissions and Records office
- Submit a letter of recommendation from a counselor or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Submit official high school transcript of coursework completed prior to registration at one of the Alamo Colleges
- Demonstrate college-level ability in the subject area(s) requested
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of "C" or better in all college-level courses.

In order to obtain an official transcript of Alamo Colleges coursework after high school graduation, an early admit students must obtain a final official transcript that includes the graduation date. Prior to high school graduation, the Alamo Colleges will only release an official transcript of Alamo Colleges coursework directly to other institutions of higher education at the student's request.

Early admissions students seeking to continue enrollment with the Alamo Colleges after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Individual Approval Admissions

Students who (1) are not graduates of high school or the equivalent, (2) are graduates of high school or the equivalent but cannot obtain an official transcript due to the institution and/or academic records no longer existing, (3) cannot provide a transcript due to financial obligation at a previous institution, or (4) have other extenuating circumstances may be admitted through an Individual Approval petition.

Individual Approval requests must be approved and all enrollment steps must be completed in order to register.

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Submit Individual Approval request
 - Individual Approval request are available at the college's Enrollment Services/Admissions and Records office.
 - Individual Approval requests and all required documentation must be submitted four weeks prior to the start of courses.

Dual Credit Admissions

The Dual Credit Program allows eligible high school students to earn college credit for selected high school courses in which they are currently enrolled while completing their high school requirements. In order for students to participate in the program, area high schools must be approved to offer Dual Credit courses.

Dual credit students meet the following criteria:

- Apply for admission
 - Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process.
- Complete and submit Dual Credit form(s), including Parental Consent form and high school counselor approval
- Submit a notarized transcript if home schooled
- Demonstrate college-level ability in the subject area(s) requested
- Be TSI exempt (compliant) in at least one area and meet the basic skills required for specific dual credit courses
- Provide proof of bacterial meningitis vaccination if taking course(s) on the college site
- State law requires that entering students who are 21 years old or younger show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Check the Alamo Colleges website for additional information at <http://www.alamo.edu/meningitis/>. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Provide proof of residency if requested to correct your student record
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

In accordance with the Alamo Colleges policy, high school junior and senior students may take up to two Dual Credit classes per regular semester and high school sophomores may take one Dual Credit class per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Dual Credit students (currently enrolled in high school) who have earned college-course credit from another institution(s) of higher education must provide an official transcript of coursework to ensure that prerequisite requirements are applied.

Alamo Colleges policy allows tuition to be waived for two (2) courses [six (6) to eight (8) semester credit hours] per semester for the Dual Credit Program. Students in the Dual Credit program must reside in Bexar or the service area counties*.

Prior to high school graduation the Alamo Colleges will only release an official transcript of Alamo Colleges coursework directly to other institutions of higher education at the student's request. Official transcripts of the Alamo Colleges coursework will be released when the student's complete, official high school transcript, including the graduation date, is on file. First transcript is free and additional requests have a fee. See Non-Refundable Fees for price rates. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school. There is a transcript fee.

Dual credit students seeking to continue enrollment with the Alamo Colleges after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

*Bandera, Comal, Kendall, Kerr, Medina, and Wilson counties; Atascosa County, except the territory within the Pleasanton ISD; and Guadalupe County, except the territory within the San Marcos Consolidated ISD.

Transfer Admissions

A transfer student is any student who has completed previous college work at an accredited college or university and plans to attend the Alamo Colleges. A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges.

International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well.
(<http://www.alamo.edu/international/>)

- Apply for admission
- Complete and submit the admission application through ApplyTexas. An active application is required to move forward with the enrollment process
- Submit transcripts in an official college sealed envelope or electronically (encrypted transcripts from an approved institution)
 - Transfer students must submit an official transcript from the last undergraduate college or university attended. Students submitting an **in-progress** transcript need to submit a completed transcript at the end of the semester. To ensure that all transferable credits are awarded, a student must submit all college or university transcripts with all grades posted.
 - Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined in the Academic Dismissal Procedure.
 - Official Community College of the Air Force (CCAF) transcripts fulfill the last college attended admissions requirement.
 - Students seeking transfer credit from foreign institutions must submit the official transcript and evaluation by a member of the National Association of Credential Evaluation Services (NACES). Please note: Some evaluation services require translation from a specific translation service.
 - Students unable to submit an official high school/college transcript prior to enrollment the first (1) semester in the Alamo Colleges because of financial obligations:
 - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
 - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
 - will be admitted conditionally for with unofficial credentials
 - will not be permitted to re-enroll in future semesters after 12 month period
 - will have official transcripts withheld until all admission requirements are met
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.
- Contact the college Admissions/Enrollment Services office for questions concerning the transcript.

Transient Admissions

Students **with earned credit hours** and seeking a degree at another institution of higher education who plan to take courses at the Alamo Colleges **for one term only** are considered transient students. **Students should complete the application process well before registration begins for the term they plan to attend.** A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges.

International students who are transferring from a college/university need to also look at the International Student Admission category to complete the needed steps for international admission as well.
(<http://www.alamo.edu/international/>)

The steps to complete transient student admissions requirements are:

- Apply for admission

- Complete and submit the two (2) year admission application as a transient student through ApplyTexas by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
- Submit transcripts
 - Transient students must submit an official transcript from the last undergraduate college or university attended. Upon completion of the semester, students may request their Alamo Colleges transcript be sent to their college.
 - If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Students with **earned credit hours** and seeking a degree at another institution of higher education who plan to take courses at the Alamo Colleges for **one term only** are considered transient students. A New Transfer/Transient Evaluation Fee is required of students transferring into the Alamo Colleges. The steps to complete transient student admissions requirements are:

- Apply for admission
 - Complete and submit the two (2) year admission application as a transient student through ApplyTexas by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
- Submit transcripts
 - Transient students must submit an official transcript from the last undergraduate college or university attended.
 - If students remain enrolled for the subsequent semester, they must submit an official transcript with final grades posted.

Students should complete the application process well before registration begins for the term they plan to attend. Fulfillment of Texas Success Initiatives (TSI), advising and enrollment steps, and course pre-requisites may be required prior to registration.

Former Student Admissions

Students who have previously attended one or more of the Alamo Colleges and have not enrolled within the past twelve (12) months at any other college or university must satisfy all applicable admissions requirements prior to registration and complete the ApplyTexas Application. Returning students whose last status was Academic Dismissal must petition for registration as outlined under **Academic Standing and Probation** .

- Students with a break in enrollment of one (1) regular semester or more are required to provide proof of bacterial meningitis vaccination. State law requires that entering students who are 21 years old or younger show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Check the Alamo Colleges website for additional information at <http://www.alamo.edu/meningitis/>. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Students who are returning to Alamo Colleges after attending another institution of higher learning need to submit transcripts from transfer institution(s).
- If students return to the Alamo Colleges after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to **Academic Standing and Probation**.
- For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

International Student Admissions

All persons seeking admission holding non-immigrant visas will be processed as international students. Applicants who do not currently hold a non-immigrant visa or who wish to change of status from current visa may apply for

admissions under an F-1 (Academic or Language) non-immigrant visa student. Please go to <http://www.alamo.edu/international/> for specific checklist items.

Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit an ApplyTexas application and the International I-20 Application.

International students who are transferring from a high school or equivalent, college, or university need to also look at the appropriate admission category to complete the needed steps for Alamo Colleges' admission as well.

- High School Admission
- GED Admission
- Home School Admission
- Transfer Admission
- Transient Admission

Applicants on an F-1 visa who wish to concurrently enroll with this institution must submit an ApplyTexas application for admissions and the International: Concurrent Application.

Applicants who currently hold a non-immigrant visa that are eligible to study in the United States must submit an ApplyTexas application for admissions and the International: Other Visa Application.

All international applicants must follow the admission steps outlined for their visa type on the International Student webpage.

All foreign credentials must be evaluated. General admission only requires a general evaluation.

Students seeking transfer credit from foreign institutions must submit the official transcript transcript for a course-by-course evaluation.

All evaluations must be completed by a member of the National Association of Credential Evaluation Services (NACES) or American Association of Collegiate Registrars and Admissions Officers (AACRAO). Please note: Some evaluation services require translation from a translation service.

For a complete list of Enrollment (Registration) Steps go to <http://www.alamo.edu/alamoenroll/>.

Senior Citizen Admissions

Senior Citizens who will be age 65 by the census date of the term may enroll in course offerings in two (2) different categories at a reduced cost. **Note: Senior Citizen waiver and audits do not apply to Continuing Education courses.**

Students using a tuition waiver must meet the following conditions:

College credit courses

- Must complete an **ApplyTexas** application
- Must submit an official transcript from the last college or university attended prior to admission
- May enroll only on the first day of the part of term based on space availability

Additional steps for college credit courses:

- Responsible for completing course requirements
- Normal tuition waived, but responsible for associated fees
- **Restrictions**
 - Space available
 - 6 (six) credit hour limit

- Courses with differential tuition
- Activity classes, such as private music lessons, art studio, wellness/fitness
- Courses requiring programmatic prerequisites
- Courses that were previously registered for credit in the same semester

Audit of college credit courses

- Must complete a QuickAdmit application and the Course Audit form
- May enroll only on the first day of the part of term based on space availability

Additional steps for audit of college credit courses:

- Tuition waived, but responsible for associated fees and \$65 Audit fee
- **Restrictions**
 - Space available
 - 6 (six) credit hour limit
 - Courses with differential tuition
 - Activity classes, such as private music lessons, art studio, wellness/fitness
 - Courses requiring programmatic prerequisites
 - Courses that were previously registered for credit in the same semester

Note: Senior Citizen waiver and audits do not apply to Continuing Education courses. Senior Citizens who audit do not have to submit admission credentials and are not subject to admission holds.

Audit Admissions

Audit provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. **Students who audit a course will not receive a grade or credit for the course.** In addition to tuition and fees for the course, an additional charge will apply.

Students who enroll only for Audit admission must:

- Complete the ApplyTexas application

Note: Students who audit do not have to submit admission credentials and are not subject to admission holds.

Audit courses cannot be changed to credit or credit to Audit after the Census Date of the course or term, whichever occurs first. Audit courses will be noted on the student's permanent record as "AU" for Audit.

ApplyTexas Application

A new application is required for anyone who is attending for the first time, who applied but did not register and for former students who have not attended for one year or more. **One application is sufficient for admission to all five Alamo Colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.** Students may access computers at all of the Alamo Colleges. The process should take 15-30 minutes. If the application is not completed in a single session, the file should be saved.

Students should have the following information available before beginning the online application.

- Social Security Number
Note: Providing your social security number (SSN) is optional, but it is **strongly recommended.** Applications and documents without social security numbers are difficult to match up, which may result in additional processing time for admissions and financial aid. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.
- Name of the county in which you live

- Email address (Students without email accounts can create them at various free sites such as yahoo.com, gmail.com or hotmail.com.)
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, expiration date and number
- Names and dates of high school(s) and non-Alamo College(s)/university(ies) attended
- Academic standing at previous college(s)/university(ies)

Guidelines for completing the ApplyTexas application are available through the Alamo Colleges' home page at alamo.edu.

- Logon to ApplyTexas to create a student profile.
- Record the ApplyTexas User ID and Password for future access.
- Select **Two-Year Undergraduate Application**
- Select the college to which the application will be delivered
- Submit the application to the appropriate Alamo College
- Copy the Application Number provided in the window for your records

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Students will receive an email with a verification number from ApplyTexas.

Dual Credit students must contact the High School Program office at the respective college of the Alamo Colleges.

When you consult with one of the Alamo Colleges, please have your email verification and confirmation number with you.

Joint Admissions Agreement

While attending the Alamo Colleges, students may complete a **Joint Admissions Agreement** and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university.

Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the Higher Education Locator Map. Direct transfer questions to the Academic Counseling/Advising Centers.

Steps to Enrollment

To view the Alamo Colleges enrollment process and download a printer friendly "Step by Step" Checklist, please refer to the AlamoENROLL website and choose your enrollment classification.

- Future Students
- Former Students
- Transfer Students

Additional information and resources, including college success information, financing your future, application assistance, computer lab locations and hours, technical support and web browser information, are also available.

Academic Holds

Academic holds prevent the release of official Alamo Colleges' transcripts and/or prevent registration. Academic holds result when students:

- do not provide an official high school transcript demonstrating graduation

- do not provide an official college transcript
- do not comply with academic policy
- are required to consult an advisor
- do not return equipment
- have a monetary outstanding balance

Admission Appeal Procedure

All students who fail to meet the academic criteria stated in the Alamo Colleges' current catalog, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal), and students on Suspension from any institution must follow the admission/readmission procedures as described in the guidelines outlined under **Academic Dismissal in Academic Standing and Probation** in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) (online under the Texas Higher Education Coordinating Board, Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework.

TSI measures reading and writing, and mathematics skills to determine students' readiness to enroll and perform in entry-level academic coursework. Students are required to test and to be advised based on the results of their TSI assessment scores. Students will not be denied admission to the Alamo Colleges based on TSI scores or college placement scores. Students must comply with the TSI rule by taking the new TSI ASSESSMENT exam or meet exemption requirements in order to enroll in courses. The exam is offered at any of the Alamo Colleges' testing centers. Students who have taken any of the previously approved TSI assessment exams below and enrolled in courses may not need to test. Visit any of the Alamo Colleges' testing centers for further details.

Previously approved TSI Assessment Exams:

- THEA
- THEA IBT
- ASSET
- Accuplacer
- QT (Quick THEA)

Effective August 26, 2013 the TSI Assessment examination is the only administered placement exam.

TSI Requirement Exemptions

Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT**
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.*
- **SAT**
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.*

- **TAKS Exit-Level**
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for five (5) years from date of testing.
- **Readiness Status**
Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions**
Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math with a grade of "C" or better.
- **Degree**
Earned an Associate or Baccalaureate Degree from an accredited Texas public institution of higher education.
- **Certificate**
Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment. **At the Alamo Colleges, a diagnostic or college-level placement exam may be required for students seeking a certificate.**
- **Military**
Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment. After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces. **Students who meet this exemption are encouraged to take the TSI ASSESSMENT for diagnostic purposes to aid in program and course selection during advising.**
- **STARR End of Course**
Minimum of Level 2 (required minimum score of 2000 for reading, minimum score of 2000 for writing, and minimum combined score of 4000) on the English III shall be exempt from the TSI ASSESSMENT for both reading and writing, and a minimum of Level 2 (must receive minimum score of 4000) on the Algebra II EOC shall be exempt from the TSI Assessment for mathematics. Scores are valid for five (5) years from date of testing.
- **College Prep**
A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. Students must enroll in content area (English and/or Math) entry-level course within one (1) year of enrollment. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

Students who do not provide official documentation to verify one of the exemptions above are required to take the TSI ASSESSMENT.

Students who initially do not meet the college-level standard may re-take an assessment instrument according to Alamo Colleges and test instrument guidelines. After testing, students must consult with an advisor to develop a plan to achieve the skill level required for the program to be earned.

See Texas Education Code: Section 51.30621, Chapter 4, Subchapter online.

Common Entry Requirements for Course Placement

A detailed reference guide for common entry requirements and course placement is updated periodically throughout the academic year. Click for a pdf version of the Common Entry Requirements effective Spring 2016.

Academic Fresh Start

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirements. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321. Academic Fresh Start must be declared upon admission to the Alamo Colleges. Fresh Start Declaration must be requested at the student's home college and will be applied for all Alamo Colleges and not one specific institution. Specific requirements for various non-traditional means are described below.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the Alamo Colleges and any other Texas state college or university. Such work, however, will NOT be removed from students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

Academic Fresh Start does not eliminate credits for purposes of determining financial aid eligibility or eligibility in programs that require a separate admissions policy. Academic Fresh Start courses are NOT excluded from Three-Peat, Six Drop Limit or 27 Hour Rule processing.

This provision does not exempt students from notifying the Alamo Colleges of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

Academic Advising

To be adequately prepared for registration, students should seek academic advising before the registration process begins to consider program options and understand the academic requirements to include prerequisites for courses, degrees and programs, and transfer institutions. Having a goal and understanding of what is required to achieve the goal can save time and money.

Advising is required for:

- All first-time college students, including Dual Credit students who have graduated from high school
- Transfer college students to the Alamo Colleges with fewer than fifteen (15) earned college semester credit hours
- Students with Academic Holds, e.g., Student Development and Academic Dismissal

If a college requires one-on-one or group advising, a registration hold will be placed on the student's record until the requirement has been met.

Students are encouraged to consult with an academic counselor/advisor about courses and other educational concerns if currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. In addition to course and degree requirements, policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic counselor/advisor regularly.

Many students who plan to transfer to a university are advised to fulfill the lower-division requirements for the university selected for their continued education. The Alamo Colleges' transfer services aid students in making their transfer experience a seamless process. **It is the responsibility of all students to ensure that they take courses at the Alamo Colleges that will be accepted by the senior institutions they wish to attend.**

Students should consult a current Class Schedule, the Alamo Colleges' website, or contact an advisor for specific information pertaining to academic advising.

Advising PIN

Effective Fall 2016 registration, the Alamo Colleges utilizes Advising PIN (Personal Identification Number) processing at critical advising touchpoints to ensure that students meet with their Advisor during their educational pathway. Students are required to meet with their assigned advisor when they complete 15 hours, 30 hours and 45 hours of college credit hours for coursework in an associate degree program as defined by the State Legislation §9.555. Student Advising, notwithstanding Texas Education Code §51.9685.

EFFECTIVE TERMS

PINs will be rolled out at the following phases:

<u>Registration Term</u>	<u>Implementation Date</u>	<u>Students Receiving PIN</u>
Fall 2016	February 1, 2016	45 HR PIN
Spring 2017	October 1, 2016	45 HR plus 15 HR PIN
Summer 2017	February 1, 2017	45 HR, 15 HR, plus 30 HR PIN

Transfer Credit Policy

Transfer Credit

To meet the requirements, only those courses in which a "D" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet the requirements in the academic plan. This policy applies to all degree plans. Credit may be transferred to the Alamo Colleges from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis.

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education & Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)

- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

The Alamo Colleges Center for Student Information (CSI) is responsible for verifying an institution's accreditation status and for processing existing course equivalencies. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the college of the Alamo Colleges granting the degree or certificate.

To meet the requirements, only those courses in which a "D" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet degree requirements. This policy applies to all degree plans.

Courses taken ten (10) or more years prior to a student's last enrollment at the Alamo Colleges will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the program lead with approval by the VPAS.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other accredited colleges and universities to the Alamo Colleges. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the Alamo Colleges.

The Alamo Colleges accept any passing grade from any accredited institution. Passing is a grade of "D" or better. Transcripts received become the permanent property of the Alamo Colleges.

Official transcripts from all colleges and universities attended must be forwarded to the respective Alamo Colleges. Transcripts may not be faxed.

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Joint Services Transcript (JST).

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). Note: Some evaluation services require translation from a translation service. All Alamo Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Colleges from other institutions and/or when the Alamo Colleges' courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules, Chapter 4, Subchapter B online.

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

- The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
 - A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 - The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 - If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

Transcript Request

Students may access **unofficial** transcripts and grades through [ACES Web Services](#) at [alamo.edu](#).

To request an official transcript of record, students must complete a Transcript Request Form online through ACES. Once processed, transcripts will be sent as requested. Students receive the first transcript free of charge; a fee may be charged for all additional official transcripts. See Non-Refundable fees for additional information.

In compliance with FERPA regulations and Alamo Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested online through ACES Web Services at [alamo.edu](#)

Educational Releases signed by the student are required for each request and are subject to review.

The Alamo Colleges will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from last accredited institution attended) and satisfied all financial obligations to the Alamo Colleges.

Credit by Non-Traditional Means

The Alamo Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. The Alamo Colleges, with appropriate departmental guidelines, reserve the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at any of the Alamo Colleges.

Military-connected students needing an evaluated degree plan to obtain Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA) funding may have transfer credit for CLEP posted to their student record in advance of receiving six (6) college semester credit hours at any of the Alamo Colleges. Eligible students must submit a request for CLEP review to their home-college Enrollment Office. Acceptable CLEP credit will be posted to the student record after the census date for the first term of attendance. Questions can be directed to dst-military@alamo.edu.

Credit hours earned by examination and/or awarded through non-traditional means will be posted as CR and will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned, excluding I and W.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on granting non-traditional credit.

Internal Examinations for Credit Hours

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from Assessment Center and/or department. Upon approval students must pay the appropriate costs as defined in the fee schedule.
- Take a comprehensive written examination that may include prescribed performance tests.
- Receive a performance grade of "C" or better to receive credit.

Note: Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

External Standardized Examinations

Minimum scores are defined in the CLEP/AP Credit section below.

A student can re-take an external exam after 3 months have passed.

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other accredited institutions.

CLEP/AP Credit

The Alamo Colleges recognize the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of 32 hours of non-course based credit. No credit will be awarded until the student has successfully completed at least six (6) hours of course credit from any of the Alamo Colleges. Specific information is provided in the following tables.

CLEP Credit-Granting Scores and Semester Hour Recommendations¹

CLEP Test	Score	Sem. Hr.	Alamo Colleges Course
Business			
Information Systems and Computer Applications	50	3	COSC 1301
Introductory Business Law	50	3	BUSI 2301
Principles of Management	50	3	BMGT 1327
Principles of Marketing	50	3	MRKG 1311
Composition and Literature			
American Literature	50	6	ENGL 2327 & ENGL 2328
College Composition	50	6	ENGL 1301 & ENGL 1302
English Literature	50	6	ENGL 2322 & ENGL 2323
Humanities	50	3	HUMA 1301
Foreign Languages*			
French Language, Level 1	50	8	FREN 1411 & FREN 1412

French Language, Level 2	59	14	FREN 1411 & FREN 1412 & FREN 2311 & FREN 2312
German Language, Level 1	50	8	GERM 1411 & GERM 1412
German Language, Level 2	60	14	GERM 1411 & GERM 1412 & GERM 2311 & GERM 2312
Spanish Language, Level 1	50	8	SPAN 1411 & SPAN 1412
Spanish Language, Level 2	63	14	SPAN 1411 & SPAN 1412 & SPAN 2311 & SPAN 2312

Level 1: equivalent to the first two (2) semesters of college-level foreign language course work

Level 2: equivalent to the first four (4) semesters of college-level foreign language course work

**Based on Computer Based Testing (CFBT) beginning July 2001*

History and Social Sciences			
American Government	50	3	GOVT 2302 or GOVT 2305
History of the United States I: Early Colonization to 1877	50	3	HIST 1301
History of the United States II: 1865 to Present	50	3	HIST 1302
Human Growth and Development	50	3	PSYC 2314
Introductory Psychology	50	3	PSYC 2301
Introductory Sociology	50	3	SOCI 1301
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
Western Civilization I: Ancient Near East to 1648	50	3	HIST 2311
Western Civilization II: 1648 to Present	50	3	HIST 2312
Science and Mathematics			
Biology	50	8	BIOL 1406 & BIOL 1407
Calculus	50	4	MATH 2413
Chemistry	50	8	CHEM 1411 & CHEM 1412

College Algebra	50	3	MATH 1314 or MATH 1414
Precalculus	50	4	MATH 2412

¹ Students taking the CLEP test will earn equivalent college credit from any of the Alamo Colleges when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations). CLEP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at any of the Alamo Colleges. Students may not earn more than 32 total hours from any testing equivalency source.

Founded in 1918, the American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives.

The College Board

AP Credit-Granting Scores and Semester Hour Recommendations²

AP Test	Score	Sem. Hr.	Alamo Colleges Course
Art/History of Art	3	6	ARTS 1303 & ARTS 1304
Art/Studio (Drawing or General Portfolio)	3	3	ARTS 1316
Biology	3 or above	4	BIOL 1406
Calculus AB	3	4	MATH 2413
Calculus BC	3	8	MATH 2413 & MATH 2414
Chemistry	3 or above	3	CHEM 1311
Computer Science A	3	3	COSC 1301
Computer Science AB	3	3	COSC 1301
Economics/Macroeconomics	3	3	ECON 2301
Economics/Microeconomics	3	3	ECON 2302
English/Language and Composition	3	6	ENGL 1301 & ENGL 1302
English/Literature and Composition	3	6	ENGL 1301 & ENGL 1302

Environmental Science	3	3	BIOL 2306
French Language	3 4 5	8 11 14	FREN 1411 & FREN 1412 FREN 1411 & FREN 1412 & FREN 2311 FREN 1411 & FREN 1412 & FREN 2311 & FREN 2312
French Literature	3	14	FREN 1411 & FREN 1412 & FREN 2311 & FREN 2312
German Language	3 4 5	8 11 14	GERM 1411 & GERM 1412 GERM 1411 & GERM 1412 & GERM 2311 GERM 1411 & GERM 1412 & GERM 2311 & GERM 2312
Government and Politics/US	3	3	GOVT 2305
History/European	3	6	HIST 2311 & HIST 2312
History, United States	3	6	HIST 1301 & HIST 1302
Human Geography	3	3	GEOG 1302
Latin/Literature	3	8	LATI 1311 & LATI 1312
Latin/Vergil	3	6	LATI 2311 & LATI 2312
Music Theory ³	3	2-3	MUSI 1211 or MUSI 1311
Physics B	3 or above	4	PHYS 1401 or (PHYS 1301 & PHYS 1101)
Physics C/Mechanics	3	4	PHYS 2425
Physics C/Electricity and Magnetism	3	4	PHYS 2426
Psychology	3	3	PSYC 2301
Spanish Language	3 4 5	8 11 14	SPAN 1411 & SPAN 1412 SPAN 1411 & SPAN 1412 & SPAN 2311 SPAN 1411 & SPAN 1412 & SPAN 2311 & SPAN 2312

Spanish Literature	3	14	SPAN 1411 & SPAN 1412 & SPAN 2311 & SPAN 2312
Statistics	3	4	MATH 1442
World History	3	6	HIST 2321 & HIST 2322

² Students taking the AP test will earn equivalent college credit from any of the Alamo Colleges when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations). AP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at any of the Alamo Colleges and students may not earn more than 32 total hours from any testing equivalency source.

³ Some colleges offer MUSI 1211 which is a 2 credit hour course; others offer MUSI 1311 which is a 3 credit hour course.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

Work Experience and Prior Learning Credit

A prior learning assessment option, available in late Fall 2012, is to enroll in a course that helps the student prepare a portfolio that aligns experience and skills with the learning outcomes of specific courses. The fee for the course includes instruction and feedback on developing the portfolio and assessment directly through LearningCounts.org, an online resource. The requirement to earn six (6) college semester credit hours at one of the Alamo Colleges before the credits earned through this option is waived.

The assessment of work experience/prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalency
- Certification/licensure/credentials equivalents

- National ACE guides
- Military service
- Special agreements

After admission to the Alamo Colleges, students should consult with the appropriate academic department to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The Alamo Colleges will retain a copy of the documentation with the student's permanent file.

Continuing Education Units Conversion to Career and Technical Courses

To provide an entry for students wishing to transition from the continuing education portion of their education to the academic credit continuation of their education, students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses. Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the college's Dean of Career and Technical Education and approval by the academic vice president.

Up to the 32-hour maximum may be awarded once the student has earned six (6) college semester credit hours at the respective college. Under special circumstances the six (6) hours may be waived, such as where students are taking a complete course of study in a given contract period with Continuing Education. Conversions of CEUs to academic credit must be requested within three (3) years of completing the continuing education course. Grades will be posted as CR and not included in GPA.

International Baccalaureate Diploma Program

The Alamo Colleges will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of CR will be posted and not included in GPA. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at any of the Alamo Colleges before the International Baccalaureate credits are awarded.

International Baccalaureate Diploma Credit Matrix for the Alamo Colleges

IBD students must provide an official transcript with exam title and score.

Alamo Colleges Course(s)	Credits	IBD Exam Title	IBD Score
ENGL 1301 & ENGL 1302	6	Language 1	4 or higher

CHIN 1411 & CHIN 1412	8	Language 2	4 or higher
FREN 1411 & FREN 1412	8	Language 2	4 or higher
FREN 2311 & FREN 2312	6	Language 2	4 or higher
SPAN 1411 & SPAN 1412	8	Language 2	4 or higher
SPAN 2311 & SPAN 2312	6	Language 2	4 or higher
COSC 1301	3	Math and Computer Science	4 or higher
MATH 1314	3	Math and Computer Science	4 or higher
BIOL 1406	4	Experimental Sciences	4 or higher
CHEM 1311 & CHEM 1111 or CHEM 1411	4	Experimental Sciences	4 or higher
GEOL 1403	4	Experimental Sciences	4 or higher
PHYS 1301 & PHYS 1101 or PHYS 1401	4	Experimental Sciences	4 or higher
ARTS 1301	3	Arts	4 or higher
DANC 1305	3	Arts	4 or higher
DRAM 1310	3	Arts	4 or higher
HUMA 1315	3	Arts	4 or higher
MUSI 1306	3	Arts	4 or higher
ANTH 2346	3	Individuals and Society	4 or higher
ECON 2301 or ECON 2302	3	Individuals and Society	4 or higher
GOEG 1303	3	Individuals and Society	4 or higher
HIST 2311	3	Individuals and Society	4 or higher
HUMA 1301	3	Individuals and Society	4 or higher
PHIL 1301	3	Individuals and Society	4 or higher

PSYC 2301	3	Individuals and Society	4 or higher
SOCI 1301	3	Individuals and Society	4 or higher
Maximum possible credits	27		

IBD Exam Options

Higher Level (HL) 240 teaching hours -- minimum of three (3) subjects and not more than four (4)

Standard Level (SL) 150 teaching hours -- minimum of two (2) and not more than three (3)

NOTE: Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.

District, State and Federal Regulations

Student Obligations

Alamo Colleges Policy F.6.1 Student Success

The philosophy and goals of the Alamo Colleges are to protect the equal opportunity of all persons qualified to attend and to offer services that encourage and enable students to pursue new career goals, upgrade present skills, and enrich their personal lives. Our mission, values, strategic plan, policies, and budget decisions reflect convictions about the importance of success and equity for all students. The Alamo Colleges Student Success policy provides a shared commitment to long-term, institution-wide procedures that support and promote student engagement and learning while requiring strategies that are proven to increase student success.

Inherent to student success is that enrollment in the Alamo Colleges is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior that are reasonably imposed by the institution relevant to its mission.

Such obligations may be higher than those imposed on all citizens by civil and criminal law. A student does not surrender rights as a citizen upon enrollment in the Alamo Colleges. Rights and freedoms, however, like those of any other citizen, are not unlimited. The Alamo Colleges have an obligation not to submit to intimidation, violence, or disruptive behavior and expect students to recognize and accept their responsibilities as citizens and members of a scholarly community, among which are respect for the rights of others; academic and personal integrity; and adherence to federal, state, and local laws.

Alamo Colleges Policy F.6.2 Student Responsibility for Success

As members of the Alamo Colleges learning community, students, faculty, staff, and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgement of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges provide institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement, and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life. The Alamo Colleges Student Responsibility for Success policies outline the expectations in communication, academic success, self-responsibility, and engagement associated with being an Alamo Colleges student.

Grievance Policies

Should disagreements arise between students and their instructors, the Academic Grievance Policy provides equitable and expeditious resolutions. Students may ask their instructor to review a grievance and may appeal the instructor's finding to the department chair. If necessary, a final appeal may be made to the Academic Integrity Panel.

Academic Grievance Policy

Faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that require academic intervention using the Academic Grievance process. If the grievance process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure by filing a Student Academic Grievance form, available from any division chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

Non-Academic Grievance Policy

The Non-Academic Grievance Policy provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Colleges' employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Non-Academic Grievance Policies and Procedures are outlined in the Alamo Colleges Board Policy F.4.7 (Policy) Non-Academic Grievances and F.4.7.1 (Procedure) Non-Academic Grievances. Students are encouraged to refer to the respective colleges' Student Handbooks for additional information.

AIDS/HIV Policy

AIDS/HIV educational literature is available free to students, employees, and affiliates at the Alamo Colleges' Student Health Centers. Information that students have or have not been tested, or have or do not have AIDS or HIV infection, may be released only to a college's president or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for students' health and welfare. Release of this information to others must be based on written authorization by students (if they are over 18 years of age) or by students' parents (if they are minors), and must specify the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

Campus Security Policy and Campus Crime Statistics Act

Under the federal Clery Act provisions, the Alamo Colleges must publish statistics about criminal acts occurring on campus property. This information is available for all of the Alamo Colleges online.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Colleges' Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Colleges. The report contains certain security policy statements, including sexual assault policies that assure basic victims' rights, the law enforcement authority of the Alamo Colleges' Police Department, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Colleges' Police Department online. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Colleges' Annual Security Report in compliance with the Clery Act students' right to know crime statistics is available online.

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must contact Alamo Colleges' Police Department at (210) 485-0099.

Information on legislation regarding safety on campus is available online.

Cancellation of Classes Due to Inclement Weather

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. Up-to-date information on the Alamo Colleges' closures is available at (210) 485-0189 or online at alamo.edu. San Antonio College's radio station KSYM 90.1 FM, as well as local radio and television stations, will also have the latest information on the Alamo Colleges' closures.

Children on Campus Policy

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Colleges' policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. *Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.*

Computer Usage

Alamo Colleges Policy C.1.9 Appropriate Use of Information Technology Resources and Procedure C.1.9.1 Appropriate Use of Information Technology Resources.

Appropriate Computer Usage

Appropriate computer use guidelines are intended to help protect employees and students from the inappropriate use of technology. They supplement the laws, regulations, agreements, and contracts, which currently apply to technology services, and, therefore, they impose certain responsibilities and obligations on users and contracted agents.

Access to networks and computer systems owned or operated by the Alamo Colleges is a privilege granted to the users within the Alamo Colleges. Users are responsible for:

- Reviewing, understanding, and complying with all guidelines, procedures, and laws related to access, acceptable use, and security of the Alamo Colleges' information technology (IT) resources.
- Adhering to all hardware and software license agreements that are in force on any system, network, or server that the user operates.
- Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in the Alamo Colleges' guidelines, rules, and procedures.
- Reporting possible guideline violations to the appropriate entities.

The Alamo Colleges' computer resources, IT, and networks may be used for legitimate Alamo Colleges' purposes only. Incidental personal use should be minimized. Therefore, one should not excessively use the Alamo Colleges' sources of e-mail, Internet access, and/or other IT services for purposes not related to the Alamo Colleges' business. Appropriate use of the Alamo Colleges' computer resources, IT, and networks includes:

- Use by students related to completion of the Alamo Colleges' class assignments or their education at the Alamo Colleges.
- Use by faculty, administrators, and staff directly related to instruction, research, scholarly, professional, and administrative endeavors on behalf of the Alamo Colleges or within the scope of the Alamo Colleges' employment. While working in their Alamo Colleges' employment capacities, students will be governed by the guidelines for employees.

Inappropriate Computer Usage

Users shall not access the Alamo Colleges' computer resources, information technologies (IT), and networks for:

- Sending unsolicited electronic mail (e.g., "spam") to interfere with the Alamo Colleges' mail server or another's server. Interference to the electronic mail system include: misusing listservs; propagating chain letters; virus hoaxes; fraudulent, harassing, or obscene messages (hateful or racially, ethnically, or otherwise objectionable); or "bombing" (flooding an individual, group, or system with numerous or large e-mail messages).
- Communicating non-Alamo Colleges-related information on listservs and newsgroups.
- Stalking or threatening a person. Using e-mail, chat rooms, and newsgroups to threaten and stalk a person is prohibited.
- Using computing resources for financial gain. Supporting, establishing, and conducting private business operations or commercial activities are prohibited.

- Accessing obscene material. Intentionally disseminating, accessing, and providing hyperlinks or access to obscenity as termed by law, unless such activities are directly related to the employee's or student's research or completion of an academic requirement, are prohibited.
- Endorsing any political candidate or ballot initiative. One may not use the Alamo Colleges' IT resources to represent the interest of outside organizations unless authorized by an appropriate Alamo Colleges' department.
- Violating city, state, or federal laws.
- Defeating system security; for example, "cracking" or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage, or unauthorized use, users must protect the confidentiality of their personal identification codes and passwords. (This provision does not prohibit system administrators from using security scan programs within the scope of system authority.) Furthermore, users must not attempt to make any deliberate, unauthorized changes to data or attempt to intercept or access data communications intended for another.
- Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as an Alamo Colleges' employee. Clients must not have or seek to obtain unauthorized access to accounts, software, files, or any other Alamo Colleges' IT resources.
- Attempting to compromise security. The Alamo Colleges' resources may not be used in an attempt to compromise the security of any other personal, private, or public information system.
- Using excessive network bandwidth. Large-scale distribution of MP3 music or video files can cause excessive network overload. The Alamo Colleges' IT Department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.
- Establishing any unauthorized network connections to any of the Alamo Colleges' systems or components. In particular, users are prohibited from using unauthorized wireless devices or wired network devices.
- Concealing identity, except when the option of anonymous access is explicitly authorized. Users are prohibited from masquerading or impersonating others or otherwise using a false identity.
- Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, Trojan horse, worms, or other rogue programs.
- Removing or modifying data or equipment. Without proper authorization, users may not remove or modify any Alamo Colleges-owned or -administered equipment or data.
- Modifying system facilities, operating systems, or disk partitions attempting to crash or hoard the Alamo Colleges' computers. This includes damaging or vandalizing the Alamo Colleges' IT resources, equipment, software, or computer files.
- Performing illegal functions. Use of technology systems in violation of civil or criminal laws at the federal, state, or local levels is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats.
- Violating copyright laws. Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for select educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. Therefore, written authorization is required.
- Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.

Criminal Offenses

All students and employees are expected and required to obey the law and to comply with the institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

All of the general and criminal laws of Texas are declared by the Alamo Colleges' Board of Trustees to be in full force at all Alamo Colleges. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on- or off-campus, whether civil or criminal penalties are imposed for such conduct at the Alamo Colleges is subject to administrative disciplinary action by the appropriate dean, vice president, and/or president of the college; action by a student-faculty disciplinary review committee; or possible arrest and charge by authorized campus or other peace officers of the city or state.

Drug-Free Schools and Communities Act Amendments of 1989

The Alamo Colleges recognize the importance of awareness about alcohol and other drug abuse. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Alamo Colleges have adopted and implemented a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students on its property and as part of any of its activities. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Legal Sanctions

Students or employees found violating any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate Alamo Colleges' disciplinary action.

Alamo Colleges Board Policies:

- Alcohol and Drug Use
- Notice and Information on Illegal Drugs and Steroids

The most common legal violations and their consequences are:

Alcohol	Penalty	Fine
Minor in Possession (Sec. 106.05)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor
	Class B Misdemeanor	Up to \$1,000 fine and up to 6 months in jail
Contributing to the Delinquency of a Minor (Sec. 106.06)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor
	Class B Misdemeanor	Up to \$1,000 fine and up to 6 months in jail
Public Intoxication (Sec. 42.08)	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

Penalties for drug possession are governed by Texas Health and Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

Disciplinary Sanctions

All students and employees are expected and required to obey the law and to comply with institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by the Alamo Colleges' rules or by federal, state, or local laws is subject to discipline whether such conduct takes place on- or off-campus or whether civil or criminal penalties also are imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution, including field trips, internships, rotations, or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

A student may be requested or required to withdraw with or without public statement of charges by the Alamo Colleges' administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Alamo Colleges' policy under Student Code of Conduct (F.4.2 policy and F.4.2.1 Procedure).

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many detriments at both the cultural and individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well being and survival. Negative consequences may be exhibited through physical dependence and/or psychological dependence.

Physical Dependence: The body's learned requirement for a drug for functioning.

Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their contact varies and may contain especially harmful ingredients or amounts.

Psychological Dependence: The experiencing of persistent craving for the drug and/or a feeling that alcohol or another drug is a requirement for functioning.

Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or other drugs alters the user's psychological functioning. The acquisition of these substances becomes the primary focus of the drug-dependent individual and often results in reduced job performance and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students, and their families. Additional information on the effects of specific drugs and alcohol as well as drug counseling resources in San Antonio, and surrounding areas, is available from the Alamo Colleges' counselors/ advisors.

A biennial review of this program will be conducted by the Alamo Colleges and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed, and to ensure that its disciplinary sanctions are consistently enforced.

Substance Abuse Prevention

The Alamo Colleges are committed to substance free environments. Distributing, possessing, manufacturing, dispensing, or using alcoholic beverages, drugs, or controlled substances at any of the Alamo Colleges will not be tolerated. Information, consultation, and referrals are available from student services counseling/advising centers.

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

Emergency Student Contact Policy

It is not possible for Alamo Colleges' staff to contact students on campuses except in cases of emergency. If it is necessary for a person to reach a student, that person should contact the Campus Police at (210) 485-0099.

Emergency Notification System

The Alamo Colleges Emergency Notification System alerts students to severe weather and other emergencies using phone calls, emails and/or text messages. It is critical for contact information to be current in order to receive the most accurate and up-to-the-minute news in an emergency. Contact information can be updated through ACES; click on *Update Addresses and Phones* under the *Personal Information* tab.

The Emergency Notification System enables the Alamo Colleges to schedule, send and track personalized voice messages to up to six phone numbers per person and immediately send messages four different ways:

- Voice messages to home phones, work phones, cell phones and email addresses
- Text messages to cell phones, PDA's and other text-based devices
- Text messages to email accounts
- Messages to TTY/TDD receiving devices for the hearing impaired

Text messaging will be sent to the text enabled cell phone number provided in personal information in ACES. By entering a cell phone number, students opt in to receive text messaging from the emergency notification system. To opt-out at any time, text "STOP ALAMOCC" or "QUIT ALAMOCC" to 23177 or 63079. An opt-out confirmation reply will be sent.

Contact information will only be used for Alamo Colleges' notifications and will not be made available to any other service.

Equal Opportunity

The Alamo Colleges are equal opportunity colleges and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of age, race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veteran's status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Linda Boyer-Owens
lboyer-owens@alamo.edu
Associate Vice Chancellor of Employee Services, Title IX Coordinator
Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 485-0200

Persons with disabilities who plan to attend the Alamo Colleges, who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, should contact the designated Disability Support Services office at the college at least four (4) working days prior to the program or activity so appropriate arrangements can be made. See Alamo Colleges' Equal Educational Opportunities policy F.1.1.

Definitions:

1. "Disabled person" means one who has a record of, or who is regarded as having, or who has a physical or mental impairment that substantially limits one or more major life activities. Students who would otherwise be "disabled persons" are not excluded from the definition solely because they are contagious.
2. "Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hermic and lymphatic; skin; and endocrine; (b) any mental or psychological disorder, such as mental retardation; organic brain syndrome; emotional or mental illness; and specific learning disabilities.
3. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and working.
4. "Has a record of" an impairment means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one (1) or more major life activities.
5. "Is regarded as having" an impairment means (a) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the Alamo Colleges as constituting such a limitation; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; (c) has no physical or mental impairment but is treated by the Alamo Colleges as having such an impairment.

False Alarms and Reports

Under Texas law, it is a state jail felony if a person knowingly initiates, communicates or circulates a report that the person knows is false or baseless of a present, past, or future bombing, fire, offense, or other emergency involving the Alamo Colleges. A conviction of a state jail felony in Texas comes with a fine up to \$10,000 and a jail sentence between 180 days to 2 years.

This Texas law became effective September 1, 2013 after House Bill 1284 amended Section 42.06 of the Texas Penal Code.

Family Educational Rights and Privacy Act Student Information Release Policy / Confidentiality of Records

Public Notice Designating Directory Information

Alamo Colleges designates for disclosure general directory information and special directory information.

Directory information is defined by Alamo Colleges Procedure F.4.1.1.

General Directory Information shall include:

- Name
- Major
- Enrollment status
- Dates of attendance
- Previous education agencies/institutions attended
- Degrees received
- Awards received

Social Security numbers are not General Directory Information.

General directory information shall be released to any individual or organization that files a written request with a college President or designee, the Public Information Officer, or the Center for Student Information excepting the directory information of students who have requested nondisclosure of directory information.

Special Directory Information

Special directory information shall consist of the broadest definition of directory information under applicable FERPA regulations at 34 CFR 99.3. Special directory information shall be released to an individual or organization only at the College District's discretion, and subject to appropriate security safeguards, to aid implementation of College District objectives, including, without limitation, academic advising, alumni relationships, student transfers, reverse transfers, career counseling, completion tracking, job placement, job placement tracking, workforce development and debt collection.

Notwithstanding the foregoing, students have the right to request that Alamo Colleges not release directory information about them for non-commercial and commercial purposes. No directory information will be released regarding any student who has requested nondisclosure of directory information.

Request for Nondisclosure of Directory Information

FERPA permits release of Directory Information without a student's consent unless a student makes a request to withhold the information. Students may opt out of release of directory information when registering for classes online, or by completing a Request for Nondisclosure Form and submitting it to the Enrollment Services/Admission and Records office at the college attended with valid photo student identification or driver's license by the twelfth (12th) class day of a fall or spring semester, or the fourth (4th) class day of a summer term.

Privacy of Student Education Records

- All students attending college, including minors, are protected under FERPA.
- Alamo Colleges officials are permitted to share student information freely with parents if the parents claim the student as a dependent on their most recent federal income tax return.

Military Recruiters

The Solomon Amendment, 10 U.S.C. § 983 (b)(2)(A)(B), requires Alamo Colleges to provide the following information about students who are age 17 or older, upon request, to representatives of the Department of Defense for military recruiting purposes: name, addresses, telephone listings, date and place of birth, academic majors, degrees received, and the most recent educational institution in which the student enrolled.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Alamo Colleges receives a request for access.

A student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Alamo Colleges official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Alamo Colleges official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Alamo Colleges to amend a record should write to the Alamo Colleges' official responsible for the record, clearly identify the part of the record the student wants to change, and specify why it should be changed.

If Alamo Colleges decides not to amend the record as requested, Alamo Colleges will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Alamo Colleges discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alamo Colleges or university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures of school

officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires Alamo Colleges to record the disclosure. Eligible students have a right to inspect and review the records of disclosures. Alamo Colleges may disclose PII from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Alamo Colleges, whom the school has determined to have legitimate educational interests. This also includes parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a) (1)). A school official typically includes a teacher, president, chancellor, trustee, registrar, counselor, advisor, admissions officer, attorney, accountant, human resources professional, information systems specialist, or any other person employed by Alamo Colleges in an administrative, supervisory, academic, research, or support or clerical staff position (including law enforcement unit personnel and health staff), or a student serving on an official committee, such as a disciplinary or grievance committee, or a student volunteering to assist another school official in performing his or her tasks. An outsourced "school official" also may include a volunteer, consultant, contractor or other party outside of Alamo Colleges *to whom* Alamo Colleges has outsourced institutional services or functions provided that they are performing an institutional service or function for which Alamo Colleges would otherwise use its own employees and are under the direct control of Alamo Colleges with respect to the use and maintenance of personally identifying information (PII) from education records, such as a collection agent, auditor, attorney, alumni relations manager, or the National Student Clearinghouse. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Alamo Colleges.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a) (2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Alamo Colleges state-supported education programs. Disclosure under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, Alamo Colleges, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37 (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if Alamo Colleges determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of Alamo Colleges rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of Alamo Colleges, governing the use or possession of alcohol or a controlled substance if Alamo

Colleges determines the student committed a disciplinary violation and the student is under the age of 21. (§99.319(a)(15))

Health or Safety Emergency

College officials must balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires colleges to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to maintain campus safety.

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR § 99.31(a) (10) and § 99.36). This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

Disclosure to Parents

The Department of Education interprets FERPA to permit institutions to disclose information in education records to parents if a health or safety emergency involves their son or daughter. When a student turns eighteen (18) years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- A school official may generally share information with a parent that is based on that official's personal knowledge or observation of the student.

FERPA and Student Health Information

Post-secondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA.

Communicable Diseases

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, Methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to the following provisions:

1. The information that a student has a communicable disease shall be confirmed when the student brings the information to the Alamo Colleges' attention; the student confirms the information when asked. If the college president or designee has reasonable cause to believe that a student has a communicable disease, the student may be asked to submit to a college-funded medical examination (a) to determine whether the student's physical condition interferes with participation in an educational program or activity, or poses a threat to self or others; or (b) a test or medical examination is necessary to manage accidental exposure to

blood or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with the Communicable Disease Prevention and Control Act (Article 4419(b)-1, Section 902(d) of *Vernon's Annotated Civil Statutes of the State of Texas*).

2. The results of such examination shall be kept confidential in accordance with the Communicable Disease Prevention and Control Act, (Article 4419(b)-1, *Vernon's Annotated Civil Statutes of the State of Texas*), except that the college president or designee shall be informed of restrictions and necessary accommodations. Health care and safety personnel may also be informed to the extent appropriate if the condition is one that might require emergency treatment.

Methicillin-resistant Staphylococcus Aureus (MRSA)

A student diagnosed with Methicillin-resistant Staphylococcus aureus (MRSA) shall inform an Alamo Colleges' administrator before he or she returns to the campus after receiving the diagnosis. The administrator shall immediately inform the college president. The college president, through the Alamo Colleges' safety coordinator, shall take all measures to reduce or eliminate the spread of MRSA. These measures include, but are not limited to: (a) posting signs (e.g., encouraging hand washing) in common areas and communicating means to prevent contamination; (b) providing germicidal hand washing soaps in common areas, and; (c) ensuring that custodial employees receive education and personal protective equipment.

Any faculty member, administrator, or student who becomes aware of a student's actual or suspected MRSA infection shall notify the Alamo Colleges' safety coordinator immediately.

Knowledge that a student has a communicable disease (other than AIDS/HIV) shall be confined to those persons with a direct need to know, e.g., the Chancellor, a person responsible for the Alamo Colleges' health program, and the like.

Information that a student has or has not been tested, or has or does not have AIDS or HIV infection, may be released only to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the student's health and welfare, and to the college president or designee, or upon written authorization specifying the persons or positions to whom the information may be released. The persons specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

When it has been determined that a student has a communicable disease, the college president or designee shall follow standards of the state and local health departments to determine : (a) the nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the student will be infectious, and the potential harm to self and others; (b) the probabilities that the disease will be transmitted and will cause varying degrees of harm; (c) whether the student's condition interferes with the student's academic program or activities. This determination shall include a report by a physician who has performed a medical examination of the student.

If academic or activity restrictions are deemed appropriate, the college president or designee shall determine whether the student is a "disabled person." If it is determined that the student is disabled, a further determination shall be made as to whether the student is "qualified." A "qualified disabled person" is one who, with reasonable accommodation, meets the academic and technical standards requisite to admission or participation in the educational programs and activities of the Alamo Colleges.

If it is determined that the student is a "qualified disabled person," the student must be reasonably accommodated. In determining whether the accommodation is reasonable, the Alamo Colleges shall balance its interest and the interest of the student, considering financial expense, effects on the learning environment for other students, and the severity of the changes to the normal academic and activity procedures. Accommodation is not reasonable if it poses undue financial or administrative burdens, or if it would require fundamental alterations in the conduct of academic programs and activities.

Based on medical information and the requirements of the educational program or activity in which the student is enrolled, the college president or designee shall determine any appropriate exclusion or modification. A student may be excluded from an educational program or activity if the college president or designee determines, in accordance with this policy, that the student poses a risk of contagion to others, or poses a threat to personal health by continued participation in educational programs or activities, or if the student's physical condition would interfere with participation in educational programs or activities.

The student must present evidence or information relevant to the question of fitness to continue participation in educational programs or activities.

Freedom of Speech and Assembly

The Alamo Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges.

To reserve an area on-campus for such purposes, contact the appropriate college office. No equipment or materials will be provided by the Alamo Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

Gang Free Zone

The Alamo Colleges are designated "Gang Free Zones" and as such, any individual(s) involved in organized criminal activity as defined by the Texas Penal Code Chapter 71 is subject to increased punishment if the offense is committed within 1,000 feet of the premises owned, rented or leased by the Alamo Colleges. The offenses subject to this provision can be found in Chapter 71 of the Texas Penal Code.

Immunization

Immunization is required for admission to the Alamo Colleges unless the student submits to the admitting official at least one (1) of the following:

- An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student.
- An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.
- Proof that he or she is a member of the armed forces of the United States and is on active duty.

The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

Incident Reporting and Response

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Colleges' police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout the Alamo Colleges' campuses. Some campus elevators are also

equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial (210) 485-0099. The email address for the Alamo Colleges' Police Department is dst-dpsdispatch@alamo.edu; however, request for police service should not be sent via email. The Alamo Colleges' police or security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Colleges' Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Colleges' Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is a victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Colleges' Police Department immediately.

Intellectual Property

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Colleges. The release of intellectual property to entities outside the Alamo Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Colleges. If royalties are derived from the sale of intellectual property within the Alamo Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

Plagiarism / Scholastic Dishonesty

For various reasons, the number of incidents of scholastic dishonesty in the classroom has increased throughout the nation in recent years. It is in the student's best interest that scholastic dishonesty not be tolerated and that the Alamo Colleges' policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to, cheating on exams, tests, and quizzes; plagiarism; and collusion. See the **Student Code of Conduct** for more detailed information.

Cheating on exams, tests and quizzes includes, but is not limited to:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without the consent of the instructor;
- Substituting for another student, or permitting another student to substitute for one's self, to take a test;
- Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor; and
- Reporting fraudulent research results.

Plagiarism is the appropriation of another's work and the unacknowledged incorporation of that work into one's own coursework/assignment including the taking and using of ideas, passages, etc. Plagiarism is scholastic dishonesty and will result in disciplinary action.

Collusion is the unauthorized collaboration with another person in preparing any coursework/assignment.

Religious Holy Days

A "religious holy day" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

Sexual Harassment

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Colleges, including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of Alamo Colleges' activities. Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment.

The disciplinary action taken against persons who engage in sexual harassment is subject to appropriate procedural and due process requirements. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding and to be informed of the institution's final decision including sanctions of any institutional disciplinary proceeding.

Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action.

Because the law makes the Alamo Colleges responsible to investigate and if necessary take corrective action as soon as students or employees become aware of an allegation of sexual harassment they shall immediately report the alleged violation to any of the following:

- Associate Vice Chancellor of Employee Services or designee
- Employee's supervisor or an Alamo Colleges' administrator
- College official
- Ethics and Compliance Officer
- Toll-free telephone number (866) 294-3696
- Ethics Hotline online
- Strategies of Behavioral Intervention (SOBI) Behavioral Incident Reporting online

To file online please review complete information about the Ethics Hotline online. This page provides a link to Questions and Answers and a link to How to File a Report (English and Spanish options available). Please review this information before filing the complaint at the official online reporting site www.ethicspoint.com.

Specific Alamo Colleges' policies and procedures on harassment of students and employees at the Alamo Colleges are specified online at:

- Employee Standards of Conduct: Harassment
 - Policy
 - Procedure

- Student Standards of Conduct: Harassment
 - Policy
 - Procedure

Smoking Policy / Tobacco-Free Campuses

All of the Alamo Colleges are designated smoke-free. Smoking, including vapor and e-cigarettes, and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges, including parking lots and any other property owned by the Alamo Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

The Alamo Colleges offer education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provide information about smoking cessation.

PAC Scholarships

Palo Alto College strives to provide a valuable resource for scholarship opportunities from the Alamo Colleges and many other sources. Various scholarships are available by completing the Alamo Colleges Foundation scholarship application at www.alamo.edu/pac/scholarships

Angela De Hoyos Scholarship for Mexican American Studies: Non-endowed. First preference given to Mexican American Studies majors, Second preference given to students enrolled in academic or continuing education Mariachi or Conjunto music classes; minimum 2.5 GPA, be enrolled at least part time in academic classes, must be enrolled in at least one (1) Mariachi or one (1) Conjunto music class per quarter if enrolled in continuing education classes.

Ann Turner Memorial Scholarship: Non-endowed. Performing Arts major, Minimum 2.5 cumulative GPA, be enrolled full time or part time.

Bonnie Thompson Scholarship: Non-endowed. Biology, Chemistry, Geology, Physics, Pre-Pharmacy, Pre-Medicine, or Pre-Nursing major, minimum 3.0 GPA, must be enrolled full time.

CAARE Title V Endowed Scholarship: Endowed. Science, Technology, Engineering, or Math (STEM) related major, minimum 2.0 GPA, be enrolled full time or part time, complete the FAFSA.

Conjunto Music Scholarship: Non-endowed. Any major, but must be enrolled in the Conjunto Music Program, minimum 2.0 GPA, be enrolled full time, must be proficient in one or more Conjunto instruments, or as a vocalist, must give an audition.

COSA-City Council District 5 STEM Scholarship (supported by Toyota Motor Manufacturing Texas): Automotive Technology or STEM related major, minimum 2.0 GPA, be enrolled full time or part time, preference given to Brackenridge, Burbank, Lanier, Kennedy & Memorial High School graduates; must complete the Free Application for Federal Student Aid (FAFSA).

Diane Greene Memorial Endowed Scholarship: Endowed. Any major, minimum 3.5 GPA, be enrolled full time or part time, demonstrate community and/or campus service; pick up application in English Department.

Donald Johnson Memorial Scholarship: Non-endowed. Veterinarian related major, must not be eligible for federal financial aid, minimum 3.0 GPA, be enrolled full time.

Faculty Memorial Scholarship: Non-endowed. Any major, minimum 2.0 GPA, be enrolled full time or part time.

Frank M. Tejada/Palo Alto College Endowed Scholarship: Endowed. Any major, minimum 2.50 GPA, be enrolled full time or part time, U.S. citizen, submit two letters of recommendation.

General Scholarship: Non-endowed. Any major, minimum 2.0 GPA, be enrolled full time or part time.

Gordon Hartman Endowed Scholarship: Endowed. Any major, minimum 2.0 GPA, must be enrolled full time, must demonstrate in writing that they qualify for assistance from PAC's Disability Support Services Office, whose staff will inform qualifying students of this scholarship.

Greater Texas Foundation Community College Scholarship Program Endowed: Endowed. Art, Business Administration, Teacher Education- Associate of Arts in Teaching, or Engineering major. Must have financial need, minimum 2.75 GPA, be enrolled full time or part time, must have a signed 2+2 admission agreement with a participating four-year institution on file at the Center for Academic Transitions, must obtain a degree audit from a Transfer Specialist at the Center for academic Transitions demonstrating academic progress, must have appropriate degree plan, including major, recorded with the Office of Admission.

Horticulture Scholarship: Non-endowed. Any major, must be enrolled in a Landscape and Horticulture Science or Turfgrass and Golf Course Management course, minimum 3.0 GPA, be enrolled full time or part time, must be active in the Horticulture Club.

Jane Hope Memorial Scholarship: Non- endowed. Education major, minimum 3.0 GPA, enrolled full time or part time, demonstrate community service.

Jason DeLecour Scholarship: Non-endowed. Any major, minimum 2.0 GPA, be enrolled full time or part time, for international travel and study abroad. Inquire with the District International Study Program Office.

Jesse C. Gutierrez, Jr. Scholarship: Endowed. Any major, for students who graduated from high school within the past year, or older adults returning to pursue a college education after not having engaged in formal educational pursuits for at least the past ten years, must have financial need, minimum 2.0 GPA, be enrolled full time or part time.

Jesse C. Gutierrez, Jr. Education Project Conexión Title V Scholarship : Endowed. Any major, minimum 2.0 GPA, be enrolled full time or part time.

Juanita Colon Memorial Scholarship: Non-endowed. Education, Teaching major, minimum 2.0 GPA, and be enrolled full time or part time.

Mariachi Connection Scholarship: Non-endowed. Music major, Mariachi Palomino member, must have financial need, minimum 2.0 GPA and enrolled full-time.

MOTIVE Program Title V Endowed Scholarship: Endowed. Science, Technology, Engineering, or Math major, minimum 2.0 GPA and be enrolled full or part time.

Music Scholarship: Non-endowed. Music major, minimum 2.0 GPA and be enrolled full or part time.

Oppenheimer Scholars Title V PAC Endowed: Endowed. Any major, must not be eligible for federal financial aid, minimum 3.0 GPA and be enrolled full time.

Presidential Scholars Scholarship: Non-endowed. Any major, minimum 2.5 GPA and be enrolled full time.

Robert & Carol Buckley Memorial Scholarship: Non-endowed. Any major, minimum 2.0 GPA and be enrolled full time.

Ruben M. and Veronica S. Escobedo Endowed Scholarship: Endowed. Any major, minimum 2.0 GPA, be enrolled full time, reference will be given to graduates of Burbank High School and to students intending to transfer to the University of Texas at San Antonio for a Bachelor's degree.

Ryan Smith Guzman Memorial Scholarship: Non-endowed. Any major, but must be enrolled in developmental education, minimum 2.5 GPA, be enrolled full time, must have completed 40 credit hours, must have a degree plan for transferring to a 4year Texas College and plan to transfer the semester after receiving the scholarship.

Sembradores of San Antonio Educational Endowed Scholarship: Endowed. Any major, minimum 3.0 GPA, enrolled full-time with at least 12 academic hours at Palo Alto College, be a Mexican American student, resident of the greater San Antonio metropolitan area, US citizen, completed a minimum of 30 academic semester hours in an academic major (no technical or vocational certification), have a declared major with a university transfer plan leading to a Bachelor's degree, not be a relative by blood or marriage of a present or former member of Sembradores of San Antonio.

Upward Bound Bridge Scholarship: Non-endowed. Must be a Palo Alto College-Upward Bound Senior. Student must be in good standing with Upward Bound, must complete the summer bridge program with a 2.0 GPA.

Making the Grade

Academic Standards

Add/Drop/Withdraw

Courses

Completion and Graduation

ACADEMIC STANDARDS

Academic Fresh Start

Your old grades don't have to count against you. If you're a Texas resident and apply for admission (or readmission) to Texas public colleges or universities and enroll as an undergraduate, you may be able to begin a new course of study with a clear academic record.

If you have credits for college courses taken ten or more years prior to the planned enrollment date, those credits (and grades) can be ignored for enrollment purposes under the Texas "Academic Fresh Start" Law. This is an all or nothing option. You cannot pick and choose which courses to ignore and which courses to count. This means that courses taken previously cannot be used to fulfill prerequisite or degree requirements and are not used in your new GPA.

Academic Standing/Probation/Dismissal

Maintaining good Academic Standing helps you reach your academic goals faster.

- **Good Standing** requires that you maintain a minimum overall grade point average (GPA) of 2.0 or better.
- **Academic Probation** occurs if your semester cumulative GPA falls below 2.0.
- **Continued Academic Probation** occurs if your cumulative GPA falls below 2.0 but your semester GPA is above 2.0.

- **Academic Dismissal** occurs if you are on Academic Probation or Continued Academic Probation and do not earn a semester term GPA of 2.0 or a cumulative GPA of 2.0. Academic Dismissal requires that you take special action as outlined in Academic Standards in the academic catalog.

Attendance

Attendance has a significant impact on performance, and attendance during the first week is essential to your success. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into campus life.

Smart Start

Student absences are recorded from the first day the class meets. Students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Excessive Absence/Process

Excessive absences can result in an instructor dropping you from a class. If you stop attending class for any reason you should contact the instructor and the Enrollment/Admissions and Records office to officially withdraw from the class. If you are not dropped from the course or you have reached the six-drop rule you will receive the grade earned in that class.

Early Alert and Intervention

Your academic success is important to your instructors. If instructors notice that you are experiencing academic difficulties early in the term, they may send an email to your ACES account that will advise you about ways to address those difficulties. It is very important that you promptly respond to any Early Intervention communication. Your success depends on it.

ADD/DROP/WITHDRAW

Schedule Changes (Adds & Drops)

You may find it necessary to change your classes after you have completed the registration process. You may add or drop classes using ACES during designated time periods listed under Registration Dates & Payment Deadlines/Refund Dates. Keep in mind that changes to your schedule may result in additional charges that you are responsible for paying before the next payment deadline.

Drops/Withdrawals from Courses

The terms "drop" and "withdraw" are used interchangeably. Faculty must drop a student for non-attendance during the first week of class or for lack of academic progress during the term. A student may also initiate a drop to withdraw from a class. Dropped classes may be noted on your transcript and may count towards the six-drop rule. There also may be financial consequences for drops/withdrawals, including financial aid penalties.

Before withdrawing from one course, you should meet with the instructor. Before withdrawing from all classes, you must meet with an advisor.

For information on student-initiated withdrawals, see Admissions/Enrollment Services, which can be found in the left hand navigation bar under "Contact Information and Hours."

Six Drop Rule

Students are limited to a total of six (6) course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete.

Carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops may not drop a course and will be awarded the grade earned at the end of the semester. A waiver may be available through the Admissions/Enrollment Services office. Contact information can be found in the left hand navigation bar under "Contact Information and Hours."

Withdrawal for Military Service

Some members of the military may want their transcripts to reflect that they withdrew due to military reasons. Others may request that their transcripts show no indication that they were enrolled, and courses will be permanently removed from their transcripts. The Alamo Colleges provides a 100% refund for withdrawals with the presentation of military orders.

Readmission to Class

If you have been dropped from classes for excessive absences that have resulted in a lack of academic progress, you may be reinstated only at the discretion of the instructor. A reinstatement form must be signed by the instructor and submitted to the Enrollment Services/Admissions and Records Office.

COURSES

Developmental Education 27 Hour Rule

If you take more than 27 hours of Developmental Education (College Prep) courses, you will be charged an additional rate. However, no additional charges are assessed to non-resident/international students.

Excess Credit Rule

Texas Education Code allows public colleges and universities to charge a higher rate of tuition to students that exceed the bachelor degree requirements by more than 45 hours. While this law only applies to senior institutions and not to community colleges, the Alamo Colleges wants you to be aware of the impact on your cost of education. Early and regular advising is critical to ensure that you stay on track.

Course Loads

Students generally may not enroll for more semester credit hours than the number of weeks in a semester/session. If you are enrolled in terms of different lengths at the same time, you may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. Several special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed may be exempt from course load limitations.

NOTE: The definition of full- and half-time status for financial aid purposes may be different. For an overview of full-time status, part-time status and course hour maximum, see the Financial Aid section of the college catalog in the left hand navigation bar.

Petition for Course Overloads

You may petition to enroll in additional hours beyond the established course load limitations through the appropriate administrator or designee.

Student Development (SDEV)/Learning Framework (EDUC) Courses

All students must complete a student development course designed to help them successfully transition to college and better understand the Alamo Colleges' expectations. Student Development (SDEV) and Learning Framework (EDUC) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and the establishment of lasting relationships. Students who successfully complete SDEV or Learning Frameworks courses have a proven record of higher retention and persistence in college. A variety of student development courses are offered to fit specific student needs. See the Registration section of the academic catalog on the left hand navigation bar to see which apply to you.

Syllabus

The syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student in that course. Become familiar with the syllabus and keep up with the assignments to ensure that you earn the highest grade possible.

eSyllabus

Texas colleges and universities are required to make course syllabi available through their websites. In addition, instructors are required to provide curriculum vitae (resumes) that include their educational background and published material so that students may make informed decisions based on instructor credentials.

Non-Traditional Credit

Once you have earned six college-level credits, you may earn up to 32 college-level credit hours through non-traditional sources, such as proficiency and standardized exams. The semester credit hours earned through exams are counted for graduation even though they are not included in your GPA. If you have already received a grade in a course, you cannot opt for non-traditional credit. If you plan to transfer you should consult with transfer institutions about their non-traditional credit policies.

Visit your Assessment Center for complete guidelines on receiving advanced placement credit. See Assessment & Testing, which can be found in the navigation bar to the left under "Contact Information and Hours."

Types of credit received by non-traditional means are listed in the academic catalog.

Assessment and Testing

The Assessment and Testing Centers offer a variety of testing programs to assist with state test requirements, academic placement, correspondence/external, distance education and CLEP testing. Many exams require an appointment prior to testing. Additional information and other testing services can be found at the Testing Center website. The Center also provides make-up exams.

Evaluation and Grading System

Instructors evaluate your coursework based on how well you achieve the objectives of a course. Your instructors, and their syllabi, will explain these objectives, as well as how grades will be assigned.

Permanent grades are recorded at the end of the term and are available through ACES approximately one week after all finals are completed for the term.

Grading System

The Alamo Colleges grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar.

A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, if the instructor is not available, with the department chair.

Withdrawal Grades

All "WS" or "W" grades have no effect on your GPA, but do negatively impact Satisfactory Academic Progress (SAP) for financial aid eligibility. Military Service withdrawals are recorded as "WM." If you simply stop attending a class without withdrawing, you will receive a grade of "F." It is your responsibility to ensure that your drops are processed and recorded.

Final Examinations

While other exams are given at the discretion of the instructor, a written comprehensive final examination is given at the end of each semester for each course at a scheduled time. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Schedule of Classes in the left hand navigation bar.

Grade Point Average/Calculating the GPA

Your GPA is determined by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework.

Honors

Honors are granted to students who earn a cumulative GPA of 2.00 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters. The honors are awarded by the student's home college. Grades earned for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

Repeating a Course (3-Peat)

The Alamo Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third or subsequent attempt. You should meet with an advisor to determine if you are repeating a course for the third time.

Student Grade Changes and Appeals

You have a maximum of one year from the end of the term in which the final grade was issued to request a review of the grade or petition for a grade change. Judging the quality of academic performance rests with the instructor assigned to the course. If you believe that the grade is incorrect, you should schedule a conference with the instructor or, if the instructor is not available, the department chair. If you still are not satisfied with the grade, you can file an

Academic Grievance within five days of the instructor's decision. See Academic Grievance Procedure in the District, State and Federal Regulations section of your catalog located on the left hand navigation bar.

COMPLETION and GRADUATION

Completion and Graduation

Completing the core curriculum and earning an associate's degree is an important step whether you plan to transfer or enter the workforce. You can get the most benefit from your enrollment when you follow a degree/transfer plan that will enable you to get an associate degree. It really will make a difference.

Why Graduate?

- Research indicates that getting your associate degree before transferring gives you a 25% greater chance of completing a bachelor's degree.
- Most transferring students have completed core curriculum requirements that will apply to the transferring institution. You are more likely to be accepted to a university by following a transfer plan.
- Entry-level salaries average over \$7,000 a year more when you have an associate degree than they would with a high school diploma alone.
- To be eligible to apply for or for career advancement in, 85% of better paying jobs in San Antonio require an associate degree.

Completing an associate degree -- and being a part of the graduation ceremony with formal regalia (cap and gown) -- gives you a sense of accomplishment and makes you a role model to family, friends and neighbors. They will celebrate your journey with you, and nothing could be better than that!

Not convinced? Visit an Advisor to review your records and discuss your academic progress, pending classes, petitions, equivalencies, etc. Go for it! Apply for graduation.

For degree/certificate requirements, see the Degree Plans & Certificates in the academic catalog on the left hand navigation bar, or see Alamo GPS.

Core Curriculum Completion

Many Alamo Colleges students plan to transfer to a college or university and will need the appropriate courses to do so. All transfer associate degree requirements (AA, AS, AAT) include a General Education Core Curriculum, or "The Basics." Every public institution in the state of Texas requires a Core Curriculum designed to provide a solid foundation for college education and to make transfers between and from Texas institutions of higher education as smooth as possible. The Alamo Colleges Core Curriculum (42 credit hours) will substitute for the Core Curriculum at any other public college or university in Texas.

Reverse Transfer Graduation

If you transfer from the Alamo Colleges to another Texas public college or university without having completed your Associate Degree, you may qualify for an Associate Degree under the Reverse Transfer Degree Program. To be eligible students must have accumulated 25% of the Associate degree (usually 15 credit college-level credit hours) at the Alamo College awarding the degree and subsequently completed the Alamo Colleges degree requirements at the transfer institution. Earned hours must include six semester hours in U.S./Texas government and six hours in U.S./Texas history.

To request a Reverse Transfer Degree you need to submit your Application Graduation Form online, and submit an official transcript from a public Texas college or university indicating the award of a baccalaureate degree. See your college for full instructions.

Commencement Exercises

Commencement exercises are a celebration of your achievement. All candidates for degrees and certificates are encouraged to participate. You do not need to be enrolled during the semester for which the "Apply to Graduate Form" is submitted or during the semester in which the degree is conferred in order to participate.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Colleges.

For more information about Graduation, see "Contact Information and Hours" on the left hand navigation bar.

My Support Services

Academic Advising

Academic advising is a shared responsibility between you and your advisor meant to help you to reach your educational and career goals. Ultimately, it is your responsibility to make decisions about your life goals by creating a plan to reach those goals. Academic advisers can assist in this process by helping you to understand options, determine resources and, when necessary, identify alternatives. To be adequately prepared for registration, seek out academic advising before the registration process begins so that you are familiar with pre-requisites, degrees and programs, and transfer institution requirements.

Visit the Academic Advising center to learn about the range of academic advising and counseling services available to you. See Contact Information and Hours on the left hand menu for location.

Admissions and Records

The Admissions & Records/Enrollment Services processes admissions applications (ApplyTexas), high school and college transcripts, college transcript requests, state residency determinations, early admissions, and proof of bacterial meningitis vaccinations.

Americans with Disabilities Act/ADA Coordinator

The Office of Disability Support Services ensures reasonable accommodations for access to all courses, programs, services, jobs, activities and facilities. Qualified students with learning, physical, developmental, mental, or emotional disabilities who are attending or contemplating attending any of the Alamo Colleges are eligible for services when they have a documented disability condition as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. Accommodations may include interpreter services, special testing arrangements, readers, scribes, or note taking assistance. See also Alamo Colleges ADA and Section 504 Policy and Procedures:

H.1.1 Equal Education and Employment Opportunities (Policy)

H.1.1 Attachment-A Title IX/VIII/ADA/504 Coordinator Organization

H.1.2 Civil Rights Discrimination, Harassment and Retaliation (Policy)

H.1.2.1 Civil Rights Complaint and Resolution (Procedure)

H.1.2.1 Civil Rights Complaint (Diagram)

H.1.2.2 Civil Rights Complaint Appeal (Procedure)

H.1.2.2 Civil Rights Appeal (Diagram)

Contact your Disability Services Office, which can be found in the navigation bar to the left under "Contact Information and Hours."

Career and Job Placement Services

The Career Services office helps you to research and identify majors and careers, search for employment, develop resumes, and improve interviewing skills. Career Coach and Focus 2 are assessment programs available at your center. MyAlamoCareer.org, a virtual career and placement center, offers a wide range of career and workforce resources.

Counseling Services

Licensed personal counselors are available to provide free short-term or crisis counseling. If you believe that you need long-term help, you will be referred to the appropriate external resources. If you need information about community resources such as childcare, financial assistance for college, medical or dental care, legal assistance, and assistance for military families, you can access the online Resource Guide or come in to the office location listed in the academic catalog. All resources listed are free or low-cost and are available in Bexar and surrounding counties.

For assistance, visit a Counselor. Contact information can be found in the navigation bar to the left under "Contact Information and Hours."

Computer Labs

Open computer labs are available for student use. Networked computers are loaded with general and special use software and are connected to the Internet so that you can access your ACES email. Students are expected to follow all Acceptable Use of Information Technology Resources guidelines posted in the student computer labs and listed in the academic catalog.

International Student Services

International Student Services is dedicated to helping international students succeed while enrolled at Alamo Colleges and ensuring that they return home with memories of a fulfilling American experience. International Student Services is the official liaison between Alamo Colleges and the U.S. Citizenship and Immigration Services (USCIS). International Student Services also assists students with applications for admission, registration, medical insurance, etc. Enrolled international students are encouraged to take advantage of USCIS benefits while maintaining their legal status from the point of college admission to the point of transfer to another institution or return to their home country. For further information contact the Alamo Colleges international Students Office at 210-485-0158.

Transcript Request

Unofficial transcripts are free and can be printed through self-service in ACES. Note that if you have a "transcript hold" on your record you will not be able to view or print your transcript until the hold is resolved. If this is the case, you will be notified via your Alamo Colleges email of the need to clear the hold.

For detailed instructions on how to request an official transcript see Diplomas and Transcripts.

The first copy of your official transcript is still free, but you will be charged \$10 for each additional copy. Transcript requests can take 3-5 business days to be processed. Alamo Colleges will not mail via overnight services or fax to other educational institutions, students, employers or other third parties or accept students' personal requests for transcripts via email or phone. Educational Releases signed by the student are required for each request and are subject to review.

Transfer Services and Articulation Agreements

The college offers a variety of services to assist you in transferring to a four-year institution. Articulation agreements are available with local and state institutions for a range of majors.

Transfer Curricula and Resolution of Transfer Disputes

If you are interested in transferring to the Alamo Colleges, all courses must come from an accredited institution. A grade of "C" or better is required for all technical courses and a grade of "D" or better is required for all other academic coursework. Transfer disputes may arise when you are transferring courses to the Alamo Colleges from other institutions and/or when Alamo Colleges' courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the Texas Higher Education Coordinating Board rules and/or guidelines.

Tutoring

Tutoring is offered free of charge in a variety of disciplines. Taking advantage of tutoring can improve your academic performance, whether you are having difficulty in a subject or want to improve your grades. Talk to your instructor about tutoring services, or stop by the Tutoring Services Department for more information. Click "Contact Information and Hours" in the left hand navigation bar for locations.

Veterans Affairs

The Office of Veterans Affairs offers assistance to students who receive educational assistance for veterans and/or their dependents. If you are eligible for Veterans Affairs benefits, click "Contact Information and Hours" in the left hand navigation bar for the Veterans Affairs Office for more information.

My Information

ACES

Alamo Colleges Education Services (ACES) is a self-service, secure portal that provides you with access to various resources using a single sign-on. As an ACES user, you have access to registration, financial information, email, library resources, grades, transcripts, online courses, online tutoring, Career Coach, Alamo GPS, and much more. ACES also provides you with the latest information on events and important news taking place at your college.

Alamo GPS

Alamo GPS is an easy-to-read web-based degree audit program and an academic advisement tool designed to help you understand the degree requirements for your program of study. It helps you view how courses completed count toward degree requirements and what courses and requirements still need to be completed. The system is designed to facilitate academic advising, but is not intended to replace face-to-face advising sessions.

Name Change

If your name legally changes, you will need to change your legal name on your permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records office. To request a name change, submit a completed form and the signed court order, marriage license, or divorce decree showing the new, restored or adopted legal name.

To correct a name that has been misspelled in the Alamo Colleges' records requires that you submit the correct spelling by providing an official birth certificate or other appropriate legal document.

Residency

Residency is established based on the answers you provide to the core residency questions on the ApplyTexas application. You may be contacted by the Alamo Colleges for additional residency documentation if there are questions about your residency status, which is used to determine your tuition rate and should be changed prior to census date.

Student ID

You are required to have an Alamo Colleges ID. To obtain a college photo ID, you must be registered with tuition paid, be enrolled in a Payment Plan, or have no tuition balance, and you must present a valid photo ID. All students must present a student identification card for access to services and activities such as library usage, physical education facilities, special events, academic advisement, etc.

Student Directory Information and Privacy of Records

The Alamo Colleges designate student Directory Information in Board Policy F.4.1.1 as:

- Name
- Major/pre-major
- Enrollment status
- Dates of attendance
- Previous education agencies/institutions attended
- Degrees received
- Awards received
- Social Security numbers are **not** Directory Information

The Alamo Colleges must release students' addresses, telephone numbers, and email addresses to military recruiters.

FERPA permits release of Directory Information without your consent unless you make a written request to withhold the information. A Request for Nondisclosure Form must be submitted to the Registrar's office with valid photo student identification or driving license. It is your responsibility to renew the request each academic year.

Transcripts

A transcript is a comprehensive record of courses taken, honors received, and degree(s) conferred. You can access your unofficial transcript for free via ACES. Official transcripts can also be requested via ACES, though there is a fee after the first transcript is issued.

My Money Matters

Business/Bursar's Office

The Business office takes cash payments. The Virtual Business Office (VBO) is an online hub where you can pay for college related products, services, and tuition and fees. Payment Plans and any tuition/fees paid by check or credit

card can only be made through the VBO. Check out a complete list of services at Alamo College's Marketplace Mall. It's convenient and secure!

Employment

The constant demands that college places on you can leave you feeling overwhelmed. Most students have to work at least part-time while juggling coursework assigned by five professors at once. Finding a balance is hard but it can be done. Use the chart below as a guide for building your schedule:

WORK (Hours per Week)	SCHOOL (Course load should be)
40 hours (Full-time)	6 hours (1/2 time)
30 hours (Part-time)	9 hours (3/4 time)
20 hours (Part-time)	12 hours (Full-time)
10 hours (weekend, etc.)	12 + hours (Full-time)

For assistance with job searches on and off campus, see Career Services in Contact Information and Hours on the left hand menu

Financial Aid

Various types of Financial Aid are available for those who qualify.

- Pell grants are federal need-based grants awarded to students who qualify and have not earned a bachelor's or professional degree. Pell grants do not have to be repaid (unless, for example, you withdraw from school and owe a refund).
- Loans are money borrowed for college and must be repaid with interest.
- Work-study programs are federal need-based programs that provide funds that are earned through part-time employment.
- Scholarships are gifts and do not need to be repaid. There are hundreds of scholarships available that are offered by schools, employers, individuals, private companies, nonprofits, communities, religious groups, and professional and social organizations. See Scholarships.

To learn if you qualify for federal financial aid, you must complete a Free Application for Federal Student Aid (FAFSA). We encourage you to submit your FAFSA application as early as possible.

Tuition and Fees

Tuition is the sum of money charged for instruction at a college or university. The cost of tuition is based on enrollment status (number of hours/types of courses) and residency status. A Tuition and Fees Schedule outlines cost. There are also fees associated with enrollment. Some fees are authorized by statute or by the governing board of an institution, and are charged to a student upon enrollment to provide services such as library, laboratory, course, student activity, etc. fees. Others are course-based fees required of all students enrolled in a particular course, such as fees for chemistry labs, or discretionary fees required of students in a given course. There are also fees for privileges, such as the campus access fee.

Refunds

Refunds are due to students who have paid more than the balance of their tuition. If your tuition and fees were lower than your financial aid award, you will receive a Financial Aid credit. If you withdraw from (drop/withdraw) a course, you may be eligible to receive a refund based on the college refund schedule.

Students who receive a refund are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds to students on the Payment Plan will be applied to the balance due, as outlined in the Payment Plan Contract. All academic calendar days are considered for refund purposes, not only the days you attended class.

Refunds for other non-standard length courses (e.g., open learning, continuing education) are based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board.

Get Your Refund, Your Way

During your college enrollment, you may at some time be eligible for a Financial Aid refund or other type of disbursement after tuition and fees have been paid. To receive your refund, you can choose the method that is best for you through the RefundSelect program. A Welcome email from Heartland ECSI will be sent to your ACES email address within 48 hours of registering for classes. Additional information is available at Refunds. (The Alamo CashCard has been discontinued due to new Federal regulations.)

Tuition Refund Petition

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Colleges.

Tuition Installment Plan

A Payment Plan allows you breakdown tuition into three payments. The first payment is due when the contract is signed before the first payment deadline of the semester. Payment Plans are available online through ACES, and are available for all semesters with preset dates that determine when each payment is due.

3-Peat (Third Attempt) Tuition

A 3-peat is a course that has been attempted three or more times at any Texas public institution of higher education. The Alamo Colleges charge a higher tuition rate to students registering the third or subsequent time for a course. Meet with an advisor to determine if you are repeating a course for the third time.

My Campus Life and Resources

Bookstore

Alamo Colleges bookstores offer more than textbooks:

- General Reading
- School and Office Supplies
- Backpacks and Totes
- College-Specific Clothing and Gifts
- Uniforms, Scrubs and Course Required Supplies for College-Specific Needs

- Reference Books and Study Aids
- Calculators/Electronic Accessories
- Special Order and Event Books
- Snacks and Convenience Items

Bookstore services include online orders, rent-a-textbook, digital textbooks, intercampus transfers, and textbook buyback. See campus locations, which can be found in the navigation bar to the left under "Contact Information and Hours."

Alamo Colleges students are not obligated to purchase or rent books at the campus bookstore but may use any online or retail store. The course schedule includes textbook and instructional materials information for each course.

Events/Calendar

Throughout each academic year, the Alamo Colleges host a variety of events to engage students and support our communities. Many events, such as Welcome Week, Homecoming, Graduation, and Fiesta occur on an annual basis. For more on events, see "Contact Information and Hours" on the left hand navigation bar.

Freedom of Expression/Free Speech Area

Students have the right to express their views in accordance with the first amendment and for intellectual development. Freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Colleges. To reserve an area on-campus for such purposes, contact the student life / activities office. No equipment or materials will be provided by the Alamo Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

Housing

Public and private housing are conveniently located near the campus. Tobin Lofts at San Antonio College provide fully furnished one-, two- and four-bedroom units for students who attend any institution of higher education in San Antonio. All bills are included in the price (electricity, cable, internet & water). For more information or to apply, check Live Tobin Lofts or call 888-696-3145.

The Alamo Colleges does not recommend or endorse any housing websites, companies, or organizations and has not inspected off-campus housing accommodations or verified off-campus housing information and does not assume any liability in connection with any listings.

Lost and Found

The Alamo Colleges Police Department (ACPD) keeps a "Lost and Found." If you have lost something, contact the office at 210-486-0099. Found items should be turned in to the police as soon as possible. Unclaimed items are disposed of at the end of each semester.

For inquiries concerning lost and found items, contact the ACPD, which can be found in the navigation bar to the left under "Contact Information and Hours."

Political Campaigns

Alamo Colleges are committed to fostering a diverse and open discussion of ideas, opinions, and viewpoints as well as encouraging members of the college community to be active and engaged citizens. Federal, state, and local regulations regarding political and campaign activities, however, require the Alamo Colleges remain politically neutral.

Posting on Campus

Bulletin board space is available at each college at no cost as a service to students and the community. Use bulletin board space if you need to advertise for a roommate or a ride, if you have something for sale or a job opening, or if you want to announce an event. For more information or locations, see Student Life/Activities in "Contact Information and Hours" on the left hand navigation bar.

Recreational Sports

Sports and recreational programs are an integral part of the Office of Student Life/Activities. A wide variety of intramural club sports and extramural programs provide competitive athletic opportunities for both individual challenges and team competition. You can learn new skills, improve skill levels, and enjoy the recreational and social fellowship derived from sports involvement. A club sport is defined as a Registered Student Organization (RSO) structured for the purpose of furthering the common interests in an activity through participation and competition.

For recreational sports locations and contacts, see Office of Student Life/Activities in "Contact Information and Hours" on the left hand menu.

Student Organizations

Student clubs and organizations are an integral component of the total educational experience and help students develop social, leadership, and teambuilding skills while promoting personal growth and professional development. A list of organizations is available in the catalog under Student Support Services and Resources or in "Contact Information and Hours" on the left hand navigation bar.

Student Activities Fee

A Student Services Activity Fee Committee is responsible for making recommendations to the President of the College about the allocation of funds collected from the student services fee (\$1 per credit hour). The committee is comprised of five students and four faculty/staff. Upon approval of the budget each year by the Board of Trustees, the committee meets monthly, or as needed, to review funding requests from students, student clusters, and recognized student clubs and organizations to help fund travel, conference participation, activities, or other professional development programs.

Student Involvement in Decision-Making

Students are key stakeholders in the Alamo Colleges' operations and planning. Student participation and involvement in decision-making is valued and sought through college committees, campus forums, student surveys, and consultation with student organization leaders and their advisors. A student trustee serves as a non-voting student liaison to the Alamo Colleges Board of Trustees and the Chancellor, representing students' interests at board meetings and other district meetings. For opportunities for getting involved see Student Support Services and Resources in "Contact Information and Hours" on the left hand navigation bar.

Student Leadership Opportunities

The Alamo Colleges recognize the importance of building strong leaders and of students' participation in the development of their own leadership skills. Students may choose from a variety of opportunities to get involved, including student government, student organizations, the Student Leadership Institute, the National Society of Leadership & Success, and Phi Theta Kappa. To learn more about the leadership opportunities the Alamo Colleges have to offer, explore District programs and college-based leadership programs.

Student Leadership Institute

The Alamo Colleges Student Leadership Institute (SLI) offers all college students the opportunity to enhance their leadership mindset, skill set, and tool set. This two-semester leadership program imparts the learning tools and resources for students to become leaders on campus, in the workplace, and in diverse communities. Students involved in SLI have the opportunity to receive scholarships, increase self-confidence, improve communication skills, build relationships/network, become Alamo Colleges ambassadors, and emerge as proactive, productive, and engaging leaders -- while having fun doing it all!

To join SLI, students must have a cumulative grade point average of 2.75 or higher, be enrolled in a minimum of 6 semester credit hours, and submit a complete application packet by visiting the SLI website.

Student Life/Activities

Student development is important both inside and outside the classroom. The offices of Student Life and Student Activities at the colleges focus on students' total educational experience, including activities and events, student organizations, sports programs, lectures, live performances, special events, and more. Professional and student staff provides guidance and leadership training to assist students in achieving their academic and personal goals. Get involved. Learn more about what Student Life offers at Student Support Services and Resources in Contact Information and Hours on the left hand navigation bar.

Student Publications

Student publications allow student writers, editors, photographers and artists to develop their talents, display their creativity, and intelligently share their opinions while providing a service to the campus community. Publications include student newspapers, literary journals, yearbooks, and other media, and may be managed through academic or student affairs departments or student clubs or organizations.

To learn more about student publications, see Student Support Services and Resources in Contact Information on the left hand navigation bar.

Student Travel

Individual student travel or recognized student organization travel to events and activities beyond the college campuses on behalf of the College/District, with or without the financial support from the College/District, is regulated by the Alamo Colleges travel policy. Examples include club sports trips, the activities of recognized student organizations, SSFAC-funded community service travel, and situations where a student or recognized student organization officially represents the Alamo Colleges, e.g., leadership academies, conferences, and other programs.

Student ID Card

The Alamo College ID card is your ticket to many activities. Use your ID card to check out books and materials from the college library, use recreational facilities, and gain access to a gymnasium complex. You may also get a bus card for discount fares. Your first ID card is free. If your card is lost, stolen, or damaged, a subsequent ID card will be provided for a replacement fee of \$10.00.

For ID card issue location and hours, see "Contact Information and Hours" on the left hand navigation bar.

Service Learning

Some instructors include a service-learning component as part of their course's curriculum. These courses use the knowledge you learn in the given course and extend it with hands-on experience in the community setting. What students learn in the classroom and through homework/research is put to use in real-world situations to bring a fuller understanding of the topics discussed in the course. Depending on the course, service-learning may be optional or a required part of the course.

Volunteerism

Civic engagement is an important aspect of the college experience. Opportunities to volunteer on and off campus help students understand how each person can make a difference in his or her community. Non-profit organizations actively provide students with volunteer opportunities to ensure they have an outlet if they choose to use their free time volunteering for worthwhile causes.

For service learning and volunteer opportunities locations and contacts, see Contact Information and Hours on the left hand navigation bar.

Use of College Buildings and Facilities

Students may request use of Alamo Colleges facilities as outlined in G.1.4 (Policy) Use of and Access to College District Facilities and G.1.4.1 (Procedure) Use of and Access to College District Facilities.

To reserve a room or facility for a specific event, see "Contact Information and Hours" on the left hand navigation bar.

My Rights and Responsibilities

- Board Policies on Students
- Student Responsibility for Success
- Student Code of Conduct
- Copyright and Intellectual Property
- Children on Campus Policy
- Electronic Devices in the Classroom
- Family Education Rights Privacy Act (FERPA)
- Parking/Campus Access
- Parking/Traffic Appeal Procedures
- Religious Holy Days
- Satisfactory Academic Progress (SAP)
- Smart Start
- Smoking/Tobacco Policy
- Solicitation
- Student Email

Board Policies on Students

Section F of the Policies and Procedures established by the Board of Trustees of the Alamo Colleges pertains to students. You are required to be familiar with and comply with these policies.

Student Responsibility for Success

Students are expected to assume responsibility for contributing to their own development and learning. To learn more about your role in engagement, communication, self-responsibility, and academic success, visit F.6.2. Student Responsibility for Success.

Student Code of Conduct

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of the Alamo Colleges' community, and to challenge those whose behavior is not in accordance with the code. The act of applying to be an Alamo Colleges student is an explicit acceptance of the Alamo Colleges' policies, procedures, regulations, and administrative

rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules.

Academic Integrity Process and Appeal Process

F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

<http://wcmstg.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.4.2.2-Procedure.pdf>

Non-Academic Misconduct Process and Appeal Process

F.4.2 (Policy) Student Code of Conduct - Non-Academic Misconduct, Academic Integrity

<http://wcmstg.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.4.2-Policy.pdf>

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

[http://wcmstg.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.4.2.1-Procedure\(4\).pdf](http://wcmstg.alamo.edu/uploadedFiles/District/Employees/Departments/Ethics/pdf/policies/F.4.2.1-Procedure(4).pdf)

Copyright and Intellectual Property

Students must comply with the all Copyright laws and will be held accountable for violations. Unauthorized or undocumented use or close imitation of the language and thoughts of another author are against the law. Copyrights protect students as well! You own the copyright to anything created as a student. Your assignments, photos, graphics, videos...they are all protected.

Your instructors and librarians can help you better understand the copyright laws and what is allowed. Be sure to check out the "15 Copyright Rules Every Student Should Know," a user-friendly guide written especially for college students.

An in-depth look at reproduction of copyrighted works is available through the U.S. Copyright Office and additional guidance is available through the "Agreement on Guidelines for Classroom Copying." For Alamo Colleges Board Policy see E.1.7 (Policy) Instructional Resources: Copyrighted Materials and C.1.8 (Policy) Intellectual Property.

Children on Campus Policy

Students are urged not to bring children to classes, labs, or other facilities such as libraries. Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

Family Education Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules. For more information please refer to the academic catalog or contact Admissions/Enrollment Services, which can be found in the navigation bar to the left under "Contact Information and Hours."

Parking/Campus Access

All Alamo Colleges' students pay a Campus Access Fee which covers parking at any of the Alamo Colleges' campuses, off-site locations or district offices.

The fee is included when you pay the tuition and fees each semester, with the maximum fee paid not to exceed \$50 per year. Once you pay your tuition and fees for the semester, you are eligible to park in any of the Alamo Colleges' surface parking lots designated as "Student Parking" or you may request a VIA bus pass at no extra charge. The fee does not guarantee a place to park on campus.

Parking/Traffic Appeal Procedures

Each campus within the Alamo Colleges is responsible for implementing and maintaining a Campus Citation Appeals Committee to afford due process to any person receiving an Alamo Colleges Campus Citation through the Citation Appeals Procedure.

Religious Holy Days

A "religious holy day" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students are excused for the observance of a religious holy day, including travel for that purpose, when they notify the faculty member in writing within the first twelve days of the semester in which day(s) will be observed.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is a federal requirement students must meet to receive both federal & state financial aid. A student who is meeting SAP will have:

- A 2.0 cumulative Grade Point Average or above
- A sixty-seven percent (67%) cumulative completion rate between hours attempted & hours you have actually completed
- No more than ninety-nine (99) attempted hours of college level courses (excluding 30 hours of remedial courses)

In addition to the Federal Satisfactory Academic Progress policy, all students applying for financial aid are responsible for complying with the Alamo College's SAP Policy. Once a student is not meeting the SAP policy they will be placed on financial aid suspension and no longer qualify for aid including Federal Direct Loan.

Smart Start

The Alamo Colleges support and promote active student engagement and commitment to learning. Students are expected to attend class on the first day and throughout the semester. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence. See F.6.1.5 (Procedure) Student Success: Comprehensive Monitoring/Advising System.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Always check your ACES account to ensure you were dropped from the course.

Smoking/Tobacco Policy

All of the Alamo Colleges are designated smoke-free including parking lots and all property that is owned, leased, rented, or otherwise under the control of the Alamo Colleges. Smoke-Free Environment includes the prohibited use of tobacco products and vapor or e-cigarettes. ACPD officers issue penalty citations to those in violation of the policy. Repeated violations result in disciplinary action.

Solicitation

Solicitation is advertising, taking orders, sales, donations, campaigning (political or other), collection and distribution of literature, etc. Any solicitation on campus must have the approval of the appropriate college official.

Student Email

Email services are provided to students of the Alamo Colleges in support of the educational, training and outreach mission of the colleges and the administrative functions to carry out that mission. Your college-assigned student email account is considered the official electronic channel for communication between the Alamo Colleges and you. F.7.1 (Policy) Student Email Account an Official Mode of Communication.

My Wellness and Safety

Health

Communicable Diseases Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, methicillin-resistant *Staphylococcus aureus* (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to provisions outlined in policy F.3.1.1.

Bacterial Meningitis Vaccination

Per Texas State Law (SB 1107), students who meet the criteria below must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.

- All new, transfer or transient students under age 22.
- All returning students under the age of 22, who have experienced a break in enrollment of at least one fall or spring term.
- Students enrolled in online or dual credit courses who physically attend classes at any of the Alamo Colleges.
- New or returning continuing education students enrolled in a course or program that is at least 360 contact hours.

Equal Education Opportunity

Americans with Disabilities Act / ADA Coordinator

Disability support services at the Alamo Colleges assists students with acquiring the tools they need to be successful in college. Students who are eligible for disability-related services must have a temporary or permanent disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities such as walking, standing, seeing, speaking, hearing, or breathing. For specific information regarding disability services, contact the Disability Services office, which can be found in the navigation

bar to the left under "Contact Information and Hours." For more information on your civil rights, see the Alamo Colleges ADA and Section 504 Policy and Procedures and the Rehabilitation Act and Title IX below.

Personal Attendant Care (PCA)

The Alamo Colleges are committed to providing all students equal access to its programs, facilities, and services and recognizes that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the college's offerings.

Students who require personal care attendant services are encouraged to enlist the services of a PCA to assist with personal needs as well as to facilitate as full integration into the college experience as reasonably possible. It is not the responsibility of the Alamo Colleges to provide personal care attendant services to meet the personal needs of students. It is the sole responsibility of the student to provide a PCA to assist the student should an attendant need to be hired. For additional information see policy F.1.1.1.

Rehabilitation Act and Title IX (Equal Educational Opportunity)

The Alamo Colleges does not discriminate on the basis of race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Linda Boyer-Owens, Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204. EEO Statement.

Alamo Colleges Civil Rights Policy and Procedures:

H.1.1 Equal Education and Employment Opportunities (Policy)

H.1.1 Attachment-A Title IX/VIII/ADA/504 Coordinator Organization

H.1.2 Civil Rights Discrimination, Harassment and Retaliation (Policy)

H.1.2.1 Civil Rights Complaint and Resolution (Procedure)

H.1.2.1 Civil Rights Complaint (Diagram)

H.1.2.2 Civil Rights Complaint Appeal (Procedure)

H.1.2.2 Civil Rights Appeal (Diagram)

Campus Sex Crimes Prevention Act

Sex offenses are crimes of a sexual nature that may be misdemeanors or felonies. The Texas Department of Safety (DPS) has established the Sex Offender Registry, a computerized central database drawn on registration information submitted by criminal justice agencies.

The Campus Sexual Violence Elimination (SaVE) Act

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. The federal legislation updates the Jeanne Clery Act to create transparency, education, and collaboration for preventing and responding to domestic violence, dating violence, sexual assault, and stalking. If you are the victim of sexual misconduct or sexual assault, you are encourage to file a complaint with the Title IX Coordinator and or Campus Police.

Clery Act

The Jeanne Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The Alamo Colleges' Annual Clery Act Report is available online through the Alamo Colleges Police Department.

Sexual Harassment

The Alamo Colleges prohibit sexual and other harassment on the basis of protected criteria toward another student or an Alamo Colleges employee as set out by Board policy (F.4.3 and F.4.4). The complaint process is outlined in Board policy F.4.3.1.(Procedure) and F.4.4.1 (Procedure). When a charge of sexual or other harassment against a student is substantiated, the college will take disciplinary action as set out by Board policy (F.4.2 and F.4.2.1).

Sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature, such as inappropriate touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
- Displays or posts of offensive sexually suggestive pictures or materials on College District property.

The chief student affairs officer or designee promptly investigates and addresses all complaints of sexual harassment and other harassment filed against a student whether the complaint is brought forward by another student or an Alamo Colleges employee as set out by Board policy (F.4.3.1). Neither the Alamo Colleges nor any college employee, agent, or student may retaliate against a student who in good faith reports perceived sexual or other harassment.

Strategies of Behavioral Intervention (SOBI)

The Alamo Colleges are committed to a safe and supportive learning and working environment for all students, staff, faculty, and visitors. The unfortunate reality is that a small number of individuals may exhibit disruptive or threatening behavior in classrooms, lab areas, offices, field sites, and other educational settings, or via electronic means such as email, discussion boards, online meeting spaces, and audio video conferencing. Students may report such behaviors through a Behavioral Incident Report or through the Ethics hotline toll-free (866-294-3696). Reports may be submitted anonymously. A SOBI Guide is available to assist students in determining appropriate action when another student's behavior is of concern. An Incident Reporting form is available online.

Student Complaints

Student Complaints & Grievance Procedures

Students who believe that they have been discriminated against or who believe that the College District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint as set forth in the College District's student grievance procedures (see Rehabilitation Act and Title IX). Contact information is available in the Alamo Colleges Equal Educational Opportunity statement.

Americans with Disabilities Act Student Grievance Procedure

Students who feel that they have been discriminated against or who feel that Alamo Colleges has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the

coordinator or file a complaint as outlined in the student grievance procedures (F.4.3 and F.4.4). Contact information is available in the Alamo College Equal Educational Opportunity statement.

Alamo College Police Department

The Alamo Colleges Police Department provides law enforcement and security services to all components of the Alamo Colleges including academic campuses and a variety of satellite facilities in its service region, including Bexar and Guadalupe Counties. The primary objective of patrol officers is to provide a safe environment for employees, students, and the community. All Alamo Colleges Police Officers are certified Texas Peace Officers. Police protection is provided 24 hours a day, 365 days a year.

The Alamo Colleges Police Department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcements/investigations
- Providing escorts
- Crime prevention
- Responding to call(s) for service
- Non-emergency request (s)
- Parking management
- Lost and Found
- Compliance with the Campus Security Act of 1990

Complaint Against a Police Officer

The Government Code of the State of Texas requires that in order for a complaint against a law enforcement officer to be considered by a Chief or the head of a Police Department, the complaint must be placed in writing and signed by the person making the complaint. A copy of the signed complaint must be presented to the affected officer or employee within a reasonable amount of time after the complaint is filled and before any disciplinary action may be taken against the affected employee (Sec. 614.022-023).

For additional information regarding the complaint process, consult the Alamo Colleges Police Department webpage.

Concealed Weapons

In accordance with Texas Penal Code, it is a felony to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the education institution. Entering District premises, or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the college is prohibited.

Weapons include, but are not limited to:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Chemical-dispensing devices
- Fireworks

- Straight razors
- Clubs and other weapons as defined in the Penal Code of the State of Texas and the City of San Antonio, Texas.
- Laser pens

Lockers and cars parked on college campus or on premises leased or used for official District or college functions may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

Contacting Students in Case of an Emergency

The Alamo Colleges maintain a mass emergency communication system. In the event of a college or emergency closure, students will be notified through email, voicemail, and text message. Participation is on an "opt-in basis," but students are encouraged to participate by logging in to their ACES accounts and clicking on "My Page" link. In order to ensure successful delivery of emergency notifications, all students are encouraged to review the accuracy of their contact information on file.

A family member who is trying to reach an Alamo Colleges student can contact the Alamo Colleges Police Department at (210) 485-0099.

Take time to become familiar with your college Emergency Plan and the Alamo Colleges Police Department Quick Reference Guide.

To access your college Emergency Plan, see "Contact Information and Hours" on the left hand navigation bar.

Drug-Free Schools and Communities Act Amendments of 1989

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the Alamo Colleges has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student on its property or as part of any of its activities. The Alamo Colleges recognize the importance of awareness about alcohol and other drug abuse. The standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse are outlined in the academic catalog.

Hazing

All hazing is forbidden at the Alamo Colleges. Hazing is any reckless act, occurring on or off the college campus, by one person or a group of persons, directed against a student that endangers the mental or physical health or safety of that student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the college. Detailed prohibitions against hazing are outlined in the academic catalog.

Interrogations and Searches

The Alamo Colleges respect the right of students to privacy and security and against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline. If no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks, which are owned and controlled by the Alamo Colleges, may be searched by school officials when they have reason to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" are prohibited.

Stolen items and items which are forbidden by Alamo Colleges' policy or law may be confiscated and may be used as evidence in internal school disciplinary proceedings against the student. The preceding policies will not apply in the

event that law enforcement authorities are involved in the search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment of the U.S. Constitution.

Protecting Your Property

Anticipate potential risks to your personal property and take steps to remove or reduce it. Ninety percent of prevention is awareness.

- Mark all books, backpacks, cell phones, etc. with name and driver's license number
- Program emergency numbers in cell phone
- Report all stolen books to local bookstore and campus police
- Guard your personal belongings at all times (computers, electronic devices, jewelry, purses, wallets, etc.)

A vehicle in a parking lot is an inviting target for theft, vandalism or burglary. To minimize risk:

- Remove ignition key
- Lock all doors
- Secure all windows
- Avoid leaving valuables in the vehicle, but if you must, lock them in the trunk before departing
- Use anti-theft locks
- Consider installing an alarm system
- Record serial numbers of all radio, stereo or the other equipment
- Report suspicious activity in parking lots

College Lingo (Glossary)

COLLEGE LINGO (GLOSSARY)

2 + 2

A plan that lists the courses students should take their freshman and sophomore level years, and the courses to take at a four-year institution the junior and senior years.

3-PEAT

Third attempt tuition charge. Due to state legislation, the Alamo Colleges is no longer reimbursed by the state for courses taken by students who have attempted the same course three or more times previously (which includes courses taken that results in a grade of "W"). Therefore, the tuition for such a "three-peat" course will be the current cost for out of state tuition.

ACADEMIC DISHONESTY

Allegations that include, but are not limited to, cheating on a test, plagiarism, and collusion. Punitive actions and sanctions may be imposed. The academic integrity procedure is outlined in F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process.

ACADEMIC DISMISSAL

Status of a student not allowed to enter classes for at least one regular semester. Academic Dismissal results when a student on Academic Probation during a semester fails to meet minimum academic standards prescribed by the Alamo Colleges.

ACADEMIC PROBATION

Applied to a student whose grades are below minimum performance standards at the end of a semester. Removal from probation is accomplished by meeting the standards while on probation. Failure to meet the standards while on probation for two successive regular semesters results in Academic Dismissal.

ACADEMIC YEAR

From August 1 to July 31, including fall and spring semesters and summer sessions.

ACES

Alamo Colleges Educational Services is a secure web-based portal provides students, staff, and faculty with access to various applications using a single sign-on. Features include access to registration, financial aid information, email, announcements, library materials, and access to online course materials.

ACOL

Alamo Colleges Online (ACOL) is dedicated to quality in teaching and learning in the online environment. You can complete certificates or associate degrees in many high demand programs that are fully online.

ADD

Enrollment in a course after initial registration.

ADVISOR

Assists students in following a degree plan, selecting appropriate classes, and registering during group advisement sessions.

APPEAL

A student request for reconsideration or review of a decision affecting financial aid suspension, dismissal, grade change, prerequisite challenge, disciplinary action, etc.

ASSOCIATE DEGREE

Granted by two-year colleges and offered at the Alamo Colleges; usually 60 semester hours of credit.

- Associate of Art
- Associate of Science
- Associate of Applied Science
- Associate of Arts in Teaching

AUDIT

Registration in a course for non-credit status. A grade of "AU" is assigned to auditing students. An additional audit fee is required.

"BASICS"

Courses that satisfy general education core curriculum requirements for a degree. Caution: Courses may differ based upon major, field of study, transfer institution, or catalog year.

BASIC SKILL LEVELS

Students must test out or complete a certain course or courses to demonstrate the appropriate skill level to enter the next higher-level course. Basic skills prerequisites for classes are listed with the course descriptions in the online college catalogs.

BURSAR

The business office where students may pay bills.

CAMPUS ACCESS FEE

A Campus Access Fee, included with the tuition and fees, gives access to campus facilities, including open parking areas. Tobin Lofts residents must pay an additional fee for a decal that allows parking in the reserved resident parking area at Tobin Lofts.

CATALOG/BULLETIN

Publications that give college information, degrees/programs, admissions and graduation requirements, etc.

CENSUS DATE

The date on which the college certifies enrollment to the state. Courses dropped by students on or prior to the Census Date will not appear on permanent records and will not affect the three attempt rule.

CERTIFICATE PROGRAM

A technical program designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs typically serve as building blocks within Associate of Applied Science program.

COLLEGE LEVEL

Courses that require college level skills, particularly in the areas of reading, mathematics, and writing, usually based upon the results of college entry tests and/or previous academic records.

COLLUSION

The unauthorized collaboration with another person in preparing any coursework/assignment.

CO-LISTED CLASSES

Classes that may be taken either for credit or non-credit (continuing education).

CORE CURRICULUM

All degrees at all Texas public institutions require a "general education core." All Alamo Colleges require the same core curriculum, and upon completion it will be transferable to any Texas public institution of higher education.

CO-REQUISITE

A course that has to be taken at the same time as another course.

CORPORATE AND COMMUNITY EDUCATION

Provides a variety of quality, relevant and essential traditional and non-traditional educational programs to individuals, businesses, and the community to help fulfill employer training needs, as well as career and/or personal training aspirations. Also referred to as Continuing Education.

COUNSELOR

Provides services that may include academic, transfer, career, personal and crisis counseling. Counselors also teach student development courses.

COURSE NUMBER

All credit courses are identified by a four-digit number. The first number identifies the level of the course:

0 - Developmental

1 - Freshman

2 - Sophomore

The second number indicates the semester credit hour (SCH) value of the course. The third and fourth numbers distinguish the courses within a program area.

CURRICULUM

Set of courses or program of study outlined in a degree plan, or lessons taught in a course.

DEAN'S LIST

Students who earn a 3.5 or higher grade point average. Students may be enrolled part-time (6-11) semester hours or full-time (12 or more) semester hours.

DEGREES

- Associate - Granted by two-year colleges; usually 60 semester hours of credit.
- Bachelor's - Granted by four-year colleges or universities; usually 120 semester hours of credit.
- Master's - Granted by some colleges and most universities; usually 36+ semester hours of graduate-level courses beyond the bachelor's degree, plus a major research paper (thesis).
- Doctorate (Ph.D., Ed.D, etc.) - Granted by a few colleges and some universities; usually 45+ semester hours of graduate-level courses beyond the master's degree, plus extensive research and intensive written report (dissertation).

DEGREE PLAN

An education road map for successful completion of a certificate, associate's degree, or transfer to a four-year institution.

DEPARTMENT CHAIR

The head person of an academic department.

DEVELOPMENTAL COURSES

Courses designed for students whose records indicate that they need preparation for entering college level courses.

DISCIPLINE

Related courses in a given subject area, such as history.

DISTANCE EDUCATION

Courses offered through a variety of instructional modes. Delivery systems include Internet courses, telecourses, and hybrid courses.

DROP

Voluntary or involuntary official withdrawal from a course.

DROP-SLIP

In order to officially withdraw from a course the form "Notice of Change" must be submitted to the Admissions and Records office. Ask your instructor for "drop" procedures applicable at various times of each semester.

ELECTIVE

A course a student chooses to take that is not a required part of the regular curriculum.

EXTRACURRICULAR ACTIVITIES

Activities that occur outside the classroom during the student's personal time.

EXTRAMURALS

Competitive activities through tournaments and leagues. To be eligible to participate, participants must be enrolled in at least 6 college credit hours and maintain a minimum 2.0 GPA. These requirements are verified and monitored during the semester.

FACULTY

College and university faculty are ranked (lowest to highest) as adjunct, lecturer, instructor, assistant professor, associate professor or full professor.

FACULTY MENTOR

Assists students with particular requirements for each department's programs of study and assesses what courses are needed to complete the degree plan.

FLEX CLASS

Courses that are only 8 weeks long. Flex I constitutes the first eight weeks of the semester. Flex II constitutes the second eight weeks of the semester.

FINALS

Final examinations. End-of-semester course examinations in each subject of about 2-1/2 hours' duration. Refer to the Schedule of Classes for the final exam schedule.

FINANCIAL AID

Various forms of student financial assistance including grants, scholarships, student loans, and work-study. Federal Pell grants are the most common form of financial aid.

FRESHMAN

A student with less than 30 semester hours of college level credit.

FULL-TIME STUDENT

Students taking 12 or more credit hours in a semester/term. Some grants, loans, or scholarships may require full-time student status.

GPA (GRADE POINT AVERAGE)

Numerical grade average calculated on completed courses. The minimum GPA for Good Standing is 2.0.

GRADE/QUALITY POINTS

Quality points are number values assigned to the letter grades, e.g., A=4 points, B=3, C=2, D=1, F=0.

GRADUATE

A student who has satisfied the minimum requirements for a degree program with a minimum cumulative grade point average of a 2.0.

GRANTS

Federal and state financial aid funds that do not have to be paid back. Students are required to apply once per year.

GRIEVANCE POLICY

The Academic Grievance Policy is a process through which students may elect to resolve conflicts where there is clear and convincing evidence that the student has been treated unfairly or abusively by faculty or college personnel.

- Academic Grievance Policy F.4.6 (Policy)
- Non-academic Grievance Policy and Procedures F.4.7 (Policy) and F.4.7.1 (Procedure)

HYBRID COURSE

Combines traditional lecture, discussion or lab sections with online or other computer-based learning. Hybrid courses move a significant part of the course work to the computer or Internet, which reduces the amount of time spent in a classroom setting.

HOLD

Prevents registration and indicates the action that students need to take before they can register for classes. Examples include outstanding parking tickets or library fines, missing transcripts, or academic progress issues.

PAYMENT PLAN

Students may elect to utilize the payment plan to pay tuition. Half of tuition balance is due by the payment deadline and the remaining half is divided into two payments. This plan is available only during the Fall and Spring semesters. An additional fee is required for the Payment Plan.

INTERNET COURSE

Students participate in the class by using the internet for all or part of the coursework. The instructor posts a webpage that contains course information and assignments. Communication between students and instructors occurs by e-mail.

INTRAMURALS

Provides students, staff, and faculty the opportunity to participate in activities that are fun, promote wellness, and encourage socialization. In order to be eligible, participants must be currently enrolled students or currently employed faculty/staff.

JOINT ADMISSIONS

Agreements between the community college and universities that allow a smooth transfer process for students by identifying courses for transfer. Joint admissions programs give students access to university resources, such as a libraries, before they even begin taking classes.

LEARNING RESOURCES CENTER/LIBRARY

Campus resource center offering on-site library materials, information technologies, and instructional services necessary to support and supplement the teaching-learning process.

MAYMESTER

Three week session offered between the Spring and first Summer session. A full-time student is enrolled in 3-4 semester hours.

NEW STUDENT ORIENTATION (NSO)

NSO offers students the opportunity to engage with college representatives and other students for academic advising and to learn about valuable resources supporting student success.

ORIENTATION

An informational meeting or activity required for most courses taught over the Internet or television.

PERMANENT RECORD

A student's permanent record, part of the official archives of the college, contains personal data, test scores, summary of transfer and admissions information, courses attempted, grades, grade points and scholastic status.

PLAGIARISM

In college, plagiarism generally means copying and submitting for course credit a sentence, paragraph, or article, without identifying or crediting the source. Plagiarism usually results in a failing grade.

PRE-REQUISITE

A course that must be satisfactorily completed prior to taking another course.

PRESIDENT'S LIST

Students who earn a 4.0 grade point average. Students may be enrolled part-time (6-11) semester hours or full-time (12 or more) semester hours.

PRIORITY REGISTRATION/TIME TICKETING

Date and time of registration when current students are scheduled to register earlier than newly admitted students.

RECRUITER

A person who provides outreach and support for area high schools, businesses, and community organizations. Support may include testing, admissions and financial aid information.

REPEATED COURSES/GRADE RECALCULATION

If a student repeats a course, the higher grade earned is considered in assigning grade points. It is the student's responsibility to fill out a recalculation form at Admissions and Records for this consideration. Other colleges and universities may not follow this practice.

STUDENT ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is a federal requirement that students must meet to receive both federal & state financial aid. In addition to the Federal Satisfactory Academic Progress policy, students must comply with the Alamo College's SAP Policy in order to be eligible to receive financial aid including student loans.

SB1231 (6 DROP RULE)

Students are limited to a total of six course drops during their undergraduate career, including courses dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances.

SCHEDULE OF CLASSES

Publication that provides instructions for registration and enrollment information; courses offered, course numbers and course instructors; and times and locations. A Schedule of Classes is published before each semester. Available online.

SCHOLARSHIPS

Eligibility criteria varies, and financial aid awards made on competitive basis. Funds awarded are not required to be repaid.

SECTION NUMBER

Identifies the specific section of a particular course. For example, there may be several classes of the course English 130. Each class, called a "section," is denoted by digits appearing after the decimal: Eng.1301.001, Eng.1301.002, etc.

SEMESTERS AND COURSE LOAD

The Alamo Colleges offers courses in a variety of formats ranging from 3 to 16 weeks in duration. Students may take a maximum number of courses as designated for the respective semester. No student may enroll for more than 18 semester hours during Fall and Spring semesters or full-time during Maymester, Flex and Summer Sessions except by written authorization of the Vice President of Student Success or a designee.

SOBI

A behavioral awareness and intervention program that identifies and provides support and assistance for students who display concerning, disruptive or threatening behaviors. The Strategies of Behavioral Intervention (SOBI) team offers consultation, education, and support to faculty, staff, and administration in assisting students, recommends appropriate intervention strategies and connects students with needed campus and community resources. Students may submit Behavior Incident Report named or anonymously at <https://publicdocs.maxient.com/incidentreport.php?AlamoColleges> or call the ethics hotline at 1-866-294-3696 or online at <http://www.ethicspoint.com>.

SMART START

A success initiative to support students in being ready for class and actively engaged in learning on the first day and throughout the semester.

F.6.1.5 (Procedure) Student Success: Comprehensive Monitoring/Advising System

SOPHOMORE

A student who has 30 to 59 semester hours of college level credit.

STUDENT ADVISOR

A guide to help you plan your educational career. A student advisor will review your degree plan, monitor your academic progress, assist with transfer planning, and provide general information.

STUDENT CODE OF CONDUCT

Outlines acceptable and unacceptable conduct on campus and the consequences for student's actions.

STUDENT EMAIL

Email services are provided to students of the Alamo Colleges in support of the educational, training and outreach mission of the colleges and the administrative functions to carry out that mission. Your college-assigned student email account is considered an official channel for communication between the colleges and you.

STUDENT HANDBOOK

Outlines Alamo Colleges students' rights and responsibilities.

STUDENT LOANS

Short-term loans - Offered during registration to cover the cost of tuition, short-term loans are only awarded to students guaranteed to receive grant funds and must be repaid within 30 days.

Long-term loans - Amount borrowed that has been determined by student financial need. Repayment begins 6 months after graduation or withdrawal from school.

STUDENT RESPONSIBILITIES

F.6.2 (Policy) Student Responsibility for Success

Alamo Colleges students are expected to assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

SUMMER SESSION

Five, eight and ten week sessions are offered June-August, the length varying by class. A full-time student is enrolled in 6 or more credit hours. A part-time student is enrolled in fewer than 6 semester credit hours.

SYLLABUS

An overview of the assignments and activities to be included in a course, which essentially constitutes a contract between student and instructor.

TELECOURSE

Prerecorded video programs that are broadcast through Time Warner Cable and Grande Cable. Telecourse tapes and DVDs can also be purchased in the college bookstores.

TRANSCRIPT

A permanent record of the courses attempted and grades received, the transcript also includes courses withdrawn after the Census Date. An official transcript includes the college's seal and the registrar's signature. Transfer institutions require an official transcript.

TRANSFER CREDIT

Courses that another college or university will accept to meet its requirements.

TRANSFER PLAN

An education road map for successful transfer to a four-year institution. A Transfer Plan alone may not lead to a degree from one of the Alamo Colleges.

UNDERGRADUATE

Classification applied to any student with less than a bachelor's degree.

VIRTUAL COLLEGE OF TEXAS

A consortium of Texas community colleges making online courses available to students when the courses are not offered at the local college. Students receive instruction provided by other colleges while remaining enrolled in and receiving services from the local community colleges.

WEB ADVISING

Available online or via e-mail for students who have questions or concerns about registration, academic needs and available student support services.

WORK-STUDY

Student employment on campus, work-study is only available to students receiving Pell grants.

Graduation

The Alamo Colleges confer (post on official transcript) degrees and certificates three (3) times a year: at the end of Fall, Spring, and Summer semesters.

The Alamo Colleges offer recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates

(AAS degrees and technical certificates are not currently offered by Northeast Lakeview College.)

Academic Standards

Attendance

Policy: Student Responsibility for Success

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required.

SmartStart. Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Ongoing Attendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences may be considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi.

Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course if s/he can no longer attend according to the instructor's course policy.

Students who stop attending class for any reason should contact the instructor and Enrollment/ Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Enrollment Services/Admissions and Records office.

Students receiving financial aid or any other external financial support should review and understand that dropping or being withdrawn from a course may result in owing funds to the federal government or other support provider and impact eligibility for future awards.

The following table shows the number of missed class meetings that make up an absence rate approximating 12.5%.

Meeting pattern	Absences equal to 12.5%

Regular Semester	
3 meetings/week	6
2 meetings/week	4
1 meeting/week	2
Flex term, Summer 8-week	
4 meetings/week	4
3 meetings/week	3
2 meetings/week	2
Summer 5/6 week term	
5 meetings/week	3
4 meetings/week	2.5
Maymester	
4 meetings/week	1

Grades

Grading System

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)
- D (below average/pass)
- F (failure)
- I (incomplete) *
- IP (in-progress) **
- NC (non-credit)
- W (withdrawal, does not count in 6 drop limit)
- WS (withdrawal, counts in 6 drop limit)
- WX (withdrawal exemption, does not count in 6 drop limit)
- WM (military withdrawal)
- CR (non-traditional credit only)
- AU (audit)
- P (pass)
- NR (not recorded)

Grades no longer in use

- WF (withdrawal failing)
- WP (withdrawal passing)

***Incomplete Grades**

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

****In-Progress Grades**

A final grade of "IP" may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who, in the instructor's judgment, have the potential to successfully complete the coursework. The only way to receive a passing grade in a course for which an "IP" grade has been recorded is to re-register for the course and earn a grade of "C" or better at the end of the semester or term in which the re-registration occurs.

Midterm Grades

Faculty will post midterm grades to keep students informed of their progress. Midterm grades may be viewed online through ACES. Midterm grades are for informational purposes only and not final grades of record.

Grade Availability

At the end of the term, students for whom no final grade is posted by the faculty will have a grade of NR (Not Recorded) assigned. Students should follow up with their instructor or, should the instructor not be available, the department chair regarding questions about grades.

Grade Changes

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor and provide supporting documentation to resolve the issue. Grade changes require the approval of the instructor and the respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within five (5) days of the instructor's decision. See **Academic Grievance Procedure** in **District, State and Federal Regulations** .

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F and WF - 0 quality points per semester credit hour
- W, WM, WS, WX, WP, CR, NC, NR, AU - *not computed in GPA*
- I - incomplete grade carries 0 quality points per semester credit hour; GPA recalculated upon completion of required work (See Incomplete Grades section in this catalog)
- IP - final grade for developmental courses and Academic Refresher Courses -- *not computed in GPA*
- P - Continuing Education Completer or Academic Refresher Courses (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including W, WM, WS, WX, IP, CR, NC, NR, AU) for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

Semester Hours Quality Points Grade Points

For Example:

BIOL 1406	4	3 (B)	12
ENGL 1301	3	2 (C)	6
SPAN 1411	4	4 (A)	16
PSYC 2301	3	2 (C)	6
KINE 1104	1	4 (A)	4
	15	44	GPA = 44/15 = 2.93

Repetition of courses: Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Academic Standing and Probation

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The component used to compute Academic Standing is GPA. The Alamo Colleges honor the academic standing in place at the last institution attended (dismissal, probation, etc.). Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Colleges must follow the policies outlined below.

Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status in AlamoGPS, accessed through their ACES accounts. (See Adds, Drops and Withdrawals, which also covers the Three-Peat Enrollment and Six Course Drop Rulings.)

Good Standing

- Minimum overall GPA, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time and student begins process defined below.
- Academic standing is determined at the end of the fall, spring, or summer term, to include Flex I/II, Maymester, Summer I/II, and mini-session courses.

Academic Probation

- Students who begin any semester term in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' ACES email addresses.
- Students may be required to meet with advising services prior to enrollment in subsequent semesters.
- Students may be limited to a maximum approved course load. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success.
- If the above requirements are met any appropriate Academic Hold will be waived on student records.
- Academic Probation status is waived when students earn both term and cumulative 2.0 GPA; otherwise, enrollment status will be Continued Academic Probation.
- Students who fail to earn a minimum term GPA of a 2.0 while on Academic Probation may be placed on Academic Dismissal.

Continued Academic Probation

- After the first (1) semester term of Academic Probation Status, students may re-enroll at the Alamo Colleges on a Continued Academic Probation status after meeting with advising services.
- Students may be limited to a maximum approved course load of six to eight (6-8) semester hours. Students may be advised to enroll in SDEV 0171, Strategies for Success, designed to teach proven strategies for academic success. Students must earn a minimum GPA of 2.0 during the semester approved to continue enrollment in subsequent terms while on Continued Academic Probation.
- Student status is evaluated after each completed semester/session.
- The Continued Academic Probation status is removed when students earn both term and cumulative 2.0 GPA. If the student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all Alamo Colleges.
- If students on Academic Probation or Continued Academic Probation show academic progression and earn a semester term GPA of 2.0 or higher while their cumulative GPA is still below 2.0 in the next semester term following the probation status, students will continue in a continued probationary status until their cumulative GPA is a 2.0 or higher which would then place them back in good Academic Standing.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Academic Probation or Continued Academic Probation do not earn a semester term GPA of 2.0 and do not earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal and must remain out for one full fall or spring semester. Students placed on Academic Dismissal will receive notification from the Alamo Colleges via their ACES email.
- Students returning from their 1st or 2nd Academic Dismissal will enroll as Continued Academic Probation in the next semester term(s) until their cumulative GPA is a 2.0 or higher. Students must maintain a minimum semester GPA of 2.0 or higher to continue their eligibility for enrollment. If students do not maintain a minimum semester GPA of 2.0 or higher, they may be placed back on Dismissal status and be required to sit out.

- After remaining out for one (1) full fall or spring semester term for each of the First or Second Academic Dismissals, students must petition for registration. Upon readmission, students will be limited to a maximum approved course load of six to eight (6-8) semester hours including the required SDEV 0171, Strategies for Success course designed to teach proven strategies for academic success. Students will also be required to meet with an appropriate college representative.
- Students will be enrolled under the status of Academic Dismissal and must achieve and maintain a minimum GPA of 2.0 during the semester approved for enrollment. **The maximum student course load during subsequent semesters will be based on the student's academic progress and may not exceed 12 semester hours.**
- Students who wish to enroll **and not remain out a fall or spring semester** may petition for an exception and must complete the academic dismissal petition process. Students granted an exception will be re-enrolled.
- Students may re-enroll if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Academic Dismissal status is removed when students earn a cumulative 2.0 GPA.

Submitting an Academic Dismissal petition does not guarantee registration. In addition, denial of a petition at one Alamo College applies to all Alamo Colleges.

Academic Dismissal (Third Academic Dismissal)

A student on Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Colleges for one (1) academic year after which a petition for registration must be made. After remaining out the required length of time, students must submit their petition and typed reflection statement to their selected college by the set deadlines. They will also be required to meet with an appropriate college representative.

In addition to the policies above, students will be required to reduce their course loads and/or enroll in a college success course that is designed to teach proven strategies for academic success.

Academic Dismissal status is removed when students earn a cumulative 2.0 GPA.

Deadline to Submit Petition for 1st, 2nd, and 3rd Academic Dismissal

Petitions for exception to the Academic Dismissal process must be submitted by the stated deadline. Please see your primary college for specific deadlines.

Eligibility for Participation in College-Sponsored Programs and Events

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Colleges, represent the Alamo Colleges in meetings or on competitive teams of the Alamo Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 in order to be a member of and participate in any student organization authorized by the Alamo Colleges.

Honors

Honors are granted to students who earn a cumulative GPA of 2.0 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at the Alamo Colleges. The Honors will be awarded by the student's home college.

Honors Calculations (includes classes taken at all of the Alamo Colleges)

- **Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **President's Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- **Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **President's Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.

An Honors Convocation may be held annually to recognize students' achievements.

Student Code of Conduct

- Non-Academic Misconduct
- Academic Integrity Violations
- Academic Integrity Report Form

Student Code of Conduct

The Student Code of Conduct disciplinary process is not intended to punish students, but rather to foster a learning environment of thoughtful study and discourse, to protect interests of the Alamo Colleges' community, and to challenge those whose behavior is not in accordance with the code. The act of applying to be an Alamo Colleges student is an explicit acceptance of the Alamo Colleges' policies, procedures, regulations, and administrative rules. All students are charged with notice and knowledge of the contents and provisions of the Student Code of Conduct. All students are expected to obey the law, show respect for properly constituted authority, and observe and comply with the Student Code of Conduct and College District policies, procedures, regulations, and administrative rules.

Non-Academic Misconduct

F.4.2 (Policy) Student Code of Conduct - Non-Academic Misconduct, Academic Integrity

F.4.2.1 (Procedure) Non-Academic Misconduct Disciplinary and Appeal Process

Academic Integrity Violations

F.4.2.2 (Procedure) Academic Integrity Disciplinary and Appeal Process

Academic Integrity Report Form

A pdf downloadable copy of the Academic Integrity Report Form is available [here](#).

Student Handbook

WELCOME TO THE ALAMO COLLEGES

The Student Handbook has been designed as a user-friendly resource to answer the most frequently asked questions students have about services, programs, expectations and procedures. It is intended to help you successfully transition to college life and become fully engaged in your college educational experience. The Student Handbook is meant to complement the academic catalog, not to replace it. We trust that you will use it to find answers to your questions about your college experience.

- Making the Grade
- My Support Services
- My Information
- My Money Matters
- My Campus Life and Resources
- My Rights and Responsibilities
- My Wellness and Safety
- College Lingo (Glossary)

For College Overview and Locations and Maps, see the left hand navigation bar.

For registration dates, see Registration Dates & Payment Deadlines/Refund Dates.

For special accommodations or an alternate format, contact your Disability Support Services office, which can be found in the navigation bar to the left under "Contact Information and Hours."

Rehabilitation Act and Title IX (Equal Educational Opportunity EEO)

The Alamo Colleges do not discriminate on the basis of race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Linda Boyer-Owens, Associate Vice Chancellor of Human Resources and Organizational Development, Title IX Coordinator, 210/485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204.

Alamo Colleges Civil Rights Policy and Procedures:

H.1.1 Equal Education and Employment Opportunities (Policy)

H.1.1 Attachment-A Title IX/VII/ADA/504 Coordinator Organization

H.1.2 Civil Rights Discrimination, Harassment and Retaliation (Policy)

H.1.2.1 Civil Rights Complaint and Resolution (Procedure)

H.1.2.1 Civil Rights Complaint (Diagram)

H.1.2.2 Civil Rights Complaint Appeal (Procedure)

H.1.2.2 Civil Rights Appeal (Diagram)

Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree audit and file an Apply to Graduate Form after the completion of forty-five (45) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at the Alamo Colleges. All candidates should list the catalog edition under which graduation is requested when completing the Apply to Graduate Form online through the student's ACES account. One application is required for each degree or certificate requested.

Degree/Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at the Alamo Colleges (excluding developmental-level coursework) as well as courses successfully completed at all other colleges and universities that apply to the student's degree or certificate program at the Alamo Colleges.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Earn a grade of "C" or better in all technical courses directly relating to the technical program, i.e. Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at the college of the Alamo Colleges granting the degree or certificate.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award

Catalog Requirements

Degree and core curriculum requirements must be completed within five (5) academic years from the date of the Alamo Colleges' catalog chosen.

Students may choose the catalog in effect the date of first enrollment in the Alamo Colleges. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student has earned credit hours during a semester in which the selected catalog was in effect. Those students majoring in or choosing to change their major to a Workforce Education Program (Associate of Applied Science or Certificate) will be strongly encouraged by campus advisors to elect the most recent catalog and program plan. The unique skills associated with workforce programs are dynamic in nature; therefore, the course objectives are constantly revised to teach the most current technologies and skills required by workforce. Selecting the most recent catalog for a workforce program does not preclude the transfer of general education courses previously completed to the new program plan.

Students may file a petition to Enrollment Services/Admissions and Records office for an extension of the five (5) year rule. Veterans must notify the Veterans Administration Office for changes in their catalog and degree plan.

Students should refer to their degree plan in ACES through Alamo GPS to view and monitor their progress toward degree or certificate completion. Please note that not all transfer coursework may be reflected in Alamo GPS. If all transfer coursework is not reflected, please see the Enrollment Services/Admissions and Records office.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Apply to Graduate Form online through the students' ACES accounts during the semester for which they plan to graduate. Applications submitted after the deadline are processed with the next graduating class and diplomas/certificates reflect that date.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Apply to Graduate Form is submitted or during the semester in which the degree is conferred. For example, a Fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding Summer completion provided no more than two (2) courses (up to 8 credit hours) are required to complete program requirements. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Colleges.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (AAS) graduate or Certificate completer, whose coursework began in the Fall 1993 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free semester credit hours of additional skill training by the college of the Alamo Colleges awarding the degree or certificate under the conditions of this policy. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the (AAS) Degree or Certificate in a technical program published in the catalogs (or their addenda) of the college awarding the degree.
- The graduate/completer must have completed the (AAS) Degree or Certificate with a majority (75%) of the credits being earned at the college awarding the degree within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at the college awarding the degree and must include the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by the Alamo Colleges' president or designee.
- The graduate/completer must commence employment within six (6) months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry-level skills which were identified by the college awarding the degree or certificate as the program exit competencies as approved by the program advisory committee. The employer must specify the areas of deficiency within ninety (90) days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of the college awarding the degree will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one (1) calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and /or other course-related expenses.

- The student's sole remedy against the Alamo Colleges and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

AA, AS, AAT Transferability

The intent of the AA, AS, and AAT degree is that the 60 semester hours will transfer toward a baccalaureate degree. The Alamo Colleges and senior colleges and universities work closely to ensure a smooth transition from the Alamo Colleges to senior colleges' baccalaureate degree programs.

Students may select a pre-major for their further study at a university. The pre-major designation provides students with the greatest flexibility to customize their course schedule and program to meet both their academic interest areas and the specific requirements of their intended transfer institution.

During their enrollment at the Alamo Colleges, students are advised to fulfill the lower-division requirements for a college or university program into which they plan to transfer. Students wishing to transfer into a baccalaureate or professional degree program are encouraged to meet with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer and consult with an Alamo Colleges' counselor/advisor to review elective credits that align with their desired university's requirements to ensure full course transfer.

The Alamo Colleges have established Articulation Agreements with a number of senior colleges and universities, including many universities in San Antonio. These agreements describe partnerships to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Advising Guides for Specific Pre-Majors
- Core Curriculum Equivalences
- Course Equivalency Tables
- Reverse Transfer Agreements

The agreements allow students to identify which courses may be taken at the Alamo Colleges to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to see their advisor or visit their college's transfer center to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. Information about scholarship resources is also available. University admissions representatives and transfer advisors from select institutions may be scheduled each semester to advise prospective transfer students at each of the Alamo Colleges.

Reverse Transfer Degree

Students who transfer from the Alamo Colleges to a Texas public college or university prior to graduation have an opportunity to complete requirements to earn an associate degree awarded by an Alamo Colleges college. This process recognizes students' accomplishments and awards the important credential deserved. For students who transfer to most Texas universities, this is an automated system.

Student Eligibility Criteria

Texas requires public institutions to participate in reverse transfer according to specific guidelines set forth in Tex. Educ. Code Section 61.833 (Credit Transfer for Associate Degree).

Student must:

- transfer from a Texas public college, state college, or technical institute.
- accumulate 25% of the Associate degree (usually 15 credit college-level credit hours) at the Alamo Colleges college awarding the degree.
- complete the Alamo Colleges degree requirements at the transfer institution.
- earn a cumulative total of at least 66 credit hours for work successfully completed.
- Prior to the fall 2013 semester, eligible students had to earn a cumulative total of at least 90 credit hours.

Following student consent on the ApplyTexas Admission Application or through another process, university partners send a list of potentially eligible students and transcripts to the Alamo Colleges each term. Transcripts are evaluated and associate degrees are awarded to eligible students. Students will be notified via the last known email address that the degree has been awarded.

Students may also request a reverse transfer degree audit at any time by submitting a university transcript and visiting the college's Enrollment Services/Admissions and Records office.

Automatic Award of Degrees and Certificates

The Alamo Colleges encourage students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, each Alamo College may confer an award to current and former students who have met graduation requirements. Students may choose to opt out of the automatic award of the degree or certificate by notifying the college prior to the award.

This provision applies to certificates, reverse transfers, associate degrees and associates of applied sciences degree, advanced technical certificates and enhanced skills certificates. In addition to the course requirements outlined in the respective program plans, students must meet other graduation and residency requirements specified in the catalog in effect at the time of the catalog year selected. Students may submit an appeal to have the five (5) year rule waived, but students must be or were enrolled in the year of the selected catalog.

Department Information

Administrative Technology

Administrative Technology

Programs

Associate of Applied Science

- • Administrative Assistant, A.A.S.

Level 1 Certificate

- • Administrative Assistant Level 1 Certificate
- • Bill and Account Collector Level 1 Certificate
- • Data Entry Technician Level 1 Certificate
- • General Office Level 1 Certificate
- • Secretarial Assistant Level 1 Certificate
- • Virtual Administrative Assistant Level 1 Certificate

Courses

- • ITSC 1319 - Internet/Web Page Development
- • POFI 1301 - Computer Applications I
- • POFI 1341 - Computer Applications II
- • POFI 1349 - Spreadsheets
- • POFI 2301 - Word Processing
- • POFI 2331 - Desktop Publishing
- • POFI 2340 - Advanced Word Processing
- • POFL 1305 - Legal Terminology
- • POFT 1120 - Job Search Skills
- • POFT 1227 - Introduction to Keyboarding
- • POFT 1232 - Workplace Diversity
- • POFT 1301 - Business English
- • POFT 1307 - Proofreading and Editing
- • POFT 1309 - Administrative Office Procedures I
- • POFT 1313 - Professional Workforce Preparation
- • POFT 1319 - Records and Information Management I
- • POFT 1321 - Business Math
- • POFT 1325 - Business Math Using Technology
- • POFT 1329 - Beginning Keyboarding
- • POFT 1345 - Shorthand/Notetaking I
- • POFT 2301 - Intermediate Keyboarding
- • POFT 2303 - Speed and Accuracy Building
- • POFT 2312 - Business Correspondence and Communication
- • POFT 2380 - Cooperative Education - Administrative Assistant and Secretarial Science, General
- • POFT 2457 - Certified Professional Secretary Examination Preparation

Agriculture/Horticulture

Programs and Courses - Agriculture/Horticulture

Agriculture/Horticulture

Programs

Associate of Arts/Associate of Science

- • Associate of Science, with optional electives in Agriculture

Associate of Applied Science

- • Landscape and Horticultural Science, A.A.S.
- • Turfgrass and Golf Course Management, A.A.S.

Level 2 Certificate

- • Landscape & Turfgrass Equipment Technician Level 2 Certificate

Level 1 Certificate

- • Basic Nursery and Landscape Operations Level 1 Certificate
- • Floral Design Technician Level 1 Certificate
- • Landscape and Horticultural Science Level 1 Certificate
- • Small/Organic Farmer Level 1 Certificate
- • Turf and Landscape Irrigation Level 1 Certificate
- • Turfgrass & Golf Course Management Level 1 Certificate

Courses

- • AGME 1319 - Irrigation
- • AGME 1349 - Farm and Ranch Equipment
- • AGRI 1231 - The Agricultural Industry
- • AGRI 1307 - Agronomy
- • AGRI 1315 - Principles of Horticulture
- • AGRI 1319 - Animal Science
- • AGRI 1325 - Marketing of Agricultural Products
- • AGRI 1329 - Principles of Food Science
- • AGRI 2301 - Agricultural Power Units
- • AGRI 2303 - Agricultural Construction
- • AGRI 2317 - Introduction to Agricultural Economics
- • AGRI 2321 - Livestock Evaluation I
- • AGRI 2322 - Livestock Evaluation II
- • AGRI 2330 - Wildlife Conservation and Management
- • DEMR 1310 - Diesel Engine Testing and Repair I
- • DEMR 1316 - Basic Hydraulics
- • DEMR 1325 - Small Air Cooled Engines
- • DEMR 1401 - Shop Safety and Procedures
- • DEMR 1405 - Basic Electrical Systems
- • FMKT 1301 - Floral Design
- • FMKT 2331 - Advanced Floral Design
- • FMKT 2335 - Flower Shop Management
- • HALT 1164 - Practicum-Applied Horticulture/Horticulture Operations, General
- • HALT 1251 - Landscape Business Operations
- • HALT 1301 - Principles of Horticulture
- • HALT 1303 - Herbaceous Plants

- • HALT 1309 - Interior Plants
- • HALT 1319 - Landscape Construction
- • HALT 1322 - Landscape Design
- • HALT 1324 - Turfgrass Science and Management
- • HALT 1327 - Horticulture Equipment Management
- • HALT 1331 - Woody Plant Materials
- • HALT 1333 - Landscape Irrigation
- • HALT 1338 - Irrigation Water Management and Conservation
- • HALT 1345 - Golf/Sports Field/Park Management
- • HALT 1346 - Specialized Turfgrass Management
- • HALT 1351 - Landscape Business Operations
- • HALT 1371 - Organic Gardening and Farming
- • HALT 2201 - Arboriculture
- • HALT 2264 - Practicum (or Field Experience) - Applied Horticulture/Horticultural Operations, General
- • HALT 2301 - Arboriculture
- • HALT 2312 - Turfgrass Maintenance
- • HALT 2314 - Plant Propagation
- • HALT 2315 - Landscape Management
- • HALT 2318 - Soil Fertility and Fertilizers
- • HALT 2321 - Small Farming
- • HALT 2323 - Horticultural Pest Control
- • HALT 2331 - Advanced Landscape Design
- • HALT 2383 - Cooperative Education - Turf and Turfgrass Management
- • HALT 2386 - Internship - Applied Horticulture/Horticultural Operations, General
- • SMER 1331 - Small Engine Tune Up
- • SMER 1334 - Small Engine Two Stroke Overhaul
- • SMER 2350 - Small Engine Capstone Projects

Aviation Flight and Management

Programs and Courses - Aviation

Aviation Flight and Management

Programs

Associate of Applied Science

- • Aviation Management, A.A.S.
- • Professional Pilot, A.A.S.

Level 1 Certificate

- • Aviation Management Level 1 Certificate
- • Certified Flight Instructor Level 1 Preparation Certificate
- • Commercial Pilot Level 1 Certificate
- • Instrument Pilot Level 1 Certificate
- • Multi-Engine Pilot Level 1 Certificate
- • Private Pilot Level 1 Certificate

Courses

- • AIRP 1301 - Air Navigation
- • AIRP 1307 - Aviation Meteorology
- • AIRP 1313 - Introduction to Aviation
- • AIRP 1315 - Private Pilot Flight
- • AIRP 1317 - Private Pilot Ground School
- • AIRP 1341 - Advanced Air Navigation
- • AIRP 1343 - Aerodynamics
- • AIRP 1345 - Aviation Safety
- • AIRP 1347 - Human Factors in Aviation
- • AIRP 1351 - Instrument Ground School
- • AIRP 1355 - Intermediate Flight
- • AIRP 1371 - Air Traffic Control I
- • AIRP 1372 - Air Traffic Control II
- • AIRP 1373 - Air Traffic Control III
- • AIRP 1374 - Air Traffic Control IV
- • AIRP 1375 - Private Pilot Flight
- • AIRP 1417 - Private Pilot Ground School
- • AIRP 1445 - Aviation Safety designed for Aviation Security
- • AIRP 1447 - Human Factors in Aviation designed for Aviation Security
- • AIRP 2236 - Certified Flight Instructor-Airplane
- • AIRP 2251 - Multiengine Flight (Lab)
- • AIRP 2272 - Air Traffic Control Exam Preparation
- • AIRP 2333 - Aircraft Systems
- • AIRP 2336 - Certified Flight Instructor - Airplane
- • AIRP 2337 - Commercial Ground School
- • AIRP 2339 - Commercial Flight
- • AIRP 2342 - Flight Instructor - Instrument Airplane
- • AIRP 2349 - Instructor Ground School
- • AIRP 2350 - Instrument Flight (Lab)
- • AIRP 2352 - Practical Dispatching I
- • AIRP 2353 - Practical Dispatching II
- • AIRP 2371 - Dispatching Examination Review
- • AIRP 2372 - Air Traffic Control Exam Preparation
- • AVIM 1301 - Introduction to Aviation Management
- • AVIM 1341 - Transportation, Traffic and Air Cargo
- • AVIM 1380 - Cooperative Education - Aviation Management
- • AVIM 2288 - Internship - Aviation/Airway Management and Operations
- • AVIM 2331 - Airline Management

- • AVIM 2335 - Airport Management
- • AVIM 2337 - Aviation Law
- • AVIM 2388 - Internship - Aviation/Airway Management and Operations

Behavioral Sciences, Education, Humanities & Protective Services

Programs and Courses - Behavioral Sciences, Education & Humanities

Behavioral Sciences, Education, Humanities & Protective Services

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Criminal Justice
- • Associate of Arts, with optional electives in Humanities
- • Associate of Arts, with optional electives in Mexican-American Studies
- • Associate of Arts, with optional electives in Psychology
- • Associate of Arts, with optional electives in Social Work
- • Associate of Arts, with optional electives in Sociology

Field of Study

- • Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS
- • Associate of Arts in Teaching 7-12 and Other EC-12 FOS
- • Criminal Justice FOS
- • Mexican-American Studies FOS

Courses

- • CRIJ 1301 - Introduction to Criminal Justice
- • CRIJ 1306 - Court Systems and Practices
- • CRIJ 1307 - Crime in America
- • CRIJ 1310 - Fundamentals of Criminal Law
- • CRIJ 1313 - Juvenile Justice System
- • CRIJ 2301 - Community Resources in Corrections
- • CRIJ 2313 - Correctional Systems and Practices

- • CRIJ 2314 - Criminal Investigation
- • CRIJ 2323 - Legal Aspects of Law Enforcement
- • CRIJ 2328 - Police Systems and Practices
- • EDUC 1300 - Learning Framework
- • EDUC 1301 - Introduction to the Teaching Profession
- • EDUC 2301 - Special Populations
- • HMSY 1337 - Introduction to Homeland Security
- • HMSY 1338 - Homeland Security Emergency Communication Management
- • HMSY 1339 - Homeland Security Emergency Contingency Planning
- • HMSY 1340 - Homeland Security Intelligence Operations
- • HMSY 1341 - Critical Infrastructure Protection
- • HMSY 1342 - Understanding and Combating Terrorism
- • HMSY 1343 - Weapons of Mass Destruction
- • HMSY 2337 - Managing a Unified Incident Command
- • HUMA 1301 - Introduction to the Humanities I
- • HUMA 1302 - Introduction to the Humanities II
- • HUMA 1305 - Introduction to Mexican-American Studies
- • HUMA 1311 - Mexican-American Fine Arts Appreciation
- • HUMA 2323 - World Cultures
- • PHIL 1301 - Introduction to Philosophy
- • PHIL 1304 - Introduction to World Religions
- • PHIL 2303 - Introduction to Logic
- • PHIL 2306 - Introduction to Ethics
- • PHIL 2307 - Introduction to Social and Political Philosophy
- • PSYC 1300 - Learning Framework
- • PSYC 2301 - General Psychology
- • PSYC 2306 - Human Sexuality
- • PSYC 2307 - Adolescent Psychology I
- • PSYC 2308 - Child Psychology
- • PSYC 2314 - Lifespan Growth and Development
- • PSYC 2316 - Psychology of Personality
- • PSYC 2319 - Social Psychology
- • SDEV 0171 - Strategies for Success
- • SDEV 0370 - Foundations for College Learning
- • SOCI 1301 - Introductory Sociology
- • SOCI 1306 - Social Problems
- • SOCI 2301 - Marriage and the Family
- • SOCI 2340 - Drug Use and Abuse
- • SOCW 2361 - Introduction to Social Work
- • SOCW 2362 - Social Welfare as a Social Institution

Business Management

Programs and Courses - Business Management

Business Management

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Business

Associate of Applied Science

- • Business Management, A.A.S.

Level 2 Certificate

- • Entry-Level Supervision Level 2 Certificate

Level 1 Certificate

- • Administration Level 1 Certificate
- • Entrepreneurship Level 1 Certificate
- • International Business Level 1 Certificate
- • Leadership Level 1 Certificate
- • Marketing Level 1 Certificate

Courses

- • BMGT 1301 - Supervision
- • BMGT 1307 - Team Building
- • BMGT 1309 - Information and Project Management
- • BMGT 1327 - Principles of Management
- • BMGT 1341 - Business Ethics
- • BMGT 1345 - Communication Skills for Managers
- • BMGT 2303 - Problem-Solving and Decision-Making
- • BMGT 2309 - Leadership
- • BMGT 2310 - Financial Management
- • BMGT 2341 - Strategic Management
- • BMGT 2382 - Cooperative Education - Business Administration and Management
- • BUSG 2307 - Legal and Social Environment of Business
- • BUSG 2309 - Small Business Management
- • BUSI 1301 - Business Principles
- • BUSI 2301 - Business Law I
- • HRPO 2301 - Human Resources Management
- • HRPO 2307 - Organizational Behavior
- • MRKG 1301 - Customer Relations
- • MRKG 1302 - Principles of Retailing
- • MRKG 1311 - Principles of Marketing
- • MRKG 1313 - Public Relations
- • MRKG 2333 - Principles of Selling
- • MRKG 2380 - Cooperative Education - Marketing/Marketing Management, General

Computer Science/Computer Information Systems

Programs and Courses - Computer Science/Computer Information Systems

Computer Science/Computer Information Systems

Programs

Associate of Arts/Associate of Science

- • Associate of Science, with optional electives in Computer Information Systems
- • Associate of Science, with optional electives in Computer Science

Field of Study

- • Computer Science FOS

Associate of Applied Science

- • Computer Programmer A.A.S.
- • Computer Support Specialist, A.A.S.
- • Information Assurance and Cybersecurity, A.A.S
- • Network Administrator, A.A.S.

Level 1 Certificate

- • Cisco Certified Network Associate Level 1 Certificate
- • Computer Forensics Level 1 Certificate
- • Computer Programming Basics Level 1 Certificate
- • Computer Programming Intermediate Level 1 Certificate
- • Computer Support Specialist Level 1 Certificate
- • Information Assurance & Cybersecurity Level 1 Certificate
- • Personal Computer Skills Level 1 Certificate

Marketable Skills Achievement Award

- • A+ Certificate Preparation Marketable Skills Award

Courses

- • BCIS 1305 - Business Computer Applications
- • COSC 1301 - Introduction to Computing
- • COSC 1315 - Introduction to Computer Programming

- • COSC 1336 - Programming Fundamentals I
- • COSC 1337 - Programming Fundamentals II
- • COSC 1437 - Programming Fundamentals II
- • COSC 2315 - Data Structures
- • COSC 2325 - Computer Organization
- • COSC 2336 - Programming Fundamentals III
- • COSC 2436 - Programming Fundamentals III
- • INEW 2334 - Advanced Web Programming
- • INEW 2434 - Advanced Web Programming
- • ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- • ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- • ITCC 2343 - Network Security
- • ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- • ITCC 2410 - Cisco Exploration 4 - Accessing the WAN
- • ITDF 1300 - Introduction to Digital Forensics
- • ITDF 1400 - Introduction to Digital Forensics
- • ITNW 1325 - Fundamentals of Networking Technologies
- • ITNW 1425 - Fundamentals of Networking Technologies
- • ITNW 1445 - Implementing Network Directory Services
- • ITNW 1453 - Supporting Network Server Infrastructure
- • ITNW 1454 - Implementing and Supporting Servers
- • ITNW 2264 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications
- • ITNW 2364 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications
- • ITNW 2405 - Network Administration
- • ITNW 2450 - Enterprise Network
- • ITSC 1301 - Introduction to Computers
- • ITSC 1305 - Introduction to PC Operating Systems
- • ITSC 1309 - Integrated Software Applications
- • ITSC 1315 - Project Management Software
- • ITSC 1316 - Linux Installation and Configuration
- • ITSC 1325 - Personal Computer Hardware
- • ITSC 1425 - Personal Computer Hardware
- • ITSC 2264 - Practicum: Computer and Information Sciences
- • ITSC 2321 - Integrated Software Applications II
- • ITSC 2325 - Advanced Linux
- • ITSC 2339 - Personal Computer Help Desk
- • ITSC 2364 - Practicum - Computer and Information Sciences, General
- • ITSC 2439 - Personal Computer Help Desk Support
- • ITSE 1302 - Computer Programming
- • ITSE 1306 - PHP Programming
- • ITSE 1307 - Introduction to C++ Programming
- • ITSE 1311 - Beginning Web Programming
- • ITSE 1329 - Programming Logic and Design
- • ITSE 1331 - Introduction to Visual BASIC Programming
- • ITSE 1402 - Computer Programming
- • ITSE 2302 - Intermediate Web Programming
- • ITSE 2317 - Java Programming
- • ITSE 2331 - Advanced C++ Programming

- • ITSE 2386 - Internship - Computer Programming/Programmer, General
- • ITSW 1307 - Introduction to Database
- • ITSW 2334 - Advanced Spreadsheets
- • ITSW 2337 - Advanced Database
- • ITSY 1300 - Fundamentals of Information Security
- • ITSY 1342 - Information Technology Security
- • ITSY 1442 - Information Technology Security
- • ITSY 2286 - Internship - Computer and Information Systems Security
- • ITSY 2330 - Intrusion Detection
- • ITSY 2386 - Internship - Computer and Information Systems Security
- • ITSY 2430 - Intrusion Detection
- • ITSY 2442 - Incident Response and Handling
- • ITSY 2443 - Computer System Forensics

Cosmetology

Cosmetology

Programs

- • Cosmetology Esthetician, A.A.S.
- • Cosmetology Instructor, A.A.S.
- • Cosmetology Nail Technician Level 1 Certificate
- • Cosmetology Nail Technician, A.A.S.
- • Cosmetology Operator Level 2 Certificate
- • Cosmetology Operator, A.A.S.
- • Esthetician Specialty Level 1 Certificate

Courses

- • CSME 1202 - Applications of Facial and Skin Care Technology I
- • CSME 1248 - Principles of Skin Care
- • CSME 1254 - Artistry of Hair Design I
- • CSME 1302 - Applications of Facial and Skin Care Technology I
- • CSME 1310 - Introduction to Haircutting and Related Theory
- • CSME 1420 - Orientation to Facial Specialist
- • CSME 1430 - Orientation to Nail Technology
- • CSME 1435 - Orientation to the Instruction of Cosmetology
- • CSME 1443 - Manicuring and Related Theory
- • CSME 1445 - Principles of Facial and Skin Care Technology II
- • CSME 1447 - Principles of Skin Care/Facials and Related Theory
- • CSME 1451 - Artistry of Hair, Theory and Practice
- • CSME 1505 - Fundamentals of Cosmetology
- • CSME 1521 - Principles of Facial and Skin Care Technology I

- • CSME 1531 - Principles of Nail Technology I
- • CSME 1534 - Cosmetology Instructor I
- • CSME 1541 - Principles of Nail Technology II
- • CSME 1553 - Chemical Reformation and Related Theory
- • CSME 2202 - Introduction to Application of Hair Color
- • CSME 2204 - Introduction to the Theory and Chemistry of Hair Color
- • CSME 2233 - Applications of Facial and Skin Care Technology II
- • CSME 2237 - Advanced Cosmetology Techniques
- • CSME 2310 - Advanced Haircutting and Related Theory
- • CSME 2343 - Salon Development
- • CSME 2401 - The Principles of Hair Coloring and Related Theory
- • CSME 2414 - Cosmetology Instructor II
- • CSME 2430 - Nail Enhancement
- • CSME 2441 - Preparation for the State Licensing Examination
- • CSME 2445 - Instructional Theory and Clinic Operation
- • CSME 2531 - Principles of Facial and Skin Care Technology III
- • CSME 2544 - Cosmetology Instructor IV
- • CSME 2549 - Cosmetology Instructor III

Energy Systems Technology

Energy Systems Technology

Programs

- • Energy Technician Career Foundations Core Certificate
- • Entry Level Energy Technician Level 1 Certificate
- • Process Technology Specialization, A.A.S.
- • Production Technician Specialization, A.A.S.

Courses

- • CETT 1302 - Electricity Principles
- • ENER 1330 - Basic Mechanical Skills for Energy
- • OSHT 1301 - Introduction to Safety and Health
- • PTAC 1302 - Introduction to Process Technology
- • PTAC 1310 - Process Technology I - Equipment
- • PTAC 1332 - Process Instrumentation I
- • PTAC 1350 - Industrial Economics
- • PTAC 1454 - Industrial Processes
- • PTAC 2314 - Principles of Quality
- • PTAC 2336 - Process Instrumentation II
- • PTAC 2346 - Process Troubleshooting
- • PTAC 2420 - Process Technology II - Systems

- • PTAC 2438 - Process Technology III - Operations
- • PTRT 1301 - Introduction to Petroleum Industry
- • PTRT 1307 - Recovery and Production Methods
- • PTRT 1309 - Corrosion Basics
- • PTRT 1321 - Oil Field Hydraulics
- • PTRT 1324 - Petroleum Instrumentation
- • PTRT 2323 - Natural Gas Production
- • PTRT 2331 - Well Completions
- • PTRT 2332 - Artificial Lift
- • PTRT 2335 - Basic Pipeline Operations
- • PTRT 2359 - Petroleum Computer Applications
- • PTRT 2380 - Cooperative Education - Petroleum Technology/Technician
- • TECM 1303 - Technical Calculations

Engineering

Programs and Courses - Engineering

Engineering

Programs

Courses

- • ENGR 1201 - Introduction to Engineering
- • ENGR 1304 - Engineering Graphics I
- • ENGR 2105 - Electrical Circuits I Laboratory
- • ENGR 2301 - Mechanics I: Statics
- • ENGR 2302 - Mechanics II: Dynamics
- • ENGR 2303 - Engineering Mechanics - Statics and Dynamics
- • ENGR 2304 - Computer Programming for Engineering Applications
- • ENGR 2305 - Electrical Circuits I
- • ENGR 2332 - Mechanics of Materials
- • ENGR 2402 - Engineering Mechanics - Dynamics
- • ENGR 2403 - Engineering Mechanics - Statics and Dynamics

English/Communications/Foreign Languages/INRW

Programs and Courses - English/Communications/Foreign Languages/ESOL/Reading

English/Communications/Foreign Languages/INRW

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Communication with emphasis in Journalism/Mass Communication
- • Associate of Arts, with optional electives in Communications with emphasis on Advertising/Public Relations
- • Associate of Arts, with optional electives in Communications with Radio & TV Broadcast Journalism emphasis
- • Associate of Arts, with optional electives in English
- • Associate of Arts, with optional electives in Liberal Arts
- • Associate of Arts, with optional electives in Spanish

Field of Study

- • Journalism/Mass Communication FOS
- • Radio & TV Broadcast Journalism FOS

Courses

- • CHIN 1411 - Elementary Chinese I
- • CHIN 1412 - Elementary Chinese II
- • COMM 1307 - Introduction to Mass Communication
- • COMM 1318 - Photography I
- • COMM 1319 - Photography II (second semester, journalism emphasis)
- • COMM 1335 - Introduction to Electronic Media
- • COMM 1336 - Video Production I
- • COMM 1337 - Video Production II
- • COMM 2300 - Media Literacy
- • COMM 2303 - Audio Production
- • COMM 2305 - Editing and Layout
- • COMM 2311 - Media Writing
- • COMM 2315 - News Reporting
- • COMM 2324 - Practicum in Electronic Media
- • COMM 2327 - Introduction to Advertising
- • COMM 2330 - Introduction to Public Relations
- • COMM 2332 - Radio/Television News (CI)
- • COMM 2339 - Writing for Radio, Television, Film

- • COMM 2366 - Introduction to Cinema
- • ENGA 0351 - Composition and Grammar
- • ENGA 0353 - Reading and Vocabulary
- • ENGL 1301 - Composition I
- • ENGL 1302 - Composition II
- • ENGL 2307 - Creative Writing
- • ENGL 2311 - Technical Writing
- • ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- • ENGL 2323 - British Literature II: Romanticism to the Present
- • ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- • ENGL 2328 - American Literature II: Realism to the Present
- • ENGL 2332 - World Literature I: Antiquity through the Renaissance
- • ENGL 2333 - World Literature II: Neoclassical to the Present
- • ENGL 2341 - Forms of Literature
- • ENGL 2351 - Mexican American Literature
- • ENGL 2375 - Literature for Children and Adolescents
- • FREN 1411 - Elementary French I
- • FREN 1412 - Elementary French II
- • INRW 0020 - Integrated Reading and Writing Special Topics
- • INRW 0100 - Integrated Reading and Writing Special Topics
- • INRW 0305 - Integrated Reading and Writing I
- • INRW 0420 - Integrated Reading and Writing II
- • LATI 2311 - Intermediate Latin I
- • LATI 2312 - Intermediate Latin II
- • SPAN 1411 - Elementary Spanish I
- • SPAN 1412 - Elementary Spanish II
- • SPAN 2311 - Intermediate Spanish I
- • SPAN 2312 - Intermediate Spanish II

Fine & Performing Arts/Speech Communication

Programs and Courses - Fine & Performing Arts/Speech Communication

Fine & Performing Arts/Speech Communication

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Art
- • Associate of Arts, with optional electives in Digital Arts and Media
- • Associate of Arts, with optional electives in Drama
- • Associate of Arts, with optional electives in Music
- • Associate of Arts, with optional electives in Speech Communication

Field of Study

- • Music FOS
- • Speech Communication FOS

Courses

- • ARTS 1301 - Art Appreciation
- • ARTS 1303 - Art History Survey (Pre 1300)
- • ARTS 1304 - Art History Survey (Post 1300)
- • ARTS 1311 - Design I (2-Dimensional)
- • ARTS 1312 - Design II (3-Dimensional)
- • ARTS 1316 - Drawing I
- • ARTS 1317 - Drawing II
- • ARTS 1325 - Drawing and Painting
- • ARTS 2311 - Design III
- • ARTS 2316 - Painting I
- • ARTS 2317 - Painting II
- • ARTS 2323 - Drawing III
- • ARTS 2326 - Sculpture I
- • ARTS 2327 - Sculpture II
- • ARTS 2333 - Printmaking I
- • ARTS 2334 - Printmaking II
- • ARTS 2346 - Ceramics I
- • ARTS 2347 - Ceramics II
- • ARTS 2348 - Digital Art I
- • ARTS 2349 - Digital Art II
- • ARTS 2356 - Photography I (fine arts emphasis)
- • ARTS 2357 - Photography II (fine arts emphasis)
- • ARTS 2389 - Academic Cooperative
- • DANC 1110 - Tap I
- • DANC 1112 - Dance Practicum I
- • DANC 1128 - Ballroom I
- • DANC 1141 - Ballet I
- • DANC 1142 - Ballet II
- • DANC 1145 - Modern Dance I
- • DANC 1146 - Modern Dance II
- • DANC 1147 - Jazz Dance I
- • DANC 1148 - Jazz Dance II
- • DANC 1301 - Dance Composition I
- • DANC 1345 - Modern Dance I (Dance and Movement Improvisation)
- • DANC 2303 - Dance Appreciation
- • DRAM 1120 - Theatre Practicum I

- • DRAM 1121 - Theatre Practicum II
- • DRAM 1310 - Introduction to Theatre - Theatre Appreciation
- • DRAM 1322 - Stage Movement
- • DRAM 1330 - Stagecraft I
- • DRAM 1341 - Stage Make Up
- • DRAM 1342 - Introduction to Costume
- • DRAM 1351 - Acting I
- • DRAM 1352 - Acting II
- • DRAM 2120 - Theatre Practicum III
- • DRAM 2331 - Stagecraft II
- • DRAM 2336 - Voice and Diction
- • DRAM 2351 - Acting III
- • MUAP 1103 - Violin
- • MUAP 1119 - Flute
- • MUAP 1131 - Clarinet
- • MUAP 1135 - Saxophone
- • MUAP 1139 - Trumpet/Cornet
- • MUAP 1147 - Trombone
- • MUAP 1159 - Percussion
- • MUAP 1161 - Bajo Sexto - Non-Major Applied Study
- • MUAP 1163 - Guitar
- • MUAP 1171 - Piano
- • MUAP 1183 - Voice
- • MUAP 1187 - Double Bass
- • MUAP 1189 - Electric Bass
- • MUAP 1190 - Accordion
- • MUAP 1201 - Violin
- • MUAP 1202 - Violin
- • MUAP 1213 - Double Bass
- • MUAP 1214 - Double Bass
- • MUAP 1215 - Electric Bass
- • MUAP 1216 - Electric Bass
- • MUAP 1217 - Flute
- • MUAP 1218 - Flute
- • MUAP 1229 - Clarinet
- • MUAP 1230 - Clarinet
- • MUAP 1233 - Saxophone
- • MUAP 1234 - Saxophone
- • MUAP 1237 - Trumpet / Cornet
- • MUAP 1238 - Trumpet / Cornet
- • MUAP 1245 - Trombone
- • MUAP 1246 - Trombone
- • MUAP 1257 - Percussion
- • MUAP 1258 - Percussion
- • MUAP 1261 - Guitar
- • MUAP 1262 - Guitar
- • MUAP 1263 - Bajo Sexto I
- • MUAP 1264 - Freshman Level Guitar II

- • MUAP 1269 - Piano
- • MUAP 1270 - Piano
- • MUAP 1281 - Voice
- • MUAP 1282 - Voice
- • MUAP 1291 - Accordion
- • MUAP 1292 - Accordion
- • MUAP 2201 - Violin
- • MUAP 2202 - Violin
- • MUAP 2213 - Double Bass
- • MUAP 2214 - Double Bass
- • MUAP 2215 - Electric Bass
- • MUAP 2216 - Electric Bass
- • MUAP 2217 - Flute
- • MUAP 2218 - Flute
- • MUAP 2229 - Clarinet
- • MUAP 2230 - Clarinet
- • MUAP 2233 - Saxophone
- • MUAP 2234 - Saxophone
- • MUAP 2237 - Trumpet / Cornet
- • MUAP 2238 - Trumpet / Cornet
- • MUAP 2245 - Trombone
- • MUAP 2246 - Trombone
- • MUAP 2257 - Percussion
- • MUAP 2258 - Percussion
- • MUAP 2261 - Guitar
- • MUAP 2262 - Guitar
- • MUAP 2269 - Piano
- • MUAP 2270 - Piano
- • MUAP 2281 - Voice
- • MUAP 2282 - Voice
- • MUAP 2291 - Accordion
- • MUAP 2292 - Accordion
- • MUEN 1121 - Wind Ensemble
- • MUEN 1122 - Jazz Ensemble
- • MUEN 1132 - Instrumental Chamber Ensemble
- • MUEN 1135 - Beginning Mariachi Ensemble
- • MUEN 1136 - Intermediate Mariachi Ensemble
- • MUEN 1137 - Advanced Mariachi Ensemble
- • MUEN 1138 - Ensemble Conjunto
- • MUEN 1141 - Concert Choir
- • MUEN 1158 - Jazz Show Choir
- • MUSI 1114 - Keyboard Harmony I
- • MUSI 1115 - Keyboard Harmony II
- • MUSI 1116 - Elementary Ear Training and Sight Singing I
- • MUSI 1117 - Elementary Ear Training and Sight Singing II
- • MUSI 1181 - Piano Class I
- • MUSI 1182 - Piano Class II
- • MUSI 1183 - Voice Class I

- • MUSI 1188 - Percussion Class I
- • MUSI 1192 - Guitar Class I
- • MUSI 1217 - Elementary Sight Singing and Ear Training II
- • MUSI 1306 - Music Appreciation
- • MUSI 1308 - Music Literature I
- • MUSI 1309 - Music Literature II
- • MUSI 1310 - American Music
- • MUSI 1311 - Music Theory I
- • MUSI 1312 - Music Theory II
- • MUSI 2114 - Keyboard Harmony III
- • MUSI 2115 - Keyboard Harmony IV
- • MUSI 2116 - Advanced Ear Training and Sight Singing I
- • MUSI 2117 - Advanced Ear Training and Sight Singing II
- • MUSI 2181 - Piano Class III
- • MUSI 2182 - Piano Class IV
- • MUSI 2216 - Advanced Sight Singing and Ear Training I
- • MUSI 2217 - Advanced Sight Singing and Ear Training II
- • MUSI 2311 - Music Theory III
- • MUSI 2312 - Music Theory IV
- • MUSI 2389 - Academic Cooperative in Music
- • SPCH 1311 - Introduction to Speech Communication
- • SPCH 1315 - Public Speaking
- • SPCH 1318 - Interpersonal Communication
- • SPCH 1321 - Business and Professional Communication
- • SPCH 1342 - Voice and Diction
- • SPCH 2333 - Discussion and Small Group Communication
- • SPCH 2335 - Argumentation and Debate
- • SPCH 2341 - Oral Interpretation

Industrial Technology

Programs and Courses - Industrial Automation Technology

Industrial Technology

Programs

Associate of Applied Science

- • Industrial Technology, A.A.S. - Instrumentation Specialization
- • Industrial Technology, A.A.S. - Manufacturing Specialization

Courses

- • CETT 1329 - Solid State Devices
- • CETT 1415 - Digital Applications
- • ELMT 1301 - Programmable Logic Controllers
- • ELMT 1305 - Basic Fluid Power
- • ELMT 2239 - Advanced Programmable Logic Controllers
- • ELMT 2333 - Industrial Electronics
- • ELMT 2341 - Electromechanical Systems
- • ENTC 1347 - Safety and Ergonomics
- • IEIR 1343 - Industrial Equipment Maintenance
- • INCR 1302 - Physics of Instrumentation
- • INMT 1319 - Manufacturing Processes
- • INMT 1343 - Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)
- • INMT 2245 - Industrial Troubleshooting
- • INTC 1357 - AC/DC Motor Control
- • INTC 2230 - Instrumentation Systems Troubleshooting
- • INTC 2336 - Distributed Control and Programmable Logic
- • MCHN 1320 - Precision Tools and Measurement
- • MCHN 1338 - Basic Machine Shop I
- • MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM)
- • MCHN 2266 - Practicum (or Field Experience) - Machine Tool Technology/Machinist
- • QCTC 1243 - Quality Assurance
- • RBTC 1305 - Robotic Fundamentals

Kinesiology & Health

Programs and Courses - Kinesiology & Health

Kinesiology & Health

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Kinesiology

Courses

- • KINE 1101 - Aerobics I
- • KINE 1102 - Cardio Combo I
- • KINE 1103 - Cardio Kickboxing I

- • KINE 1105 - Latin Cardio Dance
- • KINE 1106 - Core Training I
- • KINE 1107 - Jogging I
- • KINE 1108 - Walking I
- • KINE 1109 - Walking/Jogging I
- • KINE 1110 - Basketball I
- • KINE 1111 - Indoor Cycling I
- • KINE 1112 - Weight Training I
- • KINE 1113 - Physical Conditioning I
- • KINE 1114 - Cardio Boot Camp I
- • KINE 1115 - Volleyball I
- • KINE 1124 - Fencing II
- • KINE 1127 - Tennis I
- • KINE 1129 - Water Aerobics I
- • KINE 1131 - Pilates I
- • KINE 1132 - Self Defense
- • KINE 1136 - Yoga I
- • KINE 1138 - Jazz Dance I
- • KINE 1139 - Ballet I
- • KINE 1140 - Ballet Folklorico I
- • KINE 1141 - Ballroom I
- • KINE 1143 - Folk I
- • KINE 1145 - Modern Dance I
- • KINE 1146 - Spanish Ballet I (Flamenco I)
- • KINE 1148 - Tap I
- • KINE 1149 - Swimming I
- • KINE 1150 - Aquatic Conditioning I
- • KINE 1301 - Foundations of Kinesiology
- • KINE 1304 - Personal/Community Health
- • KINE 1306 - First Aid
- • KINE 1308 - Intramurals and Officiating
- • KINE 1321 - Coaching I
- • KINE 1338 - Concepts of Physical Fitness
- • KINE 1346 - Drug Use & Abuse
- • KINE 2101 - Aerobics II
- • KINE 2102 - Cardio Combo II
- • KINE 2103 - Cardio Kickboxing II
- • KINE 2105 - Latin Cardio Dance II
- • KINE 2106 - Core Training II
- • KINE 2107 - Jogging II
- • KINE 2108 - Walking II
- • KINE 2110 - Basketball II
- • KINE 2111 - Indoor Cycling II
- • KINE 2112 - Weight Training II
- • KINE 2113 - Physical Conditioning II
- • KINE 2114 - Cardio Boot Camp II
- • KINE 2115 - Volleyball II
- • KINE 2127 - Tennis II

- • KINE 2131 - Pilates II
- • KINE 2136 - Yoga II
- • KINE 2138 - Jazz Dance II
- • KINE 2139 - Ballet II
- • KINE 2140 - Ballet Folklorico II
- • KINE 2141 - Ballroom II
- • KINE 2143 - Folk II
- • KINE 2145 - Modern Dance II
- • KINE 2146 - Spanish Ballet II (Flamenco)
- • KINE 2148 - Tap II
- • KINE 2149 - Swimming II
- • KINE 2150 - Aquatic Conditioning II

Logistics Management

Programs and Courses - Logistics Management

Logistics Management

Programs

Associate of Applied Science

- • Logistics and Supply Chain Management, A.A.S.

Level 1 Certificate

- • International Logistics Management Level 1 Certificate
- • Logistics Management Level 1 Certificate
- • Manufacturing Management Level 1 Certificate
- • Transportation Management Level 1 Certificate
- • Warehouse Management Level 1 Certificate

Courses

- • BMGT 1313 - Principles of Purchasing
- • BMGT 1331 - Production and Operations Management
- • BMGT 1344 - Negotiations and Conflict Management
- • BMGT 2331 - Principles of Quality Management
- • IBUS 1301 - Principles of Exports
- • IBUS 1305 - Introduction to International Business and Trade
- • IBUS 1354 - International Marketing Management
- • IBUS 2345 - Import Customs Regulations

- • IBUS 2380 - Cooperative Education-International Business
- • LMGT 1319 - Introduction to Business Logistics
- • LMGT 1323 - Domestic and International Transportation Management
- • LMGT 1325 - Warehouse and Distribution Center Management
- • LMGT 1340 - Contemporary Logistics Issues
- • LMGT 2330 - International Logistics Management
- • LMGT 2388 - Internship: Logistics and Materials Management

Mathematics/Accounting

Programs and Courses - Mathematics/Accounting

Mathematics/Accounting

Programs

Associate of Arts/Associate of Science

- • Associate of Science, with optional electives in Engineering
- • Associate of Science, with optional electives in Mathematics

Field of Study

- • Business FOS

Courses

- • ACCT 2301 - Principles of Financial Accounting
- • ACCT 2302 - Principles of Managerial Accounting
- • ACNT 1303 - Introduction to Accounting I
- • MATH 0055 - MATH Refresher
- • MATH 0300 - Basic Mathematics
- • MATH 0301 - Introduction to Algebra
- • MATH 0302 - Elementary Algebra
- • MATH 0303 - Intermediate Algebra
- • MATH 0305 - Pre-Algebra
- • MATH 0310 - Elementary Algebra
- • MATH 0320 - Intermediate Algebra
- • MATH 0442 - Pre-Stat
- • MATH 1314 - College Algebra
- • MATH 1316 - Plane Trigonometry
- • MATH 1324 - Mathematics for Business & Social Sciences
- • MATH 1325 - Calculus for Business & Social Sciences

- • MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)
- • MATH 1350 - Fundamentals of Mathematics I for Teachers
- • MATH 1351 - Fundamentals of Mathematics II for Teachers
- • MATH 1414 - College Algebra (Precal Track)
- • MATH 1442 - Elementary Statistical Methods
- • MATH 2318 - Linear Algebra
- • MATH 2320 - Differential Equations
- • MATH 2412 - Precalculus
- • MATH 2413 - Calculus I
- • MATH 2414 - Calculus II
- • MATH 2415 - Calculus III
- • MATH 2442 - Elementary Statistical Method (Business Majors)

ROTC

Sciences

Programs and Courses - Sciences

Sciences

Programs

Associate of Arts/Associate of Science

- • Associate of Science, with optional electives in Biology
- • Associate of Science, with optional electives in Biology, Pre-Nursing Emphasis
- • Associate of Science, with optional electives in Biology, Pre-Professional Emphasis
- • Associate of Science, with optional electives in Chemistry
- • Associate of Science, with optional electives in Geology

Courses

- • BIOL 1108 - Biology for Non-Science Majors Laboratory I (lab)
- • BIOL 1109 - Biology for Non-Science Majors Laboratory II (lab)
- • BIOL 1308 - Biology for Non-Science Majors I (Lecture)
- • BIOL 1309 - Biology for Non-Science Majors II (Lecture)
- • BIOL 1322 - Nutrition & Diet Therapy
- • BIOL 1323 - Consumer Nutrition (for Non-science Majors)

- • BIOL 1406 - Biology for Science Majors I
- • BIOL 1407 - Biology for Science Majors II
- • BIOL 1408 - Biology for Non-Science Majors I
- • BIOL 1409 - Biology for Non-Science Majors II
- • BIOL 1411 - General Botany
- • BIOL 1413 - General Zoology
- • BIOL 2106 - Environmental Biology (Lab)
- • BIOL 2306 - Environmental Biology (Lecture)
- • BIOL 2389 - Academic Cooperative for the Biological Sciences
- • BIOL 2401 - Human Anatomy and Physiology I
- • BIOL 2402 - Human Anatomy and Physiology II
- • BIOL 2416 - Genetics
- • BIOL 2420 - Microbiology for Nursing and Allied Health
- • BIOL 2421 - Microbiology for Science Majors
- • CHEM 1111 - General Chemistry Laboratory I
- • CHEM 1112 - General Chemistry Laboratory II
- • CHEM 1311 - General Chemistry Lecture I
- • CHEM 1312 - General Chemistry Lecture II
- • CHEM 1405 - Introductory Chemistry I
- • CHEM 1407 - Introductory Chemistry II
- • CHEM 1411 - General Chemistry I
- • CHEM 1412 - General Chemistry II
- • CHEM 2123 - Organic Chemistry Laboratory I
- • CHEM 2125 - Organic Chemistry Laboratory II
- • CHEM 2323 - Organic Chemistry Lecture I
- • CHEM 2325 - Organic Chemistry Lecture II
- • GEOL 1101 - Earth Science Laboratory (for non-Science Majors)
- • GEOL 1301 - Earth Sciences Lecture I
- • GEOL 1302 - Earth Sciences II (lecture)
- • GEOL 1305 - Environmental Science Lecture
- • GEOL 1345 - Oceanography
- • GEOL 1401 - Earth Sciences I
- • GEOL 1402 - Earth Sciences II
- • GEOL 1403 - Physical Geology
- • GEOL 1404 - Historical Geology
- • PHYS 1305 - Introductory Physics I Lecture
- • PHYS 1401 - General Physics I
- • PHYS 1402 - General Physics II
- • PHYS 1405 - Introductory Physics I
- • PHYS 1407 - Introductory Physics II
- • PHYS 2425 - University Physics I
- • PHYS 2426 - University Physics II

Social Sciences

Programs and Courses - Social Sciences

Social Sciences

Programs

Associate of Arts/Associate of Science

- • Associate of Arts, with optional electives in Economics
- • Associate of Arts, with optional electives in Political Science

Courses

- • ECON 1301 - Introduction to Economics
- • ECON 2301 - Principles of Macroeconomics
- • ECON 2302 - Principles of Microeconomics
- • GEOG 1301 - Physical Geography
- • GEOG 1303 - World Regional Geography
- • GOVT 2304 - Introduction to Political Science
- • GOVT 2305 - Federal Government
- • GOVT 2306 - Texas Government
- • GOVT 2311 - Mexican-American Politics
- • Govt 2389 - Academic Cooperative
- • HIST 1301 - United States History I
- • HIST 1302 - United States History II
- • HIST 2301 - Texas History
- • HIST 2311 - Western Civilization I
- • HIST 2312 - Western Civilization II
- • HIST 2321 - World Civilizations I
- • HIST 2322 - World Civilizations II
- • HIST 2327 - Mexican-American History I
- • HIST 2328 - Mexican-American History II
- • HIST 2381 - African-American History

Veterinary Technology

Programs and Courses - Veterinary Technology

Veterinary Technology

Programs

Associate of Applied Science

- • Veterinary Technology, A.A.S.

Level 2 Certificate

- • Veterinary Assistant Level 2 Certificate

Courses

- • VTHT 1109 - Veterinary Nutrition
- • VTHT 1125 - Pharmacological Calculations
- • VTHT 1203 - Canine and Feline Care and Husbandry
- • VTHT 1205 - Veterinary Medical Terminology
- • VTHT 1209 - Veterinary Nutrition
- • VTHT 1217 - Veterinary Office Management
- • VTHT 1249 - Veterinary Pharmacology
- • VTHT 1301 - Introduction to Veterinary Technology
- • VTHT 1313 - Veterinary Anatomy and Physiology
- • VTHT 1341 - Anesthesia and Surgical Assistance
- • VTHT 1345 - Veterinary Radiology
- • VTHT 2205 - Equine Clinical Management
- • VTHT 2209 - Food Animal Clinical Management
- • VTHT 2213 - Lab Animal Clinical Management
- • VTHT 2217 - Exotic Animal Clinical Management
- • VTHT 2301 - Canine and Feline Clinical Management
- • VTHT 2321 - Veterinary Parasitology
- • VTHT 2323 - Veterinary Clinical Pathology I
- • VTHT 2331 - Veterinary Clinical Pathology II
- • VTHT 2366 - Practicum (or Field Experience) - Veterinarian Assistant/Animal Health Technician

Degree Information

The Alamo Colleges confer Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science degrees. Several levels of certificates are also available. For any degree or certificate awarded, a student must earn at least 25% of the college-level credit hours required for graduation through instruction by the college of the Alamo Colleges granting the award. The degree must be awarded by the college that offers the program.

Transfer Programs - Associate of Arts, Associate of Science, Associate of Arts in Teaching Degrees

The Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees are specifically designed for transfer as the equivalent of the first half of the Baccalaureate Degree requirements of most public colleges and universities. The Alamo Colleges offer a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. Although each four-year school is different, students ensure the transferability of their courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at the Alamo Colleges, students will be reassured that the transfer process is a positive experience.

Students pursuing an AA or AS are encouraged to work closely with their advisor in the selection of their courses. Choosing a transfer institution before earning 30 hours of credit will do much to ensure that the courses taken at the Alamo Colleges will also apply to a baccalaureate program. There are articulation agreements for specific programs of study in place at the colleges that ensure transferability of undergraduate courses. Students may also choose to work with advisors to earn 60-hours required at a selected institution toward a specific degree and earn an AA or AS transfer degree. For students pursuing an AA or AS, it is strongly recommended that a specific transfer institution is chosen and courses are selected with that institution in mind, even if the baccalaureate program is not an immediate goal.

The Associate of Arts in Teaching (AAT) is for individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or other professional in education. Students are advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. The AAT degree is THECB-approved and is fully transferrable to all Texas public universities that offer applicable Baccalaureate Degrees leading to initial Texas teacher certification. Students should consult with an advisor and with the university to which they plan to transfer for additional information regarding specific content area concentrations.

Texas law authorizes the curricula in Field of Study areas that will transfer and count toward specific majors at all Texas public institutions when requirements are successfully completed. In all cases, to ensure ease of transfer, students are strongly encouraged to check with the university they plan to attend.

Core Curriculum for AA/AS/AAT Degrees

The core curriculum required for the transfer degrees represents a common experience in academic foundations and provides a basis for transferability within the Alamo Colleges and among regionally accredited public Texas colleges and universities. Texas law mandates that the completed core at one institution will transfer and take the place of the core at the receiving institution. Therefore, it is advantageous for students to complete the core at the Alamo Colleges since the core will transfer as a block of credit. A student may not be required to take additional core curriculum courses. In addition, the core is a substantial portion of the requirements for an associate degree, and with only 18 additional semester credit hours (approximately six courses), students will have completed an associate degree.

Students who transfer from the Alamo Colleges to another college or university without completing the Alamo Colleges core curriculum receive academic credit for the receiving institution's core curriculum for each of the courses they have successfully completed in the Alamo Colleges foundational component areas. Once they have received credit for these courses, students may be required to satisfy the remaining core curriculum course requirements of the receiving institution.

The Texas Core Curriculum, implemented in Fall 2014, includes nine Foundational Component Areas: Communication; Mathematics; Life and Physical Sciences; Language, Philosophy and Culture; Creative Arts; American History; Government/Political Science; Social and Behavioral Sciences; and the Component Area Option. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. Alamo Colleges has identified a set of courses within

each component area, and each course is assigned a foundational component area number that is used by all Texas public institutions of higher education to assist in determining that the core has been met.

The Alamo Colleges include in the core curriculum courses the core objectives as outlined by the Texas Higher Education Coordinating Board:

- Critical Thinking Skills - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility - ability to connect choices, actions and consequences to ethical decision-making

Additionally, the Alamo Colleges has identified Leadership as a core objective.

The core curriculum specifics are provided in the catalog for the student's use in selecting the courses that align with any receiving institution's requirements. Students should note their transfer university's freshman and sophomore requirements, as core curriculum courses required in specific majors/pre-majors may satisfy both core curriculum and major requirements at the University.

AA and AS Transfer Degrees

The Alamo Colleges' intent is to ensure each student's courses count toward the baccalaureate degree sought at the selected transfer university. Students should work with an advisor and discipline lead to identify the specific courses required at the 4-year institution. Articulation agreements, Transfer Agreements, and 2+2 Agreements may be in place that specify the courses required for the first two years of a baccalaureate major. Sixty hours of college-level coursework are required for an associate degree. If students complete the entire first two (2) years of any such program with a minimum of 60 applicable degree hours, they will have satisfied the requirements for an associate degree. These hours of credit must include fifteen (15) hours in core curriculum areas as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including at least one (1) course each in the following required areas of the Texas Core Curriculum: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The hours must also include the courses required by the Texas Higher Education Act as set forth in Subchapter F, section 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] semester hours in U.S./Texas history). Students should work closely with an advisor to obtain information about existing agreements and specific transfer plan information.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) Degrees and Certificates are designed for the purposes of job or career entry, career development and change, industry/business start-up development, and technical services to industry. Through a sequential delivery of program courses, students develop the necessary technical and professional workplace skills in preparation for entry-level positions. Each AAS or Certificate program provides the required skills for a specific career. For certain AAS programs, the Alamo Colleges may have established articulation and transfer agreements with specific universities. Contact an advisor for specific transfer information. Some courses identified in each program may be offered for continuing education units. Your advisor can provide additional information about continuing education units and how they might play a role in your educational goals. AAS degrees are not currently offered by Northeast Lakeview College.

Courses taken ten (10) or more years prior to a student's last enrollment at the Alamo Colleges will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as approved by the program lead, the Vice President for Academic Success (VPAS).

Core Curriculum for AAS Degrees

Each AAS degree must have a minimum of 15 semester hours of general education courses. The 15 hours of general education courses must be selected from the following areas and must include at least 1 course in each area: Humanities/Fine Arts (Language, Philosophy & Culture, Creative Arts, etc.); Social/Behavioral Sciences (Government/Political Science, History, etc.); and Mathematics/Life and Physical Sciences (Biology, Chemistry, Physics, college-level Mathematics, etc.). The degree requirements may specify the courses required or the student may have the choice of any course listed in the core curriculum section of the catalog.

Certificates

Certificates are part of the Alamo Colleges' career and technical offerings. The certificate programs require fewer semester hours than an AAS and most can be applied toward an AAS degree. Some certificate programs do not require students to meet Texas Success Initiative (TSI) requirements. If enrolling in a certificate program for which the TSI requirements are waived, students may not enroll in any courses other than those required for completing the certificate program requirements. Attempting additional coursework will require students to meet TSI testing and/or remediation requirements. Prior to enrolling, students are encouraged to check with their advisor or with respective departments regarding the TSI requirements of each certificate. Technical certificates are not currently offered by Northeast Lakeview College.

The types of certificates available are:

- **Marketable Skills Achievement Award:** 9 to 14 semester hours. Courses that may lead to immediate employment or add to the student's marketability
- **Level I Certificate:** 15 to 42 semester hours (TSI-waived)
- **Level II Certificate:** 30 to 51 semester hours (subject to TSI requirements)

All certificates require students to:

- Complete the required number of hours of prescribed course work
- Complete a capstone course within the prescribed course work
- Complete at least 25% of the required semester hours at the college awarding the Level I/II Certificate, or 50% of the required semester hours at the college awarding the Marketable Skills Achievement Award.

For information on the capstone course, contact the respective chairperson or program coordinator.

Degree Plans & Certificates - Alphabetical

A+ Certificate Preparation Marketable Skills Award

The A+ Certification Preparation Marketable Skills Award will provide the student with the knowledge and skill to prepare for the A+ Certificate which is industry recognized and an entry level position may be obtained.

Related Degrees and Certificates

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Basics Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 11)

- ITSC 2439 - Personal Computer Help Desk Support
- ITSC 1305 - Introduction to PC Operating Systems
- ITSC 1425 - Personal Computer Hardware

NOTE:

CIP Code: 11.0101

Major Code: ACRT

Administration Level 1 Certificate

The Administration Certificate is a general entry-level certificate for beginning business students.

Related Degrees and Certificates

Business Management, A.A.S.

Entrepreneurship Level 1 Certificate

Entry-Level Supervision Level 2 Certificate

International Business Level 1 Certificate

Leadership Level 1 Certificate

Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- ITSC 1309 - Integrated Software Applications
- BMGT 1307 - Team Building
- BMGT 1345 - Communication Skills for Managers
- MRKG 1301 - Customer Relations
- POFT 1120 - Job Search Skills
- BMGT 1301 - Supervision *

NOTES:

* Capstone Course

CIP Code: 52.0201

Major Code: ADMI

Administrative Assistant Level 1 Certificate

The Administrative Assistant Certificate program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate
Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 42)

First Year

First Semester (15 Credit Hours)

- POFT 1301 - Business English
- POFT 1309 - Administrative Office Procedures I
- POFT 1319 - Records and Information Management I

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

Second Semester (15 Credit Hours)

- POFT 2303 - Speed and Accuracy Building
- POFT 2312 - Business Correspondence and Communication

- POFI 2301 - Word Processing
- or ITSW 1301 Introduction to Word Processing #

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFI 1349 - Spreadsheets
- or ITSW 1304 - Introduction to Spreadsheets #

Second Year

First Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I

- POFI 2331 - Desktop Publishing
- or *ITSW 1310 Introduction to Presentation Graphics Software #*

- POFI 2340 - Advanced Word Processing
- or BMGT 1327 - Principles of Management

- POFT 1313 - Professional Workforce Preparation *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0401

Major Code: ADAS

Administrative Assistant, A.A.S.

The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Advisory Committee

Randy Lee, Rackspace

Debra Martinez, Alamo Colleges

Alan McCabe, Frost National Bank

Jackie Trevino, Frost National Bank

Related Degrees and Certificates

Ladder Certificates

General Office Level I Certificate

Secretarial Assistant Level I Certificate

Administrative Assistant Level II Certificate

Additional Awards

Bill and Account Collector Level I Certificate

Data Entry Technician Level I Certificate

Virtual Administrative Assistant Level 1 Certificate

Degree Requirements (Total Credit Hours: 60)

First Year

First Semester (15 credit hours)

- POFT 1301 - Business English

- POFT 1319 - Records and Information Management I
- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math
- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

Select 3 credit hours from the following:

- POFI 1301 - Computer Applications I
- POFT 1231 Numeric Keypad Applications #
- and POFI 1171 File/PC Management for Windows #

Second Semester (15 credit hours)

- POFT 1309 - Administrative Office Procedures I
- POFT 1313 - Professional Workforce Preparation
- POFI 2301 - Word Processing
or ITSW 1301 - Intro to Word Processing #
- POFI 1349 - Spreadsheets
or ITSW 1304 - Introduction to Spreadsheets #
- POFT 2312 - Business Correspondence and Communication
- or BMGT 1345 - Communication Skills for Managers

Second Year

First Semester (15 credit hours)

- Select 1 course from Social and Behavioral Sciences (80) Core
- ENGL 1301 - Composition I
- POFI 2331 - Desktop Publishing
- or ITSW 1310 - Intro to Presentation Graphics Software #
- ITSW 2334 - Advanced Spreadsheets
- or ITSW 1307 - Introduction to Database #
- ACNT 1303 - Introduction to Accounting I
- or ACCT 2301 - Principles of Financial Accounting

Second Semester (15 credit hours)

- Select 1 course from Additional Communication (90) Core
- Select 1 course from Creative Arts (50) Core or Language, Philosophy & Culture (40) Core

- Select 1 course from Mathematics (20) Core
- POFI 2340 - Advanced Word Processing
- or BMGT 1327 - Principles of Management
- POFT 2380 - Cooperative Education - Administrative Assistant and Secretarial Science, General *

NOTES:

* *Capstone Course*

Courses not offered at Palo Alto College

CIP Code: 52.0401

Major Code: ADCT

Advertising/Public Relations FOS

This Field of Study includes classes that empower all students with a greater understanding of the Information Age in which they live and with the necessary skills to thrive in an increasingly global and digital environment.

Besides learning about the historical underpinnings of the mass media and how to critically analyze its content, students take courses with a strong hands-on learning emphasis through the creation of their own media content - professional-quality websites, broadcast-ready digital television productions, and well-crafted articles and layouts. Students build a portfolio of work to present to their transfer institutions and potential employers.

This is a THECB-approved Field of Study.

Field of Study Required Courses (Total Credit Hours: 12)

Select one option:

Option 1 Requirements:

Select 2 courses from:

COMM 1307 - Introduction to Mass Communication
 COMM 2300 - Media Literacy
 COMM 2327 - Introduction to Advertising
 COMM 2330 - Introduction to Public Relations

Select 2 courses from:

COMM 1318 - Photography I
 COMM 1319 - Photography II (second semester, journalism emphasis)
 COMM 1336 - Video Production I
 COMM 1337 - Video Production II
 COMM 2305 - Editing and Layout
 COMM 2311 - Media Writing
 COMM 2315 - News Reporting

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
 COMM 2300 - Media Literacy
 COMM 2327 - Introduction to Advertising
 COMM 2330 - Introduction to Public Relations

Select 1 course from:

COMM 1318 - Photography I
 COMM 1319 - Photography II (second semester, journalism emphasis)
 COMM 1336 - Video Production I
 COMM 1337 - Video Production II
 COMM 2305 - Editing and Layout
 COMM 2311 - Media Writing
 COMM 2315 - News Reporting

COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0701
Major Code: CAPR

Associate of Arts

The Associate of Arts is designed as the equivalent of the first half of a Baccalaureate Degree. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Please check with your advisor for specific transfer requirements.

Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- Any 18 hours of college-level Arts & Science courses, as approved by advisor.

Note:

Courses from the Additional Requirements area may not be used to satisfy Core Curriculum requirements.

A course may be used only once to fulfill degree requirements.

The student is encouraged to carefully examine requirements at the transfer institution. Requirements vary from institution to institution and can change from one year to the next.

Program CIP: 24.0100

Major Code: LBAT

Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS

The AAT Degree Program Texas Teacher Certification: EC-6, 4-8, EC-12 Special Education targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

Field of Study Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from:

- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 - Special Populations
- MATH 1350 - Fundamentals of Mathematics I for Teachers
- MATH 1351 - Fundamentals of Mathematics II for Teachers
- Science Electives: 6-8 Credit Hours from the Life and Physical Sciences (30) Core
(student must meet with an advisor for science course selection)

Note:

A course may be used only once to fulfill degree requirements.

The student is encouraged to carefully examine requirements at the transfer institution. Requirements vary from institution to institution and can change from one year to the next.

Program CIP:

NLC - 30.9999
NVC, PAC - 13.1210
SAC - 13.1206
SPC - 13.1205

Major Code:

NLC - TCII
NVC - TEOT
PAC - GENE
SAC, SPC - TECT

Associate of Arts in Teaching 7-12 and Other EC-12 FOS

The AAT Degree Program Texas Teacher Certification: 7-12, Other EC-12 targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

Field of Study Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from:

- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 - Special Populations
- Electives: Content Area Teaching Fields/Academic Disciplines - 12 Credit Hours

Note:

Program CIP:

NLC - 30.9999
NVC, PAC - 13.1206
SAC, SPC - 13.1205

Major Codes:

NLC - TCHI
NVC - TECS
PAC - ETSP
SAC, SPC - TXCT

Associate of Arts, with optional electives in Art

This Associate of Arts degree with optional electives in Art includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core
(Note: ARTS 1303 or ARTS 1304 recommended for Art Majors)*

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ARTS 1311 - Design I (2-Dimensional)
- ARTS 1312 - Design II (3-Dimensional)
- ARTS 1316 - Drawing I

Select 1 of the following: 3 hrs*

- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)

Select 2 of the following: 6 hrs**

- ARTS 1317 - Drawing II
- ARTS 2311 - Design III
- ARTS 2316 - Painting I
- ARTS 2326 - Sculpture I
- ARTS 2333 - Printmaking I
- ARTS 2341 - Art Metals I #
- ARTS 2346 - Ceramics I
- ARTS 2348 - Digital Art I
- ARTS 2356 - Photography I (fine arts emphasis)
- ARTS 2323 - Drawing III
- ARTS 2317 - Painting II
- ARTS 2327 - Sculpture II
- ARTS 2334 - Printmaking II
- ARTS 2342 - Art Metals II #

- ARTS 2347 - Ceramics II
- ARTS 2349 - Digital Art II
- ARTS 2357 - Photography II (fine arts emphasis)

Associate of Arts, with optional electives in Business

This Associate of Arts degree with optional electives in Business includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from:

- MATH 1324 - Mathematics for Business & Social Sciences
- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from:

- SPCH 1321 - Business and Professional Communication
- SPCH 1315 - Public Speaking
- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting
- BCIS 1305 - Business Computer Applications
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences

Associate of Arts, with optional electives in Communication with emphasis in Journalism/Mass Communication

This Associate of Arts degree with optional electives in Communications with emphasis in Journalism/Mass Communication includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 course from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising
- COMM 1335 - Introduction to Electronic Media
- COMM 2311 - Media Writing

Select 2 courses from:

- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)
- COMM 2332 - Radio/Television News (CI)
- COMM 2339 - Writing for Radio, Television, Film

- And select 1 additional COMM Course

Option 2:

- COMM 2324 - Practicum in Electronic Media

Select 3 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising
- COMM 1335 - Introduction to Electronic Media
- COMM 2311 - Media Writing

Select 1 course from:

- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)
- COMM 2332 - Radio/Television News (CI)
- COMM 2339 - Writing for Radio, Television, Film

- And select 1 additional COMM course

Associate of Arts, with optional electives in Communications with emphasis on Advertising/Public Relations

This Associate of Arts degree with optional electives in Communications with an emphasis on Advertising/Public Relations includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Choose one of the following two options:

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising

Select 2 courses from:

- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I
- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)

- And select 1 additional COMM Course

Option 2:

- COMM 2324 - Practicum in Electronic Media

Select 3 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising

Select 1 course from:

- COMM 2311 - Media Writing
 - COMM 2315 - News Reporting
 - COMM 2305 - Editing and Layout
 - COMM 2332 - Radio/Television News (CI)
 - COMM 1336 - Video Production I
 - COMM 1337 - Video Production II
 - COMM 2339 - Writing for Radio, Television, Film
 - COMM 1318 - Photography I
- And select 1 additional COMM Course

Associate of Arts, with optional electives in Communications with Radio & TV Broadcast Journalism emphasis

This Associate of Arts degree with optional electives in Communications with Radio & TV Broadcast Journalism emphasis includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 1335 - Introduction to Electronic Media
- COMM 2366 - Introduction to Cinema

Select 2 courses from:

- COMM 2303 - Audio Production
- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I
- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film

- Select 1 additional COMM course

Option 2:

- COMM 2324 - Practicum in Electronic Media

Select 3 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 1335 - Introduction to Electronic Media
- COMM 2366 - Introduction to Cinema

Select 1 course from:

- COMM 2303 - Audio Production
- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I
- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film

- Select 1 additional COMM course

Associate of Arts, with optional electives in Criminal Justice

This Associate of Arts degree with optional electives in Criminal Justice includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- CRIJ 1301 - Introduction to Criminal Justice
- CRIJ 1306 - Court Systems and Practices
- CRIJ 1310 - Fundamentals of Criminal Law
- CRIJ 2313 - Correctional Systems and Practices
- CRIJ 2328 - Police Systems and Practices
- Open Elective from the Core (3 hours)

Associate of Arts, with optional electives in Digital Arts and Media

This Associate of Arts degree with optional electives in Digital Art includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core
(Note: ARTS 1303 or 1304 recommended for Art Majors)*

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Take each of the following: 12 hrs

- ARTS 1311 - Design I (2-Dimensional)
- ARTS 1312 - Design II (3-Dimensional)
- ARTS 1316 - Drawing I
- ARTS 2348 - Digital Art I

Select 1 from the following: 3 hrs *

- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)

Select 1 from the following: 3 hrs **

- ARTS 2311 - Design III
- ARTS 2356 - Photography I (fine arts emphasis)
- ARTS 2349 - Digital Art II

Associate of Arts, with optional electives in Drama

This Associate of Arts degree with optional electives in Drama includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1314 - College Algebra
- or MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)
(If selecting MATH 1332, check with your transfer institution in order to insure that it will apply toward your major)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

- DRAM 1310 - Introduction to Theatre - Theatre Appreciation

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- DRAM 1351 - Acting I
- DRAM 1352 - Acting II
- DRAM 1330 - Stagecraft I
- DRAM 1120 - Theatre Practicum I

- DRAM 1121 - Theatre Practicum II
- DRAM 2120 - Theatre Practicum III

Select 2 courses from the following:

- DRAM 1322 - Stage Movement
- DRAM 1341 - Stage Make Up
- DRAM 1342 - Introduction to Costume
- DRAM 2331 - Stagecraft II
- DRAM 2336 - Voice and Diction
- DRAM 2351 - Acting III
- DRAM 2361 - Theatre History 1#

Associate of Arts, with optional electives in Economics

This Associate of Arts degree with optional electives in Economics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1314 - College Algebra
- or MATH 1414 - College Algebra (Precal Track)
- or MATH 1324 - Mathematics for Business & Social Sciences

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ECON 2301 - Principles of Macroeconomics
 - ECON 2302 - Principles of Microeconomics AND
- Choose four (4) courses from this list: (to ensure transferability, students should consult their academic advisor at the Alamo Colleges or at their transfer institution before selecting courses from this list).
- ACCT 2301 - Principles of Financial Accounting
 - ACCT 2302 - Principles of Managerial Accounting
 - BCIS 1305 - Business Computer Applications
 - MATH 1325 - Calculus for Business & Social Sciences
 - ANTH 2301 - Physical Anthropology #
 - ANTH 2302 - Archaeology #
 - ANTH 2351 - Cultural Anthropology #
 - CRIJ 1301 - Introduction to Criminal Justice
 - CRIJ 1306 - Court Systems and Practices
 - CRIJ 1307 - Crime in America
 - CRIJ 1310 - Fundamentals of Criminal Law
 - CRIJ 1313 - Juvenile Justice System
 - CRIJ 2301 - Community Resources in Corrections
 - CRIJ 2313 - Correctional Systems and Practices
 - CRIJ 2314 - Criminal Investigation

- CRIJ 2323 - Legal Aspects of Law Enforcement
- CRIJ 2328 - Police Systems and Practices
- GEOG 1301 - Physical Geography
- GEOG 1302 - Human Geography #
- GEOG 1303 - World Regional Geography
- GEOG 2389 - Academic Cooperative #
- GEPG 2470 - Introduction to Geographic Information Systems #
- GOVT 2304 - Introduction to Political Science
- GOVT 2311 - Mexican-American Politics
- GOVT 2378 - Introduction to Interanational Relations
- Govt 2389 - Academic Cooperative
- HIST 2311 - Western Civilization I
- HIST 2312 - Western Civilization II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- PSYC 2301 - General Psychology
- PSYC 2306 - Human Sexuality
- PSYC 2308 - Child Psychology
- PSYC 2314 - Lifespan Growth and Development
- PSYC 2315 - Psychology of Adjustment #
- PSYC 2316 - Psychology of Personality
- PSYC 2317 - Statistical Methods in Psychology #
- PSYC 2319 - Social Psychology
- PSYC 2389 - Academic Cooperative #
- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems
- SOCI 1370 - Sociology of Death and Dying #
- SOCI 2301 - Marriage and the Family
- SOCI 2336 - Criminology #
- SOCI 2371 - Sociology of Aging #
- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present

Associate of Arts, with optional electives in English

This Associate of Arts degree with optional electives in English includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Select 6 courses from the following:

- ENGL 2307 - Creative Writing
- ENGL 2308 - Creative Writing: Topics #
- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
- ENGL 2342 - Introduction to Literature and Literary Criticism #
- ENGL 2351 - Mexican American Literature

Associate of Arts, with optional electives in Humanities

This Associate of Arts degree with optional electives in Humanities includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- HUMA 1301 - Introduction to the Humanities I
- HUMA 1302 - Introduction to the Humanities II

Select 4 courses from:

- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 1311 - Mexican-American Fine Arts Appreciation
- HUMA 1315 - Fine Arts Appreciation #
- HUMA 2319 - American Minority Studies #
- HUMA 2323 - World Cultures
- PHIL 1304 - Introduction to World Religions
- PHIL 2306 - Introduction to Ethics

Associate of Arts, with optional electives in Kinesiology

This Associate of Arts degree with optional electives in Kinesiology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the Mathematics (20) Core

Recommend MATH 1314 MATH 1314 - College Algebra

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Recommend:

- BIOL 1406 BIOL 1406 - Biology for Science Majors I
and * any other 4 hour course from the Life and Physical Sciences (30) Core
or
- **BIOL 2401 BIOL 2401 - Human Anatomy and Physiology I
- and **BIOL 2402 BIOL 2402 - Human Anatomy and Physiology II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 from the Social and Behavioral Sciences (80) Core

Recommend:

- **PSYC 2301 PSYC 2301 - General Psychology

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (16 credit hours)

Consult with advisor before making selections.

- KINE 1301 - Foundations of Kinesiology
- Select 1 or 4** courses (1 credit hour each) from the following list: KINE 1101 - 1185, KINE 2101 - 2185, DANC 1110 - 1152, or DANC 2112 - 2152
 - ** KINE 1101-1185
 - **KINE 2101-2185
 - **DANC 1110-1152
 - **DANC 2112-2152

Select 3 or 4 courses (3 credit hours each) from the following list:

- KINE 1304 - Personal/Community Health
- KINE 1306 - First Aid
- KINE 1308 - Intramurals and Officiating
- KINE 1321 - Coaching I
- KINE 1338 - Concepts of Physical Fitness
- KINE 1346 - Drug Use & Abuse
- ** BIOL 1323 - Consumer Nutrition (for Non-science Majors)

Associate of Arts, with optional electives in Liberal Arts

This Associate of Arts degree with optional electives in Liberal Arts includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Select 18 hours of college-level Arts and Science courses, as approved by advisor.

Note: Check with the institution to which you plan to transfer to ensure that courses taken at PAC are the courses that will apply to the appropriate degree.

Associate of Arts, with optional electives in Mexican-American Studies

This Associate of Arts degree with optional electives in Mexican-American Studies includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ENGL 2351 - Mexican American Literature
- GOVT 2311 - Mexican-American Politics
- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 1311 - Mexican-American Fine Arts Appreciation

- HIST 2327 - Mexican-American History I
- or HIST 2328 - Mexican-American History II

- SPAN 2312 - Intermediate Spanish II
- or SPAN 2315 - Spanish for Native Speakers II #

Associate of Arts, with optional electives in Music

This Associate of Arts degree with optional electives in Music includes proposed course electives. The student should work closely

with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Creative Arts (50) Core - 1 course (3 credit hours)

- MUSI 1309 - Music Literature II

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Optional Electives Courses (36 credit hours)

Theory/Aural Skills: 16 credit hours

- MUSI 1311 - Music Theory I
- MUSI 1312 - Music Theory II
- MUSI 1116 - Elementary Ear Training and Sight Singing I
- MUSI 1117 - Elementary Ear Training and Sight Singing II
- MUSI 2311 - Music Theory III
- MUSI 2312 - Music Theory IV
- MUSI 2116 - Advanced Ear Training and Sight Singing I
- MUSI 2117 - Advanced Ear Training and Sight Singing II
- OR
- MUSI 1211 - Music Theory I #
- MUSI 1212 - Music Theory II #
- MUSI 1216 - Elementary Sight Singing and Ear Training I #

- MUSI 1217 - Elementary Ear Training and Sight Singing II #
- MUSI 2211 - Music Theory III #
- MUSI 2212 - Music Theory IV #
- MUSI 2216 - Advanced Sight Singing and Ear Training I #
- MUSI 2217 - Advanced Sight Singing and Ear Training II #

Principle Instrument: 8 credit hours

- MUAP 12XX Major Level 2 credit hours
- MUAP 12XX Major Level 2 credit hours
- MUAP 22XX Major Level 2 credit hours
- MUAP 22XX Major Level 2 credit hours

Music Literature: 3 credit hours

- MUSI 1308 - Music Literature I

Ensemble: 4 credit hours

- MUEN 11XX - 4 credit hours *

Keyboard Competency: 4 credit hours

- MUSI 1114 - Keyboard Harmony I
- MUSI 1115 - Keyboard Harmony II
- MUSI 2114 - Keyboard Harmony III
- MUSI 2115 - Keyboard Harmony IV

Choose 1 from the following: 1 credit hour

- MUEN 11XX - Any Ensemble
- MUSI 1181 - Piano Class I
- MUSI 1183 - Voice Class I
- MUSI 1188 - Percussion Class I

Associate of Arts, with optional electives in Political Science

This Associate of Arts degree with optional electives in Political Science includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- GOVT 2304 - Introduction to Political Science

Select 5 courses from:

- GEOG 1303 - World Regional Geography
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- HIST 2311 - Western Civilization I
- HIST 2312 - Western Civilization II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- Foreign Language 1411
- Foreign Language 1412
- Foreign Language 2311
- Foreign Language 2312

Associate of Arts, with optional electives in Psychology

This Associate of Arts degree with optional electives in Psychology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- PSYC 2301 - General Psychology
- PSYC 2314 - Lifespan Growth and Development

Select 3 courses (9 hours) from the following:

- PSYC 2306 - Human Sexuality
 - PSYC 2307 - Adolescent Psychology I
 - PSYC 2308 - Child Psychology
 - PSYC 2316 - Psychology of Personality
 - PSYC 2319 - Social Psychology
 - PSYC 2315 - Psychology of Adjustment #
 - PSYC 2317 - Statistical Methods in Psychology #
 - PSYC 2389 - Academic Cooperative #
- AND
- Directed Elective: Select 1 course (3 hours) other than Psychology from the Social and Behavioral Sciences (80) Core

Associate of Arts, with optional electives in Social Work

This Associate of Arts degree with optional electives in Social Work includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SOCW 2361 - Introduction to Social Work
- SOCW 2362 - Social Welfare as a Social Institution
- SOCI 1306 - Social Problems
- SOCI 2301 - Marriage and the Family
- SOCI 2340 - Drug Use and Abuse
- PSYC 2301 - General Psychology

Associate of Arts, with optional electives in Sociology

This Associate of Arts degree with optional electives in Sociology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems

Select 1 course from the following:

- SOCI 2301 - Marriage and the Family
- SOCI 2319 - Minority Studies #
- SOCI 2336 - Criminology #
- SOCI 2339 - Juvenile Delinquency #
- SOCI 2340 - Drug Use and Abuse

AND

- Select 3 courses (9 hours) from the list below. Two courses must be from the same course area. Transfer students should contact an academic advisor at their transfer institution concerning preferred courses toward a minor.
ANTH, CRIJ, ECON, GEOG, HIST, PSYC

Associate of Arts, with optional electives in Spanish

This Associate of Arts degree with optional electives in Spanish includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the Mathematics (20) Core

(Recommended) MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SPAN 1411 - Elementary Spanish I
- SPAN 1412 - Elementary Spanish II
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II
- Select 1 course from Language, Philosophy & Culture (40) Core
- Select one credit hour KINE course (See an advisor for assistance in choosing the course that best fits your transfer plan)

Associate of Arts, with optional electives in Speech Communication

This Associate of Arts degree with optional electives in Speech Communication includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Choose 6 hours from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1318 - Interpersonal Communication
- SPCH 2333 - Discussion and Small Group Communication

Select 9 hours from:

- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication
- SPCH 1342 - Voice and Diction
- SPCH 2335 - Argumentation and Debate
- SPCH 2341 - Oral Interpretation

Select 3 hours from an approved elective

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1321 - Business and Professional Communication
- SPCH 1342 - Voice and Diction
- SPCH 2333 - Discussion and Small Group Communication
- COMM 1307 - Introduction to Mass Communication
- COMM 1335 - Introduction to Electronic Media
- COMM 2300 - Media Literacy
- ENGL 2307 - Creative Writing
- ENGL 2311 - Technical Writing
- SPAN 1300 - beginning Conversational Spanish #
- SPAN 1411 - Elementary Spanish I
- SPAN 1412 - Elementary Spanish II
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II
- FREN 1300 - Beginning Conversational French I#
- FREN 1411 - Elementary French I
- FREN 1412 - Elementary French II
- FREN 2311 - Intermediate French I#
- FREN 2312 - Intermediate French 2#
- SGNL 1301 - Beginning American Sign Language I#
- SGNL 1302 - American Sign Language II#
- SGNL 2301 - Intermediate American Sign Language I#
- SGNL 2302 - Intermediate American Sign Language II#

Associate of Science, with optional electives in Agriculture

This Associate of Science degree with optional electives in Agriculture includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- AGRI 1231 - The Agricultural Industry
- AGRI 1307 - Agronomy
- or AGRI 1315 - Principles of Horticulture
- AGRI 1319 - Animal Science
- AGRI 2330 - Wildlife Conservation and Management
- or AGRI 2321 - Livestock Evaluation I
- AGRI 1325 - Marketing of Agricultural Products
- or AGRI 2317 - Introduction to Agricultural Economics
- BIOL 1406 - Biology for Science Majors I
- or BIOL 1411 - General Botany
- or BIOL 1413 - General Zoology

Associate of Science, with optional electives in Biology

This Associate of Science degree with optional electives in Biology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from:

- MATH 1442 - Elementary Statistical Methods
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90)

Select 1 course from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

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

Select 7 credit hours from the following:

- BIOL 2416 - Genetics
- BIOL 2421 - Microbiology for Science Majors
- PHYS 1401 - General Physics I
- PHYS 1402 - General Physics II

- CHEM 2323 - Organic Chemistry Lecture I
- CHEM 2123 - Organic Chemistry Laboratory I
- CHEM 2325 - Organic Chemistry Lecture II
- CHEM 2125 - Organic Chemistry Laboratory II

Associate of Science, with optional electives in Biology, Pre-Nursing Emphasis

This Associate of Science degree with optional electives in Biology, Pre-Nursing Emphasis includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1442 - Elementary Statistical Methods

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II

Language, Philosophy & Culture (40) - 1 course (3 credit hours)

- PHIL 2306 - Introduction to Ethics

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

- PSYC 2301 - General Psychology

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- CHEM 1405 - Introductory Chemistry I
- or CHEM 1305 - Introductory Chemistry I (Lecture) #
- and CHEM 1105 - Introductory Chemistry I (Lab) #

- BIOL 1322 - Nutrition & Diet Therapy
- BIOL 2420 - Microbiology for Nursing and Allied Health
- PSYC 2314 - Lifespan Growth and Development
- Any minimum 1 hour course in the Arts and Sciences

Associate of Science, with optional electives in Biology, Pre-Professional Emphasis

This Associate of Science degree with optional electives in Biology, Pre-Professional Emphasis includes proposed course electives. The student should work closely with an advisor to identify the

undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1442 - Elementary Statistical Methods
- or MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

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

Select 7 credit hours from the following:

- BIOL 2421 - Microbiology for Science Majors
- BIOL 2416 - Genetics
- PHYS 1401 - General Physics I
- PHYS 1402 - General Physics II

- CHEM 2323 - Organic Chemistry Lecture I
- and CHEM 2123 - Organic Chemistry Laboratory I

- CHEM 2325 - Organic Chemistry Lecture II
- and CHEM 2125 - Organic Chemistry Laboratory II

Associate of Science, with optional electives in Chemistry

This Associate of Science degree with optional electives in Chemistry includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2412 - Precalculus
- Note: This course will require MATH 1414 or its equivalent if not already completed

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- CHEM 1311 - General Chemistry Lecture I
- and CHEM 1111 - General Chemistry Laboratory I

- CHEM 1312 - General Chemistry Lecture II
- and CHEM 1112 - General Chemistry Laboratory II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- CHEM 2323 - Organic Chemistry Lecture I
- and CHEM 2123 - Organic Chemistry Laboratory I
- CHEM 2325 - Organic Chemistry Lecture II
- MATH 2413 - Calculus I

- MATH 2414 - Calculus II

Associate of Science, with optional electives in Computer Information Systems

This Associate of Science degree with optional electives in Computer Information Systems includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- ACCT 2301 - Principles of Financial Accounting
- COSC 1336 - Programming Fundamentals I
- COSC 1437 - Programming Fundamentals II
- COSC 2436 - Programming Fundamentals III

Select 1 course from:

- COSC 1301 - Introduction to Computing
- BCIS 1305 - Business Computer Applications

Associate of Science, with optional electives in Computer Science

This Associate of Science degree with optional electives in Computer Science includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- COSC 1336 - Programming Fundamentals I
- COSC 1337 - Programming Fundamentals II
- COSC 2325 - Computer Organization
- COSC 2436 - Programming Fundamentals III
- MATH 2412 - Precalculus

Associate of Science, with optional electives in Engineering

This Associate of Science degree with optional electives in Engineering includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2413 - Calculus I *

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- PHYS 2425 - University Physics I
- PHYS 2426 - University Physics II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- ENGR 1201 - Introduction to Engineering
- MATH 2414 - Calculus II *

Select at least 9 hours of courses from the following:

- CHEM 1111 - General Chemistry Laboratory I
- CHEM 1311 - General Chemistry Lecture I
- CHEM 1112 - General Chemistry Laboratory II *
- CHEM 1312 - General Chemistry Lecture II *
- CHEM 1411 - General Chemistry I
- CHEM 1412 - General Chemistry II *
- ENGR 1304 - Engineering Graphics I
- ENGR 1307 - Plane Surveying #
- ENGR 2105 - Electrical Circuits I Laboratory *
- ENGR 2301 - Mechanics I: Statics *
- ENGR 2302 - Mechanics II: Dynamics *
- ENGR 2303 - Engineering Mechanics - Statics and Dynamics *
- ENGR 2304 - Computer Programming for Engineering Applications
- ENGR 2305 - Electrical Circuits I *
- ENGR 2403 - Engineering Mechanics - Statics and Dynamics *
- MATH 2415 - Calculus III *
- MATH 2320 - Differential Equations *
- MATH 2318 - Linear Algebra *
- MATH 2421 - Differential Equations and Linear Algebra #

Associate of Science, with optional electives in Geology

This Associate of Science degree with optional electives in Geology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the following:

- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- CHEM 1311 - General Chemistry Lecture I
- CHEM 1111 - General Chemistry Laboratory I
- CHEM 1312 - General Chemistry Lecture II
- CHEM 1112 - General Chemistry Laboratory II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (15 credit hours)

- GEOL 1403 - Physical Geology
- GEOL 1404 - Historical Geology
- or GEOL 1304 - Historical Geology Lecture # Please note credit cannot be earned for both GEOL 1304 and GEOL 1404. GEOL 1404 is recommended for students that intend to transfer.
- PHYS 1401 - General Physics I
- or PHYS 1301 - General Physics I Lecture #
- and PHYS 1101 - General Physics I Lab #

Select 1 course from:

- MATH 2412 - Precalculus
- MATH 2413 - Calculus I
- MATH 2414 - Calculus II

NOTES:

Courses from the Additional Requirements area may not be used to satisfy Core Curriculum requirements.

Recommended Additional Courses:

PHYS 1302/PHYS 1102 - General Physics II Lecture/Lab (Also listed as PHYS 1402 General Physics II)

***Please note that most universities will transfer up to 66 credit hours.*

Degree plan aligns with UTSA. Students transferring to Trinity University should check with Admissions at Trinity University.

Course not offered at Palo Alto College

CIP Code: 40.0601

Major Code: GEOL

Associate of Science, with optional electives in Mathematics

This Associate of Science degree with optional electives in Mathematics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- MATH 2414 - Calculus II
- MATH 2415 - Calculus III
- MATH 2318 - Linear Algebra

Select 6 credit hours from the following courses:

- MATH 2320 - Differential Equations
- COSC 1315 - Introduction to Computer Programming
- COSC 1336 - Programming Fundamentals I
- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 1442 - Elementary Statistical Methods

Aviation Management Level 1 Certificate

This program is designed for students who are interested in the Aviation Management program and want an introduction to the skills needed to succeed in this field.

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Degree Requirements (Total Credit Hours 21)

First Year

First Semester (9 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- LMGT 1319 - Introduction to Business Logistics
- AVIM 1301 - Introduction to Aviation Management

Second Semester (12 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- AIRP 1345 - Aviation Safety

- AVIM 2331 - Airline Management
- AVIM 2335 - Airport Management *

NOTES:

*Capstone Course
 CIP Code: 49.0104
 Major Code:AVMG

Aviation Management, A.A.S.

The Aviation Management program prepares an individual at the mid-management level for various areas of the aviation industry including support positions in airport management; air carrier operations; corporate aviation departments; and national, state, and local aviation agencies, authorities or boards. Potential positions also may be available with aviation service organizations and manufacturers.

Advisory Committee

Marge Balaz, Captain, Professional Pilot, American Airlines
 Durwood Blasingame, CEO, Professional Pilot, Saber Helicopters, Inc.
 Dwayne Fagan, Co-Founder & Chair, The Dee Howard Foundation
 Greg Gonzales, Engineering Manager, UPS
 William Gunn, Director of System & Training-Aviation Division, TXDOT
 Tim O'Krongley, Asst. Aviation Director, San Antonio Airport, City of San Antonio
 Morris Martin, Airport Manager, Stinson Municipal Airport, City of San Antonio
 Aurelina Prado, Lean Practitioner, Defense, Space & Security, The Boeing Company
 Byron "Skip" Reed, Director of Field Logistics, TAV Health
 Shelly Tumbleson, Vice. Pres. for Residual Fuels & Intermediates, Tesoro Corporation

Related Degrees and Certificates

Ladder Certificates

Aviation Management Level 1 Certificate

Additional Awards

Professional Pilot, A.A.S.
 Private Pilot Level 1 Certificate
 Certified Flight Instructor Level 1 Preparation Certificate
 Commercial Pilot Level 1 Certificate
 Instrument Pilot Level 1 Certificate
 Multi-Engine Pilot Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (16 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- AIRP 1417 - Private Pilot Ground School
- ENGL 1301 - Composition I
- GOVT 2305 - Federal Government
- HMSY 1337 - Introduction to Homeland Security

Second Semester (15 Credit Hours)

- AIRP 1345 - Aviation Safety
- Select one course from the Mathematics (20) Core
- ENGL 1302 - Composition II
- Select one course from the Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications

Summer Session (3 Credit Hours)

- ECON 2301 - Principles of Macroeconomics

Second Year

First Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- AVIM 1301 - Introduction to Aviation Management
- AIRP 1371 - Air Traffic Control I
- LMGD 1319 - Introduction to Business Logistics
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

Second Semester (11 Credit Hours)

- ACCT 2302 - Principles of Managerial Accounting
- AVIM 2331 - Airline Management
- AVIM 2335 - Airport Management
- AVIM 2288 - Internship - Aviation/Airway Management and Operations *

NOTES:

* Capstone Course

CIP Code: 49.0102

Apply Texas Code: 28003521

Major Code: AVMG

Basic Nursery and Landscape Operations Level 1 Certificate

A wide variety of industry opportunities involve every facet of plant care - among them growing and selling plants in nurseries, as well as installing and maintaining plants in landscapes. Learn the skills you need to get started in this industry with the completion of this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 21)

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- HALT 2318 - Soil Fertility and Fertilizers

Second Semester (9 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 1333 - Landscape Irrigation

- HALT 1322 - Landscape Design *
- or HALT 1319 - Landscape Construction *
- or HALT 2314 - Plant Propagation *

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: BNLO

Bill and Account Collector Level 1 Certificate

The Bill and Account Collector Certificate equips the student with the basic skills necessary to perform this occupation. Courses from this award fit into the Associate of Applied Science degree in Administrative Assistant. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace.

Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1329 - Beginning Keyboarding
- or POFT 2303 - Speed and Accuracy Building

- POFT 1301 - Business English
- POFT 1120 - Job Search Skills
- POFT 2312 - Business Correspondence and Communication
- POFT 1325 - Business Math Using Technology *

NOTES:

* Capstone Course

CIP Code: 52.0401

Major Code: BACL

Business FOS

Field of Study Required Courses (Total Credit Hours: 21)

The Business Field of Study Curriculum is for students who are seeking a Bachelor of Business Administration (BBA), a Bachelor of Arts (BA), or a Bachelor of Science (BS) degree with a major in business, including all business specializations.

Students who continue their studies at a four-year college or university will select a major, and possibly a minor. Common areas of study include Accounting, Finance, General Business, Human Resources, Information Systems, Management, Marketing, as well as other business-related studies.

- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences (*click for prerequisite*)
- BCIS 1305 - Business Computer Applications
- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting

Select 1 of the following:

- SPCH 1321 - Business and Professional Communication (Preferred)
- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking

Business Management, A.A.S.

Students enrolled in Business Management will learn up-to-date management trends and directions that are directly applicable to today's workplace. They will learn key concepts for entry-level jobs in management and business, and learn leadership skills that are directly transferable to today's work environment.

Advisory Committee

Valentin Sanchez, HB Zachry Inc.
Dina Sayers, Capital Group
Joseph Ramon, San Antonio Water System
Diane Dominguez, USAA

Related Degrees and Certificates

Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate
Marketing Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- Select 1 course from Mathematics (20) Core
- ENGL 1301 - Composition I

- BCIS 1305 - Business Computer Applications
- or COSC 1301 - Introduction to Computing

- BUSI 1301 - Business Principles
- or IBUS 1305 - Introduction to International Business and Trade

Second Semester (18 Credit Hours)

- BMGT 1327 - Principles of Management
- HRPO 2301 - Human Resources Management
- Select 1 course from Additional Communication (90) Core or Communication (10) Core

- MRKG 1311 - Principles of Marketing
- or MRKG 1302 - Principles of Retailing

- MRKG 1301 - Customer Relations
- or MRKG 2333 - Principles of Selling
- or IMED 2309 - Internet Commerce #

- POFT 2312 - Business Correspondence and Communication
- or BMGT 1345 - Communication Skills for Managers

Second Year

First Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- Select 1 course from Language, Philosophy & Culture (40) Core , or Creative Arts (50) Core

- BMGT 2303 - Problem-Solving and Decision-Making
- or BMGT 1341 - Business Ethics

- BMGT 2341 - Strategic Management
- or BMGT 1309 - Information and Project Management

- BUSI 2301 - Business Law I
- or BUSG 2307 - Legal and Social Environment of Business

Second Semester (15 Credit Hours)

- BMGT 2309 - Leadership

- HRPO 2307 - Organizational Behavior
- Select 1 course from Social and Behavioral Sciences (80) Core or Government/Political Science (70) Core
- BMGT 1307 - Team Building
- or BUSG 2309 - Small Business Management
- or BMGT 2331 - Principles of Quality Management
- or BMGT 2310 - Financial Management
- BMGT 2382 - Cooperative Education - Business Administration and Management *
- or BMGT 2383 - Cooperative Education - Business Administration and Management * #

NOTES:

* Capstone Courses

Course not offered at Palo Alto College

CIP Code: 52.0201

Major Code: BMGT

Certified Flight Instructor Level 1 Preparation Certificate

Certified Flight Instructors, or CFIs, teach students how to fly an airplane. CFIs offer instruction on private piloting, instrument and commercial training and ground instruction. They also perform FAA-regulated flight check outs and proficiency checks. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: Aviation Flight Fees to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.

Professional Pilot, A.A.S.

Aviation Management Level 1 Certificate

Commercial Pilot Level 1 Certificate

Instrument Pilot Level 1 Certificate

Multi-Engine Pilot Level 1 Certificate

Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 36)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight

- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab)

First Summer Session (9 Credit Hours)

- AIRP 2337 - Commercial Ground School
- AIRP 2339 - Commercial Flight
- AIRP 1355 - Intermediate Flight

Second Year

First Semester (5 Credit Hours)

- AIRP 2349 - Instructor Ground School
- AIRP 2236 - Certified Flight Instructor-Airplane *

NOTES:

* Capstone Course
 CIP Code: 49.0102
 Major Code: CFLP

Cisco Certified Network Associate Level 1 Certificate

Cisco Exploration courses 1 through 4 of the Cisco Networking Technologies Academy provide students with a basic foundation in networking. Students who successfully complete this portion of the program are prepared to earn the Cisco Certified Network Associate (CCNA®) certification. Through this four course series, students will learn to operate the router and switch IOS, configure DHCP, NAT, frame relay, and a host of other protocols in a simulated local area and wide area networked environment. Students will learn how to manage these local and wide area networks, using the latest WAN technologies.

Related Degrees and Certificates

Computer Programmer A.A.S.
 Computer Support Specialist, A.A.S.
 Information Assurance and Cybersecurity, A.A.S
 Network Administrator, A.A.S.
 Computer Programming Basics Level 1 Certificate
 Computer Programming Intermediate Level 1 Certificate
 Computer Support Specialist Level 1 Certificate
 Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (8 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts

Second Semester (8 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN *

NOTES:

*Capstone Course
CIP Code: 11.0101
Major Code: CSNT

Commercial Pilot Level 1 Certificate

If you're looking for a career that's literally up in the air, become a commercial pilot. Pilots enjoy a good salary, plenty of time off, travel all over the world and reduced rates on hotels and personal flights. If you love flying and want to make a living at doing it, your dream can come true when you meet all the requirements and become a commercial pilot. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Aviation Management Level 1 Certificate
Certified Flight Instructor Level 1 Preparation Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 31)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab)

Third Semester (9 credit hours)

- AIRP 1355 - Intermediate Flight
- AIRP 2337 - Commercial Ground School
- AIRP 2339 - Commercial Flight *

NOTES:

* Capstone Course
CIP Code: 49.0102
Major Code: CMPL

Computer Forensics Level 1 Certificate

Designed for information technology specialists, systems analysts and network administrators, this program is especially beneficial for individuals within law enforcement, private corporations or public agencies who are asked to search for and identify hidden digital data, or to analyze employee computer usage, stored or copied files, e-mail and Internet history. Program content includes laws governing the collection of digital evidence, documentation of findings for corporate or organizational use, procedures for presentation and acceptance of digital data as evidence in legal proceedings, and a variety of software programs and tools used to identify, replicate and analyze digital data without corrupting it. The courses completed for this Certificate may be applied toward the Palo Alto College AAS Information Security and Assurance degree plan.

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S.
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Semester (11 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITDF 1400 - Introduction to Digital Forensics
- or ITNW 1454 - Implementing and Supporting Servers

- ITSC 1316 - Linux Installation and Configuration

Second Semester (11 Credit Hours)

- ITSY 2442 - Incident Response and Handling *
- ITSY 2443 - Computer System Forensics

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: CFOR

Computer Programmer A.A.S.

This degree plan helps prepare the student for an entry level position in programming computers. Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This degree plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

The included Capstone Internship 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.

Note: The COSC series of Programming courses included below are part of the Computer Science Field of Study Curriculum, and may also be applied toward a four-year institution's bachelor's degree.

Related Degrees and Certificates

Ladder Certificates

Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate

Additional Awards

Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 Credit Hours)

- Select 1 course from Social and Behavioral Sciences (80) Core
- ITSC 1305 - Introduction to PC Operating Systems
• or ITNW 1308 - Implementing and Supporting Client Operating Systems #
- COSC 1315 - Introduction to Computer Programming
• or ITSE 1302 - Computer Programming
• or ITSE 1329 - Programming Logic and Design
- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
• or ITNW 1425 - Fundamentals of Networking Technologies

Second Semester (15 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration
- ITSE 1311 - Beginning Web Programming
- COSC 1336 - Programming Fundamentals I
• or ITSE 1307 - Introduction to C++ Programming
- ITSW 1307 - Introduction to Database
• or ITSE 1345 - Introduction to Oracle SQL #

- ITSY 1300 - Fundamentals of Information Security
- or ITSY 1342 - Information Technology Security

Third Semester (7 Credit Hours)

- MATH 1414 - College Algebra (Precal Track) or higher calculus-track course
- PHIL 2303 - Introduction to Logic or choose one from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core.

Second Year

First Semester (12 Credit Hours)

- ITSE 2302 - Intermediate Web Programming
- ENGL 1301 - Composition I
- COSC 1337 - Programming Fundamentals II
- or ITSE 2317 - Java Programming
- or ITSE 1332 - Introduction to Visual Basic.NET #
- COSC 2325 - Computer Organization
- or INEW 2330 - Comprehensive Software Project: Planning and Design #

Second Semester (13 Credit Hours)

- INEW 2434 - Advanced Web Programming
- Select 1 course from Additional Communication (90) Core
- COSC 2336 - Programming Fundamentals III
- or ITSE 2331 - Advanced C++ Programming
- or INEW 2338 - Advanced Java Programming #
- or ITSE 2334 - Advanced Visual Basic.Net Programming #
- ITSE 2386 - Internship - Computer Programming/Programmer, General
- or Sophomore-level Course approved by the CIS Department Chairperson*

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: CTRN

Computer Programming Basics Level 1 Certificate

The Computer Programming Basics Level-1 Certificate plan helps prepare the student for an internship-level position in programming computers. This certificate, plus the Computer Programming Intermediate Level-1 Certificate, represent a majority of the technical coursework required, and provide stepping-stone goals for students pursuing the Computer Programmer A.A.S.

Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This certificate plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (10 Credit Hours)

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ITSE 1302 - Computer Programming
- or ITSE 1329 - Programming Logic and Design

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

Second Semester (6 Credit Hours)

- ITSE 1311 - Beginning Web Programming
- ITSE 1307 - Introduction to C++ Programming *

NOTE:

* Capstone Course
Not taught at Palo Alto College
CIP Code: 11.0101
Major Code: CPBL

Computer Programming Intermediate Level 1 Certificate

The Computer Programming Intermediate Level-1 Certificate plan helps prepare the student for an internship-level position in programming computers. The included Capstone Internship 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.

Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This certificate plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 41)

First Year

First Semester (13 Credit Hours)

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 Implementing and Supporting Client Operating System #

- ITSE 1302 - Computer Programming
- or ITSE 1329 - Programming Logic and Design

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies
- ITSE 1311 - Beginning Web Programming

Second Semester (12 Credit Hours)

- ITSE 2302 - Intermediate Web Programming
- ITSE 1307 - Introduction to C++ Programming
- ITSW 1307 - Introduction to Database
- or ITSE 1345 - Introduction to Oracle SQL #
- ITSE 2317 - Java Programming
- or ITSE 1332 - Introduction to Visual Basic.NET #

Second Year

First Semester (12 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration
- INEW 2434 - Advanced Web Programming
- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITSE 2331 - Advanced C++ Programming
- or INEW 2338 - Advanced Java Programming #
- or ITSE 2334 - Advanced Visual Basic.NET Programming #

Second Semester (3 Credit Hours)

- ITSE 2386 - Internship - Computer Programming/Programmer, General *
- or Sophomore-level course approved by the CIS Department Chairperson *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: CPIL

Computer Science FOS

This Field of Study prepares students for entry-level positions as software developers. The courses instill students with fundamental concepts and provides them with hands-on experience developing software applications. Students will be able to obtain the knowledge and skills necessary for success in the computer industry.

This Field of Study also provides a foundation for transfer into a 4-year computer science program.

Field of Study Required Courses (Total Credit Hours: 28)

- COSC 1336 - Programming Fundamentals I
- COSC 1337 - Programming Fundamentals II
- COSC 2336 - Programming Fundamentals III
or COSC 2436 - Programming Fundamentals III
- COSC 2325 - Computer Organization
- MATH 2413 - Calculus I (*Prereqs: MATH 1414 and MATH 2412*)
- MATH 2414 - Calculus II
- PHYS 2425 - University Physics I
- PHYS 2426 - University Physics II

Computer Support Specialist Level 1 Certificate

This certificate may be completed in one year. Main responsibilities include troubleshooting a computer for problems and finding the quickest best solutions to fix them. They support computer hardware and software issues, network problems, and protection from viruses and malware. This degree will help you prepare for industry certifications such as CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+ and Microsoft Certified Technology Specialist. ITSY 1342 in this degree has been approved by National Security Agency, NSA certification (applies to SPC only).

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S.
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate
A+ Certificate Preparation Marketable Skills Award

Certificate Requirements (Total Credit Hours 28)

First Semester (14 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals

- or ITNW 1425 - Fundamentals of Networking Technologies
- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems#
- ITSC 1425 - Personal Computer Hardware
- ITSC 1316 - Linux Installation and Configuration

Second Semester (14 Credit Hours)

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITNW 1454 - Implementing and Supporting Servers
- ITSC 2325 - Advanced Linux
- ITSC 2439 - Personal Computer Help Desk Support *

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: COSP

Computer Support Specialist, A.A.S.

This degree helps the student prepare for a career as a computer support specialist. All computer support positions require strong analytical thinking and problem-solving abilities. Technical support specialists may go on to supervisory positions in which they oversee the work of a support staff and handle more complicated problems. With additional training or education, a support specialist may pursue a career as a quality assurance engineer who tests computer programs for problems, or designs software to perform such tests.

Related Degrees and Certificates

Ladder Certificates

Computer Support Specialist Level 1 Certificate

Personal Computer Skills Level 1 Certificate

A+ Certificate Preparation Marketable Skills Award

Additional Awards

Computer Programmer A.A.S.

Information Assurance and Cybersecurity, A.A.S

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Basics Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- ITSC 1301 - Introduction to Computers
- or COSC 1301 - Introduction to Computing

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I
- Choose one course from the Additional Communication (90) Core

Second Semester (15 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSC 1316 - Linux Installation and Configuration
- ITSC 1425 - Personal Computer Hardware
- ITNW 1454 - Implementing and Supporting Servers

Third Semester (6 Credit Hours)

- Select 1 from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

- ITSE 1302 - Computer Programming
- or COSC 1315 - Introduction to Computer Programming

Second Year

First Semester (13 Credit Hours)

- ITSC 2439 - Personal Computer Help Desk Support
- ITSC 2325 - Advanced Linux
- ITSC 2321 - Integrated Software Applications II
- ITSE 1311 - Beginning Web Programming

Second Semester (11 Credit Hours)

- ITSY 1342 - Information Technology Security

- or ITSY 1300 - Fundamentals of Information Security
- Select 1 from the Mathematics (20) Core
- Select 1 from the Social and Behavioral Sciences (80) Core
- ITSC 2264 - Practicum: Computer and Information Sciences *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: COSP

Cosmetology Esthetician, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Esthetician certificate. Options are available for those who are seeking credit for courses attained in high school or for those wanting additional business courses for opening a shop or salon.

Related Degrees and Certificates:

Ladder Certificates

Esthetician Specialty Level 1 Certificate

Additional Awards

Cosmetology Operator, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Nail Technician, A.A.S.

Cosmetology Operator Level 2 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- CSME 1420 - Orientation to Facial Specialist
- CSME 1521 - Principles of Facial and Skin Care Technology I
- ENGL 1301 - Composition I
- Choose 1 course from the Additional Communication (90) Core

Second Semester (14 Credit Hours)

- CSME 1447 - Principles of Skin Care/Facials and Related Theory

- CSME 1445 - Principles of Facial and Skin Care Technology II
- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder
- ITSC 1309 - Integrated Software Applications
or credit for CSME 1451 if current Operator License holder

Third Semester (6 Credit Hours)

- CSME 1302 - Applications of Facial and Skin Care Technology I
- Choose 1 course from the Social and Behavioral Sciences (80) Core

Second Year

First Semester (13 Credit Hours)

- CSME 2531 - Principles of Facial and Skin Care Technology III
- CSME 2233 - Applications of Facial and Skin Care Technology II
- Choose 1 course from Creative Arts (50) Core
- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core
- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder
- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTE:

* *Capstone Course*

CIP Code: 12.0401
Major Code: COSE

Return to: Degree Plans & Certificates

Cosmetology Instructor, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Instructor certificate. Options are available for those who are seeking credit for courses attained in high

school or for those wanting additional business courses for opening a shop or salon. Per TDLR each cohort can only have 3 students per licensed instructor.

Related Degrees and Certificates:

Ladder Certificates

Cosmetology Operator Level 2 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Operator, A.A.S.

Cosmetology Nail Technician, A.A.S.

Esthetician Specialty Level 1 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- CSME 1435 - Orientation to the Instruction of Cosmetology
- CSME 1534 - Cosmetology Instructor I
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core

Second Semester (15 Credit Hours)

- CSME 2414 - Cosmetology Instructor II
- CSME 2549 - Cosmetology Instructor III
- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder
- ITSC 1309 - Integrated Software Applications
or credit for CSME 1451 if current Operator License holder

Third Semester (6 Credit Hours)

- Choose 1 course from Creative Arts (50) Core
- Choose 1 course from Social and Behavioral Sciences (80) Core

Second Year

First Semester (12 Credit Hours)

- CSME 2445 - Instructional Theory and Clinic Operation
- CSME 2544 - Cosmetology Instructor IV
- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core
- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder
- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTES:

* Capstone Course

CIP Code: 12.0401

Major Code: COSI

Return to: Degree Plans & Certificates

Cosmetology Nail Technician Level 1 Certificate

This certificate degree is designed to prepare students for the Nail Technician certification exam through the Texas Department of Licensure and Regulation (TDLR).

Related Awards:

Cosmetology Esthetician, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Operator, A.A.S.

Cosmetology Nail Technician, A.A.S.

Cosmetology Operator Level 2 Certificate

Esthetician Specialty Level 1 Certificate

Award Requirements (Total Credit Hours 18)

First Semester (4 Credit Hours)

- CSME 1430 - Orientation to Nail Technology

Second Semester (5 Credit Hours)

- CSME 1531 - Principles of Nail Technology I

Third Semester (5 Credit Hours)

- CSME 1541 - Principles of Nail Technology II

Fourth Semester (4 Credit Hours)

- CSME 2430 - Nail Enhancement *

NOTES:

* Capstone Course

CIP Code: 12.0401

Major Code: COSN

Cosmetology Nail Technician, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Nail Technician certificate. Options are available for those who are seeking credit for courses attained in high school or for those wanting additional business courses for opening a shop or salon.

Related Degrees and Certificates:

Ladder Certificates

Cosmetology Nail Technician Level 1 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Operator, A.A.S.

Cosmetology Operator Level 2 Certificate

Esthetician Specialty Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 Credit Hours)

- CSME 1430 - Orientation to Nail Technology
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications

Second Semester (14 Credit Hours)

- CSME 1531 - Principles of Nail Technology I
- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder
- ITSC 1319 - Internet/Web Page Development
or credit for CSME 1451 if current Operator License holder
- BMGT 1307 - Team Building
or credit for CSME 2202 if current Operator License holder

Summer Semester (8 Credit Hours)

- CSME 1541 - Principles of Nail Technology II
- Choose 1 course from Social and Behavioral Sciences (80) Core

Second Year

First Semester (13 Credit Hours)

- CSME 2430 - Nail Enhancement
- Choose 1 course from Creative Arts (50) Core
- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder
- HRPO 2307 - Organizational Behavior
or credit for CSME 2401 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core
- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder
- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTES:

* Capstone Course
CIP Code: 12.0401
Major Code: COSN

Cosmetology Operator Level 2 Certificate

A certificate in cosmetology gives you the training you need to become licensed by the state as a hair designer. Look around the city and you will see that there is no shortage of businesses offering these services, and there are new ones opening almost daily.

Related Degrees and Certificates:

Cosmetology Operator, A.A.S.
Cosmetology Esthetician, A.A.S.
Cosmetology Instructor, A.A.S.
Cosmetology Nail Technician, A.A.S.
Esthetician Specialty Level 1 Certificate
Cosmetology Nail Technician Level 1 Certificate

Certificate Requirements (Total Credit Hours 45)

First Year

First Semester (10 credit hours)

- CSME 1248 - Principles of Skin Care
- CSME 1310 - Introduction to Haircutting and Related Theory
- CSME 1505 - Fundamentals of Cosmetology

Second Semester (10 credit hours)

- CSME 1254 - Artistry of Hair Design I
- CSME 1451 - Artistry of Hair, Theory and Practice
- CSME 1443 - Manicuring and Related Theory

Third Semester (8 credit hours)

- CSME 2202 - Introduction to Application of Hair Color
- CSME 2204 - Introduction to the Theory and Chemistry of Hair Color
- CSME 2401 - The Principles of Hair Coloring and Related Theory

Second Year

First Semester (8 credit hours)

- CSME 1553 - Chemical Reformation and Related Theory
- CSME 2310 - Advanced Haircutting and Related Theory

Second Semester (9 Credit Hours)

- CSME 2237 - Advanced Cosmetology Techniques
- CSME 2343 - Salon Development
- CSME 2441 - Preparation for the State Licensing Examination *

NOTES:

** Capstone Course*

CIP Code: 12.0401

Major Code: COSM

Cosmetology Operator, A.A.S.

This AAS degree is designed to train students to provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. Training may include applying makeup, dressing wigs, performing hair removal, and providing nail and skin care services. Cosmetology students must pass the TDLR Cosmetology Licensing Examination in order to practice in the state of Texas.

Advisory Committee Members:

Linda Benavidez, Synastry Management Group

Sylvia Cano, Great Clips

Dorria Fox, Team Sailing, Inc.

Cecilia Gonzales, Team Sailing, Inc.

Michael Mayer, Synastry Management Group

Teresa Morales, The Beauty Spot

Melinda Orta, Hair-N-Nails Saloon

Terri Price, Great Clips

Charla Spivey, JC Penney Salon

Related Degrees and Certificates

Ladder Certificates

Cosmetology Operator Level 2 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Nail Technician, A.A.S.

Esthetician Specialty Level 1 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 credit hours)

- Select 1 course from the Social and Behavioral Sciences (80) Core
- CSME 1310 - Introduction to Haircutting and Related Theory
- CSME 1248 - Principles of Skin Care
- CSME 1505 - Fundamentals of Cosmetology

Second Semester (13 credit hours)

- CSME 1451 - Artistry of Hair, Theory and Practice
- CSME 1254 - Artistry of Hair Design I
- CSME 1443 - Manicuring and Related Theory
- Select 1 course from the Creative Arts (50) Core

Third Semester (8 credit hours)

- CSME 2204 - Introduction to the Theory and Chemistry of Hair Color
- CSME 2401 - The Principles of Hair Coloring and Related Theory
- CSME 2202 - Introduction to Application of Hair Color

Second Year

First Semester (14 credit hours)

- CSME 2310 - Advanced Haircutting and Related Theory
- CSME 1553 - Chemical Reformation and Related Theory
- ENGL 1301 - Composition I
- Select 1 course from the Additional Communication (90) Core

Second Semester (12 credit hours)

- Select 1 course from the Mathematics (20) Core
- CSME 2237 - Advanced Cosmetology Techniques
- CSME 2343 - Salon Development
- CSME 2441 - Preparation for the State Licensing Examination *

NOTES:

* *Capstone Course*

CIP Code: 12.0401
Major Code: COSM

Criminal Justice FOS

The Criminal Justice Field of Study is designed to provide students with a basic foundation in legal studies. Students will gain a broad understanding of the historical and philosophical basis of criminal law as well as the substantive and procedural aspects. The field of study curriculum has been approved by the Texas Higher Education Coordinating Board and is guaranteed to transfer to any criminal justice bachelor's degree program in Texas Public Universities.

Field of Study Required Courses (Total Credit Hours: 15)

- CRIJ 1301 - Introduction to Criminal Justice
- CRIJ 1306 - Court Systems and Practices
- CRIJ 1310 - Fundamentals of Criminal Law
- CRIJ 2313 - Correctional Systems and Practices
- CRIJ 2328 - Police Systems and Practices

Data Entry Technician Level 1 Certificate

The Data Entry Technician Certificate provides students with the basic skills and knowledge necessary to perform jobs in the Data Entry field. This certificate can be incorporated into the courses within the Administrative Assistant A.A.S. degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 18)

Required Courses

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1301 - Business English
- MRKG 1301 - Customer Relations
- POFT 1313 - Professional Workforce Preparation *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: DECT

Energy Technician Career Foundations Core Certificate

This Statewide accepted Process and Production Technology program of study meets the industry's needs to increase the availability of process technicians in the oil and gas industry that is expanding in south Texas. This Career Foundations Core Certificate allows students to find additional employment while moving toward the AAS degrees. Oil and Gas companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Related Degrees and Certificates

Process Technology Specialization, A.A.S.

Production Technician Specialization, A.A.S.

Entry Level Energy Technician Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- PTAC 1302 - Introduction to Process Technology
- or
- PTRT 1301 - Introduction to Petroleum Industry

- ENER 1330 - Basic Mechanical Skills for Energy
- OSH1 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles
- INCR 1302 - Physics of Instrumentation *

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core
- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- Choose 1 course from Social and Behavioral Sciences (80) Core
- Choose 1 course from Mathematics (20) Core or Life and Physical Sciences (30) Core

NOTES:

* *Capstone Course*

CIP Code: 15.0903

Major Code: ETCF

Entrepreneurship Level 1 Certificate

The Entrepreneurship Certificate provides basic skills for the potential and current small business owner.

Related Degrees and Certificates

Business Management, A.A.S.
 Administration Level 1 Certificate
 Entry-Level Supervision Level 2 Certificate
 International Business Level 1 Certificate
 Leadership Level 1 Certificate
 Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- MRKG 1301 - Customer Relations
- ITSC 1309 - Integrated Software Applications
- POFT 1301 - Business English
- MRKG 1311 - Principles of Marketing
- or MRKG 1313 - Public Relations

Second Semester (12 Credit Hours)

- ITSC 1319 - Internet/Web Page Development
- ACNT 1303 - Introduction to Accounting I
- HRPO 2301 - Human Resources Management
- BUSG 2309 - Small Business Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: ENTC

Entry Level Energy Technician Level 1 Certificate

This Statewide accepted Process and Production Technology programs of study meets the industry's needs to increase the availability of process technicians in the oil and gas industry that is expanding in south Texas. This entry-level certificate allows students to gain employment while continuing through the program. Oil and Gas companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Related Degrees and Certificates

Process Technology Specialization, A.A.S.
Production Technician Specialization, A.A.S.
Energy Technician Career Foundations Core Certificate

Certificate Requirements (Total Credit Hours 18)

Required Courses

- PTAC 1302 - Introduction to Process Technology
- ENER 1330 - Basic Mechanical Skills for Energy
- OSHT 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles
- PTAC 1332 - Process Instrumentation I
- INCR 1302 - Physics of Instrumentation *

NOTES:

* *Capstone Course*

CIP Code: 15.0903

Major Code: ENLE

Entry-Level Supervision Level 2 Certificate

The Entry-Level Supervision Certificate curriculum is for students to be entry-level supervisors with the necessary knowledge and skills. This certificate program is designed to provide a student with an exit point in the AAS Management Program and with the marketable skills, knowledge, and abilities that will make them more attractive and marketable for entry level management (supervisory) positions.

Related Degrees and Certificates

Business Management, A.A.S.

Administration Level 1 Certificate

Entrepreneurship Level 1 Certificate

International Business Level 1 Certificate

Leadership Level 1 Certificate

Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 45)

First Semester (15 Credit Hours)

- BMGT 1327 - Principles of Management
- BCIS 1305 - Business Computer Applications
- MRKG 1301 - Customer Relations
- BUSI 1301 - Business Principles
- Select 1 course from Additional Communication (90) Core

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Select 1 course from Social and Behavioral Sciences (80) Core
- BMGT 1301 - Supervision
- BMGT 2303 - Problem-Solving and Decision-Making
- MRKG 1311 - Principles of Marketing

Third Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- BMGT 2309 - Leadership
- BMGT 2341 - Strategic Management
- HRPO 2307 - Organizational Behavior
- BMGT 2382 - Cooperative Education - Business Administration and Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: ELCT

Esthetician Specialty Level 1 Certificate

An Esthetician Specialty Certificate gives you the training you need to become licensed by the state as a skin and facial specialist. Estheticians perform skin treatments that include hair removal, facial massage, skin care consultations and makeup application.

Related Degrees and Certificates:

Cosmetology Operator, A.A.S.
Cosmetology Esthetician, A.A.S.
Cosmetology Nail Technician, A.A.S.
Cosmetology Operator Level 2 Certificate
Cosmetology Nail Technician Level 1 Certificate

Certificate Requirements: (Total Credit Hours 27)

First Semester (9 credit hours)

- CSME 1420 - Orientation to Facial Specialist
- CSME 1521 - Principles of Facial and Skin Care Technology I

Second Semester (8 credit hours)

- CSME 1447 - Principles of Skin Care/Facials and Related Theory
- CSME 1445 - Principles of Facial and Skin Care Technology II

Third Semester (3 Credit Hours)

- CSME 1302 - Applications of Facial and Skin Care Technology I

Fourth Semester (7 Credit Hours)

- CSME 2531 - Principles of Facial and Skin Care Technology III
- CSME 2233 - Applications of Facial and Skin Care Technology II *

NOTES:

* *Capstone Course*

CIP Code: 12.0401

Major Code: ESTI

Floral Design Technician Level 1 Certificate

The Floral Design certificate allows students to step out of the greenhouse for instruction in techniques in the arranging and distribution aspect of the floral industry. Florists and floral designers are a large part of the service industry in San Antonio. Hotels and convention areas use floral designers to keep the ambiance fresh with the replacement of potted plants and fresh flowers regularly in foyers and lobbies.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.

Turfgrass and Golf Course Management, A.A.S.

Basic Nursery and Landscape Operations Level 1 Certificate

Landscape & Turfgrass Equipment Technician Level 2 Certificate

Landscape and Horticultural Science Level 1 Certificate

Small/Organic Farmer Level 1 Certificate

Turf and Landscape Irrigation Level 1 Certificate

Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 18)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- FMKT 1301 - Floral Design
- HALT 1309 - Interior Plants
- HALT 1303 - Herbaceous Plants

Second Semester (6 Credit Hours)

- FMKT 2331 - Advanced Floral Design
- FMKT 2335 - Flower Shop Management *

NOTES:

* Capstone Course

CIP Code: 01.0608

Major Code: FLDT

General Office Level 1 Certificate

The General Office Certificate is the first level of training for working in the Administrative Support arena. The courses in this program feed into the Administrative Assistant A.A.S. degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- POFT 1120 - Job Search Skills
- POFT 1301 - Business English
- POFT 1319 - Records and Information Management I
- POFT 1309 - Administrative Office Procedures I *

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: GOCl

Industrial Technology, A.A.S. - Instrumentation Specialization

Industrial Technology is the incorporation of new technologies and advanced manufacturing processes into today's workplace. The evolution of automated manufacturing and the integration of new technologies with other standard technologies are the two trends that have required a new training approach for the industrial workforce. This new strategy requires a different view of training industry's current workforce needs. Past needs required highly specialized technicians in very specific areas. Today's requirements are for technicians trained across many different areas. The combination of electrical, electronic, fluid power, and mechanical devices has blurred the traditional electronic and mechanical lines.

Related Awards

Industrial Technology, A.A.S. - Manufacturing Specialization

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- CETT 1329 - Solid State Devices
- ELMT 1305 - Basic Fluid Power
- RBTC 1305 - Robotic Fundamentals
- CETT 1302 - Electricity Principles

Second Semester (13 Credit Hours)

- CETT 1415 - Digital Applications
- ELMT 1301 - Programmable Logic Controllers
- INCR 1302 - Physics of Instrumentation
- IEIR 1343 - Industrial Equipment Maintenance

Second Year

First Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PHYS 1305 - Introductory Physics I Lecture
- Choose 1 course from Social and Behavioral Sciences (80) Core
- MATH 1314 - College Algebra

Second Semester (11 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- INTC 1357 - AC/DC Motor Control
- ELMT 2239 - Advanced Programmable Logic Controllers
- PTAC 2336 - Process Instrumentation II

Summer Semester (9 Credit Hours)

- ELMT 2333 - Industrial Electronics
- ELMT 2341 - Electromechanical Systems
- INTC 2336 - Distributed Control and Programmable Logic *

NOTES:

* Capstone Course
 CIP Code: 15.0403
 Major Code: ITIS

Industrial Technology, A.A.S. - Manufacturing Specialization

Industrial Technology is the incorporation of new technologies and advanced manufacturing processes into today's workplace. The evolution of automated manufacturing and the integration of new technologies with other standard technologies are the two trends that have required a new training approach for the industrial workforce. This new strategy requires a different view of training industry's current workforce needs. Past needs required highly specialized technicians in very specific areas. Today's requirements are for technicians trained across many different areas. The combination of electrical, electronic, fluid power, and mechanical devices has blurred the traditional electronic and mechanical lines.

Related Awards

Industrial Technology, A.A.S. - Instrumentation Specialization

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- CETT 1329 - Solid State Devices
- ELMT 1305 - Basic Fluid Power
- RBTC 1305 - Robotic Fundamentals
- CETT 1302 - Electricity Principles

Second Semester (13 Credit Hours)

- CETT 1415 - Digital Applications
- ELMT 1301 - Programmable Logic Controllers
- INCR 1302 - Physics of Instrumentation
- IEIR 1343 - Industrial Equipment Maintenance

Second Year

First Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PHYS 1305 - Introductory Physics I Lecture
- Choose 1 course from Social and Behavioral Sciences (80) Core
- MATH 1314 - College Algebra

Second Semester (13 Credit Hours)

- MCHN 1320 - Precision Tools and Measurement
- TECM 1303 - Technical Calculations
- MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM)
- MCHN 1338 - Basic Machine Shop I

Summer Semester (7 Credit Hours)

- INMT 1319 - Manufacturing Processes
- QCTC 1243 - Quality Assurance

- MCHN 2266 - Practicum (or Field Experience) - Machine Tool Technology/Machinist *
- or INTC 2230 - Instrumentation Systems Troubleshooting *
- or INMT 2245 - Industrial Troubleshooting *

NOTES:

* Capstone Course
CIP Code: 15.0403
Major Code: ITMS

Information Assurance & Cybersecurity Level 1 Certificate

The information security and assurance certificate may be completed in one year. Information Security and Assurance will prepare students to design, implement and secure computer networks. Students with this degree will be able to install security software, monitor networks for security breaches, respond to cyber attacks and in some cases, gather data and evidence to be used in prosecuting cyber crime. Some security courses in this degree have been approved by National Security Agency, NSA (applies to SPC only).

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 28)

First Semester (14 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration
- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies
- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- or ITNW 2412 - Routers #

Second Semester (14 Credit Hours)

- ITSY 2442 - Incident Response and Handling
- ITSY 2443 - Computer System Forensics
- ITSC 2325 - Advanced Linux
- ITCC 2343 - Network Security *
- or ITSY 2301 - Firewalls and Network Security # *

NOTES:

* Capstone Course
Course not offered at Palo Alto College
CIP Code: 11.0101
Major Code: ISAC

Information Assurance and Cybersecurity, A.A.S

The Associate of Applied Science in Information Security and Assurance will prepare students to design, implement and secure computer networks. Students with this degree will be able to install security software, monitor networks for security breaches, respond to cyber attacks and in some cases, gather data and evidence to be used in prosecuting cyber crime. Some security courses in this degree have been approved by National Security Agency, NSA (applies to SPC only).

Related Degrees and Certificates

Ladder Certificates

Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate

Additional Awards

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (14 Credit Hours)

- Select 1 course from the Social and Behavioral Sciences (80) Core
- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
• or ITNW 1425 - Fundamentals of Networking Technologies
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
• or ITNW 2412 - Routers #
- ITSC 1305 - Introduction to PC Operating Systems
• or ITNW 1308 - Implementing and Supporting Client Operating Systems #

Second Semester (13 Credit Hours)

- Choose one course from the Additional Communication (90) Core
- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITSC 1316 - Linux Installation and Configuration
- ITDF 1400 - Introduction to Digital Forensics
- or ITNW 1454 - Implementing and Supporting Servers
- or ITNW 2405 - Network Administration

Third Semester (6 Credit Hours)

- ITSC 2325 - Advanced Linux
- ENGL 1301 - Composition I

Second Year

First Semester (15 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- or ITNW 2472 - Implementing VMware Virtualization #
- or ITNW 1413 - Computer Virtualization #
- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN
- or ITSY 2430 - Intrusion Detection
- ITSY 2443 - Computer System Forensics
- Choose one course from the Mathematics (20) Core

Second Semester (12 Credit Hours)

- ITCC 2343 - Network Security
- or ITSY 2301 - Firewalls and Network Security #
- ITSY 2442 - Incident Response and Handling
- Select 1 from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- ITSY 2286 - Internship - Computer and Information Systems Security *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: ISAC

Instrument Pilot Level 1 Certificate

Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.

Professional Pilot, A.A.S.

Aviation Management Level 1 Certificate

Certified Flight Instructor Level 1 Preparation Certificate

Commercial Pilot Level 1 Certificate

Multi-Engine Pilot Level 1 Certificate

Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab) *

NOTES:

*Capstone Course

CIP Code: 49.0102

Major Code: INPL

International Business Level 1 Certificate

The International Business Certificate examines cross-cultural business practices in today's global society.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
Leadership Level 1 Certificate
Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- ITSC 1309 - Integrated Software Applications
- BMGT 1301 - Supervision
- POFT 1301 - Business English
- LMGT 1323 - Domestic and International Transportation Management

Second Semester (15 Credit Hours)

- ACNT 1303 - Introduction to Accounting I
- LMGT 2330 - International Logistics Management
- MRKG 1311 - Principles of Marketing

- IBUS 2345 - Import Customs Regulations
- or IBUS 1301 - Principles of Exports

- BMGT 2382 - Cooperative Education - Business Administration and Management *
- or IBUS 2380 - Cooperative Education-International Business *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: BINT

International Logistics Management Level 1 Certificate

Join the inland port future of San Antonio as a NAFTA international trade-processing center manager prepared with a solid knowledge of logistics, supervisory skills, customs brokerage, transportation, specialized Spanish skills, and the capstone course in international logistics.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 18)

Required Courses

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics
- IBUS 2345 - Import Customs Regulations
- LMGT 1323 - Domestic and International Transportation Management
- LMGT 2330 - International Logistics Management *

NOTES:

*Capstone Course
CIP Code: 52.0203
Major Code: ILCT

Journalism/Mass Communication FOS

This field of study includes classes that empower all students with a greater understanding of the Information Age in which they live and with the necessary skills to thrive in an increasingly global and digital environment. Students will learn about the historical underpinnings of the mass media and how to critically analyze its content, students take courses with a strong hands-on learning emphasis through the creation of their own media content - professional-quality websites, broadcast-ready digital television productions, and well-crafted articles and layouts.

Field of Study Required Courses (Total Credit Hours: 12)

Select Option 1 or Option 2:

Option 1 Requirements:

Select 2 courses from:

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media
COMM 2300 - Media Literacy
COMM 2311 - Media Writing
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 2 courses from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester,
journalism emphasis)
COMM 2305 - Editing and Layout
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media
COMM 2300 - Media Literacy
COMM 2311 - Media Writing
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 1 course from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester,
journalism emphasis)
COMM 2305 - Editing and Layout
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0401

Major Code: JMMC

Landscape & Turfgrass Equipment Technician Level 2 Certificate

The certificate in Landscape and Turfgrass Equipment Technician teaches small engine repair and provides power mechanics technology training for repair of two and four cycle small engines, and electrical systems of turf equipment. It includes equipment such as lawn mowers, grass trimmers, and chain saws. This certificate expands the skills of students enrolled in the Landscape and Turfgrass programs.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 44)

First Year

First Semester (13 Credit Hours)

- AGRI 1315 - Principles of Horticulture
- or HALT 1301 - Principles of Horticulture

- HALT 1324 - Turfgrass Science and Management
- HALT 1327 - Horticulture Equipment Management
- DEMR 1401 - Shop Safety and Procedures

Second Semester (16 Credit Hours)

- DEMR 1316 - Basic Hydraulics
- DEMR 1405 - Basic Electrical Systems
- SMER 1331 - Small Engine Tune Up
- SMER 1334 - Small Engine Two Stroke Overhaul
- BUSI 1301 - Business Principles

Second Year

First Semester (15 Credit Hours)

- HALT 2312 - Turfgrass Maintenance
- DEMR 1325 - Small Air Cooled Engines
- DEMR 1310 - Diesel Engine Testing and Repair I
- ITSC 1301 - Introduction to Computers
- SMER 2350 - Small Engine Capstone Projects *

NOTES:

* Capstone Course
CIP Code: 01.0607
Major Code: LTET

Landscape and Horticultural Science Level 1 Certificate

The Green Industry needs more qualified and educated employees to assume sales, estimating or mid-level supervisory jobs in this growing industry. Work for landscape maintenance and installation companies, wholesale nurseries, irrigation contractors, and landscape designers.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.

Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 40)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- ITSC 1309 - Integrated Software Applications
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials

Second Semester (14 Credit Hours)

- HALT 1251 - Landscape Business Operations
- HALT 1303 - Herbaceous Plants
- HALT 1333 - Landscape Irrigation
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 2323 - Horticultural Pest Control

Second Year

First Semester (14 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1319 - Landscape Construction

- HALT 1322 - Landscape Design *
- or HALT 2314 - Plant Propagation *

- HALT 2331 - Advanced Landscape Design
- or HALT 2201 - Arboriculture

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: LSHS

Landscape and Horticultural Science, A.A.S.

The degree and certificate programs are designed for the student entering the field of landscaping and for the professional who wants to expand his or her knowledge in the field. Emphasis is placed on the commercial application of skills learned in the program. Three certificates in specialized areas are also available to students who already possess skills in the area. These certificates are: Basic Nursery and Landscape Operations, Turf and Landscape Irrigation, and Landscape and Horticultural Science. Employment for graduating students of this program may be available in landscaping businesses (independent and corporate), residential complexes (apartment and residential organizations), parks and recreational facilities. Positions include but are not limited to superintendents, management and sales.

This program is fully accredited by the Professional Landcare Network (PLANET).

Advisory Committee

Bruce Burger, The Quarry Golf Club
Carlos Cantu, Jr., Cantu Contracting
Dean Gary, Biz-zz Bee Farms
Romell Henze, Magic Gardens
M. Scott Kelley, Mortellaros Nursery
William Odam, San Antonio ISD
Brad Phillips, Brickman Group
David Rodriguez, Texas Agrilife Extension Service
Richard Thompson, Thompson Landscaping
Charles Wagmiller, Hyatt Hill Country Resort

Related Degrees and Certificates

Ladder Certificates

Basic Nursery and Landscape Operations Level 1 Certificate
Landscape and Horticultural Science Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate

Additional Awards

Turfgrass and Golf Course Management, A.A.S.
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Small/Organic Farmer Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- HALT 1301 - Principles of Horticulture
- or AGRI 1315 - Principles of Horticulture

- BMGT 1327 - Principles of Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I

Second Semester (12 Credit Hours)

- Select 1 course from Mathematics (20) Core
- HALT 1303 - Herbaceous Plants
- Select 1 course from Creative Arts (50) Core
- HALT 1322 - Landscape Design
- or FMKT 1301 - Floral Design

Third Semester (3 Credit Hours)

- Select 1 course from the Additional Communication (90) Core

Second Year

First Semester (14 Credit Hours)

- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1324 - Turfgrass Science and Management
- HALT 1333 - Landscape Irrigation
- HALT 1319 - Landscape Construction
- HALT 2331 - Advanced Landscape Design
- or HALT 2201 - Arboriculture

Second Semester (14 Credit Hours)

- HALT 2323 - Horticultural Pest Control
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 1251 - Landscape Business Operations
- HALT 2314 - Plant Propagation
- or HALT 2315 - Landscape Management
- PSYC 2301 - General Psychology
- or SOCI 1301 - Introductory Sociology

Summer Session (2 Credit Hours)

- HALT 2264 - Practicum (or Field Experience) - Applied Horticulture/Horticultural Operations, General *

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: LSHS

Leadership Level 1 Certificate

This certificate focuses on the skills expressly desired in management and supervision. This program is designed for the student wanting to enter a position of leadership and for the professional who wants to expand his or her knowledge. Courses will prepare the student to identify and utilize specific leadership styles and skills in motivating and communicating with fellow workers. It will prepare students for employment and volunteer services in both profit and not-for-profit organizations.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- BMGT 1307 - Team Building
- MRKG 1301 - Customer Relations
- BMGT 1327 - Principles of Management
- BMGT 1345 - Communication Skills for Managers

Second Semester (12 Credit Hours)

- POFT 1301 - Business English
- HRPO 2307 - Organizational Behavior
- BMGT 2303 - Problem-Solving and Decision-Making
- BMGT 2309 - Leadership *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: LPCT

Logistics and Supply Chain Management, A.A.S.

The Logistics and Supply Chain Management Program is designed to prepare students for management careers in transportation, warehousing, distribution, inventory control, purchasing, and international logistics. Students will study logistics principles and practices involved in procurement, transportation, storage, and third party provision as they apply to solving management problems in movement, storage, control, and information flow. The program includes an internship at an approved logistics management work site. The Logistics and Supply Chain Management Program will graduate students with the managerial skills and competencies required for jobs in logistics, materials management, distribution, and transportation.

Advisory Committee

Erica Borrego, San Antonio Food Bank
Mike Brazytis, Union Pacific
Tom Delgado, Rail Link
Paul Easley, Southwest Research
Lisa Andrade Gonima, Del Rey Express
Mark Lewis, H-E-B
Allan Nance, Allen Lund Company
Horatio Neely, US AutoLogistics
Loreilei Smith, UPS
Rick Staller, Bee Trucking Inc.
Chester Teel, US Department of the Air Force
Edward Valdespino, Strasburger & Price
Nicholas Wingarter, San Antonio Transportation Association

Related Degrees and Certificates

Ladder Certificates

Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate

Additional Awards

Purchasing Clerk Level 1 Certificate
Operations Management Advanced Technical Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics

- ENGL 1301 - Composition I
- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I
- MATH 1314 - College Algebra
- or MATH 1324 - Mathematics for Business & Social Sciences
- or MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

Second Semester (12 Credit Hours)

- LMGT 1325 - Warehouse and Distribution Center Management
- SPCH 1321 - Business and Professional Communication
- Select 1 course from the Social and Behavioral Sciences (80) Core
- BMGT 1344 - Negotiations and Conflict Management

Second Year

First Semester (15 Credit Hours)

- BMGT 1307 - Team Building
- MRKG 1311 - Principles of Marketing
- LMGT 1323 - Domestic and International Transportation Management
- BMGT 1331 - Production and Operations Management
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

Second Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- BMGT 1313 - Principles of Purchasing
- BMGT 2331 - Principles of Quality Management
- BUSI 2301 - Business Law I
- LMGT 1340 - Contemporary Logistics Issues

Third Semester (3 Credit Hours)

- LMGT 2388 - Internship: Logistics and Materials Management *

NOTES:

* Capstone Course
 CIP Code: 52.0203
 Major Code: LSCM

Logistics Management Level 1 Certificate

Go beyond the Warehouse Management Certificate and qualify for entry or intermediate management in logistics with courses in management principles, microeconomics, and the capstone course in international and domestic transportation.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 21)

First Semester (15 Credit Hours)

- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1325 - Warehouse and Distribution Center Management
- LMGT 1340 - Contemporary Logistics Issues

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (6 Credit Hours)

- BMGT 1327 - Principles of Management
- LMGT 1323 - Domestic and International Transportation Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: LGCT

Manufacturing Management Level 1 Certificate

Compete for management position in manufacturing with a solid knowledge of logistics, supervisory skills, quality control, purchasing, and the capstone course in production and operations.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate

International Logistics Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 18)

First Semester (9 Credit Hours)

- BMGT 1301 - Supervision
- BMGT 1313 - Principles of Purchasing

- ITSC 1309 - Integrated Software Applications
or POFI 1301 - Computer Applications I

Second Semester (9 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- BMGT 2331 - Principles of Quality Management
- BMGT 1331 - Production and Operations Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: MNMG

Marketing Level 1 Certificate

The Marketing Certificate provides a fundamental knowledge of the marketing career field in addition to computer-related hands-on experience.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- MRKG 1311 - Principles of Marketing
- MRKG 1301 - Customer Relations
- MRKG 1313 - Public Relations

Second Semester (12 Credit Hours)

- ITSC 1319 - Internet/Web Page Development
- BMGT 2341 - Strategic Management
- BMGT 1345 - Communication Skills for Managers
- BMGT 2382 - Cooperative Education - Business Administration and Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: MKCT

Mexican-American Studies FOS

The Mexican-American Studies Field of Study prepares students for transfer to universities offering Bachelor degrees in Mexican-American Studies. The courses listed below are based on the field of study curriculum approved by the Texas Higher Education Coordinating Board.

Field of Study Required Courses (Total Credit Hours: 18)

- HUMA 1305 - Introduction to Mexican-American Studies
- HIST 2327 - Mexican-American History I
or HIST 2328 - Mexican-American History II
- GOVT 2311 - Mexican-American Politics
- ENGL 2351 - Mexican American Literature
- SPAN 2312 - Intermediate Spanish II
or SPAN 2315 - Spanish for Heritage Speakers II
- HUMA 1311 - Mexican-American Fine Arts Appreciation

Multi-Engine Pilot Level 1 Certificate

This program prepares students to take the FAA exam at the Multi-Engine Pilot level. Student must complete all courses with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Aviation Management Level 1 Certificate
Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 21)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (5 Credit Hours)

- AIRP 2333 - Aircraft Systems
- AIRP 2251 - Multiengine Flight (Lab) *

NOTES:

*Capstone Course
CIP Code: 49.0102
Major Code: MEPT

Music FOS

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Required Courses (Total Credit Hours: 36)

Theory/Aural Skills (16 credit hours)

Select one set:

MUSI 1311 - Music Theory I
MUSI 1312 - Music Theory II
MUSI 1116 - Elementary Ear Training and Sight Singing I
MUSI 1117 - Elementary Ear Training and Sight Singing II
MUSI 2311 - Music Theory III
MUSI 2312 - Music Theory IV
MUSI 2116 - Advanced Ear Training and Sight Singing I
MUSI 2117 - Advanced Ear Training and Sight Singing II

Or:

MUSI 1211 - Music Theory I
MUSI 1212 - Music Theory II
MUSI 1216 - Elementary Sight Singing and Ear Training I
MUSI 1217 - Elementary Sight Singing and Ear Training II
MUSI 1211 - Music Theory I
MUSI 1212 - Music Theory II
MUSI 2216 - Advanced Sight Singing and Ear Training I
MUSI 2217 - Advanced Sight Singing and Ear Training II

Principle Instrument (8 credit hours)

MUAP 12XX (Major Level)
MUAP 12XX (Major Level)
MUAP 22XX (Major Level)
MUAP 22XX (Major Level)

Music Literature (3 credit hours)

MUSI 1308 - Music Literature I

Music Ensemble (4 credit hours)

Select any 4 MUEN 11XX courses ~May be repeated for credit

Keyboard Competency (4 credit hours)

MUSI 1114 - Keyboard Harmony I
MUSI 1115 - Keyboard Harmony II
MUSI 2114 - Keyboard Harmony III
MUSI 2115 - Keyboard Harmony IV

Additional Requirement (1 credit hour)

MUEN 11XX (Any Ensemble)
MUSI 1181 - Piano Class I
MUSI 1182 - Piano Class II
MUSI 1183 - Voice Class I

Network Administrator, A.A.S.

Students earning this degree will be prepared to pursue information technology and networking careers in a variety of industries, including health care, financial services, education, entertainment, and more. With an emphasis on practical experience, students learn the basics of routing, switching, wireless, troubleshooting, and other advanced technologies to prepare for the globally-recognized Cisco CCNA® certification, continued education, and for entry-

level career opportunities such as Network Administrator, Network Engineer, Network Installer, Network Technician, or Help Desk Technician. Post Network Associate (CCNA®) students may choose to pursue the Network Professional (CCNP®) certification. The U.S. Bureau of Labor Statistics projects much faster than average growth and excellent job prospects for Network Administrators.

Related Degrees and Certificates

Ladder Certificates

Cisco Certified Network Associate Level 1 Certificate

Additional Awards

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S

Computer Programming Basics Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (14 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- or ITNW 2412 - Routers #

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ENGL 1301 - Composition I

Second Semester (14 Credit Hours)

- Select 1 course from Additional Communication (90) Core
- ITNW 1454 - Implementing and Supporting Servers
- ITSC 1316 - Linux Installation and Configuration
- ITNW 1453 - Supporting Network Server Infrastructure

Third Semester (6 Credit Hours)

- Select 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Year

First Semester (15 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- or ITNW 2472 - Implementing VMware Virtualization #
- or ITNW 1413 - Computer Virtualization #

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security

- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN
- or ITSY 2430 - Intrusion Detection

- ITNW 2405 - Network Administration

Second Semester (11 Credit Hours)

- Select 1 course from the Mathematics (20) Core

- ITCC 2343 - Network Security
- or ITSY 2301 - Firewalls and Network Security #

- ITSC 2325 - Advanced Linux
- or ITNW 2350 - Enterprise Network #
- or ITNW 2371 - Implementing Microsoft Virtualization #

- ITNW 2264 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications *

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: NETC

Operations Management Advanced Technical Certificate

This Advanced Technical Certificate is a certificate that has an associate degree in business or a related field as a prerequisite. This award is designed for the individual working in the Logistics or Operations field who need to enhance his/her skills.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate

Certificate Requirements: (Total Credit Hours 24)

First Semester (12 Credit Hours)

- BMGT 1301 - Supervision
- BMGT 1344 - Negotiations and Conflict Management
- LMGT 1319 - Introduction to Business Logistics

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (12 Credit Hours)

- BMGT 1313 - Principles of Purchasing
- BMGT 1331 - Production and Operations Management
- BMGT 1341 - Business Ethics
- BMGT 2331 - Principles of Quality Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: OPMG

Personal Computer Skills Level 1 Certificate

The objective of the Personal Computer Skills Certificate is to increase job performance and productivity of white-collar workers. Businesses are increasingly expecting employees to be computer-literate and to provide enhanced performance and productivity through their computer skills. Graduates of the certificate program would satisfy this criterion thus retaining their competitiveness in the current market. Assuming that the majority of students attracted to the program are already employed, this would assist them in retaining employment and/or advancing in the company with "skills upgrade."

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (9 Credit Hours)

- ITSE 1311 - Beginning Web Programming
- ITSC 1309 - Integrated Software Applications
- ITSC 1301 - Introduction to Computers

Second Semester (7 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSC 2321 - Integrated Software Applications II *

NOTES:

* Capstone Course
CIP Code: 11.0101
Major Code: PCSK

Private Pilot Level 1 Certificate

Getting your private pilot rating can be a challenging and very rewarding adventure. Anyone who puts their mind to it can do it, but determination and dedication are critical. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Aviation Management Level 1 Certificate
Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate

Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation
- AIRP 1375 - Private Pilot Flight *

NOTES:

*Capstone Course
CIP Code: 49.0102
Major Code: PPRV

Process Technology Specialization, A.A.S.

This statewide accepted Process Technology program of study meets the industry's needs to increase the availability of process technicians in south Texas. Companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Advisory Committee Members:

Jose Garza, Halliburton
Michael Burgett, Nustar
Tyrone Johnson, Weatherford
Mark Kennedy, Weatherford
Jeff Seaman, Go Eagle One
Silver Vasquez, Quatro Strategic Solutions

Related Degrees and Certificates

Ladder Certificates

Entry Level Energy Technician Level 1 Certificate
Energy Technician Career Foundations Core Certificate

Additional Awards

Production Technician Specialization, A.A.S.

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- ENER 1330 - Basic Mechanical Skills for Energy
- PTAC 1302 - Introduction to Process Technology
- OSH 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles

Second Semester (15 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- INCR 1302 - Physics of Instrumentation
- Choose 1 course from the Mathematics (20) Core or Life and Physical Sciences (30) Core (Recommended GEOG 1301)
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core

Third Semester (15 Credit Hours)

- PTAC 1310 - Process Technology I - Equipment
- PTAC 1332 - Process Instrumentation I
- PTAC 1350 - Industrial Economics
- PTAC 2314 - Principles of Quality
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Year

First Semester (8 Credit Hours)

- PTAC 2420 - Process Technology II - Systems
- PTAC 1454 - Industrial Processes

Second Semester (10 Credit Hours)

- PTAC 2346 - Process Troubleshooting *
- PTAC 2438 - Process Technology III - Operations
- PTAC 2336 - Process Instrumentation II

NOTES:

* *Capstone Course*

CIP Code: 15.0903

Major Code: PCTS

Production Technician Specialization, A.A.S.

The Production Technician program provides students with the maintenance foundation of knowledge used in industry including safety, mechanical, electrical, instrumentation and control, print reading, troubleshooting and communication, surface equipment, measurement, well service, and chemical technology skills. Companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Advisory Committee Members:

Jose Garza, Halliburton

Michael Burgett, Nustar

Tyrone Johnson, Weatherford

Mark Kennedy, Weatherford

Jeff Seaman, Go Eagle One

Silver Vasquez, Quatro Strategic Solutions

Related Degrees and Certificates

Ladder Certificates

Entry Level Energy Technician Level 1 Certificate

Energy Technician Career Foundations Core Certificate

Additional Awards

Process Technology Specialization, A.A.S.

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- PTRT 1301 - Introduction to Petroleum Industry
- ENER 1330 - Basic Mechanical Skills for Energy
- Choose 1 course from Additional Communication (90) Core
- CETT 1302 - Electricity Principles
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- OSH 1301 - Introduction to Safety and Health
- PTRT 1324 - Petroleum Instrumentation

- INCR 1302 - Physics of Instrumentation
- Choose 1 course from the Mathematics (20) Core or Life and Physical Sciences (30) Core (Recommended GEOG 1301)

Third Semester (12 Credit Hours)

- PTRT 1307 - Recovery and Production Methods
- PTRT 1309 - Corrosion Basics
- PTRT 1321 - Oil Field Hydraulics
- TECM 1303 - Technical Calculations

Second Year

First Semester (12 Credit Hours)

- PTRT 2323 - Natural Gas Production
- PTRT 2331 - Well Completions
- PTRT 2332 - Artificial Lift
- PTRT 2335 - Basic Pipeline Operations

Second Semester (6 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PTRT 2380 - Cooperative Education - Petroleum Technology/Technician *
- or
- PTRT 2359 - Petroleum Computer Applications *

NOTES:

* Capstone Course

CIP Code: 15.0903

Major Code: PDTS

Professional Pilot, A.A.S.

The Professional Pilot Program prepares students who look forward to careers as air carrier pilots, general aviation pilots, and military pilots. Courses are taught in fixed or rotor wing options. Each student successfully completing the degree program will have obtained a minimum of a commercial pilot certificate with an instrument rating. Classes leading to Federal Aviation Administration (FAA) certification must adhere to FAA guidelines. These guidelines require students to attend a minimum number of classroom hours. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to complete this degree.

A prerequisite to enter the degree program is possession of a **current Private Pilot License**, a current second class aviation medical certificate. **All Flight courses have additional Special Program Tuition. Click: Aviation Flight Fees to see the list of fees by course.**

Advisory Committee

Marge Balaz, Captain, Professional Pilot, American Airlines
Durwood Blasingame, CEO, Professional Pilot, Saber Helicopters, Inc.
Dwayne Fagan, Co-Founder & Chair, The Dee Howard Foundation
Greg Gonzales, Engineering Manager, UPS
William Gunn, Director of System & Training-Aviation Division, TXDOT
Tim O'Krongley, Asst. Aviation Director, San Antonio Airport, City of San Antonio
Morris Martin, Airport Manager, Stinson Municipal Airport, City of San Antonio
Aurelina Prado, Lean Practitioner, Defense, Space & Security, The Boeing Company
Byron "Skip" Reed, Director of Field Logistics, TAV Health
Shelly Tumbleson, Vice. Pres. for Residual Fuels & Intermediates, Tesoro Corporation

Related Degrees and Certificates

Ladder Certificates

Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Additional Awards

Aviation Management, A.A.S.
Aviation Management Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- AIRP 1351 - Instrument Ground School
- AIRP 1355 - Intermediate Flight
- Choose 1 course from the Mathematics (20) Core
- AIRP 1341 - Advanced Air Navigation

Second Semester (15 Credit Hours)

- Select one course from the Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications
- AIRP 1347 - Human Factors in Aviation
- AIRP 2350 - Instrument Flight (Lab)
- AIRP 1343 - Aerodynamics

Third Semester (6 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- ENGL 1301 - Composition I

Second Year

First Semester (12 Credit Hours)

- GOVT 2305 - Federal Government
- AIRP 2339 - Commercial Flight
- AIRP 2337 - Commercial Ground School
- AIRP 2333 - Aircraft Systems

Second Semester (12 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- AIRP 2349 - Instructor Ground School
- AIRP 2336 - Certified Flight Instructor - Airplane *
- AIRP 2342 - Flight Instructor - Instrument Airplane

NOTES:

*Capstone Course
 CIP Code: 49.0102
 Major Code: PPIL

Purchasing Clerk Level 1 Certificate

Certificate designed to train potential purchasing clerks in a variety of businesses.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
 Logistics Management Level 1 Certificate
 International Logistics Management Level 1 Certificate
 Manufacturing Management Level 1 Certificate
 Transportation Management Level 1 Certificate
 Warehouse Management Level 1 Certificate
 Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 24)

First Semester (12 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- LMGT 1340 - Contemporary Logistics Issues

- POFT 1321 - Business Math
- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I
- BMGT 1313 - Principles of Purchasing
- BMGT 1344 - Negotiations and Conflict Management
- BMGT 2331 - Principles of Quality Management *

NOTES:

* Capstone Course
 CIP Code: 52.0203
 Major Code: PRCH

Radio & TV Broadcast Journalism FOS

Field of Study Required Courses (Total Credit Hours: 12)

Select Option 1 or Option 2:

Option 1 Requirements:

Select 2 courses from:

COMM 1307 - Introduction to Mass Communication
 COMM 1335 - Introduction to Electronic Media
 COMM 1336 - Video Production I
 COMM 2300 - Media Literacy

Select 2 courses from:

COMM 1336 - Video Production I
 COMM 1337 - Video Production II
 COMM 2303 - Audio Production
 COMM 2311 - Media Writing
 COMM 2315 - News Reporting
 COMM 2332 - Radio/Television News (CI)
 COMM 2339 - Writing for Radio, Television, Film

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
 COMM 1335 - Introduction to Electronic Media
 COMM 1336 - Video Production I
 COMM 2300 - Media Literacy

Select 1 course from:

COMM 1336 - Video Production I
 COMM 1337 - Video Production II
 COMM 2303 - Audio Production
 COMM 2311 - Media Writing
 COMM 2315 - News Reporting
 COMM 2332 - Radio/Television News (CI)
 COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0701

Major Code: RTVB

Secretarial Assistant Level 1 Certificate

The Secretarial Assistant Certificate prepares students for the next level of service in the administrative support environment. The courses in the program will continue into the Associate of Applied Science in Administrative Assistant degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- POFT 1301 - Business English
- POFT 1309 - Administrative Office Procedures I
- POFT 1319 - Records and Information Management I

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

Second Semester (15 Credit Hours)

- POFI 2301 - Word Processing
- or ITSW 1301 - Introduction to Word Processing #

- POFI 1349 - Spreadsheets
- or ITSW 1304 - Introduction to Spreadsheets #

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1313 - Professional Workforce Preparation
- POFT 2312 - Business Correspondence and Communication *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: SECA

Small/Organic Farmer Level 1 Certificate

With the focus on the environment and on overall health, organic farming is taking off. More people are trying their hand at growing their own food and doing it without pesticides. The certificate in Organic/Small Farming will enable students to learn the regulations on organic farming and the environmental and health aspects of growing food.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
 Turfgrass and Golf Course Management, A.A.S.
 Basic Nursery and Landscape Operations Level 1 Certificate
 Floral Design Technician Level 1 Certificate
 Landscape & Turfgrass Equipment Technician Level 2 Certificate
 Landscape and Horticultural Science Level 1 Certificate
 Turf and Landscape Irrigation Level 1 Certificate
 Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 2321 - Small Farming
- HALT 2323 - Horticultural Pest Control

Second Semester (10 Credit Hours)

- AGME 1349 - Farm and Ranch Equipment
- HALT 1333 - Landscape Irrigation
- HALT 1371 - Organic Gardening and Farming
- HALT 1164 - Practicum-Applied Horticulture/Horticulture Operations, General *

NOTES:

* Capstone Course
CIP Code: 01.0601
Major Code: SOFR

Speech Communication FOS

Today's careers require the ability to communicate clearly, both verbally and in writing, and to understand how communication works within organizations and small groups and between individuals. Our diverse, rapidly-changing society rewards those who communicate persuasively and effectively with consumers, clients, and others across cultural boundaries. The Field of Study in Speech Communication prepares students for transfer to a Bachelor of Arts while improving one's marketability in all careers.

Field of Study Required Courses (Total Credit Hours: 15)

Select 2 courses from:

SPCH 1311 - Introduction to Speech Communication
SPCH 1318 - Interpersonal Communication
SPCH 2333 - Discussion and Small Group Communication

Select 3 courses from:

SPCH 1315 - Public Speaking
SPCH 1321 - Business and Professional Communication
SPCH 1342 - Voice and Diction
SPCH 2335 - Argumentation and Debate
SPCH 2341 - Oral Interpretation

Note:

CIP Code: 09.0101
Major Code: SPCH

Transportation Management Level 1 Certificate

Participate in San Antonio becoming a transportation hub of NAFTA as a manager possessing a solid knowledge of logistics, supervisory skills, international and domestic transportation, and the capstone course in traffic management.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- BMGT 1301 - Supervision
- POFT 1120 - Job Search Skills
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1323 - Domestic and International Transportation Management
- LMGT 1340 - Contemporary Logistics Issues *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: TRSP

Turf and Landscape Irrigation Level 1 Certificate

Irrigation professionals specialize in the design and installation of landscape sprinkler systems for homes, businesses, golf courses and parks. Learn the skills you need to move up in this industry by completing this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 23)

First Semester (11 Credit Hours)

- HALT 1251 - Landscape Business Operations
- or HALT 2318 - Soil Fertility and Fertilizers
- or BMGT 1327 - Principles of Management

- HALT 1301 - Principles of Horticulture
- HALT 1331 - Woody Plant Materials
- HALT 1324 - Turfgrass Science and Management

Second Semester (12 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 1319 - Landscape Construction
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 1333 - Landscape Irrigation *

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: TLCT

Turfgrass & Golf Course Management Level 1 Certificate

The growing Turfgrass and Golf Course industries need qualified technicians to maintain and improve high quality turf areas. Learn the skills to move up in this industry by completing this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate

Certificate Requirements (Total Credit Hours 36)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications

Second Semester (12 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 2312 - Turfgrass Maintenance
- HALT 2323 - Horticultural Pest Control
- HALT 1333 - Landscape Irrigation

Second Year

First Semester (12 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1345 - Golf/Sports Field/Park Management
- HALT 1346 - Specialized Turfgrass Management *

NOTES:

* Capstone Course
CIP Code: 01.0607
Major Code: TURF

Turfgrass and Golf Course Management, A.A.S.

The degree and certificate program qualifies the graduate as a turfgrass manager or turfgrass specialist. Employment for graduating students of this program may be available at golf courses, turf farms, parks or recreational facilities. Positions include but are not limited to superintendents of golf courses, or sales representatives of seed or agricultural supply companies.

Advisory Committee

Bruce Burger, The Quarry Golf Club
Carlos Cantu, Jr., Cantu Contracting
Dean Gary, Biz-zz Bee Farms
Romell Henze, Magic Gardens
M. Scott Kelley, Mortellaros Nursery
William Odam, San Antonio ISD
Brad Phillips, Brickman Group
David Rodriguez, Texas Agrilife Extension Service

Richard Thompson, Thompson Landscaping
Charles Wagmiller, Hyatt Hill Country Resort

Related Degrees and Certificates

Ladder Certificates

Turfgrass & Golf Course Management Level 1 Certificate

Additional Awards

Landscape and Horticultural Science, A.A.S.

Basic Nursery and Landscape Operations Level 1 Certificate

Floral Design Technician Level 1 Certificate

Landscape & Turfgrass Equipment Technician Level 2 Certificate

Landscape and Horticultural Science Level 1 Certificate

Small/Organic Farmer Level 1 Certificate

Turf and Landscape Irrigation Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- HALT 1301 - Principles of Horticulture
- or AGRI 1315 - Principles of Horticulture

- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I

Second Semester (15 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 1303 - Herbaceous Plants
- HALT 2312 - Turfgrass Maintenance
- HALT 1333 - Landscape Irrigation
- Select 1 course from the Mathematics (20) Core

Second Year

First Semester (15 Credit Hours)

- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1345 - Golf/Sports Field/Park Management
- HALT 1346 - Specialized Turfgrass Management
- Select 1 course from Additional Communication (90) Core
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Semester (12 Credit Hours)

- HALT 1338 - Irrigation Water Management and Conservation
- Select 1 course from the Creative Arts (50) Core
- HALT 2323 - Horticultural Pest Control
- HALT 1322 - Landscape Design
- or HALT 1319 - Landscape Construction

Third Semester (3 Credit Hours)

- HALT 2383 - Cooperative Education - Turf and Turfgrass Management *

NOTES:

* Capstone Course

CIP Code: 01.0607

Major Code: TURF

Veterinary Assistant Level 2 Certificate

The Veterinary Assistant is a Level II certificate program that requires completion of 46 semester credit hours. Veterinary Assistants are a valuable part of the veterinary health care team who assist both the veterinarian and the veterinary technician. Although the certificate program does not qualify the student to be eligible for the Licensed Veterinary Technician examination, it can be used as a stepping stone for the Veterinary Technology Associate of Applied Science degree program. All courses taken with the certificate are directly applicable to the associate degree.

A limited number of qualified students are admitted to the Veterinary Technology program every fall semester. Prospective students must have the following to apply: meet the general admission requirements to Palo Alto College, have successfully completed all parts of the TSI, have successfully completed each required prerequisite course with a grade of "C" or better, three letters of recommendation (one from veterinarian and two from other sources), have successfully completed 80 hours of work experience in a veterinary clinic, and a complete application. Applications must be received by June 1. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program and notified by June 15. Accepted students will be required to have a physical exam, tetanus prophylaxis and pre-exposure rabies prophylaxis before entrance for the fall semester. All VTHT courses must be passed with a grade of 70 or better. NO VTHT course older than 5 years, prior to graduation, may be counted toward the AAS degree or certificate in Veterinary Technology.

For further information, refer to the Veterinary Technology website: alamo.edu/pac/vet-tech

Related Degree

Veterinary Technology, A.A.S.

Certificate Requirements (Total Credit Hours 36)

First Year

Summer Semester (6 Credit Hours)

This is pre-requisite to entering in the Fall cohort.

- BIOL 1308 - Biology for Non-Science Majors I (Lecture)
- ENGL 1301 - Composition I

First Semester (11 Credit Hours)

Cohort always begins in the Fall.

- VTHT 1203 - Canine and Feline Care and Husbandry
- VTHT 1205 - Veterinary Medical Terminology
- VTHT 1125 - Pharmacological Calculations
- VTHT 1301 - Introduction to Veterinary Technology
- VTHT 1313 - Veterinary Anatomy and Physiology

Second Semester (10 Credit Hours)

- VTHT 1249 - Veterinary Pharmacology
- VTHT 2301 - Canine and Feline Clinical Management
- VTHT 2213 - Lab Animal Clinical Management
- VTHT 2321 - Veterinary Parasitology

Second Year

First Semester (9 Credit Hours)

- VTHT 2205 - Equine Clinical Management
- Select 1 course from Additional Communication (90) Core
- VTHT 2217 - Exotic Animal Clinical Management
- VTHT 1217 - Veterinary Office Management *

NOTES:

* Capstone Course
CIP Code: 51.0808
Major Code: VTVA

Veterinary Technology, A.A.S.

The Veterinary Technology Associate of Applied Science degree program is designed to prepare students to work as Licensed Veterinary Technicians ("LVT"). Students completing the program will have technical skills and competencies to assist veterinarians in industrial, commercial, and research settings as well as in pharmaceutical companies and animal handling retail businesses.

The Veterinary Technology program was accredited in 1998 by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association (AVMA). Accreditation allows graduates to be eligible to take the Texas State Licensed Veterinary Technician examination and the Veterinary Technician National Exam (VTNE) to become a Licensed Veterinary Technician.

Enrollment into the Veterinary Technology program by students with felony convictions could result in denial of licensure. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure board and proof of eligibility for licensure or certification is provided.

A limited number of qualified students are admitted to the Veterinary Technology program every fall semester. Prospective students must have the following to apply: meet the general admission requirements to Palo Alto College and be admitted to the college, have successfully completed each required prerequisite course with a grade of "C" or better, three letters of recommendation (one from veterinarian and two from other sources), have successfully completed 80 hours of work experience in a veterinary clinic, and a complete application. Applications must be received by June 1. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program and notified by June 15. Accepted students will be required to have a physical exam, tetanus prophylaxis and pre-exposure rabies prophylaxis before entrance for the fall semester. All VTHT courses must be passed with a grade of C or better. No VTHT course older than 5 years, prior to graduation, may be counted toward the AAS degree or certificate in Veterinary Technology.

For further information, refer to the Veterinary Technology website: alamo.edu/pac/vet-tech

Advisory Committee

Dr. John Clader, Chaparral Veterinary Center
Dr. Noberto Espitia, Texas A & M University
Dr. John Herbold, University of Texas School of Public Health
Dr. Anna Kaiser, Encino Park Veterinary Clinic
Dr. Dennis McIntosh, El Dorado Animal Hospital
Dr. Tom Vice, Broadway Animal Hospital
Linda Larson, LVT, VCA Mission Animal Hospital
Nicole Reininger, LVT, MWI
Candice Robinson, LVT, I10 Pet Emergency

Related Degrees and Certificates

Veterinary Assistant Level 2 Certificate

Degree Requirements (Total Credit Hours 60)

Prerequisites

Summer Semester (6 Credit Hours)

- ENGL 1301 - Composition I
- BIOL 1308 - Biology for Non-Science Majors I (Lecture)

First Year

First Semester (12 Credit Hours)

New cohorts always begin in Fall.

- VTHT 1203 - Canine and Feline Care and Husbandry
- VTHT 1205 - Veterinary Medical Terminology
- VTHT 1109 - Veterinary Nutrition
- VTHT 1125 - Pharmacological Calculations
- VTHT 1301 - Introduction to Veterinary Technology
- VTHT 1313 - Veterinary Anatomy and Physiology

Second Semester (11 Credit Hours)

- VTHT 2301 - Canine and Feline Clinical Management
- VTHT 2321 - Veterinary Parasitology
- VTHT 2323 - Veterinary Clinical Pathology I
- VTHT 2213 - Lab Animal Clinical Management

Third Semester (5 Credit Hours)

- VTHT 1249 - Veterinary Pharmacology
- VTHT 2366 - Practicum (or Field Experience) - Veterinarian Assistant/Animal Health Technician

Second Year

First Semester (13 Credit Hours)

- PSYC 2301 - General Psychology
- VTHT 1341 - Anesthesia and Surgical Assistance
- VTHT 2205 - Equine Clinical Management
- VTHT 2217 - Exotic Animal Clinical Management
- VTHT 2331 - Veterinary Clinical Pathology II

Second Semester (13 Credit Hours)

- VTHT 1345 - Veterinary Radiology
- Select 1 course from Additional Communication (90) Core

- VTHT 2209 - Food Animal Clinical Management
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- VTHT 1217 - Veterinary Office Management *

NOTES:

* Capstone Course
 CIP Code: 51.0808
 Major Code: VETT

Virtual Administrative Assistant Level 1 Certificate

A Virtual Administrative Assistant (VAA) is an independent entrepreneur providing administrative, creative, and/or technical services. Utilizing advanced technological modes of communication and data delivery, a professional VAA assists clients in his/her area of expertise from his/her own office on a contractual basis.

The VAA certificate prepares the student to work independently, on a contractual basis for private industry, non-profit organizations, and government offices. This program will provide opportunities for students to gain entrepreneurial skills, attitudes, technology skills and related knowledge to adapt to providing office services virtually from their home office.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate
 Secretarial Assistant Level 1 Certificate
 Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate
 Data Entry Technician Level 1 Certificate
 Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements: (Total Credit Hours 33)

First Semester (15 Credit Hours)

- POFI 1349 - Spreadsheets
- POFI 2331 - Desktop Publishing
- POFT 1325 - Business Math Using Technology
- POFT 2312 - Business Correspondence and Communication

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

Second Semester (18 Credit Hours)

- POFT 1309 - Administrative Office Procedures I
- POFI 2301 - Word Processing
- BMGT 1327 - Principles of Management
- MRKG 1301 - Customer Relations
- ITSC 1319 - Internet/Web Page Development
- POFI 1341 - Computer Applications II *

NOTES:

*Capstone Course
 CIP Code: 52.0401
 Major Code: VADA

Warehouse Management Level 1 Certificate

Prepare yourself for entry-level management in a growing field with a solid foundation of logistics, supervisory skills, and the capstone course in warehousing and distribution center operations.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
 Logistics Management Level 1 Certificate
 International Logistics Management Level 1 Certificate
 Manufacturing Management Level 1 Certificate
 Purchasing Clerk Level 1 Certificate
 Transportation Management Level 1 Certificate
 Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 16)

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- LMGT 1323 - Domestic and International Transportation Management
- or LMGT 1340 - Contemporary Logistics Issues

- BMGT 1301 - Supervision
- POFT 1120 - Job Search Skills
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1325 - Warehouse and Distribution Center Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: WSCT

Core Curriculum Selection List

42 Credit Hours

A course may be used only once to fulfill core curriculum requirements. Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Communication (10) Core

2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core

1 course (3 credit hours)

- MATH 1314 - College Algebra
- MATH 1324 - Mathematics for Business & Social Sciences
- MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)
- MATH 1414 - College Algebra (Precal Track)
- MATH 1442 - Elementary Statistical Methods
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Life and Physical Sciences (30) Core

2 courses (6 credit hours)

- BIOL 1308 - Biology for Non-Science Majors I (Lecture)
- BIOL 1309 - Biology for Non-Science Majors II (Lecture)
- BIOL 1322 - Nutrition & Diet Therapy
- BIOL 1323 - Consumer Nutrition (for Non-science Majors)
- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II
- BIOL 1408 - Biology for Non-Science Majors I
- BIOL 1409 - Biology for Non-Science Majors II
- BIOL 1411 - General Botany
- BIOL 1413 - General Zoology
- BIOL 2306 - Environmental Biology (Lecture)
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- BIOL 2420 - Microbiology for Nursing and Allied Health
- CHEM 1311 - General Chemistry Lecture I
- CHEM 1312 - General Chemistry Lecture II
- CHEM 1405 - Introductory Chemistry I
- CHEM 1407 - Introductory Chemistry II
- CHEM 1411 - General Chemistry I
- CHEM 1412 - General Chemistry II
- GEOG 1301 - Physical Geography
- GEOL 1301 - Earth Sciences Lecture I
- GEOL 1305 - Environmental Science Lecture
- GEOL 1345 - Oceanography
- GEOL 1401 - Earth Sciences I
- GEOL 1403 - Physical Geology
- GEOL 1404 - Historical Geology
- PHYS 1305 - Introductory Physics I Lecture
- PHYS 1401 - General Physics I
- PHYS 2425 - University Physics I
- PHYS 2426 - University Physics II

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Language, Philosophy & Culture (40) Core

1 course (3 credit hours)

- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
- ENGL 2351 - Mexican American Literature
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- HUMA 1301 - Introduction to the Humanities I
- HUMA 1302 - Introduction to the Humanities II
- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 2323 - World Cultures
- LATI 2311 - Intermediate Latin I
- LATI 2312 - Intermediate Latin II
- PHIL 1301 - Introduction to Philosophy
- PHIL 1304 - Introduction to World Religions
- PHIL 2303 - Introduction to Logic
- PHIL 2306 - Introduction to Ethics
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Creative Arts (50) Core

1 course (3 credit hours)

- ARTS 1301 - Art Appreciation
- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)
- DANC 2303 - Dance Appreciation
- DRAM 1310 - Introduction to Theatre - Theatre Appreciation
- HUMA 1311 - Mexican-American Fine Arts Appreciation
- MUSI 1306 - Music Appreciation
- MUSI 1309 - Music Literature II
- MUSI 1310 - American Music

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

American History (60) Core

2 courses (6 credit hours)

- HIST 1301 - United States History I
- HIST 1302 - United States History II
-

or

- HIST 2327 - Mexican-American History I
- HIST 2328 - Mexican-American History II
-

or

- HIST 1301 - United States History I
- HIST 2328 - Mexican-American History II
-

or

- HIST 2327 - Mexican-American History I
- HIST 1302 - United States History II
-

- or

- HIST 2301 - Texas History
- and one from the following list:

- HIST 1301 - United States History I

HIST 1302 - United States History II

HIST 2327 - Mexican-American History I

HIST 2328 - Mexican-American History II

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Government/Political Science (70) Core

2 courses (6 credit hours)

- GOVT 2305 - Federal Government
- GOVT 2306 - Texas Government

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Social and Behavioral Sciences (80) Core

1 course (3 credit hours)

- COMM 1307 - Introduction to Mass Communication
- CRIJ 1301 - Introduction to Criminal Justice
- ECON 1301 - Introduction to Economics
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- GEOG 1303 - World Regional Geography
- GOVT 2304 - Introduction to Political Science
- PSYC 2301 - General Psychology
- PSYC 2306 - Human Sexuality
- PSYC 2307 - Adolescent Psychology I
- PSYC 2308 - Child Psychology
- PSYC 2319 - Social Psychology
- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Additional Communication (90) Core

1 course (3 credit hours)

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1321 - Business and Professional Communication

Note:

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.

Additional Language, Philosophy and Culture (90) Core

1 course (3 credit hours)

- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
- ENGL 2351 - Mexican American Literature
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- HUMA 1301 - Introduction to the Humanities I
- HUMA 1302 - Introduction to the Humanities II
- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 2323 - World Cultures
- LATI 2311 - Intermediate Latin I
- LATI 2312 - Intermediate Latin II
- PHIL 1301 - Introduction to Philosophy
- PHIL 1304 - Introduction to World Religions
- PHIL 2303 - Introduction to Logic
- PHIL 2306 - Introduction to Ethics

- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II

Complete listing of the Alamo Colleges Core

2016-2017 Core Curriculum Course List

Note: Not all courses are offered at all Alamo Colleges

Core for Print

A+ Certificate Preparation Marketable Skills Award

The A+ Certification Preparation Marketable Skills Award will provide the student with the knowledge and skill to prepare for the A+ Certificate which is industry recognized and an entry level position may be obtained.

Related Degrees and Certificates

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Basics Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 11)

- ITSC 2439 - Personal Computer Help Desk Support
- ITSC 1305 - Introduction to PC Operating Systems
- ITSC 1425 - Personal Computer Hardware

NOTE:

CIP Code: 11.0101

Major Code: ACRT

Administration Level 1 Certificate

The Administration Certificate is a general entry-level certificate for beginning business students.

Related Degrees and Certificates

Business Management, A.A.S.

Entrepreneurship Level 1 Certificate

Entry-Level Supervision Level 2 Certificate

International Business Level 1 Certificate

Leadership Level 1 Certificate

Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- ITSC 1309 - Integrated Software Applications
- BMGT 1307 - Team Building
- BMGT 1345 - Communication Skills for Managers
- MRKG 1301 - Customer Relations
- POFT 1120 - Job Search Skills
- BMGT 1301 - Supervision *

NOTES:

* Capstone Course

CIP Code: 52.0201

Major Code: ADMI

Administrative Assistant Level 1 Certificate

The Administrative Assistant Certificate program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 42)

First Year

First Semester (15 Credit Hours)

- POFT 1301 - Business English
- POFT 1309 - Administrative Office Procedures I
- POFT 1319 - Records and Information Management I

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

Second Semester (15 Credit Hours)

- POFT 2303 - Speed and Accuracy Building
- POFT 2312 - Business Correspondence and Communication

- POFI 2301 - Word Processing
- or ITSW 1301 Introduction to Word Processing #

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications
- POFI 1349 - Spreadsheets
- or ITSW 1304 - Introduction to Spreadsheets #

Second Year

First Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I
- POFI 2331 - Desktop Publishing
- or *ITSW 1310 Introduction to Presentation Graphics Software #*
- POFI 2340 - Advanced Word Processing
- or BMGT 1327 - Principles of Management
- POFT 1313 - Professional Workforce Preparation *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0401

Major Code: ADAS

Administrative Assistant, A.A.S.

The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Advisory Committee

Randy Lee, Rackspace

Debra Martinez, Alamo Colleges

Alan McCabe, Frost National Bank

Jackie Trevino, Frost National Bank

Related Degrees and Certificates

Ladder Certificates

General Office Level I Certificate
Secretarial Assistant Level I Certificate
Administrative Assistant Level II Certificate

Additional Awards

Bill and Account Collector Level I Certificate
Data Entry Technician Level I Certificate
Virtual Administrative Assistant Level 1 Certificate

Degree Requirements (Total Credit Hours: 60)

First Year

First Semester (15 credit hours)

- POFT 1301 - Business English
- POFT 1319 - Records and Information Management I

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

- Select 3 credit hours from the following:
- POFI 1301 - Computer Applications I
- POFT 1231 Numeric Keypad Applications #
- and POFI 1171 File/PC Management for Windows #

Second Semester (15 credit hours)

- POFT 1309 - Administrative Office Procedures I
- POFT 1313 - Professional Workforce Preparation

- POFI 2301 - Word Processing
- or ITSW 1301 - Intro to Word Processing #

- POFI 1349 - Spreadsheets
- or ITSW 1304 - Introduction to Spreadsheets #

- POFT 2312 - Business Correspondence and Communication
- or BMGT 1345 - Communication Skills for Managers

Second Year

First Semester (15 credit hours)

- Select 1 course from Social and Behavioral Sciences (80) Core
- ENGL 1301 - Composition I

- POFI 2331 - Desktop Publishing
- or ITSW 1310 - Intro to Presentation Graphics Software #

- ITSW 2334 - Advanced Spreadsheets
- or ITSW 1307 - Introduction to Database #

- ACNT 1303 - Introduction to Accounting I
- or ACCT 2301 - Principles of Financial Accounting

Second Semester (15 credit hours)

- Select 1 course from Additional Communication (90) Core
- Select 1 course from Creative Arts (50) Core or Language, Philosophy & Culture (40) Core
- Select 1 course from Mathematics (20) Core

- POFI 2340 - Advanced Word Processing
- or BMGT 1327 - Principles of Management

- POFT 2380 - Cooperative Education - Administrative Assistant and Secretarial Science, General *

NOTES:

* *Capstone Course*

Courses not offered at Palo Alto College

CIP Code: 52.0401

Major Code: ADCT

Advertising/Public Relations FOS

This Field of Study includes classes that empower all students with a greater understanding of the Information Age in which they live and with the necessary skills to thrive in an increasingly global and digital environment.

Besides learning about the historical underpinnings of the mass media and how to critically analyze its content, students take courses with a strong hands-on learning emphasis through the creation of their own media content - professional-quality websites, broadcast-ready digital television productions, and well-crafted articles and layouts. Students build a portfolio of work to present to their transfer institutions and potential employers.

This is a THECB-approved Field of Study.

Field of Study Required Courses (Total Credit Hours: 12)

Select one option:

Option 1 Requirements:

Select 2 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 2300 - Media Literacy
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 2 courses from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester, journalism emphasis)
COMM 1336 - Video Production I
COMM 1337 - Video Production II
COMM 2305 - Editing and Layout
COMM 2311 - Media Writing
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 2300 - Media Literacy
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 1 course from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester, journalism emphasis)
COMM 1336 - Video Production I
COMM 1337 - Video Production II
COMM 2305 - Editing and Layout
COMM 2311 - Media Writing
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0701
Major Code: CAPR

Associate of Arts

The Associate of Arts is designed as the equivalent of the first half of a Baccalaureate Degree. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Please check with your advisor for specific transfer requirements.

Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- Any 18 hours of college-level Arts & Science courses, as approved by advisor.

Note:

Courses from the Additional Requirements area may not be used to satisfy Core Curriculum requirements.

A course may be used only once to fulfill degree requirements.

The student is encouraged to carefully examine requirements at the transfer institution. Requirements vary from institution to institution and can change from one year to the next.

Program CIP: 24.0100

Major Code: LBAT

Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS

The AAT Degree Program Texas Teacher Certification: EC-6, 4-8, EC-12 Special Education targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

Field of Study Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from:

- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 - Special Populations
- MATH 1350 - Fundamentals of Mathematics I for Teachers
- MATH 1351 - Fundamentals of Mathematics II for Teachers
- Science Electives: 6-8 Credit Hours from the Life and Physical Sciences (30) Core
(student must meet with an advisor for science course selection)

Note:

A course may be used only once to fulfill degree requirements.

The student is encouraged to carefully examine requirements at the transfer institution. Requirements vary from institution to institution and can change from one year to the next.

Program CIP:

NLC - 30.9999
NVC, PAC - 13.1210
SAC - 13.1206
SPC - 13.1205

Major Code:

NLC - TCII
NVC - TEOT
PAC - GENE
SAC, SPC - TECT

Associate of Arts in Teaching 7-12 and Other EC-12 FOS

The AAT Degree Program Texas Teacher Certification: 7-12, Other EC-12 targets individuals who have a desire to enter the field of education as a teacher, school administrator, counselor, or some aspect of child/adolescent development. The AAT is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the college department, the transfer center, or the university to which they plan to transfer for additional information.

Field of Study Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from:

- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (18 credit hours)

- EDUC 1301 - Introduction to the Teaching Profession
- EDUC 2301 - Special Populations
- Electives: Content Area Teaching Fields/Academic Disciplines - 12 Credit Hours

Note:

Program CIP:

NLC - 30.9999

NVC, PAC - 13.1206

SAC, SPC - 13.1205

Major Codes:

NLC - TCHI

NVC - TECS

PAC - ETSP

SAC, SPC - TXCT

Associate of Arts, with optional electives in Art

This Associate of Arts degree with optional electives in Art includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

(Note: ARTS 1303 or ARTS 1304 recommended for Art Majors)*

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ARTS 1311 - Design I (2-Dimensional)
- ARTS 1312 - Design II (3-Dimensional)
- ARTS 1316 - Drawing I

Select 1 of the following: 3 hrs*

- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)

Select 2 of the following: 6 hrs**

- ARTS 1317 - Drawing II
- ARTS 2311 - Design III
- ARTS 2316 - Painting I
- ARTS 2326 - Sculpture I
- ARTS 2333 - Printmaking I
- ARTS 2341 - Art Metals I #
- ARTS 2346 - Ceramics I
- ARTS 2348 - Digital Art I
- ARTS 2356 - Photography I (fine arts emphasis)
- ARTS 2323 - Drawing III
- ARTS 2317 - Painting II
- ARTS 2327 - Sculpture II
- ARTS 2334 - Printmaking II
- ARTS 2342 - Art Metals II #
- ARTS 2347 - Ceramics II
- ARTS 2349 - Digital Art II
- ARTS 2357 - Photography II (fine arts emphasis)

Associate of Arts, with optional electives in Business

This Associate of Arts degree with optional electives in Business includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from:

- MATH 1324 - Mathematics for Business & Social Sciences
- MATH 1314 - College Algebra
- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from:

- SPCH 1321 - Business and Professional Communication
- SPCH 1315 - Public Speaking
- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting
- BCIS 1305 - Business Computer Applications
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences

Associate of Arts, with optional electives in Communication with emphasis in Journalism/Mass Communication

This Associate of Arts degree with optional electives in Communications with emphasis in Journalism/Mass Communication includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 course from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising
- COMM 1335 - Introduction to Electronic Media
- COMM 2311 - Media Writing

Select 2 courses from:

- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)
- COMM 2332 - Radio/Television News (CI)
- COMM 2339 - Writing for Radio, Television, Film

- And select 1 additional COMM Course

Option 2:

- COMM 2324 - Practicum in Electronic Media

Select 3 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations

- COMM 2327 - Introduction to Advertising
- COMM 1335 - Introduction to Electronic Media
- COMM 2311 - Media Writing

Select 1 course from:

- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)
- COMM 2332 - Radio/Television News (CI)
- COMM 2339 - Writing for Radio, Television, Film

- And select 1 additional COMM course

Associate of Arts, with optional electives in Communications with emphasis on Advertising/Public Relations

This Associate of Arts degree with optional electives in Communications with an emphasis on Advertising/Public Relations includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Choose one of the following two options:

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 2330 - Introduction to Public Relations
- COMM 2327 - Introduction to Advertising

Select 2 courses from:

- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2305 - Editing and Layout
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I

- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film
- COMM 1318 - Photography I
- COMM 1319 - Photography II (second semester, journalism emphasis)
- And select 1 additional COMM Course

Option 2:

- COMM 2324 - Practicum in Electronic Media
- Select 3 courses from:
- COMM 1307 - Introduction to Mass Communication
 - COMM 2300 - Media Literacy
 - COMM 2330 - Introduction to Public Relations
 - COMM 2327 - Introduction to Advertising
- Select 1 course from:
- COMM 2311 - Media Writing
 - COMM 2315 - News Reporting
 - COMM 2305 - Editing and Layout
 - COMM 2332 - Radio/Television News (CI)
 - COMM 1336 - Video Production I
 - COMM 1337 - Video Production II
 - COMM 2339 - Writing for Radio, Television, Film
 - COMM 1318 - Photography I
- And select 1 additional COMM Course

Associate of Arts, with optional electives in Communications with Radio & TV Broadcast Journalism emphasis

This Associate of Arts degree with optional electives in Communications with Radio & TV Broadcast Journalism emphasis includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Option 1:

- COMM 2324 - Practicum in Electronic Media

Select 2 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 1335 - Introduction to Electronic Media
- COMM 2366 - Introduction to Cinema

Select 2 courses from:

- COMM 2303 - Audio Production
- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I
- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film

- Select 1 additional COMM course

Option 2:

- COMM 2324 - Practicum in Electronic Media

Select 3 courses from:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Media Literacy
- COMM 1335 - Introduction to Electronic Media
- COMM 2366 - Introduction to Cinema

Select 1 course from:

- COMM 2303 - Audio Production
- COMM 2311 - Media Writing
- COMM 2315 - News Reporting
- COMM 2332 - Radio/Television News (CI)
- COMM 1336 - Video Production I
- COMM 1337 - Video Production II
- COMM 2339 - Writing for Radio, Television, Film

- Select 1 additional COMM course

Associate of Arts, with optional electives in Criminal Justice

This Associate of Arts degree with optional electives in Criminal Justice includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- CRIJ 1301 - Introduction to Criminal Justice
- CRIJ 1306 - Court Systems and Practices
- CRIJ 1310 - Fundamentals of Criminal Law
- CRIJ 2313 - Correctional Systems and Practices
- CRIJ 2328 - Police Systems and Practices
- Open Elective from the Core (3 hours)

Associate of Arts, with optional electives in Digital Arts and Media

This Associate of Arts degree with optional electives in Digital Art includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core
(Note: ARTS 1303 or 1304 recommended for Art Majors)*

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Take each of the following: 12 hrs

- ARTS 1311 - Design I (2-Dimensional)
- ARTS 1312 - Design II (3-Dimensional)
- ARTS 1316 - Drawing I
- ARTS 2348 - Digital Art I

Select 1 from the following: 3 hrs *

- ARTS 1303 - Art History Survey (Pre 1300)
- ARTS 1304 - Art History Survey (Post 1300)

Select 1 from the following: 3 hrs **

- ARTS 2311 - Design III
- ARTS 2356 - Photography I (fine arts emphasis)
- ARTS 2349 - Digital Art II

Associate of Arts, with optional electives in Drama

This Associate of Arts degree with optional electives in Drama includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1314 - College Algebra
- or MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)
(If selecting MATH 1332, check with your transfer institution in order to insure that it will apply toward your major)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

- DRAM 1310 - Introduction to Theatre - Theatre Appreciation

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- DRAM 1351 - Acting I
- DRAM 1352 - Acting II
- DRAM 1330 - Stagecraft I
- DRAM 1120 - Theatre Practicum I
- DRAM 1121 - Theatre Practicum II
- DRAM 2120 - Theatre Practicum III

Select 2 courses from the following:

- DRAM 1322 - Stage Movement
- DRAM 1341 - Stage Make Up
- DRAM 1342 - Introduction to Costume
- DRAM 2331 - Stagecraft II
- DRAM 2336 - Voice and Diction
- DRAM 2351 - Acting III
- DRAM 2361 - Theatre History 1#

Associate of Arts, with optional electives in Economics

This Associate of Arts degree with optional electives in Economics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I

- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1314 - College Algebra
- or MATH 1414 - College Algebra (Precal Track)
- or MATH 1324 - Mathematics for Business & Social Sciences

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ECON 2301 - Principles of Macroeconomics

- ECON 2302 - Principles of Microeconomics AND

Choose four (4) courses from this list: (to ensure transferability, students should consult their academic advisor at the Alamo Colleges or at their transfer institution before selecting courses from this list).

- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting
- BCIS 1305 - Business Computer Applications
- MATH 1325 - Calculus for Business & Social Sciences
- ANTH 2301 - Physical Anthropology #
- ANTH 2302 - Archaeology #
- ANTH 2351 - Cultural Anthropology #
- CRIJ 1301 - Introduction to Criminal Justice
- CRIJ 1306 - Court Systems and Practices
- CRIJ 1307 - Crime in America
- CRIJ 1310 - Fundamentals of Criminal Law
- CRIJ 1313 - Juvenile Justice System
- CRIJ 2301 - Community Resources in Corrections
- CRIJ 2313 - Correctional Systems and Practices
- CRIJ 2314 - Criminal Investigation
- CRIJ 2323 - Legal Aspects of Law Enforcement
- CRIJ 2328 - Police Systems and Practices
- GEOG 1301 - Physical Geography
- GEOG 1302 - Human Geography #
- GEOG 1303 - World Regional Geography
- GEOG 2389 - Academic Cooperative #
- GEPG 2470 - Introduction to Geographic Information Systems #
- GOVT 2304 - Introduction to Political Science
- GOVT 2311 - Mexican-American Politics
- GOVT 2378 - Introduction to International Relations
- Govt 2389 - Academic Cooperative
- HIST 2311 - Western Civilization I
- HIST 2312 - Western Civilization II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- PSYC 2301 - General Psychology
- PSYC 2306 - Human Sexuality
- PSYC 2308 - Child Psychology
- PSYC 2314 - Lifespan Growth and Development
- PSYC 2315 - Psychology of Adjustment #
- PSYC 2316 - Psychology of Personality
- PSYC 2317 - Statistical Methods in Psychology #
- PSYC 2319 - Social Psychology
- PSYC 2389 - Academic Cooperative #
- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems
- SOCI 1370 - Sociology of Death and Dying #
- SOCI 2301 - Marriage and the Family
- SOCI 2336 - Criminology #

- SOCI 2371 - Sociology of Aging #
- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present

Associate of Arts, with optional electives in English

This Associate of Arts degree with optional electives in English includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Select 6 courses from the following:

- ENGL 2307 - Creative Writing
- ENGL 2308 - Creative Writing: Topics #
- ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical
- ENGL 2323 - British Literature II: Romanticism to the Present
- ENGL 2327 - American Literature I: Precolonial through the Romantic Period
- ENGL 2328 - American Literature II: Realism to the Present
- ENGL 2332 - World Literature I: Antiquity through the Renaissance
- ENGL 2333 - World Literature II: Neoclassical to the Present
- ENGL 2341 - Forms of Literature
- ENGL 2342 - Introduction to Literature and Literary Criticism #
- ENGL 2351 - Mexican American Literature

Associate of Arts, with optional electives in Humanities

This Associate of Arts degree with optional electives in Humanities includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- HUMA 1301 - Introduction to the Humanities I
- HUMA 1302 - Introduction to the Humanities II

Select 4 courses from:

- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 1311 - Mexican-American Fine Arts Appreciation
- HUMA 1315 - Fine Arts Appreciation #
- HUMA 2319 - American Minority Studies #
- HUMA 2323 - World Cultures
- PHIL 1304 - Introduction to World Religions
- PHIL 2306 - Introduction to Ethics

Associate of Arts, with optional electives in Kinesiology

This Associate of Arts degree with optional electives in Kinesiology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the Mathematics (20) Core

Recommend MATH 1314 MATH 1314 - College Algebra

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Recommend:

- BIOL 1406 BIOL 1406 - Biology for Science Majors I
and * any other 4 hour course from the Life and Physical Sciences (30) Core
or
- **BIOL 2401 BIOL 2401 - Human Anatomy and Physiology I
- and **BIOL 2402 BIOL 2402 - Human Anatomy and Physiology II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 from the Social and Behavioral Sciences (80) Core

Recommend:

- **PSYC 2301 PSYC 2301 - General Psychology

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (16 credit hours)

Consult with advisor before making selections.

- KINE 1301 - Foundations of Kinesiology
- Select 1 or 4** courses (1 credit hour each) from the following list: KINE 1101 - 1185, KINE 2101 - 2185, DANC 1110 - 1152, or DANC 2112 - 2152
 - ** KINE 1101-1185
 - **KINE 2101-2185
 - **DANC 1110-1152
 - **DANC 2112-2152

Select 3 or 4 courses (3 credit hours each) from the following list:

- KINE 1304 - Personal/Community Health
- KINE 1306 - First Aid
- KINE 1308 - Intramurals and Officiating
- KINE 1321 - Coaching I
- KINE 1338 - Concepts of Physical Fitness
- KINE 1346 - Drug Use & Abuse
- ** BIOL 1323 - Consumer Nutrition (for Non-science Majors)

Associate of Arts, with optional electives in Liberal Arts

This Associate of Arts degree with optional electives in Liberal Arts includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Select 18 hours of college-level Arts and Science courses, as approved by advisor.

Note: Check with the institution to which you plan to transfer to ensure that courses taken at PAC are the courses that will apply to the appropriate degree.

Associate of Arts, with optional electives in Mexican-American Studies

This Associate of Arts degree with optional electives in Mexican-American Studies includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- ENGL 2351 - Mexican American Literature
- GOVT 2311 - Mexican-American Politics
- HUMA 1305 - Introduction to Mexican-American Studies
- HUMA 1311 - Mexican-American Fine Arts Appreciation

- HIST 2327 - Mexican-American History I
- or HIST 2328 - Mexican-American History II
- SPAN 2312 - Intermediate Spanish II
- or SPAN 2315 - Spanish for Native Speakers II #

Associate of Arts, with optional electives in Music

This Associate of Arts degree with optional electives in Music includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Creative Arts (50) Core - 1 course (3 credit hours)

- MUSI 1309 - Music Literature II

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Optional Electives Courses (36 credit hours)

Theory/Aural Skills: 16 credit hours

- MUSI 1311 - Music Theory I
- MUSI 1312 - Music Theory II
- MUSI 1116 - Elementary Ear Training and Sight Singing I
- MUSI 1117 - Elementary Ear Training and Sight Singing II
- MUSI 2311 - Music Theory III
- MUSI 2312 - Music Theory IV
- MUSI 2116 - Advanced Ear Training and Sight Singing I
- MUSI 2117 - Advanced Ear Training and Sight Singing II
- OR
- MUSI 1211 - Music Theory I #
- MUSI 1212 - Music Theory II #
- MUSI 1216 - Elementary Sight Singing and Ear Training I #
- MUSI 1217 - Elementary Ear Training and Sight Singing II #
- MUSI 2211 - Music Theory III #
- MUSI 2212 - Music Theory IV #
- MUSI 2216 - Advanced Sight Singing and Ear Training I #
- MUSI 2217 - Advanced Sight Singing and Ear Training II #

Principle Instrument: 8 credit hours

- MUAP 12XX Major Level 2 credit hours
- MUAP 12XX Major Level 2 credit hours
- MUAP 22XX Major Level 2 credit hours
- MUAP 22XX Major Level 2 credit hours

Music Literature: 3 credit hours

- MUSI 1308 - Music Literature I

Ensemble: 4 credit hours

- MUEN 11XX - 4 credit hours *

Keyboard Competency: 4 credit hours

- MUSI 1114 - Keyboard Harmony I
- MUSI 1115 - Keyboard Harmony II
- MUSI 2114 - Keyboard Harmony III
- MUSI 2115 - Keyboard Harmony IV

Choose 1 from the following: 1 credit hour

- MUEN 11XX - Any Ensemble
- MUSI 1181 - Piano Class I
- MUSI 1183 - Voice Class I
- MUSI 1188 - Percussion Class I

Associate of Arts, with optional electives in Political Science

This Associate of Arts degree with optional electives in Political Science includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

- SPCH 1311 - Introduction to Speech Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- GOVT 2304 - Introduction to Political Science

Select 5 courses from:

- GEOG 1303 - World Regional Geography
- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- HIST 2311 - Western Civilization I
- HIST 2312 - Western Civilization II
- HIST 2321 - World Civilizations I
- HIST 2322 - World Civilizations II
- Foreign Language 1411
- Foreign Language 1412
- Foreign Language 2311
- Foreign Language 2312

Associate of Arts, with optional electives in Psychology

This Associate of Arts degree with optional electives in Psychology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- PSYC 2301 - General Psychology
- PSYC 2314 - Lifespan Growth and Development

Select 3 courses (9 hours) from the following:

- PSYC 2306 - Human Sexuality
 - PSYC 2307 - Adolescent Psychology I
 - PSYC 2308 - Child Psychology
 - PSYC 2316 - Psychology of Personality
 - PSYC 2319 - Social Psychology
 - PSYC 2315 - Psychology of Adjustment #
 - PSYC 2317 - Statistical Methods in Psychology #
 - PSYC 2389 - Academic Cooperative #
- AND
- Directed Elective: Select 1 course (3 hours) other than Psychology from the Social and Behavioral Sciences (80) Core

Associate of Arts, with optional electives in Social Work

This Associate of Arts degree with optional electives in Social Work includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SOCW 2361 - Introduction to Social Work
- SOCW 2362 - Social Welfare as a Social Institution
- SOCI 1306 - Social Problems
- SOCI 2301 - Marriage and the Family
- SOCI 2340 - Drug Use and Abuse
- PSYC 2301 - General Psychology

Associate of Arts, with optional electives in Sociology

This Associate of Arts degree with optional electives in Sociology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SOCI 1301 - Introductory Sociology
- SOCI 1306 - Social Problems

Select 1 course from the following:

- SOCI 2301 - Marriage and the Family
- SOCI 2319 - Minority Studies #
- SOCI 2336 - Criminology #
- SOCI 2339 - Juvenile Delinquency #
- SOCI 2340 - Drug Use and Abuse

AND

- Select 3 courses (9 hours) from the list below. Two courses must be from the same course area. Transfer students should contact an academic advisor at their transfer institution concerning preferred courses toward a minor.

ANTH, CRIJ, ECON, GEOG, HIST, PSYC

Associate of Arts, with optional electives in Spanish

This Associate of Arts degree with optional electives in Spanish includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the Mathematics (20) Core

(Recommended) MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- SPAN 1411 - Elementary Spanish I
- SPAN 1412 - Elementary Spanish II
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II
- Select 1 course from Language, Philosophy & Culture (40) Core
- Select one credit hour KINE course (See an advisor for assistance in choosing the course that best fits your transfer plan)

Associate of Arts, with optional electives in Speech Communication

This Associate of Arts degree with optional electives in Speech Communication includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

Choose 6 hours from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1318 - Interpersonal Communication
- SPCH 2333 - Discussion and Small Group Communication

Select 9 hours from:

- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication
- SPCH 1342 - Voice and Diction
- SPCH 2335 - Argumentation and Debate
- SPCH 2341 - Oral Interpretation

Select 3 hours from an approved elective

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1318 - Interpersonal Communication
- SPCH 1321 - Business and Professional Communication
- SPCH 1342 - Voice and Diction
- SPCH 2333 - Discussion and Small Group Communication
- COMM 1307 - Introduction to Mass Communication
- COMM 1335 - Introduction to Electronic Media
- COMM 2300 - Media Literacy
- ENGL 2307 - Creative Writing
- ENGL 2311 - Technical Writing
- SPAN 1300 - beginning Conversational Spanish #
- SPAN 1411 - Elementary Spanish I
- SPAN 1412 - Elementary Spanish II
- SPAN 2311 - Intermediate Spanish I
- SPAN 2312 - Intermediate Spanish II
- FREN 1300 - Beginning Conversational French I#
- FREN 1411 - Elementary French I
- FREN 1412 - Elementary French II
- FREN 2311 - Intermediate French I#
- FREN 2312 - Intermediate French 2#
- SGNL 1301 - Beginning American Sign Language I#
- SGNL 1302 - American Sign Language II#
- SGNL 2301 - Intermediate American Sign Language I#
- SGNL 2302 - Intermediate American Sign Language II#

Associate of Science, with optional electives in Agriculture

This Associate of Science degree with optional electives in Agriculture includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (3 credit hours)

Select 1 course from the Mathematics (20) Core

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (18 credit hours)

- AGRI 1231 - The Agricultural Industry
- AGRI 1307 - Agronomy
- or AGRI 1315 - Principles of Horticulture
- AGRI 1319 - Animal Science
- AGRI 2330 - Wildlife Conservation and Management
- or AGRI 2321 - Livestock Evaluation I
- AGRI 1325 - Marketing of Agricultural Products
- or AGRI 2317 - Introduction to Agricultural Economics
- BIOL 1406 - Biology for Science Majors I
- or BIOL 1411 - General Botany
- or BIOL 1413 - General Zoology

Associate of Science, with optional electives in Biology

This Associate of Science degree with optional electives in Biology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I

- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from:

- MATH 1442 - Elementary Statistical Methods
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90)

Select 1 course from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

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

Select 7 credit hours from the following:

- BIOL 2416 - Genetics
- BIOL 2421 - Microbiology for Science Majors
- PHYS 1401 - General Physics I
- PHYS 1402 - General Physics II

- CHEM 2323 - Organic Chemistry Lecture I
- CHEM 2123 - Organic Chemistry Laboratory I

- CHEM 2325 - Organic Chemistry Lecture II
- CHEM 2125 - Organic Chemistry Laboratory II

Associate of Science, with optional electives in Biology, Pre-Nursing Emphasis

This Associate of Science degree with optional electives in Biology, Pre-Nursing Emphasis includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1442 - Elementary Statistical Methods

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II

Language, Philosophy & Culture (40) - 1 course (3 credit hours)

- PHIL 2306 - Introduction to Ethics

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

- PSYC 2301 - General Psychology

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from:

- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking
- SPCH 1321 - Business and Professional Communication

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- CHEM 1405 - Introductory Chemistry I
- or CHEM 1305 - Introductory Chemistry I (Lecture) #
- and CHEM 1105 - Introductory Chemistry I (Lab) #

- BIOL 1322 - Nutrition & Diet Therapy
- BIOL 2420 - Microbiology for Nursing and Allied Health
- PSYC 2314 - Lifespan Growth and Development
- Any minimum 1 hour course in the Arts and Sciences

Associate of Science, with optional electives in Biology, Pre-Professional Emphasis

This Associate of Science degree with optional electives in Biology, Pre-Professional Emphasis includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1442 - Elementary Statistical Methods
- or MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- BIOL 1406 - Biology for Science Majors I
- BIOL 1407 - Biology for Science Majors II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

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

Select 7 credit hours from the following:

- BIOL 2421 - Microbiology for Science Majors
- BIOL 2416 - Genetics
- PHYS 1401 - General Physics I
- PHYS 1402 - General Physics II

- CHEM 2323 - Organic Chemistry Lecture I
and CHEM 2123 - Organic Chemistry Laboratory I

- CHEM 2325 - Organic Chemistry Lecture II
and CHEM 2125 - Organic Chemistry Laboratory II

Associate of Science, with optional electives in Chemistry

This Associate of Science degree with optional electives in Chemistry includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2412 - Precalculus
Note: This course will require MATH 1414 or its equivalent if not already completed

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- CHEM 1311 - General Chemistry Lecture I
- and CHEM 1111 - General Chemistry Laboratory I

- CHEM 1312 - General Chemistry Lecture II
- and CHEM 1112 - General Chemistry Laboratory II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- CHEM 2323 - Organic Chemistry Lecture I
- and CHEM 2123 - Organic Chemistry Laboratory I
- CHEM 2325 - Organic Chemistry Lecture II
- MATH 2413 - Calculus I
- MATH 2414 - Calculus II

Associate of Science, with optional electives in Computer Information Systems

This Associate of Science degree with optional electives in Computer Information Systems includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- ACCT 2301 - Principles of Financial Accounting
- COSC 1336 - Programming Fundamentals I
- COSC 1437 - Programming Fundamentals II
- COSC 2436 - Programming Fundamentals III

Select 1 course from:

- COSC 1301 - Introduction to Computing
- BCIS 1305 - Business Computer Applications

Associate of Science, with optional electives in Computer Science

This Associate of Science degree with optional electives in Computer Science includes proposed course electives. The student should work

closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 1414 - College Algebra (Precal Track)

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- COSC 1336 - Programming Fundamentals I
- COSC 1337 - Programming Fundamentals II
- COSC 2325 - Computer Organization
- COSC 2436 - Programming Fundamentals III
- MATH 2412 - Precalculus

Associate of Science, with optional electives in Engineering

This Associate of Science degree with optional electives in Engineering includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2413 - Calculus I *

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- PHYS 2425 - University Physics I
- PHYS 2426 - University Physics II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (15 credit hours)

- ENGR 1201 - Introduction to Engineering
- MATH 2414 - Calculus II *

Select at least 9 hours of courses from the following:

- CHEM 1111 - General Chemistry Laboratory I
- CHEM 1311 - General Chemistry Lecture I
- CHEM 1112 - General Chemistry Laboratory II *
- CHEM 1312 - General Chemistry Lecture II *
- CHEM 1411 - General Chemistry I
- CHEM 1412 - General Chemistry II *
- ENGR 1304 - Engineering Graphics I
- ENGR 1307 - Plane Surveying #
- ENGR 2105 - Electrical Circuits I Laboratory *
- ENGR 2301 - Mechanics I: Statics *
- ENGR 2302 - Mechanics II: Dynamics *
- ENGR 2303 - Engineering Mechanics - Statics and Dynamics *
- ENGR 2304 - Computer Programming for Engineering Applications
- ENGR 2305 - Electrical Circuits I *

- ENGR 2403 - Engineering Mechanics - Statics and Dynamics *
- MATH 2415 - Calculus III *
- MATH 2320 - Differential Equations *
- MATH 2318 - Linear Algebra *
- MATH 2421 - Differential Equations and Linear Algebra #

Associate of Science, with optional electives in Geology

This Associate of Science degree with optional electives in Geology includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Degree Requirements (Total Credit Hours: 60)

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

Select 1 course from the following:

- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (8 credit hours)

- CHEM 1311 - General Chemistry Lecture I
- CHEM 1111 - General Chemistry Laboratory I
- CHEM 1312 - General Chemistry Lecture II
- CHEM 1112 - General Chemistry Laboratory II

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Additional Requirements (15 credit hours)

- GEOL 1403 - Physical Geology
- GEOL 1404 - Historical Geology
- or GEOL 1304 - Historical Geology Lecture # Please note credit cannot be earned for both GEOL 1304 and GEOL 1404. GEOL 1404 is recommended for students that intend to transfer.
- PHYS 1401 - General Physics I
- or PHYS 1301 - General Physics I Lecture #
- and PHYS 1101 - General Physics I Lab #

Select 1 course from:

- MATH 2412 - Precalculus
- MATH 2413 - Calculus I
- MATH 2414 - Calculus II

NOTES:

Courses from the Additional Requirements area may not be used to satisfy Core Curriculum requirements.

Recommended Additional Courses:

PHYS 1302/PHYS 1102 - General Physics II Lecture/Lab (Also listed as PHYS 1402 General Physics II)

***Please note that most universities will transfer up to 66 credit hours.*

Degree plan aligns with UTSA. Students transferring to Trinity University should check with Admissions at Trinity University.

Course not offered at Palo Alto College
CIP Code: 40.0601
Major Code: GEOL

Associate of Science, with optional electives in Mathematics

This Associate of Science degree with optional electives in Mathematics includes proposed course electives. The student should work closely with an advisor to identify the undergraduate degree requirements of the university to which they plan to transfer.

Total Credit Hours: 60

Communication (10) Core - 2 courses (6 credit hours)

- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Mathematics (20) Core - 1 course (4 credit hours)

- MATH 2413 - Calculus I

Life and Physical Sciences (30) Core - 2 courses (6 credit hours)

Select 2 courses from the Life and Physical Sciences (30) Core

Language, Philosophy & Culture (40) Core - 1 course (3 credit hours)

Select 1 course from the Language, Philosophy & Culture (40) Core

Creative Arts (50) Core - 1 course (3 credit hours)

Select 1 course from the Creative Arts (50) Core

American History (60) Core - 2 courses (6 credit hours)

Select 2 courses from the American History (60) Core

Government/Political Science (70) Core - 2 courses (6 hours)

Select 2 courses from the Government/Political Science (70) Core

Social and Behavioral Sciences (80) Core - 1 course (3 credit hours)

Select 1 course from the Social and Behavioral Sciences (80) Core

Additional Communication (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Communication (90) Core

Additional Language, Philosophy and Culture (90) Core - 1 course (3 credit hours)

Select 1 course from the Additional Language, Philosophy and Culture (90) Core

Optional Electives Courses (17 credit hours)

- MATH 2414 - Calculus II
- MATH 2415 - Calculus III
- MATH 2318 - Linear Algebra

Select 6 credit hours from the following courses:

- MATH 2320 - Differential Equations
- COSC 1315 - Introduction to Computer Programming
- COSC 1336 - Programming Fundamentals I
- MATH 1414 - College Algebra (Precal Track)
- MATH 2412 - Precalculus
- MATH 1442 - Elementary Statistical Methods

Aviation Management Level 1 Certificate

This program is designed for students who are interested in the Aviation Management program and want an introduction to the skills needed to succeed in this field.

Related Degrees and Certificates

Aviation Management, A.A.S.

Professional Pilot, A.A.S.

Certified Flight Instructor Level 1 Preparation Certificate

Commercial Pilot Level 1 Certificate

Instrument Pilot Level 1 Certificate

Multi-Engine Pilot Level 1 Certificate

Private Pilot Level 1 Certificate

Degree Requirements (Total Credit Hours 21)

First Year

First Semester (9 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- LMGT 1319 - Introduction to Business Logistics
- AVIM 1301 - Introduction to Aviation Management

Second Semester (12 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- AIRP 1345 - Aviation Safety
- AVIM 2331 - Airline Management
- AVIM 2335 - Airport Management *

NOTES:

*Capstone Course
CIP Code: 49.0104
Major Code:AVMG

Aviation Management, A.A.S.

The Aviation Management program prepares an individual at the mid-management level for various areas of the aviation industry including support positions in airport management; air carrier operations; corporate aviation departments; and national, state, and local aviation agencies, authorities or boards. Potential positions also may be available with aviation service organizations and manufacturers.

Advisory Committee

Marge Balaz, Captain, Professional Pilot, American Airlines
Durwood Blasingame, CEO, Professional Pilot, Saber Helicopters, Inc.
Dwayne Fagan, Co-Founder & Chair, The Dee Howard Foundation
Greg Gonzales, Engineering Manager, UPS
William Gunn, Director of System & Training-Aviation Division, TXDOT
Tim O'Krongley, Asst. Aviation Director, San Antonio Airport, City of San Antonio
Morris Martin, Airport Manager, Stinson Municipal Airport, City of San Antonio
Aurelina Prado, Lean Practitioner, Defense, Space & Security, The Boeing Company
Byron "Skip" Reed, Director of Field Logistics, TAV Health
Shelly Tumbleson, Vice. Pres. for Residual Fuels & Intermediates, Tesoro Corporation

Related Degrees and Certificates

Ladder Certificates

Aviation Management Level 1 Certificate

Additional Awards

Professional Pilot, A.A.S.

Private Pilot Level 1 Certificate

Certified Flight Instructor Level 1 Preparation Certificate

Commercial Pilot Level 1 Certificate

Instrument Pilot Level 1 Certificate

Multi-Engine Pilot Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (16 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- AIRP 1417 - Private Pilot Ground School
- ENGL 1301 - Composition I
- GOVT 2305 - Federal Government
- HMSY 1337 - Introduction to Homeland Security

Second Semester (15 Credit Hours)

- AIRP 1345 - Aviation Safety
- Select one course from the Mathematics (20) Core
- ENGL 1302 - Composition II
- Select one course from the Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications

Summer Session (3 Credit Hours)

- ECON 2301 - Principles of Macroeconomics

Second Year

First Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- AVIM 1301 - Introduction to Aviation Management
- AIRP 1371 - Air Traffic Control I
- LMGT 1319 - Introduction to Business Logistics
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

Second Semester (11 Credit Hours)

- ACCT 2302 - Principles of Managerial Accounting
- AVIM 2331 - Airline Management
- AVIM 2335 - Airport Management
- AVIM 2288 - Internship - Aviation/Airway Management and Operations *

NOTES:

* Capstone Course

CIP Code: 49.0102

Apply Texas Code: 28003521

Major Code: AVMG

Basic Nursery and Landscape Operations Level 1 Certificate

A wide variety of industry opportunities involve every facet of plant care - among them growing and selling plants in nurseries, as well as installing and maintaining plants in landscapes. Learn the skills you need to get started in this industry with the completion of this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.

Turfgrass and Golf Course Management, A.A.S.

Floral Design Technician Level 1 Certificate

Landscape & Turfgrass Equipment Technician Level 2 Certificate

Landscape and Horticultural Science Level 1 Certificate

Small/Organic Farmer Level 1 Certificate

Turf and Landscape Irrigation Level 1 Certificate

Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 21)

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- HALT 2318 - Soil Fertility and Fertilizers

Second Semester (9 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 1333 - Landscape Irrigation

- HALT 1322 - Landscape Design *
- or HALT 1319 - Landscape Construction *
- or HALT 2314 - Plant Propagation *

NOTES:

* Capstone Course
 CIP Code: 01.0605
 Major Code: BNLO

Bill and Account Collector Level 1 Certificate

The Bill and Account Collector Certificate equips the student with the basic skills necessary to perform this occupation. Courses from this award fit into the Associate of Applied Science degree in Administrative Assistant. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate
 Secretarial Assistant Level 1 Certificate
 Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate
 Data Entry Technician Level 1 Certificate
 Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1329 - Beginning Keyboarding
- or POFT 2303 - Speed and Accuracy Building

- POFT 1301 - Business English
- POFT 1120 - Job Search Skills
- POFT 2312 - Business Correspondence and Communication
- POFT 1325 - Business Math Using Technology *

NOTES:

* Capstone Course
 CIP Code: 52.0401
 Major Code: BACL

Business FOS

Field of Study Required Courses (Total Credit Hours: 21)

The Business Field of Study Curriculum is for students who are seeking a Bachelor of Business Administration (BBA), a Bachelor of Arts (BA), or a Bachelor of Science (BS) degree with a major in business, including all business specializations.

Students who continue their studies at a four-year college or university will select a major, and possibly a minor. Common areas of study include Accounting, Finance, General Business, Human Resources, Information Systems, Management, Marketing, as well as other business-related studies.

- ECON 2301 - Principles of Macroeconomics
- ECON 2302 - Principles of Microeconomics
- MATH 1325 - Calculus for Business & Social Sciences (*click for prerequisite*)
- BCIS 1305 - Business Computer Applications
- ACCT 2301 - Principles of Financial Accounting
- ACCT 2302 - Principles of Managerial Accounting

Select 1 of the following:

- SPCH 1321 - Business and Professional Communication (Preferred)
- SPCH 1311 - Introduction to Speech Communication
- SPCH 1315 - Public Speaking

Business Management, A.A.S.

Students enrolled in Business Management will learn up-to-date management trends and directions that are directly applicable to today's workplace. They will learn key concepts for entry-level jobs in management and business, and learn leadership skills that are directly transferable to today's work environment.

Advisory Committee

Valentin Sanchez, HB Zachry Inc.

Dina Sayers, Capital Group
Joseph Ramon, San Antonio Water System
Diane Dominguez, USAA

Related Degrees and Certificates

Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate
Marketing Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- Select 1 course from Mathematics (20) Core
- ENGL 1301 - Composition I

- BCIS 1305 - Business Computer Applications
- or COSC 1301 - Introduction to Computing

- BUSI 1301 - Business Principles
- or IBUS 1305 - Introduction to International Business and Trade

Second Semester (18 Credit Hours)

- BMGT 1327 - Principles of Management
- HRPO 2301 - Human Resources Management
- Select 1 course from Additional Communication (90) Core or Communication (10) Core

- MRKG 1311 - Principles of Marketing
- or MRKG 1302 - Principles of Retailing

- MRKG 1301 - Customer Relations
- or MRKG 2333 - Principles of Selling
- or IMED 2309 - Internet Commerce #

- POFT 2312 - Business Correspondence and Communication
- or BMGT 1345 - Communication Skills for Managers

Second Year

First Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- Select 1 course from Language, Philosophy & Culture (40) Core , or Creative Arts (50) Core

- BMGT 2303 - Problem-Solving and Decision-Making
- or BMGT 1341 - Business Ethics

- BMGT 2341 - Strategic Management
- or BMGT 1309 - Information and Project Management

- BUSI 2301 - Business Law I
- or BUSG 2307 - Legal and Social Environment of Business

Second Semester (15 Credit Hours)

- BMGT 2309 - Leadership
- HRPO 2307 - Organizational Behavior
- Select 1 course from Social and Behavioral Sciences (80) Core or Government/Political Science (70) Core

- BMGT 1307 - Team Building
- or BUSG 2309 - Small Business Management
- or BMGT 2331 - Principles of Quality Management
- or BMGT 2310 - Financial Management

- BMGT 2382 - Cooperative Education - Business Administration and Management *
- or BMGT 2383 - Cooperative Education - Business Administration and Management * #

NOTES:

* Capstone Courses

Course not offered at Palo Alto College

CIP Code: 52.0201

Major Code: BMGT

Certified Flight Instructor Level 1 Preparation Certificate

Certified Flight Instructors, or CFIs, teach students how to fly an airplane. CFIs offer instruction on private piloting, instrument and commercial training and ground instruction. They also perform FAA-regulated flight check outs and proficiency checks. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: Aviation Flight Fees to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.

Professional Pilot, A.A.S.

Aviation Management Level 1 Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 36)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab)

First Summer Session (9 Credit Hours)

- AIRP 2337 - Commercial Ground School
- AIRP 2339 - Commercial Flight
- AIRP 1355 - Intermediate Flight

Second Year

First Semester (5 Credit Hours)

- AIRP 2349 - Instructor Ground School
- AIRP 2236 - Certified Flight Instructor-Airplane *

NOTES:

* Capstone Course
CIP Code: 49.0102
Major Code: CFLP

Cisco Certified Network Associate Level 1 Certificate

Cisco Exploration courses 1 through 4 of the Cisco Networking Technologies Academy provide students with a basic foundation in networking. Students who successfully complete this portion of the program are prepared to earn the Cisco Certified Network Associate (CCNA®) certification. Through this four course series, students will learn to operate the router and switch IOS, configure DHCP, NAT, frame relay, and a host of other protocols in a simulated local area and wide area networked environment. Students will learn how to manage these local and wide area networks, using the latest WAN technologies.

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (8 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts

Second Semester (8 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN *

NOTES:

*Capstone Course
CIP Code: 11.0101
Major Code: CSNT

Commercial Pilot Level 1 Certificate

If you're looking for a career that's literally up in the air, become a commercial pilot. Pilots enjoy a good salary, plenty of time off, travel all over the world and reduced rates on hotels and personal flights. If you love flying and want to make a living at doing it, your dream can come true when you meet all the requirements and become a commercial pilot. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Aviation Management Level 1 Certificate
Certified Flight Instructor Level 1 Preparation Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 31)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab)

Third Semester (9 credit hours)

- AIRP 1355 - Intermediate Flight
- AIRP 2337 - Commercial Ground School
- AIRP 2339 - Commercial Flight *

NOTES:

* Capstone Course
CIP Code: 49.0102
Major Code: CMPL

Computer Forensics Level 1 Certificate

Designed for information technology specialists, systems analysts and network administrators, this program is especially beneficial for individuals within law enforcement, private corporations or public agencies who are asked to search for and identify hidden digital data, or to analyze employee computer usage, stored or copied files, e-mail and Internet history. Program content includes laws governing the collection of digital evidence, documentation of

findings for corporate or organizational use, procedures for presentation and acceptance of digital data as evidence in legal proceedings, and a variety of software programs and tools used to identify, replicate and analyze digital data without corrupting it. The courses completed for this Certificate may be applied toward the Palo Alto College AAS Information Security and Assurance degree plan.

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Semester (11 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITDF 1400 - Introduction to Digital Forensics
- or ITNW 1454 - Implementing and Supporting Servers

- ITSC 1316 - Linux Installation and Configuration

Second Semester (11 Credit Hours)

- ITSY 2442 - Incident Response and Handling *
- ITSY 2443 - Computer System Forensics

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: CFOR

Computer Programmer A.A.S.

This degree plan helps prepare the student for an entry level position in programming computers. Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This degree plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

The included Capstone Internship 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.

Note: The COSC series of Programming courses included below are part of the Computer Science Field of Study Curriculum, and may also be applied toward a four-year institution's bachelor's degree.

Related Degrees and Certificates

Ladder Certificates

Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate

Additional Awards

Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 Credit Hours)

- Select 1 course from Social and Behavioral Sciences (80) Core
- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #
- COSC 1315 - Introduction to Computer Programming
- or ITSE 1302 - Computer Programming

- or ITSE 1329 - Programming Logic and Design
- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

Second Semester (15 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration
- ITSE 1311 - Beginning Web Programming
- COSC 1336 - Programming Fundamentals I
- or ITSE 1307 - Introduction to C++ Programming
- ITSW 1307 - Introduction to Database
- or ITSE 1345 - Introduction to Oracle SQL #
- ITSY 1300 - Fundamentals of Information Security
- or ITSY 1342 - Information Technology Security

Third Semester (7 Credit Hours)

- MATH 1414 - College Algebra (Precal Track) or higher calculus-track course
- PHIL 2303 - Introduction to Logic or choose one from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core.

Second Year

First Semester (12 Credit Hours)

- ITSE 2302 - Intermediate Web Programming
- ENGL 1301 - Composition I
- COSC 1337 - Programming Fundamentals II
- or ITSE 2317 - Java Programming
- or ITSE 1332 - Introduction to Visual Basic.NET #
- COSC 2325 - Computer Organization
- or INEW 2330 - Comprehensive Software Project: Planning and Design #

Second Semester (13 Credit Hours)

- INEW 2434 - Advanced Web Programming
- Select 1 course from Additional Communication (90) Core
- COSC 2336 - Programming Fundamentals III
- or ITSE 2331 - Advanced C++ Programming

- or INEW 2338 - Advanced Java Programming #
- or ITSE 2334 - Advanced Visual Basic.Net Programming #
- ITSE 2386 - Internship - Computer Programming/Programmer, General
- or Sophomore-level Course approved by the CIS Department Chairperson*

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: CTRN

Computer Programming Basics Level 1 Certificate

The Computer Programming Basics Level-1 Certificate plan helps prepare the student for an internship-level position in programming computers. This certificate, plus the Computer Programming Intermediate Level-1 Certificate, represent a majority of the technical coursework required, and provide stepping-stone goals for students pursuing the Computer Programmer A.A.S.

Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This certificate plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

Related Degrees and Certificates

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (10 Credit Hours)

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ITSE 1302 - Computer Programming
- or ITSE 1329 - Programming Logic and Design

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

Second Semester (6 Credit Hours)

- ITSE 1311 - Beginning Web Programming
- ITSE 1307 - Introduction to C++ Programming *

NOTE:

* Capstone Course

Not taught at Palo Alto College

CIP Code: 11.0101

Major Code: CPBL

Computer Programming Intermediate Level 1 Certificate

The Computer Programming Intermediate Level-1 Certificate plan helps prepare the student for an internship-level position in programming computers. The included Capstone Internship 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.

Entry-level Computer programmers can update, repair, modify, and expand existing programs, and progress to perform analysis, design, and development of new programs. The programmer converts a computer-solution design - or design change - into a logical series of instructions that the computer can follow. The programmer codes these instructions in any of a number of programming languages (such as C++ and Python), depending on the need. This certificate plan includes study of software program design and structured programming techniques, since programmers have begun to assume some of the responsibilities that were once performed only by software engineers: some computer programmers now assist software engineers in identifying user needs and designing certain parts of computer programs, as well as other functions. This field continues to evolve quickly, reflecting changes in technology and new areas of specialization, as well as the changing practices of employers.

Related Degrees and Certificates

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Information Assurance and Cybersecurity, A.A.S

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Basics Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 41)

First Year

First Semester (13 Credit Hours)

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 Implementing and Supporting Client Operating Systems #

- ITSE 1302 - Computer Programming
- or ITSE 1329 - Programming Logic and Design

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSE 1311 - Beginning Web Programming

Second Semester (12 Credit Hours)

- ITSE 2302 - Intermediate Web Programming
- ITSE 1307 - Introduction to C++ Programming

- ITSW 1307 - Introduction to Database
- or ITSE 1345 - Introduction to Oracle SQL #

- ITSE 2317 - Java Programming
- or ITSE 1332 - Introduction to Visual Basic.NET #

Second Year

First Semester (12 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration
- INEW 2434 - Advanced Web Programming

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security

- ITSE 2331 - Advanced C++ Programming

- or INEW 2338 - Advanced Java Programming #
- or ITSE 2334 - Advanced Visual Basic.NET Programming #

Second Semester (3 Credit Hours)

- ITSE 2386 - Internship - Computer Programming/Programmer, General *
- or Sophomore-level course approved by the CIS Department Chairperson *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: CPIL

Computer Science FOS

This Field of Study prepares students for entry-level positions as software developers. The courses instill students with fundamental concepts and provides them with hands-on experience developing software applications. Students will be able to obtain the knowledge and skills necessary for success in the computer industry.

This Field of Study also provides a foundation for transfer into a 4-year computer science program.

Field of Study Required Courses (Total Credit Hours: 28)

- COSC 1336 - Programming Fundamentals I
- COSC 1337 - Programming Fundamentals II
- COSC 2336 - Programming Fundamentals III
or COSC 2436 - Programming Fundamentals III
- COSC 2325 - Computer Organization
- MATH 2413 - Calculus I (*Prereqs: MATH 1414 and MATH 2412*)
- MATH 2414 - Calculus II
- PHYS 2425 - University Physics I
- PHYS 2426 - University Physics II

Computer Support Specialist Level 1 Certificate

This certificate may be completed in one year. Main responsibilities include troubleshooting a computer for problems and finding the quickest best solutions to fix them. They support computer hardware and software issues, network problems, and protection from viruses and malware. This degree will help you prepare for industry certifications such as CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+ and Microsoft Certified Technology Specialist. ITSY 1342 in this degree has been approved by National Security Agency, NSA certification (applies to SPC only).

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate
A+ Certificate Preparation Marketable Skills Award

Certificate Requirements (Total Credit Hours 28)

First Semester (14 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems#

- ITSC 1425 - Personal Computer Hardware
- ITSC 1316 - Linux Installation and Configuration

Second Semester (14 Credit Hours)

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security

- ITNW 1454 - Implementing and Supporting Servers
- ITSC 2325 - Advanced Linux
- ITSC 2439 - Personal Computer Help Desk Support *

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: COSP

Computer Support Specialist, A.A.S.

This degree helps the student prepare for a career as a computer support specialist. All computer support positions require strong analytical thinking and problem-solving abilities. Technical support specialists may go on to supervisory positions in which they oversee the work of a support staff and handle more complicated problems. With

additional training or education, a support specialist may pursue a career as a quality assurance engineer who tests computer programs for problems, or designs software to perform such tests.

Related Degrees and Certificates

Ladder Certificates

Computer Support Specialist Level 1 Certificate
Personal Computer Skills Level 1 Certificate
A+ Certificate Preparation Marketable Skills Award

Additional Awards

Computer Programmer A.A.S.
Information Assurance and Cybersecurity, A.A.S.
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- ITSC 1301 - Introduction to Computers
- or COSC 1301 - Introduction to Computing

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I
- Choose one course from the Additional Communication (90) Core

Second Semester (15 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSC 1316 - Linux Installation and Configuration
- ITSC 1425 - Personal Computer Hardware
- ITNW 1454 - Implementing and Supporting Servers

Third Semester (6 Credit Hours)

- Select 1 from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- ITSE 1302 - Computer Programming
- or COSC 1315 - Introduction to Computer Programming

Second Year

First Semester (13 Credit Hours)

- ITSC 2439 - Personal Computer Help Desk Support
- ITSC 2325 - Advanced Linux
- ITSC 2321 - Integrated Software Applications II
- ITSE 1311 - Beginning Web Programming

Second Semester (11 Credit Hours)

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- Select 1 from the Mathematics (20) Core
- Select 1 from the Social and Behavioral Sciences (80) Core
- ITSC 2264 - Practicum: Computer and Information Sciences *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: COSP

Cosmetology Esthetician, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Esthetician certificate. Options are available for those who are seeking credit for courses attained in high school or for those wanting additional business courses for opening a shop or salon.

Related Degrees and Certificates:

Ladder Certificates

Esthetician Specialty Level 1 Certificate

Additional Awards

Cosmetology Operator, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Nail Technician, A.A.S.

Cosmetology Operator Level 2 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- CSME 1420 - Orientation to Facial Specialist
- CSME 1521 - Principles of Facial and Skin Care Technology I
- ENGL 1301 - Composition I
- Choose 1 course from the Additional Communication (90) Core

Second Semester (14 Credit Hours)

- CSME 1447 - Principles of Skin Care/Facials and Related Theory
- CSME 1445 - Principles of Facial and Skin Care Technology II

- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder

- ITSC 1309 - Integrated Software Applications
or credit for CSME 1451 if current Operator License holder

Third Semester (6 Credit Hours)

- CSME 1302 - Applications of Facial and Skin Care Technology I
- Choose 1 course from the Social and Behavioral Sciences (80) Core

Second Year

First Semester (13 Credit Hours)

- CSME 2531 - Principles of Facial and Skin Care Technology III
- CSME 2233 - Applications of Facial and Skin Care Technology II
- Choose 1 course from Creative Arts (50) Core

- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core

- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder

- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTE:

* *Capstone Course*

CIP Code: 12.0401

Major Code: COSE

Return to: Degree Plans & Certificates

Cosmetology Instructor, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Instructor certificate. Options are available for those who are seeking credit for courses attained in high school or for those wanting additional business courses for opening a shop or salon. Per TDLR each cohort can only have 3 students per licensed instructor.

Related Degrees and Certificates:

Ladder Certificates

Cosmetology Operator Level 2 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Operator, A.A.S.

Cosmetology Nail Technician, A.A.S.

Esthetician Specialty Level 1 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- CSME 1435 - Orientation to the Instruction of Cosmetology
- CSME 1534 - Cosmetology Instructor I
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core

Second Semester (15 Credit Hours)

- CSME 2414 - Cosmetology Instructor II

- CSME 2549 - Cosmetology Instructor III
- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder
- ITSC 1309 - Integrated Software Applications
or credit for CSME 1451 if current Operator License holder

Third Semester (6 Credit Hours)

- Choose 1 course from Creative Arts (50) Core
- Choose 1 course from Social and Behavioral Sciences (80) Core

Second Year

First Semester (12 Credit Hours)

- CSME 2445 - Instructional Theory and Clinic Operation
- CSME 2544 - Cosmetology Instructor IV
- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core
- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder
- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTES:

* Capstone Course

CIP Code: 12.0401

Major Code: COSI

Return to: Degree Plans & Certificates

Cosmetology Nail Technician Level 1 Certificate

This certificate degree is designed to prepare students for the Nail Technician certification exam through the Texas Department of Licensure and Regulation (TDLR).

Related Awards:

Cosmetology Esthetician, A.A.S.
Cosmetology Instructor, A.A.S.
Cosmetology Operator, A.A.S.
Cosmetology Nail Technician, A.A.S.
Cosmetology Operator Level 2 Certificate
Esthetician Specialty Level 1 Certificate

Award Requirements (Total Credit Hours 18)

First Semester (4 Credit Hours)

- CSME 1430 - Orientation to Nail Technology

Second Semester (5 Credit Hours)

- CSME 1531 - Principles of Nail Technology I

Third Semester (5 Credit Hours)

- CSME 1541 - Principles of Nail Technology II

Fourth Semester (4 Credit Hours)

- CSME 2430 - Nail Enhancement *

NOTES:

* Capstone Course
CIP Code: 12.0401
Major Code: COSN

Cosmetology Nail Technician, A.A.S.

This AAS degree is designed for students who have already completed the Operators certificate with TDLR and are seeking the Nail Technician certificate. Options are available for those who are seeking credit for courses attained in high school or for those wanting additional business courses for opening a shop or salon.

Related Degrees and Certificates:

Ladder Certificates

Cosmetology Nail Technician Level 1 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Instructor, A.A.S.
Cosmetology Operator, A.A.S.
Cosmetology Operator Level 2 Certificate
Esthetician Specialty Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 Credit Hours)

- CSME 1430 - Orientation to Nail Technology
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications

Second Semester (14 Credit Hours)

- CSME 1531 - Principles of Nail Technology I
- MRKG 1301 - Customer Relations
or credit for CSME 2310 if current Operator License holder
- ITSC 1319 - Internet/Web Page Development
or credit for CSME 1451 if current Operator License holder
- BMGT 1307 - Team Building
or credit for CSME 2202 if current Operator License holder

Summer Semester (8 Credit Hours)

- CSME 1541 - Principles of Nail Technology II
- Choose 1 course from Social and Behavioral Sciences (80) Core

Second Year

First Semester (13 Credit Hours)

- CSME 2430 - Nail Enhancement
- Choose 1 course from Creative Arts (50) Core
- MRKG 1311 - Principles of Marketing
or credit for CSME 2343 if current Operator License holder
- HRPO 2307 - Organizational Behavior

or credit for CSME 2401 if current Operator License holder

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I *
- Choose 1 course from Mathematics (20) Core

- BUSG 2309 - Small Business Management
or credit for CSME 1310 if current Operator License holder

- HRPO 2301 - Human Resources Management
or credit for CSME 2237 if current Operator License holder

NOTES:

* Capstone Course
CIP Code: 12.0401
Major Code: COSN

Cosmetology Operator Level 2 Certificate

A certificate in cosmetology gives you the training you need to become licensed by the state as a hair designer. Look around the city and you will see that there is no shortage of businesses offering these services, and there are new ones opening almost daily.

Related Degrees and Certificates:

Cosmetology Operator, A.A.S.
Cosmetology Esthetician, A.A.S.
Cosmetology Instructor, A.A.S.
Cosmetology Nail Technician, A.A.S.
Esthetician Specialty Level 1 Certificate
Cosmetology Nail Technician Level 1 Certificate

Certificate Requirements (Total Credit Hours 45)

First Year

First Semester (10 credit hours)

- CSME 1248 - Principles of Skin Care
- CSME 1310 - Introduction to Haircutting and Related Theory
- CSME 1505 - Fundamentals of Cosmetology

Second Semester (10 credit hours)

- CSME 1254 - Artistry of Hair Design I
- CSME 1451 - Artistry of Hair, Theory and Practice
- CSME 1443 - Manicuring and Related Theory

Third Semester (8 credit hours)

- CSME 2202 - Introduction to Application of Hair Color
- CSME 2204 - Introduction to the Theory and Chemistry of Hair Color
- CSME 2401 - The Principles of Hair Coloring and Related Theory

Second Year

First Semester (8 credit hours)

- CSME 1553 - Chemical Reformation and Related Theory
- CSME 2310 - Advanced Haircutting and Related Theory

Second Semester (9 Credit Hours)

- CSME 2237 - Advanced Cosmetology Techniques
- CSME 2343 - Salon Development
- CSME 2441 - Preparation for the State Licensing Examination *

NOTES:

** Capstone Course*

CIP Code: 12.0401

Major Code: COSM

Cosmetology Operator, A.A.S.

This AAS degree is designed to train students to provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. Training may include applying makeup, dressing wigs, performing hair removal, and providing nail and skin care services. Cosmetology students must pass the TDLR Cosmetology Licensing Examination in order to practice in the state of Texas.

Advisory Committee Members:

Linda Benavidez, Synastry Management Group

Sylvia Cano, Great Clips

Dorria Fox, Team Sailing, Inc.

Cecilia Gonzales, Team Sailing, Inc.

Michael Mayer, Synastry Management Group
Teresa Morales, The Beauty Spot
Melinda Orta, Hair-N-Nails Saloon
Terri Price, Great Clips
Charla Spivey, JC Penney Salon

Related Degrees and Certificates

Ladder Certificates

Cosmetology Operator Level 2 Certificate

Additional Awards

Cosmetology Esthetician, A.A.S.

Cosmetology Instructor, A.A.S.

Cosmetology Nail Technician, A.A.S.

Esthetician Specialty Level 1 Certificate

Cosmetology Nail Technician Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (13 credit hours)

- Select 1 course from the Social and Behavioral Sciences (80) Core
- CSME 1310 - Introduction to Haircutting and Related Theory
- CSME 1248 - Principles of Skin Care
- CSME 1505 - Fundamentals of Cosmetology

Second Semester (13 credit hours)

- CSME 1451 - Artistry of Hair, Theory and Practice
- CSME 1254 - Artistry of Hair Design I
- CSME 1443 - Manicuring and Related Theory
- Select 1 course from the Creative Arts (50) Core

Third Semester (8 credit hours)

- CSME 2204 - Introduction to the Theory and Chemistry of Hair Color
- CSME 2401 - The Principles of Hair Coloring and Related Theory
- CSME 2202 - Introduction to Application of Hair Color

Second Year

First Semester (14 credit hours)

- CSME 2310 - Advanced Haircutting and Related Theory
- CSME 1553 - Chemical Reformation and Related Theory
- ENGL 1301 - Composition I
- Select 1 course from the Additional Communication (90) Core

Second Semester (12 credit hours)

- Select 1 course from the Mathematics (20) Core
- CSME 2237 - Advanced Cosmetology Techniques
- CSME 2343 - Salon Development
- CSME 2441 - Preparation for the State Licensing Examination *

NOTES:

* *Capstone Course*

CIP Code: 12.0401

Major Code: COSM

Criminal Justice FOS

The Criminal Justice Field of Study is designed to provide students with a basic foundation in legal studies. Students will gain a broad understanding of the historical and philosophical basis of criminal law as well as the substantive and procedural aspects. The field of study curriculum has been approved by the Texas Higher Education Coordinating Board and is guaranteed to transfer to any criminal justice bachelor's degree program in Texas Public Universities.

Field of Study Required Courses (Total Credit Hours: 15)

- CRIJ 1301 - Introduction to Criminal Justice
- CRIJ 1306 - Court Systems and Practices
- CRIJ 1310 - Fundamentals of Criminal Law
- CRIJ 2313 - Correctional Systems and Practices
- CRIJ 2328 - Police Systems and Practices

Data Entry Technician Level 1 Certificate

The Data Entry Technician Certificate provides students with the basic skills and knowledge necessary to perform jobs in the Data Entry field. This certificate can be incorporated into the courses within the Administrative Assistant A.A.S. degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 18)

Required Courses

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1301 - Business English
- MRKG 1301 - Customer Relations
- POFT 1313 - Professional Workforce Preparation *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: DECT

Energy Technician Career Foundations Core Certificate

This Statewide accepted Process and Production Technology program of study meets the industry's needs to increase the availability of process technicians in the oil and gas industry that is expanding in south Texas. This Career Foundations Core Certificate allows students to find additional employment while moving toward the AAS degrees. Oil and Gas companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Related Degrees and Certificates

Process Technology Specialization, A.A.S.
Production Technician Specialization, A.A.S.
Entry Level Energy Technician Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- PTAC 1302 - Introduction to Process Technology
or
- PTRT 1301 - Introduction to Petroleum Industry

- ENER 1330 - Basic Mechanical Skills for Energy
- OSH 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles
- INCR 1302 - Physics of Instrumentation *

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core
- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- Choose 1 course from Social and Behavioral Sciences (80) Core
- Choose 1 course from Mathematics (20) Core or Life and Physical Sciences (30) Core

NOTES:

* *Capstone Course*

CIP Code: 15.0903

Major Code: ETCF

Entrepreneurship Level 1 Certificate

The Entrepreneurship Certificate provides basic skills for the potential and current small business owner.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate
Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- MRKG 1301 - Customer Relations
- ITSC 1309 - Integrated Software Applications
- POFT 1301 - Business English

- MRKG 1311 - Principles of Marketing
- or MRKG 1313 - Public Relations

Second Semester (12 Credit Hours)

- ITSC 1319 - Internet/Web Page Development
- ACNT 1303 - Introduction to Accounting I
- HRPO 2301 - Human Resources Management
- BUSG 2309 - Small Business Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: ENTC

Entry Level Energy Technician Level 1 Certificate

This Statewide accepted Process and Production Technology programs of study meets the industry's needs to increase the availability of process technicians in the oil and gas industry that is expanding in south Texas. This entry-level certificate allows students to gain employment while continuing through the program. Oil and Gas companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Related Degrees and Certificates

Process Technology Specialization, A.A.S.
Production Technician Specialization, A.A.S.
Energy Technician Career Foundations Core Certificate

Certificate Requirements (Total Credit Hours 18)

Required Courses

- PTAC 1302 - Introduction to Process Technology
- ENER 1330 - Basic Mechanical Skills for Energy
- OSHT 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles
- PTAC 1332 - Process Instrumentation I
- INCR 1302 - Physics of Instrumentation *

NOTES:

* *Capstone Course*

CIP Code: 15.0903

Major Code: ENLE

Entry-Level Supervision Level 2 Certificate

The Entry-Level Supervision Certificate curriculum is for students to be entry-level supervisors with the necessary knowledge and skills. This certificate program is designed to provide a student with an exit point in the AAS Management Program and with the marketable skills, knowledge, and abilities that will make them more attractive and marketable for entry level management (supervisory) positions.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate
Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 45)

First Semester (15 Credit Hours)

- BMGT 1327 - Principles of Management
- BCIS 1305 - Business Computer Applications
- MRKG 1301 - Customer Relations
- BUSI 1301 - Business Principles
- Select 1 course from Additional Communication (90) Core

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Select 1 course from Social and Behavioral Sciences (80) Core
- BMGT 1301 - Supervision
- BMGT 2303 - Problem-Solving and Decision-Making
- MRKG 1311 - Principles of Marketing

Third Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- BMGT 2309 - Leadership
- BMGT 2341 - Strategic Management
- HRPO 2307 - Organizational Behavior
- BMGT 2382 - Cooperative Education - Business Administration and Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: ELCT

Esthetician Specialty Level 1 Certificate

An Esthetician Specialty Certificate gives you the training you need to become licensed by the state as a skin and facial specialist. Estheticians perform skin treatments that include hair removal, facial massage, skin care consultations and makeup application.

Related Degrees and Certificates:

Cosmetology Operator, A.A.S.
Cosmetology Esthetician, A.A.S.
Cosmetology Nail Technician, A.A.S.
Cosmetology Operator Level 2 Certificate
Cosmetology Nail Technician Level 1 Certificate

Certificate Requirements: (Total Credit Hours 27)

First Semester (9 credit hours)

- CSME 1420 - Orientation to Facial Specialist
- CSME 1521 - Principles of Facial and Skin Care Technology I

Second Semester (8 credit hours)

- CSME 1447 - Principles of Skin Care/Facials and Related Theory
- CSME 1445 - Principles of Facial and Skin Care Technology II

Third Semester (3 Credit Hours)

- CSME 1302 - Applications of Facial and Skin Care Technology I

Fourth Semester (7 Credit Hours)

- CSME 2531 - Principles of Facial and Skin Care Technology III
- CSME 2233 - Applications of Facial and Skin Care Technology II *

NOTES:

* *Capstone Course*

CIP Code: 12.0401

Major Code: ESTI

Floral Design Technician Level 1 Certificate

The Floral Design certificate allows students to step out of the greenhouse for instruction in techniques in the arranging and distribution aspect of the floral industry. Florists and floral designers are a large part of the service industry in San Antonio. Hotels and convention areas use floral designers to keep the ambiance fresh with the replacement of potted plants and fresh flowers regularly in foyers and lobbies.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
 Turfgrass and Golf Course Management, A.A.S.
 Basic Nursery and Landscape Operations Level 1 Certificate
 Landscape & Turfgrass Equipment Technician Level 2 Certificate
 Landscape and Horticultural Science Level 1 Certificate
 Small/Organic Farmer Level 1 Certificate
 Turf and Landscape Irrigation Level 1 Certificate
 Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 18)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- FMKT 1301 - Floral Design
- HALT 1309 - Interior Plants
- HALT 1303 - Herbaceous Plants

Second Semester (6 Credit Hours)

- FMKT 2331 - Advanced Floral Design
- FMKT 2335 - Flower Shop Management *

NOTES:

* Capstone Course
 CIP Code: 01.0608
 Major Code: FLDT

General Office Level 1 Certificate

The General Office Certificate is the first level of training for working in the Administrative Support arena. The courses in this program feed into the Administrative Assistant A.A.S. degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate

Data Entry Technician Level 1 Certificate

Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- POFT 1120 - Job Search Skills
- POFT 1301 - Business English
- POFT 1319 - Records and Information Management I
- POFT 1309 - Administrative Office Procedures I *

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: GOCl

Industrial Technology, A.A.S. - Instrumentation Specialization

Industrial Technology is the incorporation of new technologies and advanced manufacturing processes into today's workplace. The evolution of automated manufacturing and the integration of new technologies with other standard technologies are the two trends that have required a new training approach for the industrial workforce. This new strategy requires a different view of training industry's current workforce needs. Past needs required highly specialized technicians in very specific areas. Today's requirements are for technicians trained across many different areas. The combination of electrical, electronic, fluid power, and mechanical devices has blurred the traditional electronic and mechanical lines.

Related Awards

Industrial Technology, A.A.S. - Manufacturing Specialization

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- CETT 1329 - Solid State Devices
- ELMT 1305 - Basic Fluid Power

- RBTC 1305 - Robotic Fundamentals
- CETT 1302 - Electricity Principles

Second Semester (13 Credit Hours)

- CETT 1415 - Digital Applications
- ELMT 1301 - Programmable Logic Controllers
- INCR 1302 - Physics of Instrumentation
- IEIR 1343 - Industrial Equipment Maintenance

Second Year

First Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PHYS 1305 - Introductory Physics I Lecture
- Choose 1 course from Social and Behavioral Sciences (80) Core
- MATH 1314 - College Algebra

Second Semester (11 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- INTC 1357 - AC/DC Motor Control
- ELMT 2239 - Advanced Programmable Logic Controllers
- PTAC 2336 - Process Instrumentation II

Summer Semester (9 Credit Hours)

- ELMT 2333 - Industrial Electronics
- ELMT 2341 - Electromechanical Systems
- INTC 2336 - Distributed Control and Programmable Logic *

NOTES:

* Capstone Course
 CIP Code: 15.0403
 Major Code: ITIS

Industrial Technology, A.A.S. - Manufacturing Specialization

Industrial Technology is the incorporation of new technologies and advanced manufacturing processes into today's workplace. The evolution of automated manufacturing and the integration of new technologies with other standard technologies are the two trends that have required a new training approach for the industrial workforce. This new strategy requires a different view of training industry's current workforce needs. Past needs required highly specialized technicians in very specific areas. Today's requirements are for technicians trained across many different

areas. The combination of electrical, electronic, fluid power, and mechanical devices has blurred the traditional electronic and mechanical lines.

Related Awards

Industrial Technology, A.A.S. - Instrumentation Specialization

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (12 Credit Hours)

- CETT 1329 - Solid State Devices
- ELMT 1305 - Basic Fluid Power
- RBTC 1305 - Robotic Fundamentals
- CETT 1302 - Electricity Principles

Second Semester (13 Credit Hours)

- CETT 1415 - Digital Applications
- ELMT 1301 - Programmable Logic Controllers
- INCR 1302 - Physics of Instrumentation
- IEIR 1343 - Industrial Equipment Maintenance

Second Year

First Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PHYS 1305 - Introductory Physics I Lecture
- Choose 1 course from Social and Behavioral Sciences (80) Core
- MATH 1314 - College Algebra

Second Semester (13 Credit Hours)

- MCHN 1320 - Precision Tools and Measurement
- TECM 1303 - Technical Calculations
- MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM)
- MCHN 1338 - Basic Machine Shop I

Summer Semester (7 Credit Hours)

- INMT 1319 - Manufacturing Processes
- QCTC 1243 - Quality Assurance

- MCHN 2266 - Practicum (or Field Experience) - Machine Tool Technology/Machinist *
- or INTC 2230 - Instrumentation Systems Troubleshooting *
- or INMT 2245 - Industrial Troubleshooting *

NOTES:

* Capstone Course
CIP Code: 15.0403
Major Code: ITMS

Information Assurance & Cybersecurity Level 1 Certificate

The information security and assurance certificate may be completed in one year. Information Security and Assurance will prepare students to design, implement and secure computer networks. Students with this degree will be able to install security software, monitor networks for security breaches, respond to cyber attacks and in some cases, gather data and evidence to be used in prosecuting cyber crime. Some security courses in this degree have been approved by National Security Agency, NSA (applies to SPC only).

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Certificate Requirements (Total Credit Hours 28)

First Semester (14 Credit Hours)

- ITSC 1316 - Linux Installation and Configuration

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- or ITNW 2412 - Routers #

Second Semester (14 Credit Hours)

- ITSY 2442 - Incident Response and Handling
- ITSY 2443 - Computer System Forensics
- ITSC 2325 - Advanced Linux
- ITCC 2343 - Network Security *
- or ITSY 2301 - Firewalls and Network Security # *

NOTES:

* Capstone Course

Course not offered at Palo Alto College

CIP Code: 11.0101

Major Code: ISAC

Information Assurance and Cybersecurity, A.A.S

The Associate of Applied Science in Information Security and Assurance will prepare students to design, implement and secure computer networks. Students with this degree will be able to install security software, monitor networks for security breaches, respond to cyber attacks and in some cases, gather data and evidence to be used in prosecuting cyber crime. Some security courses in this degree have been approved by National Security Agency, NSA (applies to SPC only).

Related Degrees and Certificates

Ladder Certificates

Computer Forensics Level 1 Certificate

Information Assurance & Cybersecurity Level 1 Certificate

Additional Awards

Computer Programmer A.A.S.

Computer Support Specialist, A.A.S.

Network Administrator, A.A.S.

Cisco Certified Network Associate Level 1 Certificate

Computer Programming Basics Level 1 Certificate

Computer Programming Intermediate Level 1 Certificate

Computer Support Specialist Level 1 Certificate

Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (14 Credit Hours)

- Select 1 course from the Social and Behavioral Sciences (80) Core
- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies
- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- or ITNW 2412 - Routers #
- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

Second Semester (13 Credit Hours)

- Choose one course from the Additional Communication (90) Core
- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITSC 1316 - Linux Installation and Configuration
- ITDF 1400 - Introduction to Digital Forensics
- or ITNW 1454 - Implementing and Supporting Servers
- or ITNW 2405 - Network Administration

Third Semester (6 Credit Hours)

- ITSC 2325 - Advanced Linux
- ENGL 1301 - Composition I

Second Year

First Semester (15 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- or ITNW 2472 - Implementing VMware Virtualization #
- or ITNW 1413 - Computer Virtualization #
- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN
- or ITSY 2430 - Intrusion Detection

- ITSY 2443 - Computer System Forensics
- Choose one course from the Mathematics (20) Core

Second Semester (12 Credit Hours)

- ITCC 2343 - Network Security
- or ITSY 2301 - Firewalls and Network Security #
- ITSY 2442 - Incident Response and Handling
- Select 1 from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- ITSY 2286 - Internship - Computer and Information Systems Security *

NOTES:

* Capstone Course

Course not taught at Palo Alto College

CIP Code: 11.0101

Major Code: ISAC

Instrument Pilot Level 1 Certificate

Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees to see the list of fees by course.](#)**

Related Degrees and Certificates

Aviation Management, A.A.S.

Professional Pilot, A.A.S.

Aviation Management Level 1 Certificate

Certified Flight Instructor Level 1 Preparation Certificate

Commercial Pilot Level 1 Certificate

Multi-Engine Pilot Level 1 Certificate

Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation

- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (6 Credit Hours)

- AIRP 1351 - Instrument Ground School
- AIRP 2350 - Instrument Flight (Lab) *

NOTES:

*Capstone Course
 CIP Code: 49.0102
 Major Code: INPL

International Business Level 1 Certificate

The International Business Certificate examines cross-cultural business practices in today's global society.

Related Degrees and Certificates

Business Management, A.A.S.
 Administration Level 1 Certificate
 Entrepreneurship Level 1 Certificate
 Entry-Level Supervision Level 2 Certificate
 Leadership Level 1 Certificate
 Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- ITSC 1309 - Integrated Software Applications
- BMGT 1301 - Supervision
- POFT 1301 - Business English
- LMGT 1323 - Domestic and International Transportation Management

Second Semester (15 Credit Hours)

- ACNT 1303 - Introduction to Accounting I
- LMGT 2330 - International Logistics Management
- MRKG 1311 - Principles of Marketing
- IBUS 2345 - Import Customs Regulations

- or IBUS 1301 - Principles of Exports
- BMGT 2382 - Cooperative Education - Business Administration and Management *
- or IBUS 2380 - Cooperative Education-International Business *

NOTES:

* Capstone Course
 CIP Code: 52.0201
 Major Code: BINT

International Logistics Management Level 1 Certificate

Join the inland port future of San Antonio as a NAFTA international trade-processing center manager prepared with a solid knowledge of logistics, supervisory skills, customs brokerage, transportation, specialized Spanish skills, and the capstone course in international logistics.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
 Logistics Management Level 1 Certificate
 Manufacturing Management Level 1 Certificate
 Purchasing Clerk Level 1 Certificate
 Transportation Management Level 1 Certificate
 Warehouse Management Level 1 Certificate
 Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 18)

Required Courses

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I
- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics
- IBUS 2345 - Import Customs Regulations
- LMGT 1323 - Domestic and International Transportation Management
- LMGT 2330 - International Logistics Management *

NOTES:

*Capstone Course
CIP Code: 52.0203
Major Code: ILCT

Journalism/Mass Communication FOS

This field of study includes classes that empower all students with a greater understanding of the Information Age in which they live and with the necessary skills to thrive in an increasingly global and digital environment. Students will learn about the historical underpinnings of the mass media and how to critically analyze its content, students take courses with a strong hands-on learning emphasis through the creation of their own media content - professional-quality websites, broadcast-ready digital television productions, and well-crafted articles and layouts.

Field of Study Required Courses (Total Credit Hours: 12)

Select Option 1 or Option 2:

Option 1 Requirements:

Select 2 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media
COMM 2300 - Media Literacy
COMM 2311 - Media Writing
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 2 courses from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester, journalism emphasis)
COMM 2305 - Editing and Layout
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media
COMM 2300 - Media Literacy
COMM 2311 - Media Writing
COMM 2327 - Introduction to Advertising
COMM 2330 - Introduction to Public Relations

Select 1 course from:

COMM 1318 - Photography I
COMM 1319 - Photography II (second semester, journalism emphasis)
COMM 2305 - Editing and Layout
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0401
Major Code: JMMC

Landscape & Turfgrass Equipment Technician Level 2 Certificate

The certificate in Landscape and Turfgrass Equipment Technician teaches small engine repair and provides power mechanics technology training for repair of two and four cycle small engines, and electrical systems of turf equipment. It includes equipment such as lawn mowers, grass trimmers, and chain saws. This certificate expands the skills of students enrolled in the Landscape and Turfgrass programs.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 44)

First Year

First Semester (13 Credit Hours)

- AGRI 1315 - Principles of Horticulture
- or HALT 1301 - Principles of Horticulture

- HALT 1324 - Turfgrass Science and Management
- HALT 1327 - Horticulture Equipment Management
- DEMR 1401 - Shop Safety and Procedures

Second Semester (16 Credit Hours)

- DEMR 1316 - Basic Hydraulics
- DEMR 1405 - Basic Electrical Systems
- SMER 1331 - Small Engine Tune Up
- SMER 1334 - Small Engine Two Stroke Overhaul
- BUSI 1301 - Business Principles

Second Year

First Semester (15 Credit Hours)

- HALT 2312 - Turfgrass Maintenance
- DEMR 1325 - Small Air Cooled Engines
- DEMR 1310 - Diesel Engine Testing and Repair I
- ITSC 1301 - Introduction to Computers

- SMER 2350 - Small Engine Capstone Projects *

NOTES:

* Capstone Course
CIP Code: 01.0607
Major Code: LTET

Landscape and Horticultural Science Level 1 Certificate

The Green Industry needs more qualified and educated employees to assume sales, estimating or mid-level supervisory jobs in this growing industry. Work for landscape maintenance and installation companies, wholesale nurseries, irrigation contractors, and landscape designers.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 40)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- ITSC 1309 - Integrated Software Applications
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials

Second Semester (14 Credit Hours)

- HALT 1251 - Landscape Business Operations
- HALT 1303 - Herbaceous Plants
- HALT 1333 - Landscape Irrigation
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 2323 - Horticultural Pest Control

Second Year

First Semester (14 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1319 - Landscape Construction

- HALT 1322 - Landscape Design *
- or HALT 2314 - Plant Propagation *

- HALT 2331 - Advanced Landscape Design
- or HALT 2201 - Arboriculture

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: LSHS

Landscape and Horticultural Science, A.A.S.

The degree and certificate programs are designed for the student entering the field of landscaping and for the professional who wants to expand his or her knowledge in the field. Emphasis is placed on the commercial application of skills learned in the program. Three certificates in specialized areas are also available to students who already possess skills in the area. These certificates are: Basic Nursery and Landscape Operations, Turf and Landscape Irrigation, and Landscape and Horticultural Science. Employment for graduating students of this program may be available in landscaping businesses (independent and corporate), residential complexes (apartment and residential organizations), parks and recreational facilities. Positions include but are not limited to superintendents, management and sales.

This program is fully accredited by the Professional Landcare Network (PLANET).

Advisory Committee

Bruce Burger, The Quarry Golf Club
Carlos Cantu, Jr., Cantu Contracting
Dean Gary, Biz-zz Bee Farms
Romell Henze, Magic Gardens
M. Scott Kelley, Mortellaros Nursery
William Odam, San Antonio ISD
Brad Phillips, Brickman Group
David Rodriguez, Texas Agrilife Extension Service
Richard Thompson, Thompson Landscaping
Charles Wagmiller, Hyatt Hill Country Resort

Related Degrees and Certificates

Ladder Certificates

Basic Nursery and Landscape Operations Level 1 Certificate

Landscape and Horticultural Science Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate

Additional Awards

Turfgrass and Golf Course Management, A.A.S.
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Small/Organic Farmer Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- HALT 1301 - Principles of Horticulture
- or AGRI 1315 - Principles of Horticulture

- BMGT 1327 - Principles of Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I

Second Semester (12 Credit Hours)

- Select 1 course from Mathematics (20) Core
- HALT 1303 - Herbaceous Plants
- Select 1 course from Creative Arts (50) Core

- HALT 1322 - Landscape Design
- or FMKT 1301 - Floral Design

Third Semester (3 Credit Hours)

- Select 1 course from the Additional Communication (90) Core

Second Year

First Semester (14 Credit Hours)

- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1324 - Turfgrass Science and Management
- HALT 1333 - Landscape Irrigation
- HALT 1319 - Landscape Construction

- HALT 2331 - Advanced Landscape Design
- or HALT 2201 - Arboriculture

Second Semester (14 Credit Hours)

- HALT 2323 - Horticultural Pest Control
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 1251 - Landscape Business Operations

- HALT 2314 - Plant Propagation
- or HALT 2315 - Landscape Management

- PSYC 2301 - General Psychology
- or SOCI 1301 - Introductory Sociology

Summer Session (2 Credit Hours)

- HALT 2264 - Practicum (or Field Experience) - Applied Horticulture/Horticultural Operations, General *

NOTES:

* Capstone Course
 CIP Code: 01.0605
 Major Code: LSHS

Leadership Level 1 Certificate

This certificate focuses on the skills expressly desired in management and supervision. This program is designed for the student wanting to enter a position of leadership and for the professional who wants to expand his or her knowledge. Courses will prepare the student to identify and utilize specific leadership styles and skills in motivating and communicating with fellow workers. It will prepare students for employment and volunteer services in both profit and not-for-profit organizations.

Related Degrees and Certificates

Business Management, A.A.S.
 Administration Level 1 Certificate
 Entrepreneurship Level 1 Certificate
 Entry-Level Supervision Level 2 Certificate
 International Business Level 1 Certificate
 Marketing Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- BMGT 1307 - Team Building
- MRKG 1301 - Customer Relations
- BMGT 1327 - Principles of Management
- BMGT 1345 - Communication Skills for Managers

Second Semester (12 Credit Hours)

- POFT 1301 - Business English
- HRPO 2307 - Organizational Behavior
- BMGT 2303 - Problem-Solving and Decision-Making
- BMGT 2309 - Leadership *

NOTES:

* Capstone Course

CIP Code: 52.0201

Major Code: LPCT

Logistics and Supply Chain Management, A.A.S.

The Logistics and Supply Chain Management Program is designed to prepare students for management careers in transportation, warehousing, distribution, inventory control, purchasing, and international logistics. Students will study logistics principles and practices involved in procurement, transportation, storage, and third party provision as they apply to solving management problems in movement, storage, control, and information flow. The program includes an internship at an approved logistics management work site. The Logistics and Supply Chain Management Program will graduate students with the managerial skills and competencies required for jobs in logistics, materials management, distribution, and transportation.

Advisory Committee

Erica Borrego, San Antonio Food Bank

Mike Brazytis, Union Pacific

Tom Delgado, Rail Link

Paul Easley, Southwest Research

Lisa Andrade Gonima, Del Rey Express

Mark Lewis, H-E-B

Allan Nance, Allen Lund Company

Horatio Neely, US AutoLogistics

Loreilei Smith, UPS

Rick Staller, Bee Trucking Inc.

Chester Teel, US Department of the Air Force

Edward Valdespino, Strasburger & Price

Nicholas Wingerter, San Antonio Transportation Association

Related Degrees and Certificates

Ladder Certificates

Logistics Management Level 1 Certificate

International Logistics Management Level 1 Certificate

Manufacturing Management Level 1 Certificate

Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate

Additional Awards

Purchasing Clerk Level 1 Certificate
Operations Management Advanced Technical Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics
- ENGL 1301 - Composition I

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- MATH 1314 - College Algebra
- or MATH 1324 - Mathematics for Business & Social Sciences
- or MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

Second Semester (12 Credit Hours)

- LMGT 1325 - Warehouse and Distribution Center Management
- SPCH 1321 - Business and Professional Communication
- Select 1 course from the Social and Behavioral Sciences (80) Core
- BMGT 1344 - Negotiations and Conflict Management

Second Year

First Semester (15 Credit Hours)

- BMGT 1307 - Team Building
- MRKG 1311 - Principles of Marketing
- LMGT 1323 - Domestic and International Transportation Management
- BMGT 1331 - Production and Operations Management
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

Second Semester (15 Credit Hours)

- ACCT 2301 - Principles of Financial Accounting
- BMGT 1313 - Principles of Purchasing
- BMGT 2331 - Principles of Quality Management
- BUSI 2301 - Business Law I
- LMGT 1340 - Contemporary Logistics Issues

Third Semester (3 Credit Hours)

- LMGT 2388 - Internship: Logistics and Materials Management *

NOTES:

* Capstone Course
 CIP Code: 52.0203
 Major Code: LSCM

Logistics Management Level 1 Certificate

Go beyond the Warehouse Management Certificate and qualify for entry or intermediate management in logistics with courses in management principles, microeconomics, and the capstone course in international and domestic transportation.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
 International Logistics Management Level 1 Certificate
 Manufacturing Management Level 1 Certificate
 Purchasing Clerk Level 1 Certificate
 Transportation Management Level 1 Certificate
 Warehouse Management Level 1 Certificate
 Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 21)

First Semester (15 Credit Hours)

- BMGT 1301 - Supervision
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1325 - Warehouse and Distribution Center Management
- LMGT 1340 - Contemporary Logistics Issues
- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (6 Credit Hours)

- BMGT 1327 - Principles of Management
- LMGT 1323 - Domestic and International Transportation Management *

NOTES:

* Capstone Course
 CIP Code: 52.0203
 Major Code: LGCT

Manufacturing Management Level 1 Certificate

Compete for management position in manufacturing with a solid knowledge of logistics, supervisory skills, quality control, purchasing, and the capstone course in production and operations.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
 Logistics Management Level 1 Certificate
 International Logistics Management Level 1 Certificate
 Purchasing Clerk Level 1 Certificate
 Transportation Management Level 1 Certificate
 Warehouse Management Level 1 Certificate
 Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 18)

First Semester (9 Credit Hours)

- BMGT 1301 - Supervision
- BMGT 1313 - Principles of Purchasing
- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (9 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- BMGT 2331 - Principles of Quality Management
- BMGT 1331 - Production and Operations Management *

NOTES:

* Capstone Course
 CIP Code: 52.0203
 Major Code: MNMG

Marketing Level 1 Certificate

The Marketing Certificate provides a fundamental knowledge of the marketing career field in addition to computer-related hands-on experience.

Related Degrees and Certificates

Business Management, A.A.S.
Administration Level 1 Certificate
Entrepreneurship Level 1 Certificate
Entry-Level Supervision Level 2 Certificate
International Business Level 1 Certificate
Leadership Level 1 Certificate

Certificate Requirements (Total Credit Hours 24)

First Semester (12 Credit Hours)

- ITSC 1309 - Integrated Software Applications
- MRKG 1311 - Principles of Marketing
- MRKG 1301 - Customer Relations
- MRKG 1313 - Public Relations

Second Semester (12 Credit Hours)

- ITSC 1319 - Internet/Web Page Development
- BMGT 2341 - Strategic Management
- BMGT 1345 - Communication Skills for Managers
- BMGT 2382 - Cooperative Education - Business Administration and Management *

NOTES:

* Capstone Course
CIP Code: 52.0201
Major Code: MKCT

Mexican-American Studies FOS

The Mexican-American Studies Field of Study prepares students for transfer to universities offering Bachelor degrees in Mexican-American Studies. The courses listed below are based on the field of study curriculum approved by the Texas Higher Education Coordinating Board.

Field of Study Required Courses (Total Credit Hours: 18)

- HUMA 1305 - Introduction to Mexican-American Studies
- HIST 2327 - Mexican-American History I
or HIST 2328 - Mexican-American History II
- GOVT 2311 - Mexican-American Politics
- ENGL 2351 - Mexican American Literature
- SPAN 2312 - Intermediate Spanish II
or SPAN 2315 - Spanish for Heritage Speakers II
- HUMA 1311 - Mexican-American Fine Arts Appreciation

Multi-Engine Pilot Level 1 Certificate

This program prepares students to take the FAA exam at the Multi-Engine Pilot level. Student must complete all courses with a grade of "B" or better to graduate with this award. **All Flight courses have additional Special Program Tuition. Click: Aviation Flight Fees to see the list of fees by course.**

Related Degrees and Certificates

Aviation Management, A.A.S.
 Professional Pilot, A.A.S.
 Aviation Management Level 1 Certificate
 Certified Flight Instructor Level 1 Preparation Certificate
 Commercial Pilot Level 1 Certificate
 Instrument Pilot Level 1 Certificate
 Private Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 21)

First Year

First Semester (16 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1375 - Private Pilot Flight
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation

Second Semester (5 Credit Hours)

- AIRP 2333 - Aircraft Systems
- AIRP 2251 - Multiengine Flight (Lab) *

NOTES:

*Capstone Course
 CIP Code: 49.0102
 Major Code: MEPT

Music FOS

The field of study curriculum for music is designed to apply to the Bachelor of Music degree but may also be applied to the Bachelor of Arts or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in music.

Field of Study Required Courses (Total Credit Hours: 36)

Theory/Aural Skills (16 credit hours)

Select one set:

MUSI 1311 - Music Theory I
MUSI 1312 - Music Theory II
MUSI 1116 - Elementary Ear Training and Sight Singing I
MUSI 1117 - Elementary Ear Training and Sight Singing II
MUSI 2311 - Music Theory III
MUSI 2312 - Music Theory IV
MUSI 2116 - Advanced Ear Training and Sight Singing I
MUSI 2117 - Advanced Ear Training and Sight Singing II

Or:

MUSI 1211 - Music Theory I
MUSI 1212 - Music Theory II
MUSI 1216 - Elementary Sight Singing and Ear Training I
MUSI 1217 - Elementary Sight Singing and Ear Training II
MUSI 1211 - Music Theory I
MUSI 1212 - Music Theory II
MUSI 2216 - Advanced Sight Singing and Ear Training I
MUSI 2217 - Advanced Sight Singing and Ear Training II

Principle Instrument (8 credit hours)

MUAP 12XX (Major Level)
MUAP 12XX (Major Level)
MUAP 22XX (Major Level)
MUAP 22XX (Major Level)

Music Literature (3 credit hours)

MUSI 1308 - Music Literature I

Music Ensemble (4 credit hours)

Select any 4 MUEN 11XX courses ~*May be repeated for credit*

Keyboard Competency (4 credit hours)

MUSI 1114 - Keyboard Harmony I
MUSI 1115 - Keyboard Harmony II
MUSI 2114 - Keyboard Harmony III
MUSI 2115 - Keyboard Harmony IV

Additional Requirement (1 credit hour)

MUEN 11XX (Any Ensemble)
MUSI 1181 - Piano Class I
MUSI 1182 - Piano Class II
MUSI 1183 - Voice Class I

Network Administrator, A.A.S.

Students earning this degree will be prepared to pursue information technology and networking careers in a variety of industries, including health care, financial services, education, entertainment, and more. With an emphasis on practical experience, students learn the basics of routing, switching, wireless, troubleshooting, and other advanced technologies to prepare for the globally-recognized Cisco CCNA® certification, continued education, and for entry-level career opportunities such as Network Administrator, Network Engineer, Network Installer, Network Technician, or Help Desk Technician. Post Network Associate (CCNA®) students may choose to pursue the Network Professional (CCNP®) certification. The U.S. Bureau of Labor Statistics projects much faster than average growth and excellent job prospects for Network Administrators.

Related Degrees and Certificates

Ladder Certificates

Cisco Certified Network Associate Level 1 Certificate

Additional Awards

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate
Personal Computer Skills Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (14 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts
- or ITNW 2412 - Routers #

- ITSC 1305 - Introduction to PC Operating Systems
- or ITNW 1308 - Implementing and Supporting Client Operating Systems #

- ENGL 1301 - Composition I

Second Semester (14 Credit Hours)

- Select 1 course from Additional Communication (90) Core
- ITNW 1454 - Implementing and Supporting Servers
- ITSC 1316 - Linux Installation and Configuration
- ITNW 1453 - Supporting Network Server Infrastructure

Third Semester (6 Credit Hours)

- Select 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Year

First Semester (15 Credit Hours)

- ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless
- or ITNW 2472 - Implementing VMware Virtualization #
- or ITNW 1413 - Computer Virtualization #
- ITSY 1342 - Information Technology Security
- or ITSY 1300 - Fundamentals of Information Security
- ITCC 2410 - Cisco Exploration 4 - Accessing the WAN
- or ITSY 2430 - Intrusion Detection
- ITNW 2405 - Network Administration

Second Semester (11 Credit Hours)

- Select 1 course from the Mathematics (20) Core
- ITCC 2343 - Network Security
- or ITSY 2301 - Firewalls and Network Security #
- ITSC 2325 - Advanced Linux
- or ITNW 2350 - Enterprise Network #
- or ITNW 2371 - Implementing Microsoft Virtualization #
- ITNW 2264 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications *

NOTES:

* Capstone Course
Course not offered at Palo Alto College
CIP Code: 11.0101
Major Code: NETC

Operations Management Advanced Technical Certificate

This Advanced Technical Certificate is a certificate that has an associate degree in business or a related field as a prerequisite. This award is designed for the individual working in the Logistics or Operations field who need to enhance his/her skills.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate

Certificate Requirements: (Total Credit Hours 24)

First Semester (12 Credit Hours)

- BMGT 1301 - Supervision
- BMGT 1344 - Negotiations and Conflict Management
- LMGT 1319 - Introduction to Business Logistics

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (12 Credit Hours)

- BMGT 1313 - Principles of Purchasing
- BMGT 1331 - Production and Operations Management
- BMGT 1341 - Business Ethics
- BMGT 2331 - Principles of Quality Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: OPMG

Personal Computer Skills Level 1 Certificate

The objective of the Personal Computer Skills Certificate is to increase job performance and productivity of white-collar workers. Businesses are increasingly expecting employees to be computer-literate and to provide enhanced performance and productivity through their computer skills. Graduates of the certificate program would satisfy this criterion thus retaining their competitiveness in the current market. Assuming that the majority of students attracted to the program are already employed, this would assist them in retaining employment and/or advancing in the company with "skills upgrade."

Related Degrees and Certificates

Computer Programmer A.A.S.
Computer Support Specialist, A.A.S.
Information Assurance and Cybersecurity, A.A.S
Network Administrator, A.A.S.
Cisco Certified Network Associate Level 1 Certificate
Computer Programming Basics Level 1 Certificate
Computer Programming Intermediate Level 1 Certificate
Computer Support Specialist Level 1 Certificate
Computer Forensics Level 1 Certificate
Information Assurance & Cybersecurity Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

First Semester (9 Credit Hours)

- ITSE 1311 - Beginning Web Programming
- ITSC 1309 - Integrated Software Applications
- ITSC 1301 - Introduction to Computers

Second Semester (7 Credit Hours)

- ITCC 1401 - Cisco Exploration 1 - Network Fundamentals
- or ITNW 1425 - Fundamentals of Networking Technologies

- ITSC 2321 - Integrated Software Applications II *

NOTES:

* Capstone Course
CIP Code: 11.0101
Major Code: PCSK

Private Pilot Level 1 Certificate

Getting your private pilot rating can be a challenging and very rewarding adventure. Anyone who puts their mind to it can do it, but determination and dedication are critical. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to graduate with this award.

All Flight courses have additional Special Program Tuition. Click: [Aviation Flight Fees](#) to see the list of fees by course.

Related Degrees and Certificates

Aviation Management, A.A.S.
Professional Pilot, A.A.S.
Aviation Management Level 1 Certificate
Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- AIRP 1307 - Aviation Meteorology
- AIRP 1313 - Introduction to Aviation
- AIRP 1417 - Private Pilot Ground School
- AIRP 1347 - Human Factors in Aviation
- AIRP 1375 - Private Pilot Flight *

NOTES:

*Capstone Course
CIP Code: 49.0102
Major Code: PPRV

Process Technology Specialization, A.A.S.

This statewide accepted Process Technology program of study meets the industry's needs to increase the availability of process technicians in south Texas. Companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Advisory Committee Members:

Jose Garza, Halliburton
Michael Burgett, Nustar
Tyrone Johnson, Weatherford
Mark Kennedy, Weatherford
Jeff Seaman, Go Eagle One
Silver Vasquez, Quatro Strategic Solutions

Related Degrees and Certificates

Ladder Certificates

Entry Level Energy Technician Level 1 Certificate
Energy Technician Career Foundations Core Certificate

Additional Awards

Production Technician Specialization, A.A.S.

Degree Requirements (Total Credit Hours 60)**First Year****First Semester (12 Credit Hours)**

- ENER 1330 - Basic Mechanical Skills for Energy
- PTAC 1302 - Introduction to Process Technology
- OSH 1301 - Introduction to Safety and Health
- CETT 1302 - Electricity Principles

Second Semester (15 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- INCR 1302 - Physics of Instrumentation
- Choose 1 course from the Mathematics (20) Core or Life and Physical Sciences (30) Core (Recommended GEOG 1301)
- ENGL 1301 - Composition I
- Choose 1 course from Additional Communication (90) Core

Third Semester (15 Credit Hours)

- PTAC 1310 - Process Technology I - Equipment
- PTAC 1332 - Process Instrumentation I
- PTAC 1350 - Industrial Economics
- PTAC 2314 - Principles of Quality
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Year**First Semester (8 Credit Hours)**

- PTAC 2420 - Process Technology II - Systems
- PTAC 1454 - Industrial Processes

Second Semester (10 Credit Hours)

- PTAC 2346 - Process Troubleshooting *
- PTAC 2438 - Process Technology III - Operations
- PTAC 2336 - Process Instrumentation II

NOTES:

** Capstone Course*

CIP Code: 15.0903

Major Code: PCTS

Production Technician Specialization, A.A.S.

The Production Technician program provides students with the maintenance foundation of knowledge used in industry including safety, mechanical, electrical, instrumentation and control, print reading, troubleshooting and communication, surface equipment, measurement, well service, and chemical technology skills. Companies may not hire persons with felony convictions. The college does not guarantee employment to any student in the program.

Advisory Committee Members:

Jose Garza, Halliburton

Michael Burgett, Nustar

Tyrone Johnson, Weatherford

Mark Kennedy, Weatherford

Jeff Seaman, Go Eagle One

Silver Vasquez, Quatro Strategic Solutions

Related Degrees and Certificates

Ladder Certificates

Entry Level Energy Technician Level 1 Certificate

Energy Technician Career Foundations Core Certificate

Additional Awards

Process Technology Specialization, A.A.S.

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- PTRT 1301 - Introduction to Petroleum Industry
- ENER 1330 - Basic Mechanical Skills for Energy
- Choose 1 course from Additional Communication (90) Core
- CETT 1302 - Electricity Principles
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Semester (15 Credit Hours)

- ENGL 1301 - Composition I
- OSH 1301 - Introduction to Safety and Health
- PTRT 1324 - Petroleum Instrumentation
- INCR 1302 - Physics of Instrumentation
- Choose 1 course from the Mathematics (20) Core or Life and Physical Sciences (30) Core (Recommended GEOG 1301)

Third Semester (12 Credit Hours)

- PTRT 1307 - Recovery and Production Methods
- PTRT 1309 - Corrosion Basics
- PTRT 1321 - Oil Field Hydraulics
- TECM 1303 - Technical Calculations

Second Year

First Semester (12 Credit Hours)

- PTRT 2323 - Natural Gas Production
- PTRT 2331 - Well Completions
- PTRT 2332 - Artificial Lift
- PTRT 2335 - Basic Pipeline Operations

Second Semester (6 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- PTRT 2380 - Cooperative Education - Petroleum Technology/Technician *
- or
- PTRT 2359 - Petroleum Computer Applications *

NOTES:

* Capstone Course

CIP Code: 15.0903

Major Code: PDTS

Professional Pilot, A.A.S.

The Professional Pilot Program prepares students who look forward to careers as air carrier pilots, general aviation pilots, and military pilots. Courses are taught in fixed or rotor wing options. Each student successfully completing the degree program will have obtained a minimum of a commercial pilot certificate with an instrument rating. Classes leading to Federal Aviation Administration (FAA) certification must adhere to FAA guidelines. These guidelines require students to attend a minimum number of classroom hours. Students not meeting these attendance requirements will not be certified. All discipline specific courses must be passed with a grade of "B" or better to complete this degree.

A prerequisite to enter the degree program is possession of a **current Private Pilot License**, a current second class aviation medical certificate. **All Flight courses have additional Special Program Tuition. Click: Aviation Flight Fees to see the list of fees by course.**

Advisory Committee

Marge Balaz, Captain, Professional Pilot, American Airlines
Durwood Blasingame, CEO, Professional Pilot, Saber Helicopters, Inc.
Dwayne Fagan, Co-Founder & Chair, The Dee Howard Foundation
Greg Gonzales, Engineering Manager, UPS
William Gunn, Director of System & Training-Aviation Division, TXDOT
Tim O'Krongley, Asst. Aviation Director, San Antonio Airport, City of San Antonio
Morris Martin, Airport Manager, Stinson Municipal Airport, City of San Antonio
Aurelina Prado, Lean Practitioner, Defense, Space & Security, The Boeing Company
Byron "Skip" Reed, Director of Field Logistics, TAV Health
Shelly Tumbleson, Vice. Pres. for Residual Fuels & Intermediates, Tesoro Corporation

Related Degrees and Certificates

Ladder Certificates

Certified Flight Instructor Level 1 Preparation Certificate
Commercial Pilot Level 1 Certificate
Instrument Pilot Level 1 Certificate
Multi-Engine Pilot Level 1 Certificate
Private Pilot Level 1 Certificate

Additional Awards

Aviation Management, A.A.S.
Aviation Management Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- AIRP 1313 - Introduction to Aviation
- AIRP 1351 - Instrument Ground School

- AIRP 1355 - Intermediate Flight
- Choose 1 course from the Mathematics (20) Core
- AIRP 1341 - Advanced Air Navigation

Second Semester (15 Credit Hours)

- Select one course from the Additional Communication (90) Core
- ITSC 1309 - Integrated Software Applications
- AIRP 1347 - Human Factors in Aviation
- AIRP 2350 - Instrument Flight (Lab)
- AIRP 1343 - Aerodynamics

Third Semester (6 Credit Hours)

- AIRP 1307 - Aviation Meteorology
- ENGL 1301 - Composition I

Second Year

First Semester (12 Credit Hours)

- GOVT 2305 - Federal Government
- AIRP 2339 - Commercial Flight
- AIRP 2337 - Commercial Ground School
- AIRP 2333 - Aircraft Systems

Second Semester (12 Credit Hours)

- Choose 1 course from Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- AIRP 2349 - Instructor Ground School
- AIRP 2336 - Certified Flight Instructor - Airplane *
- AIRP 2342 - Flight Instructor - Instrument Airplane

NOTES:

*Capstone Course
 CIP Code: 49.0102
 Major Code: PPIL

Purchasing Clerk Level 1 Certificate

Certificate designed to train potential purchasing clerks in a variety of businesses.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Transportation Management Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements: (Total Credit Hours 24)

First Semester (12 Credit Hours)

- LMGT 1319 - Introduction to Business Logistics
- LMGT 1340 - Contemporary Logistics Issues
- POFT 1321 - Business Math

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

Second Semester (12 Credit Hours)

- ACNT 1303 - Introduction to Accounting I
- BMGT 1313 - Principles of Purchasing
- BMGT 1344 - Negotiations and Conflict Management
- BMGT 2331 - Principles of Quality Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: PRCH

Radio & TV Broadcast Journalism FOS

Field of Study Required Courses (Total Credit Hours: 12)

Select Option 1 or Option 2:

Option 1 Requirements:

Select 2 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media

Option 2 Requirements:

Select 3 courses from:

COMM 1307 - Introduction to Mass Communication
COMM 1335 - Introduction to Electronic Media

COMM 1336 - Video Production I
COMM 2300 - Media Literacy

Select 2 courses from:

COMM 1336 - Video Production I
COMM 1337 - Video Production II
COMM 2303 - Audio Production
COMM 2311 - Media Writing
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

COMM 1336 - Video Production I
COMM 2300 - Media Literacy

Select 1 course from:

COMM 1336 - Video Production I
COMM 1337 - Video Production II
COMM 2303 - Audio Production
COMM 2311 - Media Writing
COMM 2315 - News Reporting
COMM 2332 - Radio/Television News (CI)
COMM 2339 - Writing for Radio, Television, Film

Note:

CIP Code: 09.0701
Major Code: RTVB

Secretarial Assistant Level 1 Certificate

The Secretarial Assistant Certificate prepares students for the next level of service in the administrative support environment. The courses in the program will continue into the Associate of Applied Science in Administrative Assistant degree. The Administrative Assistant Associate in Applied Science degree program prepares graduates by introducing them to a wide variety of subjects that will prepare them to manage and organize themselves and their workplace environment. The program prepares the student to gain comprehensive skills and assume responsibilities in the workplace. Student will have advanced training with computer technology to prepare for the constantly changing and increasingly automated business environment.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate
Secretarial Assistant Level 1 Certificate
Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate
Data Entry Technician Level 1 Certificate
Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements (Total Credit Hours 30)

First Semester (15 Credit Hours)

- POFT 1301 - Business English
- POFT 1309 - Administrative Office Procedures I
- POFT 1319 - Records and Information Management I

- POFT 1325 - Business Math Using Technology
- or POFT 1321 - Business Math

- POFT 1329 - Beginning Keyboarding
- or POFT 2301 - Intermediate Keyboarding

Second Semester (15 Credit Hours)

- POFI 2301 - Word Processing
- or ITSW 1301 - Introduction to Word Processing #

- POFI 1349 - Spreadsheets
- or ITSW 1304 - Introduction to Spreadsheets #

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

- POFT 1313 - Professional Workforce Preparation
- POFT 2312 - Business Correspondence and Communication *

NOTES:

Course not offered at Palo Alto College

*Capstone Course

CIP Code: 52.0408

Major Code: SECA

Small/Organic Farmer Level 1 Certificate

With the focus on the environment and on overall health, organic farming is taking off. More people are trying their hand at growing their own food and doing it without pesticides. The certificate in Organic/Small Farming will enable students to learn the regulations on organic farming and the environmental and health aspects of growing food.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.

Turfgrass and Golf Course Management, A.A.S.

Basic Nursery and Landscape Operations Level 1 Certificate

Floral Design Technician Level 1 Certificate

Landscape & Turfgrass Equipment Technician Level 2 Certificate

Landscape and Horticultural Science Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 22)

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 2321 - Small Farming
- HALT 2323 - Horticultural Pest Control

Second Semester (10 Credit Hours)

- AGME 1349 - Farm and Ranch Equipment
- HALT 1333 - Landscape Irrigation
- HALT 1371 - Organic Gardening and Farming
- HALT 1164 - Practicum-Applied Horticulture/Horticulture Operations, General *

NOTES:

* Capstone Course
CIP Code: 01.0601
Major Code: SOFR

Speech Communication FOS

Today's careers require the ability to communicate clearly, both verbally and in writing, and to understand how communication works within organizations and small groups and between individuals. Our diverse, rapidly-changing society rewards those who communicate persuasively and effectively with consumers, clients, and others across cultural boundaries. The Field of Study in Speech Communication prepares students for transfer to a Bachelor of Arts while improving one's marketability in all careers.

Field of Study Required Courses (Total Credit Hours: 15)

Select 2 courses from:

SPCH 1311 - Introduction to Speech Communication
SPCH 1318 - Interpersonal Communication
SPCH 2333 - Discussion and Small Group Communication

Select 3 courses from:

SPCH 1315 - Public Speaking
SPCH 1321 - Business and Professional Communication

SPCH 1342 - Voice and Diction
SPCH 2335 - Argumentation and Debate
SPCH 2341 - Oral Interpretation

Note:

CIP Code: 09.0101
Major Code: SPCH

Transportation Management Level 1 Certificate

Participate in San Antonio becoming a transportation hub of NAFTA as a manager possessing a solid knowledge of logistics, supervisory skills, international and domestic transportation, and the capstone course in traffic management.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Warehouse Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 16)

Required Courses

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- BMGT 1301 - Supervision
- POFT 1120 - Job Search Skills
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1323 - Domestic and International Transportation Management
- LMGT 1340 - Contemporary Logistics Issues *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: TRSP

Turf and Landscape Irrigation Level 1 Certificate

Irrigation professionals specialize in the design and installation of landscape sprinkler systems for homes, businesses, golf courses and parks. Learn the skills you need to move up in this industry by completing this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turfgrass & Golf Course Management Level 1 Certificate

Certificate Requirements (Total Credit Hours 23)

First Semester (11 Credit Hours)

- HALT 1251 - Landscape Business Operations
- or HALT 2318 - Soil Fertility and Fertilizers
- or BMGT 1327 - Principles of Management

- HALT 1301 - Principles of Horticulture
- HALT 1331 - Woody Plant Materials
- HALT 1324 - Turfgrass Science and Management

Second Semester (12 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 1319 - Landscape Construction
- HALT 1338 - Irrigation Water Management and Conservation
- HALT 1333 - Landscape Irrigation *

NOTES:

* Capstone Course
CIP Code: 01.0605
Major Code: TLCT

Turfgrass & Golf Course Management Level 1 Certificate

The growing Turfgrass and Golf Course industries need qualified technicians to maintain and improve high quality turf areas. Learn the skills to move up in this industry by completing this certificate.

Related Degrees and Certificates

Landscape and Horticultural Science, A.A.S.
Turfgrass and Golf Course Management, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate

Certificate Requirements (Total Credit Hours 36)

First Year

First Semester (12 Credit Hours)

- HALT 1301 - Principles of Horticulture
- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications

Second Semester (12 Credit Hours)

- HALT 1303 - Herbaceous Plants
- HALT 2312 - Turfgrass Maintenance
- HALT 2323 - Horticultural Pest Control
- HALT 1333 - Landscape Irrigation

Second Year

First Semester (12 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1345 - Golf/Sports Field/Park Management
- HALT 1346 - Specialized Turfgrass Management *

NOTES:

* Capstone Course
CIP Code: 01.0607
Major Code: TURF

Turfgrass and Golf Course Management, A.A.S.

The degree and certificate program qualifies the graduate as a turfgrass manager or turfgrass specialist. Employment for graduating students of this program may be available at golf courses, turf farms, parks or recreational facilities. Positions include but are not limited to superintendents of golf courses, or sales representatives of seed or agricultural supply companies.

Advisory Committee

Bruce Burger, The Quarry Golf Club
Carlos Cantu, Jr., Cantu Contracting
Dean Gary, Biz-zz Bee Farms
Romell Henze, Magic Gardens
M. Scott Kelley, Mortellaros Nursery
William Odam, San Antonio ISD
Brad Phillips, Brickman Group
David Rodriguez, Texas Agrilife Extension Service
Richard Thompson, Thompson Landscaping
Charles Wagmiller, Hyatt Hill Country Resort

Related Degrees and Certificates

Ladder Certificates

Turfgrass & Golf Course Management Level 1 Certificate

Additional Awards

Landscape and Horticultural Science, A.A.S.
Basic Nursery and Landscape Operations Level 1 Certificate
Floral Design Technician Level 1 Certificate
Landscape & Turfgrass Equipment Technician Level 2 Certificate
Landscape and Horticultural Science Level 1 Certificate
Small/Organic Farmer Level 1 Certificate
Turf and Landscape Irrigation Level 1 Certificate

Degree Requirements (Total Credit Hours 60)

First Year

First Semester (15 Credit Hours)

- HALT 1301 - Principles of Horticulture
- or AGRI 1315 - Principles of Horticulture

- HALT 1324 - Turfgrass Science and Management
- HALT 1331 - Woody Plant Materials
- ITSC 1309 - Integrated Software Applications
- ENGL 1301 - Composition I

Second Semester (15 Credit Hours)

- BMGT 1327 - Principles of Management
- HALT 1303 - Herbaceous Plants
- HALT 2312 - Turfgrass Maintenance
- HALT 1333 - Landscape Irrigation
- Select 1 course from the Mathematics (20) Core

Second Year

First Semester (15 Credit Hours)

- HALT 2318 - Soil Fertility and Fertilizers
- HALT 1345 - Golf/Sports Field/Park Management
- HALT 1346 - Specialized Turfgrass Management
- Select 1 course from Additional Communication (90) Core
- Select 1 course from the Social and Behavioral Sciences (80) Core

Second Semester (12 Credit Hours)

- HALT 1338 - Irrigation Water Management and Conservation
- Select 1 course from the Creative Arts (50) Core
- HALT 2323 - Horticultural Pest Control

- HALT 1322 - Landscape Design
- or HALT 1319 - Landscape Construction

Third Semester (3 Credit Hours)

- HALT 2383 - Cooperative Education - Turf and Turfgrass Management *

NOTES:

* Capstone Course
CIP Code: 01.0607
Major Code: TURF

Veterinary Assistant Level 2 Certificate

The Veterinary Assistant is a Level II certificate program that requires completion of 46 semester credit hours. Veterinary Assistants are a valuable part of the veterinary health care team who assist both the veterinarian and the veterinary technician. Although the certificate program does not qualify the student to be eligible for the Licensed Veterinary Technician examination, it can be used as a stepping stone for the Veterinary Technology Associate of Applied Science degree program. All courses taken with the certificate are directly applicable to the associate degree.

A limited number of qualified students are admitted to the Veterinary Technology program every fall semester. Prospective students must have the following to apply: meet the general admission requirements to Palo Alto College, have successfully completed all parts of the TSI, have successfully completed each required prerequisite course with a grade of "C" or better, three letters of recommendation (one from veterinarian and two from other sources), have successfully completed 80 hours of work experience in a veterinary clinic, and a complete application. Applications must be received by June 1. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program and notified by June 15. Accepted students will be required to have a physical exam, tetanus prophylaxis and pre-exposure rabies prophylaxis before entrance for the fall semester. All VTHT courses must be passed with a grade of 70 or better. NO VTHT course older than 5 years, prior to graduation, may be counted toward the AAS degree or certificate in Veterinary Technology.

For further information, refer to the Veterinary Technology website: alamo.edu/pac/vet-tech

Related Degree

Veterinary Technology, A.A.S.

Certificate Requirements (Total Credit Hours 36)

First Year

Summer Semester (6 Credit Hours)

This is pre-requisite to entering in the Fall cohort.

- BIOL 1308 - Biology for Non-Science Majors I (Lecture)
- ENGL 1301 - Composition I

First Semester (11 Credit Hours)

Cohort always begins in the Fall.

- VTHT 1203 - Canine and Feline Care and Husbandry
- VTHT 1205 - Veterinary Medical Terminology
- VTHT 1125 - Pharmacological Calculations
- VTHT 1301 - Introduction to Veterinary Technology
- VTHT 1313 - Veterinary Anatomy and Physiology

Second Semester (10 Credit Hours)

- VTHT 1249 - Veterinary Pharmacology
- VTHT 2301 - Canine and Feline Clinical Management
- VTHT 2213 - Lab Animal Clinical Management
- VTHT 2321 - Veterinary Parasitology

Second Year

First Semester (9 Credit Hours)

- VTHT 2205 - Equine Clinical Management
- Select 1 course from Additional Communication (90) Core
- VTHT 2217 - Exotic Animal Clinical Management
- VTHT 1217 - Veterinary Office Management *

NOTES:

* Capstone Course
CIP Code: 51.0808
Major Code: VTVA

Veterinary Technology, A.A.S.

The Veterinary Technology Associate of Applied Science degree program is designed to prepare students to work as Licensed Veterinary Technicians ("LVT"). Students completing the program will have technical skills and competencies to assist veterinarians in industrial, commercial, and research settings as well as in pharmaceutical companies and animal handling retail businesses.

The Veterinary Technology program was accredited in 1998 by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association (AVMA). Accreditation allows graduates to be eligible to take the Texas State Licensed Veterinary Technician examination and the Veterinary Technician National Exam (VTNE) to become a Licensed Veterinary Technician.

Enrollment into the Veterinary Technology program by students with felony convictions could result in denial of licensure. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure board and proof of eligibility for licensure or certification is provided.

A limited number of qualified students are admitted to the Veterinary Technology program every fall semester. Prospective students must have the following to apply: meet the general admission requirements to Palo Alto College and be admitted to the college, have successfully completed each required prerequisite course with a grade of "C" or better, three letters of recommendation (one from veterinarian and two from other sources), have successfully completed 80 hours of work experience in a veterinary clinic, and a complete application. Applications must be received by June 1. All applications will be reviewed, ranked, and the selected number of qualified applicants will be accepted into the program and notified by June 15. Accepted students will be required to have a physical exam, tetanus prophylaxis and pre-exposure rabies prophylaxis before entrance for the fall semester. All VTHT courses must be passed with a grade of C or better. No VTHT course older than 5 years, prior to graduation, may be counted toward the AAS degree or certificate in Veterinary Technology.

For further information, refer to the Veterinary Technology website: alamo.edu/pac/vet-tech

Advisory Committee

Dr. John Clader, Chaparral Veterinary Center
Dr. Noberto Espitia, Texas A & M University
Dr. John Herbold, University of Texas School of Public Health
Dr. Anna Kaiser, Encino Park Veterinary Clinic

Dr. Dennis McIntosh, El Dorado Animal Hospital
Dr. Tom Vice, Broadway Animal Hospital
Linda Larson, LVT, VCA Mission Animal Hospital
Nicole Reininger, LVT, MWI
Candice Robinson, LVT, I10 Pet Emergency

Related Degrees and Certificates

Veterinary Assistant Level 2 Certificate

Degree Requirements (Total Credit Hours 60)

Prerequisites

Summer Semester (6 Credit Hours)

- ENGL 1301 - Composition I
- BIOL 1308 - Biology for Non-Science Majors I (Lecture)

First Year

First Semester (12 Credit Hours)

New cohorts always begin in Fall.

- VTHT 1203 - Canine and Feline Care and Husbandry
- VTHT 1205 - Veterinary Medical Terminology
- VTHT 1109 - Veterinary Nutrition
- VTHT 1125 - Pharmacological Calculations
- VTHT 1301 - Introduction to Veterinary Technology
- VTHT 1313 - Veterinary Anatomy and Physiology

Second Semester (11 Credit Hours)

- VTHT 2301 - Canine and Feline Clinical Management
- VTHT 2321 - Veterinary Parasitology
- VTHT 2323 - Veterinary Clinical Pathology I
- VTHT 2213 - Lab Animal Clinical Management

Third Semester (5 Credit Hours)

- VTHT 1249 - Veterinary Pharmacology
- VTHT 2366 - Practicum (or Field Experience) - Veterinarian Assistant/Animal Health Technician

Second Year

First Semester (13 Credit Hours)

- PSYC 2301 - General Psychology
- VTHT 1341 - Anesthesia and Surgical Assistance
- VTHT 2205 - Equine Clinical Management
- VTHT 2217 - Exotic Animal Clinical Management
- VTHT 2331 - Veterinary Clinical Pathology II

Second Semester (13 Credit Hours)

- VTHT 1345 - Veterinary Radiology
- Select 1 course from Additional Communication (90) Core
- VTHT 2209 - Food Animal Clinical Management
- Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core
- VTHT 1217 - Veterinary Office Management *

NOTES:

* Capstone Course
CIP Code: 51.0808
Major Code: VETT

Virtual Administrative Assistant Level 1 Certificate

A Virtual Administrative Assistant (VAA) is an independent entrepreneur providing administrative, creative, and/or technical services. Utilizing advanced technological modes of communication and data delivery, a professional VAA assists clients in his/her area of expertise from his/her own office on a contractual basis.

The VAA certificate prepares the student to work independently, on a contractual basis for private industry, non-profit organizations, and government offices. This program will provide opportunities for students to gain entrepreneurial skills, attitudes, technology skills and related knowledge to adapt to providing office services virtually from their home office.

Graduates may enter the workforce or may continue their education. After some work experience, individuals may also seek additional training and professional credentials to increase their advancement opportunities. Certificates in various related areas can also be obtained while working toward a degree.

Related Degrees and Certificates

Administrative Assistant, A.A.S.

Ladder Certificates

General Office Level 1 Certificate

Secretarial Assistant Level 1 Certificate

Administrative Assistant Level 1 Certificate

Additional Awards

Bill and Account Collector Level 1 Certificate
Data Entry Technician Level 1 Certificate
Virtual Administrative Assistant Level 1 Certificate

Certificate Requirements: (Total Credit Hours 33)

First Semester (15 Credit Hours)

- POFI 1349 - Spreadsheets
- POFI 2331 - Desktop Publishing
- POFT 1325 - Business Math Using Technology
- POFT 2312 - Business Correspondence and Communication

- POFI 1301 - Computer Applications I
- or ITSC 1309 - Integrated Software Applications

Second Semester (18 Credit Hours)

- POFT 1309 - Administrative Office Procedures I
- POFI 2301 - Word Processing
- BMGT 1327 - Principles of Management
- MRKG 1301 - Customer Relations
- ITSC 1319 - Internet/Web Page Development
- POFI 1341 - Computer Applications II *

NOTES:

*Capstone Course
CIP Code: 52.0401
Major Code: VADA

Warehouse Management Level 1 Certificate

Prepare yourself for entry-level management in a growing field with a solid foundation of logistics, supervisory skills, and the capstone course in warehousing and distribution center operations.

Related Degrees and Certificates

Logistics and Supply Chain Management, A.A.S.
Logistics Management Level 1 Certificate
International Logistics Management Level 1 Certificate
Manufacturing Management Level 1 Certificate
Purchasing Clerk Level 1 Certificate
Transportation Management Level 1 Certificate
Operations Management Advanced Technical Certificate

Certificate Requirements (Total Credit Hours 16)

- ITSC 1309 - Integrated Software Applications
- or POFI 1301 - Computer Applications I

- LMGT 1323 - Domestic and International Transportation Management
- or LMGT 1340 - Contemporary Logistics Issues

- BMGT 1301 - Supervision
- POFT 1120 - Job Search Skills
- LMGT 1319 - Introduction to Business Logistics
- LMGT 1325 - Warehouse and Distribution Center Management *

NOTES:

* Capstone Course
CIP Code: 52.0203
Major Code: WSCT

Administration, Faculty and Staff

Palo Alto College Administration

R. Michael Flores, Ph.D.	President
Elizabeth A. Tanner, M.S.	Vice President of Academic Success
Gilberto Becerra Jr., M.B.A.	Vice President for Student Success
Beatriz Joseph, Ed.D.	Vice President of College Services
Katherine Beaumont Doss, M.A.	Interim Dean for Student Success
Ernestina Mesa, M.L.I.S.	Dean, Learning Resources
David Rutkoski, M.B.A.	Interim Dean for Career & Technical Education
Mary-Ellen Jacobs, Ph.D.	Dean for Arts & Sciences

Palo Alto College Professional Staff

Elizabeth Aguilar-Villarreal, M.S.	Director of Enrollment
Shanea Allen, M.S.R.L.S.	Natorium/Gym Program Supervisor

David Amaya	C.N.S.T. LAN Administrator/Engineer
Flor Arambula, B.A.A.S.	Certified Advisor, Student Success
Gerardo Arellano, B.A.	Public Relations Director
Nora Arredondo, M.A.	Certified Advisor, Student Success
Monica Ayala-Jimenez, M.A.	Director, High School Programs
Natalie Barajas, B.A.	Public Information Officer
Christina Barrera, B.A.	Certified Advisor, Student Success
Hunter Bates, B.A.	INRW Academic Program Specialist
Katherine Beaumont Doss, M.A.	Director of Advising
Vincent Bosquez, M.B.A.	Senior Coordinator, Student Success
Aracely R. Bowling, B.S.	Certified Advisor, Student Success
Andrea Cardenas, M.S.	IT Digital Media Specialist/Instructor
Sharon Carson, M.B.A.	Director, Workforce Programs Development & Performance
Cody Contreras, A.A.S.	Academic Lab Technician, Agriculture/Horticulture
Eloisa Cordova, B.A.	Certified Advisor, Student Success
Carlos E. Cruz, M.Ed.	Director of Student Success
Rose Davis, B.A.A.S.	Coordinator, Student Success
Christopher R. Delgado, B.S.	Director of Information Technology
Leo Diaz, B.S.	Technical Trainer IV
María Diaz-Viesca, M.S.	Certified Advisor, Student Success
Thomas N. Duncan, A.A.S.	LRC Computer/Network Coordinator
Tyler Dunn, M.L.S.	Lead Access Services Librarian
Rosita Elizondo, A.A.S.	College Budget Officer
Dimona Esparza, A.S.	IT Senior Digital Media Specialist
Leandro M. Esparza, B.A.	Coordinator, Student Success
Danielle Esquivel, B.A.A.S.	Certified Advisor, Student Success

Stacy Evans, M.A.	Certified Advisor, Student Success
Anna Lisa Fernandez, B.A.	Senior Advisor, Student Success
Yvonne Forey, B.A.	Lead Financial Aid Advisor
Pamela Foster, B.S.	College Coordinator of High School Programs
Karla Frausto, B.A.A.S.	Senior Advisor, Student Success
Charles Garcia, B.S.	Certified Advisor, Student Success
Rudolfo Garcia, M.B.A.	Technical Trainer I
Antonio Garza, M.A.	Writing Academic Program Specialist
Edward Gildemeister, M.Ed.	Science Academic Program Specialist
Tosca O. Gonsalves, M.L.I.S.	Lead Electronic & Databases Librarian
George A. Guajardo, M.A.	Director of Institutional Research
Briana Hagelgans, B.A.A.S.	College Coordinator of High School Programs
Lydia Hannawi, M.A.	Continuing Education Specialist
Jennifer Huebenthal, B.A.	Certified Advisor, Student Success
Leroy Ibarra, B.F.A.	IT Senior Digital Media Specialist
Leticia C. Inocencio, M.S.	Senior Coordinator, Student Success
Arianna C. Lay, M.Ed.	Advising Team Leader, Student Success
Shirley Leija, B.A., M.Ed.	Associate Director, Financial Aid
Nicholas Lopez, B.A.	Senior Advisor, Student Success
Nidia C. Lopez, B.A.	Certified Advisor, Student Success
Derek A. Martinez, B.S.	Senior Advisor, Student Success
Jennifer Mejia, B.A.	College Events Coordinator
Laurie Medina, B.A.	Certified Advisor, Student Success
Rosalicia Medrano, M.B.A.	Senior Coordinator, Student Success
Dr. Annalisa Mendiola, Ed.D.	Director of Resource Development & Grants
Sarah Misner, B.B.A.	Assistant Bursar

Adrian Montoya, B.A.	Athletic Director
Amanda T. Morales, B.A.	Certified Advisor, Student Success
Edward J. Moreno, B.S.	Intramural/Extramural Specialist
Cindy Morgan, B.A.A.S.	Coordinator, Student Success
Erica Munoz, B.S.	Coordinator, Student Success
Thomas Murguia, M.P.A.	Academic Program Coordinator, Tutoring Services
Rhonda O'Cana, M.A., L.P.C.-S.	Personal Counselor
Elena A. Olivo, B.A.	Certified Advisor, Student Success
Anthony Perez, B.B.A.	College Coordinator of High School Programs
Isidro G. Perez, B.A.A.S.	Academic Program Specialist
Darlene Price-Johnson, B.A.	Math Academic Program Specialist
Diana M. Rangel, B.B.A.	Certified Advisor, Student Success
Dorothy Remmers, B.S.O.E.	Financial Aid Specialist
Jennifer Rivera, B.A.	Coordinator, Student Success
Steven L. Rocha, B.B.A.	Senior Advisor, Student Success
Adam Rodriguez, B.A.	Certified Advisor, Student Success
Lucila Rodriguez, B.A.	Financial Aid Advisor
Sarah C. Rodriguez, B.A.	Senior Advisor, Student Success
David Rutkoski, M.B.A.	Director, Workforce Training
Rafael Sayago, B.S.	Certified Advisor, Student Success
Diana Sanchez, B.S.O.E.	Budget Analyst
Tamra Schroeder, B.A.A.S.	Education Skills Specialist, Veterinary Technology
Adrianna Vallejo, B.S.	Senior Advisor, Student Success
Jose Vega, B.A.	Certified Advisor, Student Success
Carmen M. Velasquez, B.A.	Advising Team Leader, Student Success
Ann Villarreal, M.B.A.	Senior Coordinator, Student Success

Michael Ximenez, M.A. Advising Team Leader, Student Success

Dolores Zapata, M.Ed. Coordinator of Student Success

Alamo Colleges Administrative Staff

Bruce H. Leslie, Ph.D. Chancellor

Jo-Carol Fabianke, Ed.D. Vice Chancellor for Academic Success

Thomas Cleary, Ed.D. Vice Chancellor for Planning, Performance & Information Systems

Adelina Silva, Ph.D. Vice Chancellor for Student Success

Diane Snyder, C.P.A. Vice Chancellor for Finance & Administration

Federico Zaragoza, Ph.D. Vice Chancellor for Economic & Workforce Development

Linda L. Boyer-Owens Associate Vice Chancellor of HR & Organizational Development

Pamela Ansboury, M.Ed., C.P.A. Associate Vice Chancellor for Finance & Fiscal Services

John Strybos, P.E. Associate Vice Chancellor for Facilities

Leo Zuniga, B.A. Associate Vice Chancellor for Communications

Ruth Dalrymple, M.S. Associate Vice Chancellor for Academic Partnerships & Initiatives

Dr. Cynthia Mendiola-Perez, Ed.D. Associate Vice Chancellor for Student & Program Development

Timothy Rockey, M.A. Associate Vice Chancellor of Continuing Education

Alamo Colleges Board of Trustees

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Emmanuel Nyong, Student Trustee 2017

Date following board member's name indicates expiration of term.

The College District administers five colleges - Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, and San Antonio College.

Faculty

Emeritus

Jose A. Cruz	Professor Emeritus of Mathematics: B.A., University of Puerto Rico; M.S., M.A., Texas A&M University-Kingsville
Margarita Fresquez-Zaske	Professor Emeritus of Mathematics: B.S., University of Texas at El Paso; M.S., New Mexico State University
Colby Glass	Professor Emeritus of Learning Resources: B.A., University of North Texas; M.L.I.S., University of Texas at Austin
Julie Kern Goben	Assistant Professor Emeritus of Mathematics: B.A., St. Mary's University; M.A., Texas Tech University
Dorothy Haecker	Professor Emeritus of Philosophy: B.A., University of Texas at Austin; M.Ph., Ph.D., University of Kansas
Sandra Hood	Professor Emeritus of Library and Information Studies: B.A., M.L.S., University of Oklahoma; M.A., University of Texas at San Antonio
Herbert Mann	Assistant Professor Emeritus of English: B.A., Brooklyn College; M.A., University of Wisconsin; Ph.D., State University of New York at Binghamton
Karen D. Marcotte	Professor Emeritus of History and Humanities: B.A., M.A., George Peabody College
James Riley (Deceased)	Associate Professor Emeritus of Business Administration: B.B.A., Angelo State University; M.B.A., St. Mary's University
Irma M. Sanchez	Assistant Professor Emeritus of Learning Resources: B.A., St. Mary's University; M.S.L.S., Our Lady of the Lake University
Irene Scharf	Professor Emeritus, Department of Librarian: B.A., M.A., University of Texas at Austin; M.S.L.S., Our Lady of the Lake University

Michael S. Associate Professor Emeritus of English: B.A., Rutgers University; M.A., Appalachian State
Seiferth University

Roy Tucker Professor Emeritus of Mathematics: B.A., Mercer University; M.Div., Southeastern Baptist
Theological Seminary; M.S., Prairie View A&M University; M.Ed., Pan American University; Ph.D.,
Ohio Christian University; Ph.D., Baylor University

Full-Time & Adjunct Faculty By Departments

Administrative Technology

Full-Time Faculty

Sylvia de Instructor, Administrative Technology: B.S., Our Lady of the Lake University; M.P.A., University of
Hoyos Texas at San Antonio

Adjunct Faculty

Maria D. Miranda Administrative Technology: B.A., Park College

Anita Soliz Administrative Technology: B.S., Our Lady of the Lake University; M.S., St. Mary's University

Agriculture/Horticulture

Full-Time Faculty

Ty Chumbley Instructor, Agriculture: B.S., Texas A&M University; M.A., Texas State Univeristy at San Marcos

Casey Johnston Instructor; Horticulture: B.S., Texas A&M University

Adjunct Faculty

Rose Flores Horticulture: A.S., Palo Alto College

Weldon G. Riggs Agriculture/Horticulture: B.S., M.Ed., Texas A&M University

Chad Stranahan Agriculture/Horticulture: B.S., Purdue University

Aviation Technology

Full-Time Faculty

Adjunct Faculty

Roberto Arredondo Aviation Technology: B.S., Williamstown University; M.S., Embry-Riddle University

Ryan DeLoach Aviation Technology: B.S., Everglades University

Shawn Donnell Aviation Technology: B.S., Embry-Riddle University

E. Brian Wells Aviation Technology: B.S., University of Colorado; M.S., Troy State University

Behavioral Sciences, Education, Humanities, Protective Services & Student Development

Full-Time Faculty

Mary L. Apolinar Assistant Professor of Student Development: B.A., Southwest Texas State university; M.A., Our Lady of the Lake University; Ed.D., Baylor University

Amie DeLeon Associate Professor of Teacher Education: B.A., University of the Incarnate Word; M.S., Ed.D., Texas A&M University-Kingsville

Rena Denham Instructor of Philosophy: B.A., Mills College; M.A., University of Pennsylvania; J.D., University of San Francisco School of Law

Ismael Dovalina Associate Professor of Psychology: B.A., Columbia University; M.A., University of Michigan

John Gilbert Hernandez, Chairperson Professor of Philosophy: B.A., University of Texas at San Antonio; M.A., University of Texas at Austin; Ph.D., Capella University

Diane Lerma Assistant Professor of Student Development: A.A., San Antonio College; B.S.W., Our Lady of the Lake University; M.A., University of Texas at San Antonio

Barry Lynn Parker Instructor of Criminal Justice: B.A., Southern Christian University; M.L.S., Fort Hays State University

Yoland Reyna L.P.C., Assistant Professor of Counseling and Student Development: B.A., Incarnate Word College; M.S., Our Lady of the Lake University; Ed.D., Baylor University

Daniel Rodriguez Professor of Student Development: B.A., M.Ed., Southwest Texas State University; Ed.D., Baylor University

Juan Tejeda Instructor of Humanities and Music: B.A., M.A., University of Texas at San Antonio

William G. Vasquez Professor of Psychology: B.A., M.A., St. Mary's University

Antonio Villanueva Assistant Professor of Psychology: B.A., M.S., St. Mary's University

Rose Zambrano Professor of Student Development: B.A., University of Texas at San Antonio; M.A., St. Mary's University; Ph.D., University of the Incarnate Word

Adjunct Faculty

Elizabeth Aguilar-Villarreal Student Development: B.A., Our Lady of the Lake University; M.S., Texas A&M University at Kingsville

Adolfo R. Barrera Student Development: B.A., University of North Texas; M.S., Corpus Christi State University; Ed.D., Texas Tech University

Jon Bautista Sociology: B.A., M.A., University of Texas at San Antonio

Roxanne Maynard Bogues Student Development: B.A., East Central University at Ada, Oklahoma; M.A., Oklahoma State University at Stillwater, Oklahoma; M.A., Texas State University at San Marcos

Jesus Botello Psychology: B.A., University of Texas at San Antonio; M.S., University of Phoenix; Ph.D., Walden University

Rafael Castillo Humanities: Professor of English: B.A., St. Mary's University; M.A., University of Texas at San Antonio; Ph.D., Capella University

Joan Coughlin Psychology: B.S., M.S., Portland State University; Psy.D., California Coast University

Esmeralda Gutierrez Cruz Student Development: B.A., Texas State University; M.A., University of Texas at San Antonio

Jacqueline Dansby Psychology: B.A., Incarnate Word College; M.A., University of Texas at San Antonio; Ph.D., Texas A&M University

Maria Diaz Student Development: B.A., University of Texas at San Antonio; M.A., Texas A&M University at San Antonio

Louis Dufault Psychology: B.A., Texas A&M University

Monet Elizalde Education: B.A., M.A., Trinity University; Ph.D., University of the Incarnate Word

Sandra Galindo Humanities: B.A., Centro Tecnológico y de Educación Superior Sierra Madre, Saltillo, Mexico; M.A., University of Texas at San Antonio; Ph.D., University of Texas at San Antonio

Antonio Garza Humanities: B.A., University of Texas at San Antonio; M.A., Texas A&M University at San Antonio

Natania Gertman Social Work: B.S.W., M.S.W., Our Lady of the Lake University

Rachael Godfrey Student Development: B.A., Trinity University; M.A., University of Texas at San Antonio

Joseph Grote Student Development: M.A., Texas A&M University at Corpus Christi

Dorothy Haecker Philosophy: B.A., University of Texas at Austin; M.Ph., Ph.D., University of Kansas

Sidney Harle	Criminal Justice: B.A., University of Texas at Austin; J.D., St. Mary's University
Shaun Hedgepeth	Sociology: B.A., M.A., Our Lady of the Lake University; Ph.D., Capella University
Nathan Hoofard	Philosophy: BA, University of Texas at San Antonio; MA, Texas Tech University
Melissa Huron	Student Development: B.A., Texas State University at San Marcos; M.A., Texas A&M University at San Antonio
Helen C. Kirk	Education: B.A., Washington and Jefferson College; M.A., Pepperdine University; M.S., University of Texas at San Antonio
Suzel Molina	Education: B.S., Abilene Christian University; M.A., University of Texas at San Antonio
Jude Okpala	Philosophy: B.A., Bigard Memorial Seminary, Nigeria- Affiliate of Urban University, Rome; M.A., Howard University; Ph.D. Howard University
Manuel Pena	Education: B.S., M.A., University of Texas at San Antonio
Ronald Gonzales Perez	Student Development: B.A., University of Texas at San Antonio; M.A., University of Texas at San Antonio
Barbara Renaud-Gonzalez	Social Work: B.A., University of Texas at Pan American University; M.S.W., University of Michigan Ann Arbor
Carlos Rodriguez	Sociology: M.S., University of Texas at San Antonio
Jennifer P. Salmeron	Student Development: B.A., University of Texas at San Antonio; M.S., Texas A&M University at San Antonio
Francisco Sanchez	Student Development: B.A., University of Texas at San Antonio; M.A., Texas A&M University at Kingsville
John Sharp	Criminal Justice: B.S.C.J., Southwest Texas State University; M.S.C.J., Texas State University
Kaylyn Taylor	Criminal Justice: B.A., Texas Woman's University; M.C.J., Tarleton State University
Terral Toma	Philosophy: B.A., Brown University; M.A., Ph.D., Northwestern University
Dorothy Ulcak	Student Development: B.A., University of the Incarnate Word; M.A., University of Texas at San Antonio
Peter Van Dusen	Philosophy: B.S., U.S. Naval Academy; M.A., California State University, Long Beach
Russell Wagner	Student Development: B.A., University of Maine; M.A., University of Texas at San Antonio
James West	Psychology: LPC, LMFT, LCDC; B.A., Culver-Stockton College; M.Ed., Our Lady of the Lake University; M.Ed., Sul Ross State University
Kevin Williams	Sociology: B.A., St. Mary's University; M.A., Our Lady of the Lake University

Ma. Aurora Yanez Sociology: B.A., Southwest Texas State University; M.A., The Ohio State University

Madgalina Yznaga Humanities: B.A., M.A., University of Texas at San Antonio

Rose Zambrano Sociology: B.A., University of Texas at San Antonio; M.A., St. Mary's University; Ph.D., University of the Incarnate Word

Business

Full-Time Faculty

Elsa A. Anaya Professor of Business Administration & Business Management: B.A., Texas A&M University; M.B.A., Our Lady of the Lake University.

Veronica Rosas-Tatum, Chair Assistant Professor of Business Administration and Business Management: B.A., St. Mary's University; M.B.A., Our Lady of the Lake University

Adjunct Faculty

Mary Ann Bowman Business Management & Human Resource Management: B.A., University of Texas at Austin; M.A. University of Texas at San Antonio

Sharon Carson Business Management: B.B.A., Our Lady of the Lake University; M.B.A., Southwest Texas State University

Sylvia de Hoyos Business Management & Human Resource Management: B.S., Our Lady of the Lake University; M.P.A., University of Texas at San Antonio

Diane Dominguez Business Management & Human Resource Management: B.A., University of Texas at San Antonio; M.A. University of the Incarnate Word

Josh Garcia Business Administration, Business Management & Marketing: B.B.A., St. Mary's University; M.B.A., Our Lady of the Lake University

Lydia Hannawi Business Management: B.A., St. Mary's University; M.A., Webster University

Angelina Sayers Business Administration & Business Management: B.A., M.B.A., Our Lady of the Lake University

James Gary Shelman Business: B.A.S., Troy State University; M.B.A., Wayland Baptist University

Celestino Valentin Business Management: B.A., M.B.A., Texas A&M University - San Antonio

Marie Valentin Business Management: B.A., M.B.A., Texas A&M University - San Antonio

Computer Science & Computer Information Systems

Full-Time Faculty

- Joe J. Corrales Professor of Computer Information Systems and Computer Science: B.S., Wayland Baptist University; M.A., Webster University
- John B. Dunn, Chair Associate Professor of Computer Information Systems and Computer Science: A.A.S., Community College of the Air Force; B.A.A.S., Southwest Texas State University; M.A., Webster University
- Steven Hicks Professor of Computer Information Systems and Computer Science: B.S., Corpus Christi State University; M.A., Webster University
- Neven Jurkovic Professor of Computer Science: B.S.E.E., University of Zagreb; M.S., Southwest Texas State University; Ph.D., University of Zagreb
- Lee Ming Ross Professor of Computer Information Systems and Computer Science: B.A., National Taiwan University; M.S., Alabama A&M University; M.A., Webster University
- Brian K. Sanders Assistant Professor of Computer Information Systems and Computer Science: B.S., M.S., Trinity University

Adjunct Faculty

- William Burke Computer Science & Computer Information Systems: B.A., M.S., Corpus Christi State University
- Andrea Cardenas Computer Science & Computer Information Systems: B.B.A., Our Lady of the Lake University; M.S. Capella University
- Brian McDaniel Computer Science & Computer Information Systems: A.A., State Fair Community College; A.S., Bellville Area College; B.S., Southern Illinois University; M.S., Oklahoma City University
- Kerry John Odom Computer Science & Computer Information Systems: B.A.A.S., Texas State University; M.A., Webster University
- Charles N. Ritley Computer Science & Computer Information Systems: B.S., Kent State University; M.S., Texas A&M University Corpus Christi
- Priscilla M. Truesdell Computer Science & Computer Information Systems: B.S., Southwest Texas State College; M.A., Webster University

Cosmetology

Full-Time Faculty

- Jasmine Brock Instructor of Cosmetology: A.A.; St. Philip's College
- Lisa Navarro Instructor of Cosmetology: B.S.A., Wayland Baptist University

Adjunct Faculty

Cherie Almazon Cosmetology: A.A., Palo Alto College

Elina Cavazos Cosmetology: University of Maryland University College

Lisa Negrete Cosmetology: A.A., Northwest Vista College

Energy Systems

Full-Time Faculty

Ronald Brown Instructor of Oil and Gas Technology: B.S., M.A., Ph.D., Texas A&M University-Kingsville

Adjunct Faculty

Anthony Alvarado Oil and Gas Technology: B.S., M.A., Texas A&M University-Kingsville

Diana Casas Oil and Gas Technology; B.S., Texas A&M University-Kingsville, M.A., Sul Ross University

William Cook Oil and Gas Technology: B.S., University of Vermont

Leo Diaz Oil and Gas Technology: B.S., Park University

Engineering

Full-Time Faculty

Sreedevi Instructor of Engineering: B.S., Osmania Univeristy, India; M.S., Ph.D., South Dakota School of Mines
Ande & Technology

Adjunct Faculty

Ronald Brown Engineering: B.S., M.A., Ph.D., Texas A&M University-Kingsville

Mohammad QashouEngineering: B.S., M.S., Auburn University

Lorene Toscano Engineering: B.S., M.S., Texas A&M University at Kingsville

English/Communications/Foreign Languages/INRW

Full-Time Faculty

Jennifer Andermatt Instructor of English: B.S., Texas A&I University; M.A., Texas A&M University

Rafael C. Castillo	Professor of English: B.A., St. Mary's University; M.A., University of Texas at San Antonio; Ph.D., Capella University
Terrence Flannery	Instructor of English: B.A., Maryglade College; M.A., University of Texas at San Antonio
Ruth Ann Gambino	Assistant Professor of English: B.A., Cornell University; M.A., Incarnate Word College
Vicente Guillot, Chairperson	Instructor of Spanish: B.A., Universitat de Valencia; M.A., Villanova University
Caroline Mains	Instructor of English: B.S., University of Florida; M.A., Southwest Texas State University
Diana Nystedt	Instructor of English: B.A., M.A., Texas A&M University
Greg Pasztor	Instructor of Mass Communications: B.A., Allegheny College; M.A., University of the Incarnate Word
Denise Barkis Richter	Professor of Mass Communications: B.A., Trinity University; M.A., University of the Incarnate Word; Ph.D., University of Texas at Austin
Jennifer Lynn Scheidt	Instructor of English: B.A., Rhodes College; M.A., University of Texas at San Antonio
Ellen Shull	Professor of English: B.A., Incarnate Word College; M.A., University of Texas at San Antonio
Matilda Staudt	Instructor of English: B.A., University of the Incarnate Word; M.A., Our Lady of the Lake University
Evangeline Velez-Cobb	Instructor of Spanish: B.A., St. Mary's University; M.A., University of Texas at San Antonio

Adjunct Faculty

Marie Altakali	English: B.A., St. Mary's University; M.A., University of Notre Dame
Reynaldo Arrieta	Spanish: B.A., M.A., Texas State University
John R. Aydelott	English: B.S., M.A., Tennessee Technological University
Kayla Baca	English: B.A., University of North Texas; M.A., University of Texas at San Antonio
Hunter Bates	English: B.A. Texas State University
Amy Carter	English: B.A., Southwest Texas State University; M.A., Texas A&M University
Donnie Cearley	English: B.S., Southwest Texas State University; M.A., Eastern New Mexico University
Robert Chaney	English: B.A., M.A., University of Texas at Austin
Carol Christopher	English: B.A., Indiana University; M.A., Our Lady of the Lake University

Yolanda Del Villar Foreign Languages (Spanish): B.A., M.A., University of Texas at San Antonio

John Fulton English: B.A., Washington State University; M.A., University of Washington

Richard Gabriel English: B.A., University of Houston; M.A., Stephen F. Austin State University

Antonio Garza English: B.A., University of Texas at San Antonio; M.A., Texas A&M University

Teresa C. Gonzales English: B.A., Texas A&M University; M.A., University of Texas at San Antonio

Dixie Haag English: B.A., M.A., Trinity University

Nancy Hall English: B.A., M.A., Our Lady of the Lake University

Kristen Hardaway English: B.A., M.A., St. Mary's University

David Haston English: B.A., University of Mary-Hardin Baylor; M.S., Texas A&M University

Sheila Sanchez Hatch English: B.A., University of Texas at San Antonio; M.A., Vermont College

Johanna Hunt English: B.A., Texas Tech University; M.A., University of Texas at San Antonio

Mary C. Ledford Foreign Languages (Latin): M.A., University of Oklahoma

Loretta Long English: B.A., Portland State University; M.A., M.F.A., Pacific Lutheran University

Albert A. Lopez Mass Communications: B.A., Our Lady of the Lake University; M.F.A., University of Texas at Austin

Donna Martinez English: B.A., M.A., University of the Incarnate Word

Luis Martinez Foreign Languages: B.A., Pan American University; M.A., University of Texas-Pan American

Charles R. Mejia Jr. English: B.A., M.A., University of Texas at San Antonio

Myriam E. Miller Foreign Languages (Spanish): B.A., Old Dominion University; M.A., Arkansas Tech University

Diana L. Montejano English: B.A., Incarnate Word College; M.F.A., University of Texas at El Paso

Gerardo Moore Jr. English: B.A., M.A., Texas A&M International University

George D. Nash English: B.A., St. Mary's University; M.A., University of Texas at Austin

Kenneth Neumann English: B.A., Texas Lutheran University; M.A., Southwest Texas State University

Jesus Noriega French and Spanish: B.A., M.A. Texas A&M University

Janet Perry English: B.A., Texas A&M University; M.A., University of Texas at San Antonio

Justin Pozos	English: B.A., University of the Incarnate Word; M.A., University of Texas at San Antonio; M.L.A., St. Edward's University
Holly Riedel	English: B.A., Eckerd College; M.A., University of South Florida
Martha A. Romo	Foreign Languages (Spanish): B.A., Our Lady of the Lake University; M.A., University of Texas at San Antonio
Alexander R. Segura	English: B.A., St. Mary's University; M.A., University of Texas at San Antonio
Stephen Swellander	English: B.A., University of Texas at Austin; M.A., Trinity University
Cynthia Tamez	English: B.A., St. Mary's University; M.A., Grand Canyon University
Lisa Trevino	English: B.A., University of Texas at San Antonio; M.A., Our Lady of the Lake University
Bobbie Walker	English: B.A., Baylor University, M.A., Colorado University
Jason K. Wilkinson	Communications: B.A., Appalachian State University; M.A., University of the Incarnate Word

Fine & Performing Arts/Speech Communication

Full-Time Faculty

Carolyn DeLecour, Chairperson	Assistant Professor of Speech: B.S., Texas A&I University; M.A., University of Texas at Austin
Cakky Brawley	Associate Professor of Art: B.F.A., Texas Tech University; M.F.A. Indiana University
Joseph Coppola	Instructor of Speech: B.A., M.A., Baylor University
Alba De Leon	Professor of Art: B.A., Bennington College; M.F.A., University of Alabama at Tuscaloosa; M.A., University of Texas at San Antonio; Ph.D., University of the Incarnate Word
Hector Garza	Instructor of Drama: B.A., California State University, Chico; M.F.A., Western Illinois University
Elizabeth Ginn	Instructor of Speech: B.A., M.A., Baylor University
Kenneth E. Harris	Associate Professor of Speech: B.A., Western Kentucky University; M.A., Mid-American Baptist Seminary; Ph.D., Indiana University
Mark Hogensen	Professor of Art: B.S., B.F.A., Oregon State University; M.F.A., University of Texas at San Antonio
Karen Mahaffy	Associate Professor of Art: B.A., Hope College; M.F.A., University of Texas at San Antonio

Armin Marmolejo Associate Professor of Music: B.A., North Texas State University; M.M., Southwest Texas State University; D.M.A., University of Texas at Austin

Lloyd J. Walsh Associate Professor of Art: B.F.A., University of Texas at San Antonio; M.F.A., California College of Arts and Crafts

Adjunct Faculty

Berk Agar Music: B.M., Texas A&M University at Corpus Christi, M.M., University of Texas at San Antonio

Stacy Berlfein Art: B.F.A., University of Texas at Austin; M.F.A., University of Texas at San Antonio

Roxanne Bogues Speech: B.A., East Central University; M.A., Oklahoma State University

Sabra Booth Art: B.F.A., University of Houston; M.F.A., Art Cranbrook Academy of Art

Crystal Bratton Theatre: B.A., Yale University, M.A., Texas Woman's University

James Canales Art: B.F.A., Museum School of Fine Arts Tufts University; M.F.A., University of Texas at San Antonio

Cynthia Castillo Music: B.A., University of Texas at Austin; M.M., Southwest Texas State University

Brian Christensen Music: B.M., University of Calicut; M.M., Texas State University

Edlyn de Oliveira Music: B.M., Indiana University; M.M., Rice University

James T. Fort Music: B.M., M.M., Southwest Texas State University

Adalberto Gomez, Jr. Music: B.M., University of Texas at San Antonio; M.M., Southwest Texas State University

Megan Harrison Art: B.F.A., Metropolitan State University of Denver; M.F.A., University of Texas at San Antonio

John Hernandez Art: B.A., Our Lady of the Lake University; M.F.A., University of North Texas

James Kalson Music: St. Mary's University

Samuel Longoria Speech: B.A., M.A. Communications Studies; Texas State University - San Marcos

Thomas McBryde B.A., M.A., Sul Ross State University; M.A., Our Lady of the Lake University

Michele Monseau Art: B.F.A., Youngstown State University; M.F.A., University of Texas at San Antonio

Shala'france Moore Speech: B.A., Bowling Green State University; M.A., Texas State University

Juan Ortiz Music: Director of Campanas de America and Mariachi Palominos, Artist in Residence

Joshua Scott Theatre: B.S., Appalachian State University; M.Ed., University of Carolina at Greensboro; M.F.A., Regent University

Dennis Turney Theatre: B.A., University of Houston; M.F.A., Florida State/Asolo Conservatory

Industrial Technology

Full-Time Faculty

Adjunct Faculty

Leonel Diaz Industrial Technology: B.S., Park University

Clyde Holmes Industrial Technology: B.S., University of Houston

Richard Ozuna Industrial Technology: A.A., San Antonio College

John Scott
Smoot Industrial Technology: A.S., Community College Air Force

Juan Song Industrial Technology: B.S., Shanghai Tongji University; M.S., Shanghai Jiaotong University; Ph.D., University of Louisville

Kinesiology & Health

Full-Time Faculty

Anna Bustamante Associate Professor of Kinesiology: B.S., M.Ed., University of the Incarnate Word; Ph.D. Texas State University

Ramon
Hernandez, III Associate Professor of Kinesiology: B.S., University of Texas at San Antonio; M.Ed., Southwest Texas State University; M.S., Capella University

Alexis Lowe Associate Professor of Kinesiology: B.A., M.Ed., University of Texas at Austin

Suzel Molina Associate Professor of Kinesiology: B.S., Abilene Christian University; M.A., University of Texas at San Antonio

Adjunct Faculty

Amy Cichon Kinesiology: B.S., M.Ed., Southwest Texas State University

Tiffany Dale Kinesiology: B.S., Texas A&M University; M.Ed., Texas State University

Christopher Delgado Kinesiology: B.S., Texas A&M University - San Antonio

Gabriel Palacios Kinesiology: B.A., University of Northern Iowa; M.Ed., University of Texas at San Antonio

Glenn Tillman Kinesiology: B.S., University of Texas at San Antonio

Diego Torres Kinesiology: B.A., M.Ed., University of Texas at San Antonio

Library and Information Studies

Full-Time Faculty

Cynthia A. Sanchez Instructor of Library and Information Studies: B.A., Our Lady of the Lake University ; M.L.S., Texas Woman's University

Logistics & Supply Chain Management

Full-Time Faculty

Ronnie Brannon Instructor of Logistics & Supply Chain Management: M.S., Florida Institute of Technology; M.A., Webster College; B.S., Southern Arkansas University

Adjunct Faculty

Nonie Cabana Logistics & Supply Chain Management: B.S.O.E., M.Ed., Wayland Baptist University; M.S., Troy State University; M.A., Naval War College

Rosanno Gerald Logistics & Supply Chain Management: B.S., University of Maryland ; M.B.A., Webster University; J.S.M., Thomas Jefferson School of Law; D.B.A., Argosy University-Sarasota FL

Mathematics

Full-Time Faculty

Patrick Lee, Chairperson Associate Professor of Mathematics: B.S., Bradley University; M.S. University of Iowa

Alfredo Gil Alvarez, Jr. Assistant Professor of Mathematics: A.A.S., San Antonio College; B.S., M.S., Southwest Texas State University

Monica M. Bratcher Instructor of Mathematics: B.S., M.S., University of Texas at San Antonio

Monette Elizalde Associate Professor of Mathematics: B.A., M.A., Trinity University; Ph.D., University of the Incarnate Word

Paul Hernandez Assistant Professor of Mathematics: B.S., Southern Methodist University; M.A., University of Texas at Austin

Brian Hons Assistant Professor of Mathematics: A.A.S., Coastal Bend College; B.S., M.S., University of Texas at San Antonio

David Hope	Professor of Mathematics: B.A., St. Mary's University; M.S., Purdue University
Helen C. Kirk	Professor of Mathematics: B.A., Washington and Jefferson College; M.A., Pepperdine University; M.S., University of Texas at San Antonio
Alice Lawson-Johnson	Associate Professor of Mathematics: B.S., M.S., Prairie View A&M University
Angela Menke	Assistant Professor of Mathematics: B.S., Creighton University; M.S., Texas Tech University
Kelly Mumbower	Professor of Mathematics: B.S., M.S., Southwestern Oklahoma State University
Joseph Ottum	Instructor of Mathematics: B.S., University of Houston; M.S., University of Texas at San Antonio; M.S., University of Southern California
Yvette Rios	Associate Professor of Mathematics: B.S., M.S., University of Texas at San Antonio
Amanda J. Salinas	Professor of Accounting: B.B.A., Southwest Texas State University; M.B.A., Our Lady of the Lake University
Robert Valadez	Assistant Professor of Mathematics: B.A., Trinity University; M.S., University of Texas at San Antonio

Adjunct Faculty

Farid Amerian	Mathematics: B.S., Huston-Tillotson College; M.A., St. Edward's University; M.Ed., University of Texas at Austin
Miguel P. Barbera Jr.	Mathematics: B.S., M.S., Laredo State University
Tami Benslimane	Mathematics: B.S., University of Texas at El Paso
Andrew Borden	Mathematics: M.A., Emporia State University
Juan A. Cadena	Mathematics: B.S., Southwest Texas State University; M.S., University of Texas at San Antonio
Daisy Castillo	Accounting: B.B.A., M.S., Texas A&M University at San Antonio
Leticia Chapa	Mathematics: B.A., Southwest Texas State University; M.A., University of Texas at Austin
Sharon Cox	Mathematics: B.S., West Texas State University
Jose Cruz	Mathematics: B.A., University of Puerto Rico; M.S., Texas A&I University
James Edson	Mathematics: B.S., Montana State University; M.S., Rochester Institute of Technology
Elizabeth J. Fields	Mathematics: B.A., M.Ed., Southwest Texas State University

Eva Fromme	Mathematics: B.S.Ed., Georgia Southern College; M.Ed., Southwest Texas State University
Jaime Garces	Mathematics: B.S., University of Texas at San Antonio
Loran William Gierhart	Mathematics: B.S., U.S. Naval Academy; M.S., University of Michigan
Usha Gururajao	Mathematics: B.S., Bangalore University, India; M.S., Northern Illinois University
Salah Ibrahim	Mathematics: B.S., University of Nebraska
Francesca Keith	Mathematics: B.S., M.S., University of Texas at San Antonio
Richard King	Mathematics: B.A. Arizona State University
William P. Krant	Mathematics: B.A., Boston College; M.A., University of Michigan
Thomas Lauffer	Mathematics: B.S., University of Texas at San Antonio
Rachel Lee	Mathematics: B.A., Trinity University
Maria Luna-Chavez	Accounting: B.B.A., St. Mary's University; M.S. University of Texas at San Antonio
Ricardo Maldonado	Mathematics: B.S., Texas A&I University; M.S., St. Mary's University
Billy G. McWilliams	Mathematics: B.S., Paul Quinn College; M.S., St. Mary's University
Virginia Nelms	Mathematics: B.S., Mary Washington College; M.A., Lehigh University
Mohammad S. Qashou	Mathematics: B.S., M.S., Auburn University
Kenneth Russell	Mathematics: B.S., Southern Arkansas University; M.S., University of Louisiana
James Shuler	Mathematics: B.S., Texas State University; M.S., University of Texas at San Antonio
Hector V. Torres	Mathematics: B.S., University of Texas at Austin; M.S., University of Texas at San Antonio
Lorene Toscano	Mathematics: B.S., M.S., Texas A&M University-Kingsville
David Williamson	Mathematics: B.S., University of Nebraska; M.S., University of South Carolina

Sciences

Full-Time Faculty

George E. Hagen, Chairperson	Professor of Agriculture: B.S., M.S., Texas A&I University at Kingsville
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Jerrold Butcher	Instructor of Biology: B.S., Texas A&M University; M.S., University of Texas at Arlington; Ph.D., Texas A&M University
Brad S. Chandler	Professor of Biology: B.S., M.S., Southwest Texas State University
Usha Gururajao	Instructor of Physics: B.S., Bangalore University, India; M.S., Northern Illinois University
Peter G. Hernandez	Professor of Biology: B.S., M.S., University of Texas at San Antonio
Linda E. Ibarra-Gonzales	Associate Professor of Biology: B.A., St. Mary's University; M.S., Incarnate Word College; M.S. University of the Incarnate Word
Robert Leal	Assistant Professor of Biology: B.S., M.S., University of Texas at San Antonio
Stamatis Muratidis	Associate Professor of Chemistry: B.A., Grinnell College; Ph.D., University of Nevada
Dale Robinson	Assistant Professor of Chemistry: B.A., Incarnate Word College; M.A., University of Texas at Austin
Lance Sandberg	Instructor of Biology: B.S., University of Massachusetts; Ph.D., Texas A&M University
Michael Shanklin	Professor of Chemistry: B.S., M.S., University of Arizona; Ph.D., Texas A & M University
Sara Wilkins	Assistant Professor of Biology: B.S., M.S., Texas Tech University

Adjunct Faculty

Donald Bradley	Biology: B.S., Loyola Marymount University; M.S., University of Nevada Las Vegas; Ph.D., Brigham Young University
Kimberly A. Crawford	Biology: B.S., University of Texas at Austin; B.S., M.S., Texas A&M University-College Station; M.S., University of Texas Health Science Center
Juan A. Esquivel	Biology: B.S., University of Texas at San Antonio; M.S., University of Texas Health Science Center; M.S., University of the Incarnate Word
Robert D. Gaudette	Physics: B.S., University of Lowell; M.B.A., Rensselaer Polytechnic Institute;; M.S., Air Force Institute of Technology
Cecilia Gonzales	Biology: B.S., M.S., University of Incarnate Word; Ph.D., Baylor University
Ira J. Hessel	Chemistry: B.S., City College New York; Ph.D., University of Texas at Austin
James R. Hunt	Chemistry: B.S., University of Oregon; M.S., University of Washington
Tara Korzekwa	Environmental Science: B.S., Texas A&M University; M.S., Texas State University
Elizabeth Lopez	Biology: B.S., M.S., University of Texas at San Antonio
Victor Mendez	Chemistry: B.S., St. Mary's University; M.A., University of Texas at Austin; M.S., Trinity University

Gerardo Ramirez Chemistry: B.S., M.S., University of Texas at San Antonio

Annette Rodriguez Biology: B.S., M.S., University of Texas at San Antonio

James Rogers Biology: B.S., M.S., Texas State University

Christine Turenus-Bell Biology: B.S., M.S., Tulane University; PhD., University of California, Riverside

Janet Vote Geology: B.S., M.S., University of Texas at San Antonio

Social Sciences

Full-Time Faculty

Virginia (Ginny) Stowitts Traina, Chairperson Associate Professor of Government: B.A., University of the Incarnate Word; M.A., St. Mary's University

Javier Aguirre Instructor of History: B.A., M.A., University of Texas at San Antonio

Victoria L. Beckman-Wilson Instructor of History: B.A., California State University; M.A., University of Texas at San Antonio

Rex Field Associate Professor of History: B.A., University of Texas at Arlington; M.A. University of Houston

Sandra Gieseler Instructor of Government: B.A., Youngstown State University; M.A., St. Mary's University

Robert Hines Assistant Professor of History: B.S., M.S., Illinois State University

Oliver B. Jones Assistant Professor of Government: B.A., Morris Brown College; M.A., Clark Atlanta University

Peter Myers Associate Professor of History: B.A., Muhlenberg College; M.A., New York University

Belinda Román Professor of Economics: B.A., M.A., Texas Christian University; Ph.D., University of Western Ontario

Gabriel Ume Professor of Government: B.B.A., Texas State University; M.A., St. Mary's University

Adjunct Faculty

Joe Alvarez History: B.A., M.A., University of Texas at San Antonio

Olga Biddix	History: B.A., M.A., Perm A.M. Gorky state University
Elizabeth Borth	History: B.A., Texas State University; M.S., Texas A&M University-Kingsville
Vincent Claudio	History: B.A., Texas A&M University-Kingsville; M.A., University of Texas at San Antonio
Samuel Evans	Government: B.A., University of North Carolina@Charlotte; M.A., St. Mary's University
Mary Elise Ferrer	History: B.A., University of the Incarnate Word; M.A., University of Texas @ San Antonio
James L. Fischer	History: B.A., St. Mary's University; M.A., University of Texas at San Antonio
Ruben Michael Flores	Government: B.A., University of Texas at San Antonio; M.S., Illinois State University; Ph.D., University of Texas at Austin
Joseph M. Fonseca	Government: B.A., M.A., St. Mary's University
Rafael Garza IV	Government: B.A., Texas A&M University; M.A., University of Texas at San Antonio
Jeremey S. Gutierrez	History: B.A., M.A., University of Texas at San Antonio
Edward J. Guelpa	Economics: B.A., California State University; M.A. Brigham Young University
Jefferson Johnson	Government: B.A., M.A., St. Mary's University
Joseph E. Kaufmann	History: B.S., University of Miami; M.A., University of Texas at San Antonio
Ralph Kelley	History: B.A., University of the Incarnate Word; M.A., University of Texas at San Antonio
Joseph LeBouff	History: B.A., Bellerue College; M.A., University of Texas at San Antonio
Rosa M. Losoya	Government: B.A., University of Texas at San Antonio; M.A., Texas State University
Randall Matye	Government: B.A., Wayland Baptist University; M.A., Troy State University
Anthony C. Neidhart	Government: B.A., St. Mary's University; M.A., University of Oklahoma; Ph.D., University of Texas at Austin
Delores Ruffin	Government: B.A.S., Our Lady of the Lake University; M.A., St. Mary's University
Dale Schlundt	History: B.A., M.A., University of Texas at San Antonio
Stanley A. Siler	History: A.A., Temple Junior College; B.S., Southwestern University; M.S., Texas State University
David Sligh	History: B.A., M.A., Jacksonville State University
Paul R. Toro	History: B.S., United States Air Force Academy; M.A., Vermont College of Norwich University

Michael L. Vogelsang History: B.A., Our Lady of the Snows; M.A., St. Mary's University

David R. Worley History: B.A., M.A., California State University

John P. Ybanez Government: B.A., Texas A&I University; M.A., St. Mary's University

Veterinary Technology

Full-Time Faculty

Laurie Pawelek, Director Assistant Professor of Veterinary Technology: A.A.S., Texas State Technical College; LVT, Texas State Board of Medical Examiners

Olga J. Payne Instructor of Veterinary Technology: B.S., D.V.M., Texas A&M University

Adjunct Faculty

Sandra Cardenas-Lopez Veterinary Technology: B.A., Universidad Michoacana de San Nicolas de Hidalgo

Jennalea Hill Veterinary Technology: A.A.S., Palo Alto College; LVT, Texas State Board of Medical Examiners

Shauna Holzhuas Veterinary Technology: A.A.S.; Palo Alto College; B.B.A., Texas A&M University; LVT, Texas State Board of Medical Examiners

Kim Hoskins Veterinary Technology: A.A.S., Palo Alto College; B.S., Texas A&M University; LVT, Texas State Board of Medical Examiners

Aviation Flight Fees

AVIATION FLIGHT HOURS AND FEES Fall 2016

Fixed Wing Flight Courses Fall 2016	Flight Hours	Cost per flight hour	Total Student Fee
AIRP 1375 - Private Pilot Flight			\$11,816.00
1. Aircraft	52	149.00	
1. Dual Flight Instruction	26	52.00	
1. Pre/Post Flight Instruction	45	52.00	

AIRP 2350 - Instrument Flight (Lab)			\$11,385.00
1. Aircraft	45	149.00	
1. Dual Flight Instruction	45	52.00	
1. Pre/Post Flight Instruction	45	52.00	
AIRP 1355 - Intermediate Flight			\$11,956.00
1. Aircraft	60	149.00	
1. Dual Flight Instruction	28	52.00	
1. Pre/Post Flight Instruction	30	52.00	
AIRP 2339 - Commercial Flight			\$12,301.00
1. Aircraft - Single Engine Fixed Gear	45	149.00	
1. Aircraft - Complex Aircraft	15	172.00	
1. Dual Flight Instruction	28	52.00	
1. Pre/Post Flight Instruction	30	52.00	
AIRP 2236 - Certified Flight Instructor-Airplane			\$7,710.00
1. Aircraft - Single Engine Fixed Gear	10	149.00	
1. Aircraft - Complex Aircraft	15	172.00	
1. Dual Flight Instruction	25	52.00	
1. Pre/Post Flight Instruction	45	52.00	
AIRP 2251 - Multiengine Flight (Lab)			\$5,406.95
1. Aircraft	15	259.00	
1. Dual Flight Instruction	15	52.00	
1. Pre/Post Flight Instruction	12	52.00	

Fixed Wing Ground Courses Fall 2016. Ground school has no flight hours, the fees cover pilot kits.	Total Student Fee
AIRP 1417 - Private Pilot Ground School	\$376.00
AIRP 1351 - Instrument Ground School	\$949.95
AIRP 2337 - Commercial Ground School	\$949.95

AIRP 2349 - Instructor Ground School	\$970.95
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Rotor Wing Flight Courses Fall 2016	Flight Hours	Cost per flight hour	Total Student Fee
AIRP 1375 - Private Pilot Flight			\$25,811.91
1. Robinson R22 Aircraft	64	307.69	
1. Flight Instructor	64	49.45	
1. Pre/Post Flight Instructor	45	49.45	
AIRP 2350 - Instrument Flight (Lab)			\$30,545.45
1. Robinson R44 Aircraft	40	664.84	
1. Flight Instructor	40	49.45	
1. Pre/Post Flight Instructor	40	49.45	
AIRP 1355 - Intermediate Flight			*\$21,346
1. Robinson R22 Aircraft	57	307.69	
1. Flight Instructor	57	49.45	
1. Pre/Post Flight Instructor	20	49.45	
AIRP 2339 - Commercial Flight			\$21,703.30
1. Robinson R22 Aircraft	58	307.69	
1. Flight Instructor	57	49.45	
1. Pre/Post Flight Instructor	20	49.45	
AIRP 2236 - Certified Flight Instructor-Airplane			\$13,983.52
1. Robinson R22 Aircraft	25	307.69	
1. Robinson R44 Aircraft	5	664.84	
1. Flight Instructor	30	49.45	
1. Pre/Post Flight Instructor	30	49.45	

*Student fee was rounded to nearest dollar.

Rotor Wing Ground Courses Fall 2016	Total Student Fee
Ground school has no flight hours	
AIRP 1351 - Instrument Ground School	

Ground School Class Fee	\$638.70
Instrument Pilot Kit	Included
AIRP 2337 - Commercial Ground School	
Ground School Class Fee	\$578.85
Instrument Pilot Kit	Included
AIRP 2349 - Instructor Ground School	
Ground School Class Fee	\$787.90
Instrument Pilot Kit	Included

Course Descriptions

ACCT 2301 - Principles of Financial Accounting

Prerequisites: Meet TSI college-readiness standard for Mathematics; or equivalent.

Corequisites: Recommended: MATH 1324

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Semester Hours: (3-3-0)

CIP: 52.0301.51 04

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ACCT 2302 - Principles of Managerial Accounting

Prerequisites: ACCT 2301

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and

performance evaluation.

Semester Hours: (3-3-0)

CIP: 52.0301.51 04

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ACNT 1303 - Introduction to Accounting I

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Recommended Basic Skills prerequisites: MATH 0305

Semester Hours: (3-3-1)

CIP: 52.0302

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

AGME 1319 - Irrigation

A capstone course that provides students the opportunity to apply the knowledge and skills gained in the program. The course should be taken after completing specific specialized courses in the program.

Semester Hours: (3-2-2)

CIP: 01.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGME 1349 - Farm and Ranch Equipment

Planning and application of farm and ranch maintenance equipment. Includes basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records.

Semester Hours: (3-2-3)

CIP: 01.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 1231 - The Agricultural Industry

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

Semester Hours: (2-2-0)

CIP: 01.0103.52 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 1307 - Agronomy

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

Semester Hours: (3-2-2)

CIP: 01.1102.51 01

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AGRI 1315 - Principles of Horticulture

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management.

Semester Hours: (3-2-3)

CIP: 01.0601.51 01

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AGRI 1319 - Animal Science

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

Semester Hours: (3-3-0)

CIP: 01.0901.51 01

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AGRI 1325 - Marketing of Agricultural Products

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

Semester Hours: (3-3-0)

CIP: 01.0102.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 1329 - Principles of Food Science

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control

Semester Hours: (3-3-0)

CIP: 01.1001.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2301 - Agricultural Power Units

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

Semester Hours: (3-2-2)

CIP: 01.0204.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2303 - Agricultural Construction

Safety procedures, selection, use, and maintenance of hand and power tools, metal cutting and welding; and construction materials and principles.

Semester Hours: (3-2-2)

CIP: 01.0201.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2317 - Introduction to Agricultural Economics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental economic principles and their application in the agricultural industry.

Semester Hours: (3-3-0)

CIP: 01.0103.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2321 - Livestock Evaluation I

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits.

Semester Hours: (3-2-2)

CIP: 01.0901.52 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2322 - Livestock Evaluation II

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

Semester Hours: (3-2-2)

CIP: 01.0901.52 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AGRI 2330 - Wildlife Conservation and Management

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

Semester Hours: (3-3-0)

CIP: 03.0601.51 01

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1301 - Air Navigation

Instruction in Visual Flight rules navigation in the National Airspace System. Topics include sectional charts, flight computers, plotters, and navigation logs and publications. Qualifies as part of a program leading to Federal Aviation Administration Private Pilot certification.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1307 - Aviation Meteorology

In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1313 - Introduction to Aviation

A study of the historical development of the aviation industry, including key events in civil, military, and space exploration and an overview of legislation relating to aviation.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1315 - Private Pilot Flight

Special Program Tuition: TBD

Prerequisites: AIRP 1317 or AIRP 1417 or concurrent enrollment.

Flight and ground training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate. A current Second Class FAA Medical Certificate and Student Pilot Certificate are required. Special Fees apply.

Semester Hours: (3-1-5)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1317 - Private Pilot Ground School

Special Program Tuition: TBD

Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations. This ground school is a foundation course for all students of aviation and is required for subsequent flight training. Fulfills the ground training for the private pilot certificate.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1341 - Advanced Air Navigation

Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of

a program leading to Federal Aviation Administration certification.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

AIRP 1343 - Aerodynamics

Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag. Aircraft design, stability control, and high-speed flight characteristics are also included.

Semester Hours: (3-2-3)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1345 - Aviation Safety

A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems, and aircraft technologies. This course is an introduction to significant elements involved with the safe operation of aircraft, the airport environment, and associated equipment both in flight and on the ground. Consideration is given to examining safety philosophies, programs, research, and the role of various agencies.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1347 - Human Factors in Aviation

Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft flight deck, and aeromedical information of significance to flight crews.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1351 - Instrument Ground School

Special Program Tuition: TBD

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration Certification. This course covers regulations that apply to flight under instrument conditions, the air traffic system and procedures, navigation and approach procedures, and elements of forecasting weather trends.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1355 - Intermediate Flight

Special Program Tuition: TBD

Prerequisites: (AIRP 1317 or AIRP 1417) or Private Pilot Certificate and student must have been awarded the Certified Flight Instructor Endorsement for Solo Flight and have a current and unrestricted second- or third-class medical certificate.

Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration Commercial Pilot, single engine land, airplane certificate. Special Fees Apply.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 1371 - Air Traffic Control I

Introduction to radar and non-radar air traffic control, flight data processing, aircraft communications, FAA separation standards, controller techniques, and airspace management. Computer simulation of ATC problems.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 1372 - Air Traffic Control II

Continued introduction to radar and non-radar air traffic control, flight data processing, aircraft communications, FAA separation standards, controller techniques, and airspace management. Computer simulations of ATC problems.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 1373 - Air Traffic Control III

Covers pilot and controller roles and responsibilities for instrument flight. Controller-controller and pilot-controller communication with emphasis on speed and accuracy. Extensive computer simulation of radar and non-radar ATC

problems.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1374 - Air Traffic Control IV

Continued instruction in pilot and controller roles and responsibilities for instrument flight. Controller-controller and pilot-controller communication with emphasis on speed and accuracy. Extensive computer simulation of radar and non-radar ATC problems. Extensive time on exam preparation is included.

Semester Hours: (3-2-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 1375 - Private Pilot Flight

Special Program Tuition: TBD

Prerequisites: AIRP 1317 or AIRP 1417 or concurrent enrollment

Flight and ground training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate. A current Second Class FAA Medical Certificate and Student Pilot Certificate are required. Special Fees apply.

Semester Hours: (3-1-6)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

AIRP 1417 - Private Pilot Ground School

Special Program Tuition: TBD

Basic ground school for the Federal Aviation Administration Privat Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations. This ground school is a foundation course for all students of aviation and is required for subsequent flight training. Fulfills the ground training for the private pilot certificate.

Semester Hours: (4-2-4)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 1445 - Aviation Safety designed for Aviation Security

A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems, and aircraft technologies.

Semester Hours: (4-3-3)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 1447 - Human Factors in Aviation designed for Aviation Security

Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft flight deck, and aeromedical information of significance to flight crews.

Semester Hours: (4-3-3)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2236 - Certified Flight Instructor-Airplane

Special Program Tuition: TBD

Prerequisites: (AIRP 1317 or AIRP 1417), and (AIRP 1315 or AIRP 1375), AIRP 1351, AIRP 1355, and AIRP 2349 or concurrent enrollment, AIRP 2350 and a current and unrestricted second class medical certificate.

Flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane certificate.

Semester Hours: (2-1-4)

CIP: 49.0108

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2251 - Multiengine Flight (Lab)

Special Program Tuition: TBD

Prerequisites: AIRP 1317 or AIRP 1417) and (AIRP 1315 or AIRP 1375) and a current and unrestricted second-class medical certificate

Preparation for the multiengine class rating, which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. Dual flight instruction in twin-engine airplane operations, systems, emergencies, single-engine flight and performance. Special Fees Apply

Semester Hours: (2-2-0)

CIP: 49.0102

Offered at:

NLC: No

NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 2272 - Air Traffic Control Exam Preparation

Prerequisites: Departmental Approval

A complete review of the duties and responsibilities required of an air traffic controller. Final preparation for the Federal Aviation Administration Examination.

Semester Hours: (2-2-1)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 2333 - Aircraft Systems

Study of the general principles, operations, and application of pneumatic, hydraulic, electrical, fuel, environmental, protection, and warning systems. Emphasis on types of aircraft structures and their control systems. The modern aircraft is rapidly changing as technology advances. This course will introduce the student to the important systems of medium twin and turbine aircraft. Areas of study will include theory and operation of such systems as propulsion, environmental, fuel, and avionics.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 2336 - Certified Flight Instructor - Airplane

Special Program Tuition: TBD

Prerequisites: AIRP 1317, or AIRP 1417, AIRP 1351, AIRP 2337, AIRP 1355 and AIRP 2349 or concurrent enrollment, AIRP 2350 and a current and unrestricted second class medical certificate.

Flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane certificate. Topics include ground and flight instruction.

Semester Hours: (3-1-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2337 - Commercial Ground School

Special Program Tuition: TBD

A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration Commercial Airplane Practical test. Review of aerodynamics, theory of flight, and Federal Aviation Regulations.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2339 - Commercial Flight

Special Program Tuition: TBD

Prerequisites: AIRP 1355 or concurrent enrollment, AIRP 2337 or concurrent enrollment, AIRP 2350 and a current and unrestricted second-class medical certificate

Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student to perform commercial pilot maneuvers. The course is the final phase of flight training in preparation for the Commercial Pilot Certificate with Instrument Rating. Special Fees apply.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2342 - Flight Instructor - Instrument Airplane

Flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor--Instrument Airplane certificate.

Semester Hours: (3-1-4)

CIP: 49.0108

Offered at:

AIRP 2349 - Instructor Ground School

Special Program Tuition: TBD

Description: Skill development in the fundamentals of teaching and learning in an aviation-oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and Federal Aviation Regulations relating to the instructor rating. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. This course prepares the student for the flight instructor written examinations: Fundamentals of Instruction and Flight Instructor-Airplane.

Semester Hours: (3-2-2)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2350 - Instrument Flight (Lab)

Special Program Tuition: TBD

Prerequisites: (AIRP 1317 or AIRP 1417) and (AIRP 1315 or AIRP 1375) or Private Pilot Certificate, AIRP 1351 or concurrent enrollment, and a current and unrestricted second class medical certificate

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures. Special Fees Apply.

Semester Hours: (3-1-4)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2352 - Practical Dispatching I

Study of advanced concepts in weight and balance, performance calculations, avionics, and engine and airplane specifications including Federal Aviation regulations. Preparation for the Federal Aviation Administration Aircraft Dispatcher written examination.

Semester Hours: (3-2-3)

CIP: 49.0102

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AIRP 2353 - Practical Dispatching II

Prerequisites: AIRP 2352

A study of the duties and responsibilities required of an aircraft dispatcher. Topics include instruction in Federal Aviation Administration regulations, flight planning, and company operations for both domestic and international operations. Preparation for the Federal Aviation Administration Practical Test.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 2371 - Dispatching Examination Review

Prerequisites: AIRP 2353

A complete review of the duties and responsibilities required of an aircraft dispatcher. Final preparation for the Federal Aviation Administration Practical Examination.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AIRP 2372 - Air Traffic Control Exam Preparation

A complete review of the duties and responsibilities required of an air traffic controller. Final preparation for the Federal Aviation Administration Examination.

Semester Hours: (3-3-0)

CIP: 49.0102

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ARTS 1301 - Art Appreciation

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Presents an introduction to the exploration of purposes and processes in the visual arts including evaluation of selected works.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0703.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1303 - Art History Survey (Pre 1300)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Examination of painting, sculpture, architecture, and other arts from prehistoric to 14th century.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0703.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1304 - Art History Survey (Post 1300)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Examination of painting, sculpture, architecture, and other arts from Renaissance to present time.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0703.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1311 - Design I (2-Dimensional)

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Elements and principles of art using two-dimensional concepts.

Semester Hours: (3-3-3)

CIP: 50.0401.53 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1312 - Design II (3-Dimensional)

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Elements and principles of art using three-dimensional concepts.

Semester Hours: (3-3-3)

CIP: 50.0401.53 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1316 - Drawing I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Investigation of drawing media and techniques including descriptive and expressive possibilities.

Semester Hours: (3-3-3)

CIP: 50.0705.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1317 - Drawing II

Prerequisites: ARTS 1316

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Investigation of drawing media and techniques including descriptive and expressive possibilities.

Semester Hours: (3-3-3)

CIP: 50.0705.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 1325 - Drawing and Painting

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Drawing and painting for non-art majors.

Semester Hours: (3-3-3)

CIP: 50.0708.51 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

ARTS 2311 - Design III

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Elements and principles of art using two- and three-dimensional concepts color, or combinations thereof.

Semester Hours: (3-3-3)

CIP: 50.0401.53 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ARTS 2316 - Painting I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using painting media and techniques.

Semester Hours: (3-2-4)

CIP: 50.0708.52 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ARTS 2317 - Painting II

Prerequisites: ARTS 2316

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using painting media and techniques.

Semester Hours: (3-2-4)

CIP: 50.0708.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2323 - Drawing III

Prerequisites: ARTS 1317

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Basic study of the human form and conceptual aspects of drawing.

Semester Hours: (3-2-4)

CIP: 50.0705.53 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2326 - Sculpture I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using sculpture media and techniques.

Semester Hours: (3-2-4)

CIP: 50.0709.51 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes
SPC: Yes

ARTS 2327 - Sculpture II

Prerequisites: ARTS 2326

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using sculpture media and techniques.

Semester Hours: (3-2-4)

CIP: 50.0709.51 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

ARTS 2333 - Printmaking I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of idea using various printmaking processes.

Semester Hours: (3-2-4)

CIP: 50.0710.51 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ARTS 2334 - Printmaking II

Prerequisites: ARTS 2333

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continuation of exploration of ideas using various printmaking processes.

Semester Hours: (3-2-4)

CIP: 50.0710.51 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

ARTS 2346 - Ceramics I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Exploration of ideas using basic ceramic processes.

Semester Hours: (3-2-4)

CIP: 50.0711.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2347 - Ceramics II

Prerequisites: ARTS 2346

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Continued exploration of ideas using basic ceramic processes.

Semester Hours: (3-2-4)

CIP: 50.0711.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2348 - Digital Art I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Semester Hours: (3-2-4)

CIP: 50.0402.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2349 - Digital Art II

Prerequisites: ARTS 2348

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Studio art courses that continue to explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Semester Hours: (3-2-4)

CIP: 50.0402.52 26

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: No

ARTS 2356 - Photography I (fine arts emphasis)

Cross-Listed With: COMM 1318

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318)

Semester Hours: (3-2-4)

CIP: 50.0605.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2357 - Photography II (fine arts emphasis)

Cross-Listed With: COMM 1319

Prerequisites: ARTS 2356 or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Extends students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

Semester Hours: (3-2-4)

CIP: 50.0605.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ARTS 2389 - Academic Cooperative

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Instructional program designed to integrate on-campus study with practical hands-on work experience in conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history.

Semester Hours: (3-2-4)

CIP: 24.0103.52 12

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

AVIM 1301 - Introduction to Aviation Management

An introduction to small aviation business management. Emphasis on financial marketing, human resources, and administrative and information systems essential for successful business operations

Semester Hours: (3-3-0)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AVIM 1341 - Transportation, Traffic and Air Cargo

A study of the interaction of transportation modes to provide efficient transport of passengers and cargo. Emphasis on managerial definition and solution of problems involved at transition/transfer terminals where compatibly scheduled traffic movement is critical.

Semester Hours: (3-3-0)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AVIM 1380 - Cooperative Education - Aviation Management

Prerequisites: Consent of department chairperson

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.

Semester Hours: (3-1-20)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AVIM 2288 - Internship - Aviation/Airway Management and Operations

Prerequisites: Departmental Approval

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.

Semester Hours: (2-0-10)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

AVIM 2331 - Airline Management

An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing.

Semester Hours: (3-3-0)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes
SAC: No
SPC: No

AVIM 2335 - Airport Management

A study of the major functions of airport management including facilities and services, organization, human resources, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety.

Semester Hours: (3-3-0)

CIP: 49.0104

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AVIM 2337 - Aviation Law

A study of domestic and international aviation law.

Semester Hours: (3-3-0)

CIP: 49.0104

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

AVIM 2388 - Internship - Aviation/Airway Management and Operations

Prerequisites: Departmental approval

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.

Semester Hours: (3-0-10)

CIP: 49.0104

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

BCIS 1305 - Business Computer Applications

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.

Semester Hours: (3-3-0)

CIP: 11.0202.54.04

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

BIOL 1108 - Biology for Non-Science Majors Laboratory I (lab)

Prerequisites: BIOL 1308 or concurrent enrollment

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

Semester Hours: (1-0-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

BIOL 1109 - Biology for Non-Science Majors Laboratory II (lab)

Prerequisites: BIOL 1108; BIOL 1309 or concurrent enrollment

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

Semester Hours: (1-0-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

BIOL 1308 - Biology for Non-Science Majors I (Lecture)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course includes a study of fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of physiology, genetics, ecology, and the scientific method are also included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

BIOL 1309 - Biology for Non-Science Majors II (Lecture)

Prerequisites: BIOL 1308 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, ecology, and the scientific method are included. Note: This course has no laboratory portion associated with it. This course is designed for students who do not intend to major in science or education.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

BIOL 1322 - Nutrition & Diet Therapy

Prerequisites: CHEM 1405 or (CHEM 1305 and CHEM 1105) or higher, all with a grade of C or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 19.0501.51 09

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes
SAC: Yes
SPC: Yes

BIOL 1323 - Consumer Nutrition (for Non-science Majors)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course is a survey course for non-science majors. Topics of current interest including weight control, food labeling, diet in relation to health and physical fitness, and age- and health related nutritional needs are studied.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 19.0501.51 09

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

BIOL 1406 - Biology for Science Majors I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

This course is suitable for science majors and those students intending to pursue careers in health and allied fields. Topics include the nature, history and philosophy of science, basic chemistry, cell structure and function, genetics, evolution and classification of living organisms.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 1407 - Biology for Science Majors II

Prerequisites: BIOL 1406 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Topics include the anatomy and physiology of plants and animals as well as principles of ecology. This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 1408 - Biology for Non-Science Majors I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes

NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 1409 - Biology for Non-Science Majors II

Prerequisites: BIOL 1408 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0101.51 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 1411 - General Botany

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Recommended for science majors. The study of the structure, function and physiology of plant cells, tissues and structures. Included as an evolutionary survey and the life histories of the following groups of organisms: viruses, bacteria, algae, fungi, true mosses, ferns, gymnosperms, angiosperms, and their close relatives. Evolution, genetics, reproduction, and ecology are also discussed. Laboratory exercises will complement the lecture.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0301.51 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: No

BIOL 1413 - General Zoology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Recommended for science majors. The study of the structure, function and physiology of animal cells, tissues organs, and organ systems. Included is a survey of the diversity of animal and animal-like organisms. Emphasis is placed on the classification, morphology, physiology, and ecology of all animals. The laboratory exercises will complement the lecture topics.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0701.51 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: No

BIOL 2106 - Environmental Biology (Lab)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A laboratory course designed to complement the BIOL 2306 lecture. Selected laboratory studies will relate to topics in the BIOL 2306 lecture.

Semester Hours: (1-0-3)

CIP: 03.0103.51 01

Offered at:

NLC: No

NVC: No
PAC: Yes
SAC: Yes
SPC: No

BIOL 2306 - Environmental Biology (Lecture)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course is a study of human interrelationships and their interdependence with the environment. Studies will include the impact of human activities on the environment and their effect on natural and human resources. This course includes an evaluation of present and future strategies to preserve a healthy environment.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 03.0103.51 01

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 2389 - Academic Cooperative for the Biological Sciences

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Experience working with biologists through a cooperative agreement between the college, employer, and the student. Under the supervision of the college and employer, the student will combine classroom learning and work experience. Academic learning objectives and job-related goals will be assessed.

Semester Hours: (3-3-0)

CIP: 26.0101.52 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 2401 - Human Anatomy and Physiology I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0707.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

BIOL 2402 - Human Anatomy and Physiology II

Prerequisites: BIOL 2401 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 26.0707.51 03

Offered at:

NLC: Yes

NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 2416 - Genetics

Prerequisites: (CHEM 1411 or CHEM 1412 or [CHEM 2223 and CHEM 2323] or [CHEM 2225 and CHEM 2325]) AND (BIOL 1406 or BIOL 1407 or BIOL 1411 or BIOL 1413 or BIOL 2401 or BIOL 2402 or BIOL 2421) all with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

Semester Hours: (4-3-4)

CIP: 26.0804.51 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 2420 - Microbiology for Nursing and Allied Health

Prerequisites: (CHEM 1305 and CHEM 1105) or (CHEM 1405 or higher) with a grade of C or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-4)

CIP: 26.0503.51 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BIOL 2421 - Microbiology for Science Majors

Prerequisites: Any two:(CHEM 1411 or CHEM 1412 or [CHEM2223 and CHEM 2323] or [CHEM 2225 and CHEM 2325]); AND any two: (BIOL 1406 or BIOL 1407 or BIOL 1411 or BIOL 1413 or BIOL 2401 or BIOL 2402 or BIOL 2416) all with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Study of the morphology, physiology, taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a survey of food microbes, public health, medical microbiology and immunology.

Semester Hours: (4-3-4)

CIP: 26.0503.51 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

BMGT 1301 - Supervision

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

BMGT 1307 - Team Building

Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 1309 - Information and Project Management

Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

BMGT 1313 - Principles of Purchasing

Prerequisites: LMGT 1319 or Departmental Approval

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques and ethical issues. The focus of the course will be on the role and function of purchasing in the Logistics and Supply Chain Management process.

Semester Hours: (3-3-0)

CIP: 52.0202

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

BMGT 1327 - Principles of Management

Concepts, terminology, principles, theories, and issues in the field of management.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

BMGT 1331 - Production and Operations Management

Fundamentals of techniques used in the practice of production and operations management. includes include location, design, and resource allocation.

Semester Hours: (3-3-0)

CIP: 52.0205

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

BMGT 1341 - Business Ethics

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 department, divisions, executive management, and the public

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 1344 - Negotiations and Conflict Management

Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

BMGT 1345 - Communication Skills for Managers

Comprehensive study of communication skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 2303 - Problem-Solving and Decision-Making

Decision-making and problem-solving processes in organizations, utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

BMGT 2309 - Leadership

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 2310 - Financial Management

Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 2331 - Principles of Quality Management

Includes planning and implementing quality programs in an organization and analyzing costs/benefit of quality. Also covers the impact of employee empowerment.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

BMGT 2341 - Strategic Management

Prerequisites: BMGT 1327 and MRKG 1311 and HRPO 2307 and ACCT 2301 (concurrent enrollment allowed), or department approval.

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

Semester Hours: (3-3-0)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

BMGT 2382 - Cooperative Education - Business Administration and Management

Prerequisites: Departmental approval

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.

Semester Hours: (3-1-20)

CIP: 52.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

BUSG 2307 - Legal and Social Environment of Business

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Social and legal issues in business.

Semester Hours: (3-3-0)

CIP: 52.0101

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

BUSG 2309 - Small Business Management

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (3-3-0)

CIP: 52.0703

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

BUSI 1301 - Business Principles

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

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.

Semester Hours: (3-3-0)

CIP: 52.0101.51 04

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

BUSI 2301 - Business Law I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Principles of law which form the legal framework for business activity.

Semester Hours: (3-3-0)

CIP: 22.0101.51 24

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CETT 1302 - Electricity Principles

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

Semester Hours: (3-3-1)

CIP: 15.1201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CETT 1329 - Solid State Devices

A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.

Semester Hours: (3-3-1)

CIP: 15.1201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

CETT 1415 - Digital Applications

Prerequisites: Departmental Approval

Investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits.

Semester Hours: (4-2-4)

CIP: 15.1201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CHEM 1111 - General Chemistry Laboratory I

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM

1311

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Semester Hours: (1-0-3)

CIP: 40.0501.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

CHEM 1112 - General Chemistry Laboratory II

Prerequisites: Credit for CHEM 1111 or CHEM 1411 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1312.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Semester Hours: (1-0-3)

CIP: 40.0501.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

CHEM 1311 - General Chemistry Lecture I

Prerequisites: Successful completion of MATH 1314 or MATH 1414 with a grade "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 40.0501.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

CHEM 1312 - General Chemistry Lecture II

Prerequisites: CHEM 1311 or CHEM 1411 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 40.0501.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

CHEM 1405 - Introductory Chemistry I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Introduction to elementary inorganic chemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes inorganic chemistry.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0501.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CHEM 1407 - Introductory Chemistry II

Prerequisites: CHEM 1405 or CHEM 1305 and CHEM 1105 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes organic chemistry and biochemistry.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0501.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CHEM 1411 - General Chemistry I

Prerequisites: Successful completion of MATH 1314 or MATH 1414 with a grade "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have a good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0501.52 03

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CHEM 1412 - General Chemistry II

Prerequisites: Credit for CHEM 1411 or (CHEM 1311 and CHEM 1111) with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This course is a continuation of CHEM 1411 including kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0501.52 03

Offered at:

NLC: Yes
NVC: Yes

PAC: Yes
SAC: Yes
SPC: Yes

CHEM 2123 - Organic Chemistry Laboratory I

Prerequisites: Successful completion of CHEM 1112 with a grade of "C" or better

Corequisites: CHEM 2323

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This laboratory-based course accompanies CHEM 2323 Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.

Semester Hours: (1-0-4)

CIP: 40.0504.52 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CHEM 2125 - Organic Chemistry Laboratory II

Prerequisites: Successful completion of CHEM 2123 with a grade of "C" or better

Corequisites: CHEM 2325

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This laboratory-based course accompanies CHEM 2325, Organic Chemistry II. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry,

structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.

Semester Hours: (1-0-4)

CIP: 40.0504.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CHEM 2323 - Organic Chemistry Lecture I

Prerequisites: CHEM 1412 (Lecture and Laboratory) or (CHEM 1312 and CHEM 1112) with a C or better

Corequisites: CHEM 2123

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

Semester Hours: (3-3-0)

CIP: 40.0504.52 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CHEM 2325 - Organic Chemistry Lecture II

Prerequisites: Credit for CHEM 2323 and CHEM 2123 with a grade of "C" or better in both

Corequisites: CHEM 2125

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

Semester Hours: (3-3-0)

CIP: 40.0504.52 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CHIN 1411 - Elementary Chinese I

Introduction to the fundamentals of the Chinese language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required.

Semester Hours: (4-4-1)

CIP: 16.0301.51 13

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

CHIN 1412 - Elementary Chinese II

Prerequisites: CHIN 1411 or departmental approval

Introduction to the fundamentals of the Chinese language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required. This is a continuation of CHIN 1411

Semester Hours: (4-4-1)

CIP: 16.0301.51 13

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

COMM 1307 - Introduction to Mass Communication

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Survey of basic content and structural elements of mass media and their functions and influences on society. This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 09.0102.51 06

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

COMM 1318 - Photography I

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Introduction to the basics of photography, including techniques and equipment operation.

Semester Hours: (3-3-1)

CIP: 50.0605.51 26

Offered at:

NLC: Yes
NVC: No
PAC: Yes
SAC: Yes
SPC: No

COMM 1319 - Photography II (second semester, journalism emphasis)

Prerequisites: COMM 1318 or equivalent

Extends students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

Semester Hours: (3-3-1)

CIP: 50.0605.52 26

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 1335 - Introduction to Electronic Media

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

Semester Hours: (3-3-0)

CIP: 09.0102.52 06

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 1336 - Video Production I

Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs.

Semester Hours: (3-2-4)

CIP: 10.0202.52 06

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

COMM 1337 - Video Production II

Prerequisites: COMM 1336

Practical experience in the operation of television studio and control equipment, including both pre- and post-production needs. Editing and camera work are emphasized.

Semester Hours: (3-2-4)

CIP: 10.0202.52 06

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

COMM 2300 - Media Literacy

Prerequisites: COMM 1307

Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.

Semester Hours: (3-3-0)

CIP: 09.0102.53 06

Offered at:

NLC: Yes
NVC: No
PAC: Yes
SAC: Yes
SPC: No

COMM 2303 - Audio Production

Prerequisites: COMM 1307 or concurrent enrollment for RTVB majors. MUSB 1305 or concurrent enrollment for MUSB majors.

Corequisites: RTVB 1150 required for RTVB majors only.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Practical experience in the operation of audio equipment, including both pre- and post-production needs.

Semester Hours: (3-3-0)

CIP: 10.0202.51 06

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 2305 - Editing and Layout

Prerequisites: COMM 2311

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

Semester Hours: (3-2-4)

CIP: 09.0401.51 06

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 2311 - Media Writing

Prerequisites: COMM 1307 and ENGL 1301

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

Semester Hours: (3-2-4)

CIP: 09.0401.57 06

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

COMM 2315 - News Reporting

Prerequisites: COMM 2311

This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.

Semester Hours: (3-2-4)

CIP: 09.0401.58 06

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 2324 - Practicum in Electronic Media

Lecture and laboratory instruction and participation.

Semester Hours: (3-3-1)

CIP: 09.0701.53 06

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 2327 - Introduction to Advertising

Prerequisites: COMM 1307 OR MUSB 1305

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Fundamentals of advertising including marketing theory and strategy, copywriting, design, and selection of media.

Semester Hours: (3-3-0)

CIP: 09.0903.51 06

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

COMM 2330 - Introduction to Public Relations

Prerequisites: COMM 1307

Exploration of the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

Semester Hours: (3-3-0)

CIP: 09.0902.51 06

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: No

COMM 2332 - Radio/Television News (CI)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Preparation and analysis of news styles for the electronic media. Production of audio and video news stories.

Semester Hours: (3-2-4)

CIP: 09.0402.52 06

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

COMM 2339 - Writing for Radio, Television, Film

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

Semester Hours: (3-3-0)

CIP: 09.0402.51 06

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

COMM 2366 - Introduction to Cinema

Cross-Listed With: DRAM 2366

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

Semester Hours: (3-2-2)

CIP: 50.0602.51 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

COSC 1301 - Introduction to Computing

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Semester Hours: (3-3-0)

CIP: 11.0101.52 07

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

COSC 1315 - Introduction to Computer Programming

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Introduction to computer programming for solving a variety of problems. This course is intended **for non-computer science and non-computer engineering majors**. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.

Semester Hours: (3-3-1)

CIP: 11.0201.52 07

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

COSC 1336 - Programming Fundamentals I

Cross-Listed With: ITSE 1302

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Introduction 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 is included in the Field of Study Curriculum for Computer Science.)

Semester Hours: (3-3-1)

CIP: 11.0201.55 07

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

COSC 1337 - Programming Fundamentals II

Prerequisites: COSC 1315 or COSC 1336

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.)

COSC 1337 transfers to four-year colleges but may cause students to end up an hour short should they pursue Bachelors in Computer Science. It is strongly recommended that Transfer Student take COSC 1437 for a complete and smooth transfer.

Students cannot receive credit for both COSC 1337 and COSC 1437.

Semester Hours: (3-3-1)

CIP: 11.0201.56 07

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

COSC 1437 - Programming Fundamentals II

Prerequisites: COSC 1336

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes

along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Students cannot receive credit for both COSC 1337 and COSC 1437.

Semester Hours: (4-4-0)

CIP: 11.0201.56 07

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

COSC 2315 - Data Structures

Cross-Listed With: COSC 2415

Prerequisites: COSC 1337

Further applications of programming techniques; Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. Stacks, queues, lists, trees, recursion, sorting and searching will be covered using an object-oriented language.

Semester Hours: (3-3-1)

CIP: 11.0201.53 07

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

COSC 2325 - Computer Organization

Prerequisites: COSC 1336

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (This course is included in the Field of Study Curriculum for Computer Science.)

Semester Hours: (3-3-1)

CIP: 11.0201.54 07

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

COSC 2336 - Programming Fundamentals III

Cross-Listed With: ITSE 2345

Prerequisites: COSC 1337/COSC 1437 or ITSE 2357

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.)

Semester Hours: (3-3-1)

CIP: 11.0201.57 07

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

COSC 2436 - Programming Fundamentals III

Cross-Listed With: ITSE 2345

Prerequisites: COSC 1337 / COSC 1437 or ITSE 2357 / ITSE 2457 / ITSE 2457

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

Semester Hours: (4-4-0)

CIP: 11.0201.57 07

Offered at:

NLC: Yes
NVC: Yes

PAC: Yes
SAC: No
SPC: Yes

CRIJ 1301 - Introduction to Criminal Justice

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 43.0104.51 24

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CRIJ 1306 - Court Systems and Practices

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Semester Hours: (3-3-0)

CIP: 22.0101.54 24

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CRIJ 1307 - Crime in America

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

Semester Hours: (3-3-0)

CIP: 45.0401.52 25

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

CRIJ 1310 - Fundamentals of Criminal Law

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

Semester Hours: (3-3-0)

CIP: 22.0101.53 24

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CRIJ 1313 - Juvenile Justice System

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)

CIP: 43.0104.52 24

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

CRIJ 2301 - Community Resources in Corrections

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the role of the community in corrections; community programs for adults and juveniles, administration of community programs; legal issues; and future trends in community treatment. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)

CIP: 43.0104.53 24

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: No

CRIJ 2313 - Correctional Systems and Practices

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; constitutional issues; and current and future issues.

Semester Hours: (3-3-0)

CIP: 43.0104.54 24

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes
SPC: Yes

CRIJ 2314 - Criminal Investigation

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. It is recommended that CRIJ 1301 be taken prior to enrolling in this course.

Semester Hours: (3-3-0)

CIP: 43.0104.55 24

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

CRIJ 2323 - Legal Aspects of Law Enforcement

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. It is recommended that CRIJ 1301 be taken prior to taking this course.

Semester Hours: (3-3-0)

CIP: 43.0104.56 24

Offered at:

NLC: Yes
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

CRIJ 2328 - Police Systems and Practices

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Semester Hours: (3-3-0)

CIP: 43.0104.57 24

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

CSME 1202 - Applications of Facial and Skin Care Technology I

Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

Semester Hours: (2-1-2)

CIP: 12.0409

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1248 - Principles of Skin Care

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

An introduction of the theory and practice of skin care.

Semester Hours: (2-1-3)

CIP: 12.0409

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

CSME 1254 - Artistry of Hair Design I

Prerequisites: CSME 1310, CSME 1248, and CSME 1505

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

Semester Hours: (2-1-4)

CIP: 12.0407

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1302 - Applications of Facial and Skin Care Technology I

Prerequisites: Department approval.

Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

Semester Hours: (3-2-4)

CIP: 12.0409

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1310 - Introduction to Haircutting and Related Theory

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

Semester Hours: (3-2-4)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1420 - Orientation to Facial Specialist

An overview of the skills and knowledge necessary for the field of facials and skin care.

Semester Hours: (4-3-2)

CIP: 12.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1430 - Orientation to Nail Technology

Prerequisites: Department approval.

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

Semester Hours: (4-3-4)

CIP: 12.0410

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1435 - Orientation to the Instruction of Cosmetology

Prerequisites: Current Cosmetology Operator's license and department approval.

An overview of the skills and knowledge necessary for the instruction of cosmetology students. **Per TDLR each cohort can only have 3 students per licensed instructor.**

Semester Hours: (4-4-1)

CIP: 12.0413

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1443 - Manicuring and Related Theory

Prerequisites: CSME 1310, CSME 1248, and CSME 1505

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

Semester Hours: (4-3-4)

CIP: 12.0410

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1445 - Principles of Facial and Skin Care Technology II

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 and skin care technology.

Semester Hours: (4-2-6)

CIP: 12.0409

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1447 - Principles of Skin Care/Facials and Related Theory

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

Semester Hours: (4-3-4)

CIP: 12.0409

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1451 - Artistry of Hair, Theory and Practice

Cross-Listed With: CSME 1310, CSME 1248, and CSME 1505

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

Semester Hours: (4-3-4)

CIP: 12.0407

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1505 - Fundamentals of Cosmetology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

Semester Hours: (5-3-8)

CIP: 12.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1521 - Principles of Facial and Skin Care Technology I

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology.

Semester Hours: (5-3-6)

CIP: 12.0409

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 1531 - Principles of Nail Technology I

Prerequisites: Department approval.

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology.

Semester Hours: (5-3-7)

CIP: 12.0410

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

CSME 1534 - Cosmetology Instructor I

Prerequisites: Current Cosmetology Operator's license and department approval. Per TDLR each cohort can only have three (3) students per licensed instructor.

The fundamentals of instructing cosmetology students.

Semester Hours: (5-3-8)

CIP: 12.0413

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1541 - Principles of Nail Technology II

Prerequisites: Department approval.

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology.

Semester Hours: (5-3-8)

CIP: 12.0410

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 1553 - Chemical Reformation and Related Theory

Prerequisites: CSME 2204, CSME 2401, and CSME 2202

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace

competencies.

Semester Hours: (5-2-9)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2202 - Introduction to Application of Hair Color

Prerequisites: CSME 1451, CSME 1254, and CSME 1443

Introduction to basic hair color applications including safety and sanitation procedures.

Semester Hours: (2-1-3)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2204 - Introduction to the Theory and Chemistry of Hair Color

Prerequisites: CSME 1451, CSME 1254, and CSME 1443

The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

Semester Hours: (2-1-3)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

CSME 2233 - Applications of Facial and Skin Care Technology II

Prerequisites: CSME 1302 and department approval.

Continuation of the Application of Facial and Skin Care Technology I. Preparation for the state licensing Facial Specialty Exam.

Semester Hours: (2-2-1)

CIP: 12.0409

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 2237 - Advanced Cosmetology Techniques

Prerequisites: CSME 2310 and CSME 1553

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

Semester Hours: (2-0-8)

CIP: 12.0401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

CSME 2310 - Advanced Haircutting and Related Theory

Prerequisites: CSME 2204, CSME 2401, and CSME 2202

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

Semester Hours: (3-1-6)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2343 - Salon Development

Prerequisites: CSME 2310 and CSME 1553

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

Semester Hours: (3-2-3)

CIP: 12.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2401 - The Principles of Hair Coloring and Related Theory

Prerequisites: CSME 1451, CSME 1254, and CSME 1443

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Semester Hours: (4-3-4)

CIP: 12.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2414 - Cosmetology Instructor II

A continuation of the fundamentals of instructing cosmetology students. Current Cosmetology Operator's license and department approval. Per TDLR each cohort can only have 3 students per licensed instructor.

Semester Hours: (4-3-3)

CIP: 12.0413

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2430 - Nail Enhancement

Prerequisites: Department approval.

A course in the theory, application, and related technology of nail enhancements.

Semester Hours: (5-2-8)

CIP: 12.0410

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2441 - Preparation for the State Licensing Examination

Prerequisites: Department approval.

Preparation for the state licensing examination.

Semester Hours: (4-1-9)

CIP: 12.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2445 - Instructional Theory and Clinic Operation

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Current Cosmetology Operator's license and department approval. Per TDLR each cohort can only have 3 students per licensed instructor.

Semester Hours: (4-4-1)

CIP: 12.0413

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2531 - Principles of Facial and Skin Care Technology III

Prerequisites: CSME 1302 and department approval.

Advanced concepts and principles of skin care and other related technologies.

Semester Hours: (5-3-6)

CIP: 12.0409

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2544 - Cosmetology Instructor IV

Prerequisites: Current Cosmetology Operator's license and department approval. Per TDLR each cohort can only have three (3) students per licensed instructor.

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

Semester Hours: (5-3-8)

CIP: 12.0413

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

CSME 2549 - Cosmetology Instructor III

Presentation of lesson plan assignments and evaluation techniques. Current Cosmetology Operator's license and department approval. Per TDLR each cohort can only have three (3) students per licensed instructor.

Semester Hours: (5-3-6)

CIP: 12.0413

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

DANC 1110 - Tap I

Cross-Listed With: KINE 1148

This course offers instruction and participation in basic tap dance to include vocabulary, technique, history and styles in tap. Various pieces of choreography will be set in class. Same course as DANC 1110.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes
SAC: Yes
SPC: No

DANC 1112 - Dance Practicum I

This course is a basic practicum in dance related areas: production with experience in stage management, scenery and costume preparation, running crews, dance management, and individualized teaching of dance in the private or public sector.

Semester Hours: (1-0-3)

CIP: 50.0301.53 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

DANC 1128 - Ballroom I

Cross-Listed With: KINE 1141

Introduction to American social ballroom dancing. Basics in waltz, foxtrot, rumba, cha cha, tango, and swing will be presented. Emphasis is placed on footwork, lead/follow, timing/rhythm, styling and the blending of movements. Same course as KINE 1141.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DANC 1141 - Ballet I

Cross-Listed With: KINE 1139

This course develops physical proficiency in the performance of basic ballet vocabulary while promoting an understanding of the principles, practices, and vocabulary common to ballet. Same course as KINE 1139.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DANC 1142 - Ballet II

Cross-Listed With: KINE 2139

Prerequisites: DANC 1141 or KINE 1139 or instructor permission

This course expands on the skills and knowledge acquired in DANC 1141. Same course as KINE 2139.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DANC 1145 - Modern Dance I

Cross-Listed With: KINE 1145

This course introduces students to the fundamentals of dance techniques, coordination of body parts, rhythm, and expressive qualities of movement. Same course as KINE 1145.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes
SPC: Yes

DANC 1146 - Modern Dance II

Cross-Listed With: KINE 2145

Prerequisites: DANC 1145 or KINE 1145 or instructor permission

This course expands on the skills and knowledge acquired in DANC 1145/KINE 1145. Same course as KINE 2145.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DANC 1147 - Jazz Dance I

Cross-Listed With: KINE 1138

This course offers instruction and participation in jazz dance technique to include vocabulary, technique, history, and styles in jazz dance. Various pieces of choreography will be set in class. Same course as KINE 1138.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DANC 1148 - Jazz Dance II

Cross-Listed With: KINE 2138

Prerequisites: DANC 1147 or KINE 1138 or instructor permission

This course expands on the skills and knowledge acquired in DANC 1147/KINE 1138. Emphasis will be placed on technical progress. Increasingly challenging choreography will be set in class. Same course as KINE 2138.

Semester Hours: (1-0-3)

CIP: 50.0301.52 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: Yes

DANC 1301 - Dance Composition I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structural forms.

Semester Hours: (3-3-0)

CIP: 50.0301.55 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

DANC 1345 - Modern Dance I (Dance and Movement Improvisation)

Instruction and participation in modern dance technique. The focus of this course is movement improvisation as a resource for choreography and performance.

Semester Hours: (3-3-0)

CIP: 50.0301.52 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes
SPC: No

DANC 2303 - Dance Appreciation

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to dance as a universal form of human expression and survey of dance forms as they have developed throughout history and around the world. Comparisons are made between dance and other art forms in cultural context.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0301.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DEMR 1310 - Diesel Engine Testing and Repair I

An introduction to testing and repairing diesel engines including related systems and specialized tools.

Semester Hours: (3-2-2)

CIP: 47.0605

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

DEMR 1316 - Basic Hydraulics

Fundamentals of hydraulics including components and related systems.

Semester Hours: (3-2-2)

CIP: 47.0605

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

DEMR 1325 - Small Air Cooled Engines

An introduction to testing and repairing diesel engines including related systems specialized tools.

Semester Hours: (3-2-2)

CIP: 47.0605

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

DEMR 1401 - Shop Safety and Procedures

A study of shop safety, rules, basic shop tools, and test equipment.

Semester Hours: (4-3-3)

CIP: 47.0607

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

DEMR 1405 - Basic Electrical Systems

An introduction to the basic principles of electrical systems for diesel powered equipment with emphasis on starters,

alternators, batteries, and regulators.

Semester Hours: (4-2-6)

CIP: 47.0605

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

DRAM 1120 - Theatre Practicum I

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting, and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

Semester Hours: (1-0-2/4)

CIP: 50.0506.53 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 1121 - Theatre Practicum II

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting, and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

Semester Hours: (1-0-2/4)

CIP: 50.0506.53 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 1310 - Introduction to Theatre - Theatre Appreciation

This is a course designed to provide a survey of the main fields of theatre activity thus providing a background for the appreciation and enjoyment of live theatre through an understanding of the elements of play analysis, acting, directing, technical theatre and the collaborative nature of live theatre.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0501.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 1322 - Stage Movement

This course surveys the principles, practices, and exercises in body techniques and stage movement with an emphasis on character movement and body control.

Semester Hours: (3-3-0)

CIP: 50.0506.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

DRAM 1330 - Stagecraft I

This course is an introduction to the major areas of design and technology. A hands-on approach to stagecraft with a focus on the elements of design. Participation on technical crews for theatre productions may be required.

Semester Hours: (3-3-0)

CIP: 50.0502.51 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DRAM 1341 - Stage Make Up

This is a practical course in theory, types, design, and application of theatre makeup with techniques and principles applicable to television, film, and fashion makeup.

Semester Hours: (3-3-0)

CIP: 50.0502.52 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

DRAM 1342 - Introduction to Costume

This course is a study of the principles and techniques of costume design and construction for the stage. This course emphasizes the skills, duties, and responsibilities of the costume designer, and includes a brief overview of costume history.

Semester Hours: (3-3-0)

CIP: 50.0502.53 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

DRAM 1351 - Acting I

This course focuses on the development of basic skills and techniques of acting including increased sensory awareness, greater self confidence, stage movement, character and script analysis, and improvisation.

Semester Hours: (3-3-0)

CIP: 50.0506.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 1352 - Acting II

Prerequisites: DRAM 1351

This course is a continuation of DRAM 1351 with special emphasis on the exploration and development of techniques for the creation of a character through the preparation and presentation of scenes and monologues.

Semester Hours: (3-3-0)

CIP: 50.0506.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 2120 - Theatre Practicum III

This course is a practicum in scene construction, lighting, sound, costuming, stage properties, acting, and general theatre practices. All drama majors should enroll in the practicum course each semester for a maximum of four semester hours.

Semester Hours: (1-0-2/4)

CIP: 50.0506.53 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 2331 - Stagecraft II

Prerequisites: DRAM 1330

This course is a study of intermediate stagecraft skills with emphasis on design for performance. Participation on technical crews for theatre productions may be required.

Semester Hours: (3-3-0)

CIP: 50.0502.51 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 2336 - Voice and Diction

Cross-Listed With: SPCH 1342

This practical course is designed to develop an understanding of the use and function of the performer's voice as a creative instrument for communication. The course content focuses on the unique problems of the performer including projection, age, and dialect study.

Semester Hours: (3-3-0)

CIP: 50.0506.52 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

DRAM 2351 - Acting III

Prerequisites: DRAM 1351, DRAM 1352

This course is a continuation of DRAM 1352 and is designed to deepen the students understanding of acting, including the major acting styles and periods of theatre history. Through a series of lectures, demonstrations, research, and scene exercises, the student will develop a series of audition monologues from theatre history to be presented in a public performance at the end of the semester.

Semester Hours: (3-3-0)

CIP: 50.0506.51 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

ECON 1301 - Introduction to Economics

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 19.0402.52 09

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ECON 2301 - Principles of Macroeconomics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3- 0)

CIP: 45.0601.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ECON 2302 - Principles of Microeconomics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3- 0)

CIP: 45.0601.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

EDUC 1300 - Learning Framework

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies.

Semester Hours: (3-3-0)

CIP: 42.0301.51 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

EDUC 1301 - Introduction to the Teaching Profession

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

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; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Semester Hours: (3-3-1)

CIP: 13.0101.51 09

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

EDUC 2301 - Special Populations

Prerequisites: EDUC 1301 with a grade of C or better, or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations

Semester Hours: (3-3-1)

CIP: 13.1001.51 09

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ELMT 1301 - Programmable Logic Controllers

Prerequisites: CETT 1415 or concurrent enrollment

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

Semester Hours: (3-2-4)

CIP: 15.0403

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

ELMT 1305 - Basic Fluid Power

Basic fluid power course covering vacuum systems, pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

Semester Hours: (3-2-4)

CIP: 15.0403

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

ELMT 2239 - Advanced Programmable Logic Controllers

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

Semester Hours: (2-1-4)

CIP: 15.0403

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

ELMT 2333 - Industrial Electronics

Prerequisites: ELMT 1301, CETT 1329, INTC 1357

A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment; presentation of programming schemes.

Semester Hours: (3-2-4)

CIP: 15.0403

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

ELMT 2341 - Electromechanical Systems

Prerequisites: CETT 1329, ELMT 1301, INTC 1357

Covers the application of electromechanical systems, including linear and rotational positioning systems, and their associated control systems, and the methods employed to operate them. Students will devise open and closed loop control solutions for a variety of positioning and power transformation problems. Emphasis is placed on programmable control devices and solid-state systems.

Semester Hours: (3-2-4)

CIP: 15.0403

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ENER 1330 - Basic Mechanical Skills for Energy

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.

Semester Hours: (3-3-1)

CIP: 15.0503

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ENGA 0351 - Composition and Grammar

Prerequisites: ESLA 0341 and ESLA 0342 with a grade of "C" or better, or placement exam, or departmental approval

This course is designed for non-native English speakers who need to acquire proficiency in composition and grammar in order to take college-level classes. Through guided writing practice on familiar topics, students have the opportunity to acquire the necessary writing and grammar proficiency for success in ENGL 1301 and other college-level classes. The course is taken concurrently with ENGA 0353 (Reading and Vocabulary). Students must pass the ENGA exit exam and earn a B or better in ENGA 0351 and ENGA 0353 to transition to college-level classes. Upon completion of ENGA 0351, students who need additional time to gain proficiency for college-level work will enroll in ENGA 0361 .

Semester Hours: (3-3-0)

CIP: 32.0108.57 12

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ENGA 0353 - Reading and Vocabulary

Prerequisites: ESLA 0343 with a grade of "C" or better, or placement exam, or departmental approval

This course is designed for non-native English speakers who need to acquire fluency in reading comprehension in order to take college-level classes. Through reading authentic materials, including college texts and/or literature, students gain the necessary critical reading and thinking skills required for college-level assignments. The course is taken concurrently with ENGA 0351. Students must pass the ENGA exit exam and earn a B or better in ENGA 0353 and ENGA 0351 to transition to college-level classes. Upon completion of ENGA 0353, students who need additional time to gain proficiency for college-level work will enroll in ENGA 0363 .

Semester Hours: (3-3-0)

CIP: 32.0108.56 12

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 1301 - Composition I

Prerequisites: Demonstrate College Readiness through appropriate placement scores and/or completion of developmental sequence in English and/or Reading.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0401.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 1302 - Composition II

Prerequisites: Students must earn a "C" or better in ENGL 1301 or its equivalent.

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

This course fulfills the Communication foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0401.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2307 - Creative Writing

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

This course is designed for students interested in learning and practicing creative writing skills in a workshop setting. There is an emphasis on individual writing. This course is writing intensive. Included genres are fiction, poetry, screenwriting, nonfiction and drama.

Semester Hours: (3-3-0)

CIP: 23.0501.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2311 - Technical Writing

Prerequisites: ENGL 1301 or its equivalent with a C or better and ENGL 1302 or its equivalent with a C or better.

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Semester Hours: (3-3-0)

CIP: 23.1101.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2322 - British Literature I: Anglo Saxon through Neoclassical

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0801.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2323 - British Literature II: Romanticism to the Present

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of the development of British literature from the Romantic period to the present. Students will study works of

prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0801.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2327 - American Literature I: Precolonial through the Romantic Period

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0701.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2328 - American Literature II: Realism to the Present

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.0701.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2332 - World Literature I: Antiquity through the Renaissance

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.0104.52 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2333 - World Literature II: Neoclassical to the Present

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.0104.52 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2341 - Forms of Literature

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A study of one or more literary genres including, but not limited to, poetry, fiction, drama and film. Topics may vary with each section offered. This is a writing intensive course that requires a written research project. This course may be repeated once for credit.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.0104.51 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2351 - Mexican American Literature

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A study of the fiction, non-fiction, poetry and drama of Mexican American or Chicano/a writers. May include the study of Hispanic and pre-Columbian traditions that have influenced Mexican-American literature. This is a writing intensive course that requires a written research project.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 05.0203.55 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGL 2375 - Literature for Children and Adolescents

Prerequisites: ENGL 1301 or its equivalent with a "C" or better and ENGL 1302 or its equivalent with a "C" or better.

A survey of classic and contemporary literature for children and adolescents with attention to literary history, aesthetic qualities, and critical approaches. May be useful for education majors. This is a writing intensive course that requires a written research project. Unique Need Course: Check with your transfer institution to verify acceptance of courses.

Semester Hours: (3-3-0)

CIP: 16.0104.51 13

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: Yes

ENGR 1201 - Introduction to Engineering

Prerequisites: MATH 1314 or MATH 1414 with a grade of "C" or better.

This course is designed to enhance the academic success of students majoring in Engineering or the sciences, and is open to all students. It provides an introduction to contemporary issues and applications relevant to the various engineering fields and professional careers as well as to the engineering problem solving approach. Topics of emphasis include technical communication, team-based engineering design, licensure, ethics, and computer applications. One hour of lecture and three hours of laboratory each week.

Semester Hours: (2-1-3)

CIP: 14.0101.51 10

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGR 1304 - Engineering Graphics I

Prerequisites: MATH 1314 or MATH 1414 with a grade of "C" or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

This course introduces use of computer aided drafting and design software and sketching for graphical communication of technical information in the context of the engineering design process. Topics include fundamentals of technical communication, conventions of engineering graphics, graphical presentation of data, spatial relationships, multi-view projection, dimensioning, sectioning, and assemblies. Computer aided design, in two and three dimensions, is emphasized and a final design project is required.

Semester Hours: (3-2-4)

CIP: 15.1301.51 11

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGR 2105 - Electrical Circuits I Laboratory

Corequisites: ENGR 2305 - Electrical Circuits I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

Semester Hours: (1-0-3)

CIP: 14.1001.55 10

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

ENGR 2301 - Mechanics I: Statics

Prerequisites: MATH 2414 (or concurrent enrollment) and PHYS 2425 or equivalent with a grade of "C" or better.

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; engineering applications of equilibrium in two and three dimensions of particles and rigid bodies, free-body diagrams, friction, internal forces, centroids, centers of gravity, and moments of inertia.

Semester Hours: (3-3-0)

CIP: 14.1101.52 10

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ENGR 2302 - Mechanics II: Dynamics

Prerequisites: MATH 2414 and ENGR 2301 with a grade of C or better.

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

Semester Hours: (3-3-0)

CIP: 14.1101.53 10

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

ENGR 2303 - Engineering Mechanics - Statics and Dynamics

Prerequisites: PHYS 2425 with a grade of "C" or better.

Combined single-semester study of statics and dynamics. Calculus-based study of statics and dynamics of rigid bodies; vectors, forces, moments, centroids and moments of inertia, force-mass-acceleration, work-energy, and impulse-momentum computation; kinematics and kinetics of particles.

Semester Hours: (3-3-0)

CIP: 14.1101.54 10

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ENGR 2304 - Computer Programming for Engineering Applications

Prerequisites: MATH 2413 with a grade of "C" or better or department approval.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Programming methods used to obtain solutions to basic engineering problems are presented in a contemporary computer language such as C++. Algorithms, data presentation, and program structures are developed and practiced.

Semester Hours: (3-2-3)

CIP: 11.0201.52 07

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

ENGR 2305 - Electrical Circuits I

Prerequisites: MATH 2320 and PHYS 2425 or equivalent with a grade of C or better.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Laplace transforms; Bode plots; and use of computer simulation software to solve circuit problems.

Semester Hours: (3-3-0)

CIP: 14.1001.51 10

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ENGR 2332 - Mechanics of Materials

Prerequisites: ENGR 2301 and MATH 2414 with a grade of "C" or better or department approval.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course presents the analysis of internal forces and deformations in solid materials under load and emphasizes the application of fundamental principles of engineering mechanics. Topics include properties of materials and response to stress and strain in elastic and plastic solids.

Semester Hours: (3-3-0)

CIP: 14.1101.51 10

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

ENGR 2402 - Engineering Mechanics - Dynamics

Prerequisites: ENGR 2301 and MATH 2414

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

Semester Hours: (4-4-0)

CIP: 14.1101.53 10

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

ENGR 2403 - Engineering Mechanics - Statics and Dynamics

Prerequisites: PHYS 2425 and MATH 2414 or equivalent with a grade of "C" or better.

This course presents the calculus-based theory and applications of engineering mechanics to the analysis of structures in static equilibrium and the relative motions of particles and rigid bodies. Free-body diagrams, systems of forces, Newton's Laws, work-energy relations, and impulse-momentum principles are utilized in conjunction with vector algebra to treat concentrated and distributed loads, centroids, moments of inertia, and laws of dry friction. Engineering applications such as trusses, frames, and machines are also addressed.

Semester Hours: (4-4-0)

CIP: 14.1101.54 10

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

ENTC 1347 - Safety and Ergonomics

Offered at:

FMKT 1301 - Floral Design

Principles of floral art with an emphasis in commercial design. Topics include basic design styles and color

harmonies; identification, use and care of processing of cut flowers and foliages; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care.

Semester Hours: (3-2-2)

CIP: 01.0608

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

FMKT 2331 - Advanced Floral Design

An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends.

Semester Hours: (3-2-2)

CIP: 01.0608

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

FMKT 2335 - Flower Shop Management

Modern principles and practices used in management and operations of retail florist shops. Topics include structure of the industry, shop location, business plan organization, marketing methods and management practices.

Semester Hours: (3-2-2)

CIP: 01.0608

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

FREN 1411 - Elementary French I

Introductory course that presents the fundamentals of the French language and culture in order to develop listening, speaking, reading, and writing skills. Language lab is required.

Semester Hours: (4-4-1)

CIP: 16.0901.51 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

FREN 1412 - Elementary French II

Prerequisites: FREN 1411, departmental approval, or placement exam.

Introductory course that presents the fundamentals of the French language and culture in order to develop listening, speaking, reading, and writing skills. This course is a continuation of FREN 1411. A language lab is required.

Semester Hours: (4-4-1)

CIP: 16.0901.51 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GEOG 1301 - Physical Geography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities and map concepts with an emphasis on physical geography.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 45.0701.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

GEOG 1303 - World Regional Geography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Study major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 45.0701.53 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GEOL 1101 - Earth Science Laboratory (for non-Science Majors)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A laboratory course to complement GEOL 1301 - Earth Sciences Lecture I. Topics will include practical experience in identifying rocks and mineral, working with maps (both topographic and geologic), and exercises in oceanography and meteorology

Semester Hours: (1-0-3)

CIP: 40.0601.51 03

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

GEOL 1301 - Earth Sciences Lecture I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some laboratory experiences or field trips may be included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 40.0601.51 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GEOL 1302 - Earth Sciences II (lecture)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences.

Semester Hours: (3-3-0)

CIP: 40.0601.51 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes
SPC: No

GEOL 1305 - Environmental Science Lecture

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 03.0103.53 01

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

GEOL 1345 - Oceanography

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course is an introduction to the basic biological, chemical, geological, hydrological, and physical features and processes of the oceans, including origin, evolution, uses, and resources. Some laboratory experiences may be included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 40.0601.51 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

GEOL 1401 - Earth Sciences I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some field trips may be included.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0601.51 03

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

GEOL 1402 - Earth Sciences II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A survey of astronomy and mans future in space. A summary of earth history - with a focus on climatic and biological changes through time. A survey of historic and contemporary global change. Studies will include the significance to society of the earth sciences including environmental problems, natural resource exploration and utilization, and global climate change. Occasional field trips may be arranged.

Semester Hours: (4-3-3)

CIP: 40.0601.51 03

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

GEOL 1403 - Physical Geology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course is an introduction to the nature and properties of rocks and minerals; processes by which they are formed, altered, and transported; and the nature and development of the landscape. Laboratory work includes the study of minerals, rocks, and topographic and geologic maps. Occasional field trips may be arranged.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0601.54 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GEOL 1404 - Historical Geology

Prerequisites: GEOL 1301 or GEOL 1401 or GEOL 1403

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course focuses on the origin and evolution of the earth through geologic time, emphasizing organic evolution and plate tectonics. Laboratory work in this course includes the study of rocks, fossils, geographic maps, geologic maps, and other aspects of earth history. Occasional field trips may be arranged.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0601.54 03

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: No

GOVT 2304 - Introduction to Political Science

Prerequisites: GOVT 2305 or GOVT 2301

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1001.52 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GOVT 2305 - Federal Government

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1002.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GOVT 2306 - Texas Government

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

This course fulfills the Government/Political Science foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1002.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

GOVT 2311 - Mexican-American Politics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

The study of Mexican-American/Chicano/a politics within the American political experience. Special emphasis will be placed on the role that Texas has played, and continues to play in this experience.

Semester Hours: (3-3-0)

CIP: 05.0203.54 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

Govt 2389 - Academic Cooperative

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An instructional program designed to integrate on-campus study with hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Semester Hours: (3-1-6)

CIP: 45.0101.51 25

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HALT 1164 - Practicum-Applied Horticulture/Horticulture Operations, General

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (1-0-7)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1251 - Landscape Business Operations

Instruction in the structure of the landscape business including cost estimation; organization; equipment needs; interpretation of financial reports; and material, labor, and equipment management. Emphasis on the types of landscape operations, marketing, legal forms, construction law, and safety.

Semester Hours: (2-2-1)

CIP: 01.0605

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1301 - Principles of Horticulture

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

Semester Hours: (3-2-3)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1303 - Herbaceous Plants

An in-depth study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1309 - Interior Plants

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes
SAC: No
SPC: No

HALT 1319 - Landscape Construction

Exploration of landscape construction materials and the methods used for installation. Topics include site preparation, use of common construction materials; landscape lighting, water features, and general construction details.

Semester Hours: (3-2-2)

CIP: 10.6050

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 1322 - Landscape Design

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

Semester Hours: (3-2-2)

CIP: 01.0605

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 1324 - Turfgrass Science and Management

In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

Semester Hours: (3-2-2)

CIP: 01.0607

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 1327 - Horticulture Equipment Management

Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 1331 - Woody Plant Materials

An in-depth study of the woody plant materials used in the horticulture industry. Topics

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 1333 - Landscape Irrigation

In-depth coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1338 - Irrigation Water Management and Conservation

Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1345 - Golf/Sports Field/Park Management

Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

Semester Hours: (3-3-0)

CIP: 01.0607

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1346 - Specialized Turfgrass Management

An overview of the construction and management of specialized turf features such as putting greens, tee boxes, bunkers, and sand-based ball fields. Topics include the equipment and cultural practices utilized for intensively managed turf areas.

Semester Hours: (3-2-2)

CIP: 01.0607

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1351 - Landscape Business Operations

Instruction in the structure of the landscape business including cost estimation; organization; equipment needs; interpretation of financial reports; and material, labor, and equipment management. Emphasis on the types of landscape operations, marketing, legal forms, construction law, and safety.

Semester Hours: (3-3-0)

CIP: 01.0605

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 1371 - Organic Gardening and Farming

Introduction to the field of organic agriculture and the basic principles and production practices involved.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2201 - Arboriculture

Fundamentals of woody plant physiology and growth including techniques and procedures utilized in making sound tree care decisions related to growth pest and disease control. Topics include design principles of planning and maintenance for city streets, parks, and commercial and residential properties.

Semester Hours: (2-1-3)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2264 - Practicum (or Field Experience) - Applied Horticulture/Horticultural Operations, General

Prerequisites: Departmental Approval

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (2-0-18)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2301 - Arboriculture

Fundamentals of woody plant physiology and growth including techniques and procedures utilized in making sound tree care decisions related to growth and pest and disease control. Topics include design principles of planning and maintenance for city streets, parks, and commercial and residential properties.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 2312 - Turfgrass Maintenance

Instruction in common turf grass cultural practices. Topics include calculation and application of materials and the operation and maintenance of equipment.

Semester Hours: (3-2-2)

CIP: 01.0607

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 2314 - Plant Propagation

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

HALT 2315 - Landscape Management

A study of the procedures and practices used in the horticulture industry for proper landscape maintenance. Topics

include landscape installation, lawn maintenance, shrub and tree care, and management practices.

Semester Hours: (3-2-2)

CIP: 01.0605

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2318 - Soil Fertility and Fertilizers

An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2321 - Small Farming

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruits, nut, and vegetable crops.

Semester Hours: (3-2-2)

CIP: 01.0606

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2323 - Horticultural Pest Control

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls.

Semester Hours: (3-2-2)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2331 - Advanced Landscape Design

In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts.

Semester Hours: (3-2-2)

CIP: 01.0605

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2383 - Cooperative Education - Turf and Turfgrass Management

Career-related activities encountered in the students 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.

Semester Hours: (3-1-20)

CIP: 01.0607

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HALT 2386 - Internship - Applied Horticulture/Horticultural Operations, General

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.

Semester Hours: (3-0-18)

CIP: 01.0601

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

HIST 1301 - United States History I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 54.0102.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 1302 - United States History II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3- 0)

CIP: 54.0102.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2301 - Texas History

Prerequisites: Credit for three semester hours of history.

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 54.0102.52 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2311 - Western Civilization I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

Semester Hours: (3-3-0)

CIP: 54.0101.54 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2312 - Western Civilization II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

Semester Hours: (3-3- 0)

CIP: 54.0101.54 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2321 - World Civilizations I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 54.0101.53 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2322 - World Civilizations II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 54.0101.53 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HIST 2327 - Mexican-American History I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of the Mexican American experience to the 19th Century. This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 05.0203.52.25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

HIST 2328 - Mexican-American History II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of the Mexican-American experience from the 19th Century. This course fulfills the American History foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 05.0203.52 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

HIST 2381 - African-American History

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Historical, economic, social, and cultural development of African-American groups.

Semester Hours: (3-3-0)

CIP: 45.1101.53 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: Yes

HMSY 1337 - Introduction to Homeland Security

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

Recommended Basic Skills prerequisites: INRW 0420

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1338 - Homeland Security Emergency Communication Management

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1339 - Homeland Security Emergency Contingency Planning

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry responses, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1340 - Homeland Security Intelligence Operations

This course is a study of the intelligence community. Its topics include the role of intelligence and law enforcement which includes the collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability, course development, and adjudication.

Recommended Basic Skills prerequisites: INRW 0420

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1341 - Critical Infrastructure Protection

This course covers the identification and analysis of critical infrastructure systems including security and threat assessments, mitigation of threats, and the evaluation and revision of security measures in order to protect critical infrastructures.

Recommended Basic Skills prerequisites: INRW 0420

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1342 - Understanding and Combating Terrorism

This course is a study of terrorism and the reasons why the United States is a terrorist target. Topics include the methods of terrorism, domestic and international terrorism, Islam, and radical Islam, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist and organized crime's impact on terrorism.

Recommended Basic Skills prerequisites: INRW 0420

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

HMSY 1343 - Weapons of Mass Destruction

This course is a study of weapons of mass destruction and hazardous material incidents. It covers hazard and risk assessment, crime scene preservation, chemical agents, toxic industrial chemicals, biological agents, pathogens, radiological agents, explosive devices, detection-sampling and plume models, and decontamination methods. Topics include an overview of incident command systems and personal protection equipment, the critical role of first responders in WMD, mitigation, and survival. Community mitigation plans will be researched as well.

Recommended Basic Skills prerequisites: ENGL 1301

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

HMSY 2337 - Managing a Unified Incident Command

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is a study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate situations such as natural disasters, fires, rescue operations, kidnapping, hazardous material spills, mass casualties, terrorism, and/or weapons of mass destruction. It includes the identification and application of key roles and functional responsibilities for professionally managing these types of incidents

Semester Hours: (3-3-0)

CIP: 44.0401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

HRPO 2301 - Human Resources Management

Behavioral and legal approaches to the management of human resources in organizations.
Recommended Basic Skills prerequisites: INRW 0305

Semester Hours: (3-3-0)

CIP: 52.1001

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

HRPO 2307 - Organizational Behavior

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Semester Hours: (3-3-0)

CIP: 52.1003

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

HUMA 1301 - Introduction to the Humanities I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

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.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 24.0103.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HUMA 1302 - Introduction to the Humanities II

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

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. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 24.0103.51 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HUMA 1305 - Introduction to Mexican-American Studies

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the field of Mexican-American / Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American / Chicano/a experience.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 05.0203.51 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HUMA 1311 - Mexican-American Fine Arts Appreciation

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An examination of Mexican-American / Chicano/a artistic expressions in the visual and performing arts.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0703.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

HUMA 2323 - World Cultures

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 45.0201.51 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: Yes

IBUS 1301 - Principles of Exports

Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and transportation. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.

Semester Hours: (3-3-0)

CIP: 52.1101

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: No

IBUS 1305 - Introduction to International Business and Trade

The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (3-3-0)

CIP: 52.1101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

IBUS 1354 - International Marketing Management

Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international marketing plan.

Semester Hours: (3-3-0)

CIP: 52.1101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

IBUS 2345 - Import Customs Regulations

Duties and responsibilities of the licensed customs broker. Includes processes for customs

Semester Hours: (3-3-0)

CIP: 5211010004

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

IBUS 2380 - Cooperative Education-International Business

Career-related activities encountered in the students 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.

Semester Hours: (3-1-20)

CIP: 5211010004

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

IEIR 1343 - Industrial Equipment Maintenance

Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors.

Semester Hours: (3-2-3)

CIP: 47.0105

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

INCR 1302 - Physics of Instrumentation

An introduction to simple control loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.

Semester Hours: (3-3-1)

CIP: 15.0404

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

INEW 2334 - Advanced Web Programming

Prerequisites: ITSE 2302

Programming for web authoring. Includes industry-standard languages and data stores.

Semester Hours: (3-3-1)

CIP: 11.0801

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

INEW 2434 - Advanced Web Programming

Web programming using industry-standard languages and data stores.

Semester Hours: (4-2-4)

CIP: 11.0801

Offered at:

NLC: No

NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

INMT 1319 - Manufacturing Processes

This course is an exploration of the methods used in manufacturing and the materials upon which these processes are used. The theory and application of processes used on metallic and non-metallic materials including metal forming, welding, machining, heat treating, plating, casting, and injection molding are studied. The student will recommend appropriate assembly and fabrication guidelines as well as formulate recommendations for process control systems.

Recommended Basic Skills prerequisites: INRW 0420, MATH 0320

Semester Hours: (3-2-2)

CIP: 15.0613

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

INMT 1343 - Computer Aided Design/Computer Aided Manufacturing (CAD/CAM)

Computer-assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawings using computer aided design/computer aided manufacturing (CAD/CAM) software and related input and output devices translating into machine codes.

Semester Hours: (3-3-1)

CIP: 15.0613

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

INMT 2245 - Industrial Troubleshooting

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

Semester Hours: (2-1-3)

CIP: 15.0613

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

INRW 0020 - Integrated Reading and Writing Special Topics

Corequisites: INRW 0420

Serves as a supplemental course to developmental INRW 0420. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.

Semester Hours: (0-1-0)

CIP: 32.0108.69 12

Offered at:

NLC: No

NVC: No

PAC: No

SAC: No

SPC: No

INRW 0100 - Integrated Reading and Writing Special Topics

May serve as a refresher or as a supplemental course to developmental Integrated Reading and Writing courses or ENGL 1301. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.

Semester Hours: (1-0-1)

CIP: 32.0108.59 12

Offered at:

NLC: No

NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

INRW 0305 - Integrated Reading and Writing I

Integration of critical reading and academic writing skills. This college-prep course is designed for students who need to improve reading and writing effectiveness with multi-paragraph, college-level texts. Students will give oral and written responses to texts representative of a variety of disciplines and genres. Strong emphasis is placed on critical reading and writing skills. INRW lab will supplement class instruction. Successful completion of this college-prep course with a grade of C or better prepares the student for INRW 0420.

Semester Hours: (3-3-1)

CIP: 32.0108.59 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

INRW 0420 - Integrated Reading and Writing II

Prerequisites: INRW 0050

Corequisites: This course requires a lab.

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This college-prep course is designed for students who need to improve reading and writing effectiveness with multi-paragraph, college-level texts. Students will give oral and written responses to texts representative of a variety of disciplines and genres. Strong emphasis is placed on critical reading and writing skills. INRW lab will supplement class instruction. Successful completion of this college-prep course with a grade of C or better fulfills INRW TSI requirements.

Semester Hours: (4-4-1)

CIP: 32.0108.59 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

INTC 1357 - AC/DC Motor Control

Prerequisites: CETT 1305 or CETT 1302 or CETT 1409

A study of electric motors and motor control devices common to a modern industrial environment; a presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Semester Hours: (3-2-4)

CIP: 15.0404

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

INTC 2230 - Instrumentation Systems Troubleshooting

Techniques for troubleshooting instrumentation systems in a process environment. Includes troubleshooting upsets in processes.

Semester Hours: (2-1-3)

CIP: 15.0404

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

INTC 2336 - Distributed Control and Programmable Logic

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

Semester Hours: (3-2-3)

CIP: 15.0404

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

ITCC 1401 - Cisco Exploration 1 - Network Fundamentals

A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Basic computer skills are required.

Semester Hours: (4-3-2)

CIP: 11.1002

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITCC 1404 - Cisco Exploration 2 - Routing Protocols and Concepts

Prerequisites: ITCC 1401 or concurrent enrollment

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes.

Semester Hours: (4-3-2)

CIP: 11.1002

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITCC 2343 - Network Security

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies; products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls.

Semester Hours: (3-3-1)

CIP: 11.1002

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITCC 2408 - Cisco Exploration 3 - LAN Switching and Wireless

Prerequisites: ITCC 1401

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

Semester Hours: (4-3-2)

CIP: 11.1002

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITCC 2410 - Cisco Exploration 4 - Accessing the WAN

Prerequisites: ITCC 1401, ITCC 1404 and (ITCC 2408 or concurrent enrollment)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices

and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

Semester Hours: (4-3-2)

CIP: 11.1002

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITDF 1300 - Introduction to Digital Forensics

A study of the application of digital forensic science and technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, white collar crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.

Semester Hours: (3-3-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

ITDF 1400 - Introduction to Digital Forensics

A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.

Semester Hours: (4-4-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: No

ITNW 1325 - Fundamentals of Networking Technologies

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Basic computer skills are required.

Semester Hours: (3-3-1)

CIP: 11.1002

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITNW 1425 - Fundamentals of Networking Technologies

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Semester Hours: (4-4-1)

CIP: 11.1002

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITNW 1445 - Implementing Network Directory Services

In-depth coverage of the skills necessary to install, configure, and administer Network Directory service.

Semester Hours: (4-3-2)

CIP: 11.0901

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: Yes

ITNW 1453 - Supporting Network Server Infrastructure

Installing, configuring, managing, and supporting a network infrastructure.

Semester Hours: (4-4-1)

CIP: 11.0901

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITNW 1454 - Implementing and Supporting Servers

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

Semester Hours: (4-4-1)

CIP: 11.0901

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITNW 2264 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications

Prerequisites: Department Approval Required

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (2-0-16)

CIP: 11.0901

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITNW 2364 - Practicum (or Field Experience) - Computer Systems Networking and Telecommunications

Prerequisites: Consent of Faculty Advisor

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (3-0-21)

CIP: 11.0901

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITNW 2405 - Network Administration

Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

Semester Hours: (4-4-1)

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITNW 2450 - Enterprise Network

A case study in Convergence Technologies requiring a network engineer to study a problem and design a network solution for an enterprise network.

Semester Hours: (4-4-1)

CIP: 11.0901

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 1301 - Introduction to Computers

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Basic computer skills are required.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 1305 - Introduction to PC Operating Systems

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Basic computer skills are required.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 1309 - Integrated Software Applications

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. Basic computer skills are required.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITSC 1315 - Project Management Software

Prerequisites: ITSC 1301 or equivalent

Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

ITSC 1316 - Linux Installation and Configuration

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Basic computer skills are required as well as an introductory operating systems course such as ITSC 1305.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No

NVC: Yes

PAC: Yes
SAC: Yes
SPC: Yes

ITSC 1319 - Internet/Web Page Development

Instruction in the use of Internet concepts and the introduction to web page design and web site development. Basic computer skills are recommended.

Semester Hours: (3-3-1)

CIP: 11.1004

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

ITSC 1325 - Personal Computer Hardware

Prerequisites: ITSC 1301

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. This course will help in preparation for the CompTIA A+ Certification.

Semester Hours: (3-3-1)

CIP: 47.0104

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 1425 - Personal Computer Hardware

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Semester Hours: (4-4-1)

CIP: 47.0104

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 2264 - Practicum: Computer and Information Sciences

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (2-0-16)

CIP: 11.0101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 2321 - Integrated Software Applications II

Prerequisites: ITSC 1309 or equivalent

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 2325 - Advanced Linux

Provides instruction in Advance Open-source Linux operating system. Develops LDAP directory services to all your clients, support users remotely, installing and configuring network services.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 2339 - Personal Computer Help Desk

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Basic computer skills are required as well as a college level computer application course.

Semester Hours: (3-3-1)

CIP: 11.0101

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSC 2364 - Practicum - Computer and Information Sciences, General

Prerequisites: Consent of Departmental Advisor

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Semester Hours: (3-0-21)

CIP: 11.0101

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

ITSC 2439 - Personal Computer Help Desk Support

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Semester Hours: (4-4-1)

CIP: 11.0101

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITSE 1302 - Computer Programming

Cross-Listed With: COSC 1336

Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITSE 1306 - PHP Programming

Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ITSE 1307 - Introduction to C++ Programming

Prerequisites: ITSE 1302 or ITSE 1311 or ITSE 1329

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

ITSE 1311 - Beginning Web Programming

Prerequisites: ITSC 1301 or COSC 1301 or ITSE 1329 or equivalent demonstrated competency

Skill development in web page programming including mark-up and scripting languages.

Semester Hours: (3-3-1)

CIP: 11.0801

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSE 1329 - Programming Logic and Design

A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation. Basic computer skills are required.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITSE 1331 - Introduction to Visual BASIC Programming

Prerequisites: ITSE 1302

Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

ITSE 1402 - Computer Programming

Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Basic computer skills are required.

Semester Hours: (4-4-1)

CIP: 11.0201

Offered at:

NLC: No

NVC: No

PAC: Yes
SAC: No
SPC: No

ITSE 2302 - Intermediate Web Programming

Prerequisites: ITSE 1311

Techniques for web development. Includes server-side and client-side scripting.

Semester Hours: (3-3-1)

CIP: 11.0801

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

ITSE 2317 - Java Programming

Prerequisites: COSC 1336 Java or COSC 1315 Java or ITSE 1302 Java or other programming course with the consent of the CIS Department Chair

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSE 2331 - Advanced C++ Programming

Prerequisites: ITSE 1307

Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques.

Semester Hours: (3-3-1)

CIP: 11.0201

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

ITSE 2386 - Internship - Computer Programming/Programmer, General

Prerequisites: Consent of faculty advisor

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.

Semester Hours: (3-0-18)

CIP: 11.0201

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

ITSW 1307 - Introduction to Database

Prerequisites: Basic computer skills or ITSC 1301

Introduction to database theory and the practical applications of a database.

Semester Hours: (3-3-1)

CIP: 11.0802

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITSW 2334 - Advanced Spreadsheets

Prerequisites: POFT 1329 and ITSW 1304 or ITSC 1301 or COSC 1301. Grade of "C" or better except COSC 1301 grade of "D" or better.

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

Semester Hours: (3-3-1)

CIP: 11.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITSW 2337 - Advanced Database

Prerequisites: ITSW 1307 or ITSC 1301

Mastery of database design and functionality.

Semester Hours: (3-3-1)

CIP: 11.0802

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

ITSY 1300 - Fundamentals of Information Security

(Information Technology Security Academy) 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.

Semester Hours: (3-3-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

ITSY 1342 - Information Technology Security

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Semester Hours: (3-3-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSY 1442 - Information Technology Security

(Information Technology Security Academy) Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Semester Hours: (4-4-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

ITSY 2286 - Internship - Computer and Information Systems Security

Prerequisites: Department Approval Required

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.

Semester Hours: (2-0-8)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

ITSY 2330 - Intrusion Detection

Prerequisites: (ITSC 1307 and ITSY 1342) or (ITSY 1300 and ITSY 1342)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

Semester Hours: (3-3-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

ITSY 2386 - Internship - Computer and Information Systems Security

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.

Semester Hours: (3-0-16)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes

SPC: Yes

ITSY 2430 - Intrusion Detection

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

Semester Hours: (4-4-1)

CIP: 11.1003

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITSY 2442 - Incident Response and Handling

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

Semester Hours: (4-4-1)

CIP: 11.1003

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

ITSY 2443 - Computer System Forensics

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

Semester Hours: (4-4-1)

CIP: 11.1003

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 1101 - Aerobics I

This course introduces students to a variety of aerobic activities focusing primarily on the development of cardiorespiratory endurance. Classes will include choreographed movements set to music and incorporate both hi/lo aerobics, step aerobics and other aerobic combinations. The course focus will also include the enhancement of muscular strength, muscular endurance, flexibility, and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

KINE 1102 - Cardio Combo I

This course combines hi-lo impact dance aerobics, step aerobics, cardio kickboxing and circuit/interval type workouts to assist in the reduction of body fat and promote cardio respiratory and muscular endurance. Students will use body bars, free weights, resistance balls and other specialized equipment. Nutritional principles are discussed as well.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

KINE 1103 - Cardio Kickboxing I

This course combines boxing and martial arts techniques into an exhilarating form of cardiorespiratory, muscular strength, and muscular endurance training. Additionally, the course will focus on improving flexibility.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1105 - Latin Cardio Dance

This course is designed to provide a variety of rhythmic Latin style dance movements into an exhilarating and challenging form of cardiorespiratory training, of low to moderate impact. The course will improve cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1106 - Core Training I

This course is designed to use innovative exercise concepts to develop muscular strength, muscular endurance and flexibility to the stabilizing muscles of the body which are primarily the abdominal and low back muscle groups, commonly referred to as the core. Typical activities will include integrated drills of calisthenics, stabilizing type exercises, stability ball training, partner drills, isometrics and flexibility training.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 1107 - Jogging I

This course is an introduction to jogging and how it relates to cardio respiratory endurance. This class will teach proper mechanics of jogging, different training strategies to improve physical fitness and proper safety while jogging.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

KINE 1108 - Walking I

This course provides instruction in the skills and concepts for a lifetime of walking for fitness. Emphasis is placed on the proper techniques and mechanics of efficient walking patterns and the components of health-related fitness and wellness.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1109 - Walking/Jogging I

This course provides instruction in the skills and concepts for a lifetime of walking/jogging for fitness. Emphasis is placed on the proper techniques and mechanics of efficient walking/jogging patterns and the components of health-related fitness and wellness.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NVC: Yes

PAC: Yes

SPC: Yes

KINE 1110 - Basketball I

This course is a skill development class for beginners. Students will work on daily drills and activities designed to increase skills in passing, dribbling, ball handling, defense, and shooting. Team skills will be learned after fundamentals have been mastered.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1111 - Indoor Cycling I

This course is a group exercise class designed to improve individual cardio respiratory fitness with the use of stationary bicycles.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1112 - Weight Training I

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Principles of strength training, safety guidelines and various training techniques are presented.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: No

SPC: No

KINE 1113 - Physical Conditioning I

This course emphasizes the development of cardio respiratory fitness, muscular strength, muscular endurance, flexibility and control of body fat. Typical activities include circuit training, the use of aerobic and weight machines, flexibility exercises and other activities.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

KINE 1114 - Cardio Boot Camp I

This course is an intermediate form of physical conditioning which combines high energy cardio respiratory activity with military-style physical training to improve muscular endurance, cardio respiratory fitness, flexibility, and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: No

SAC: Yes

SPC: No

KINE 1115 - Volleyball I

This course is a skill development class for beginners. Students in this class will learn forearm pass, overhead pass, and overhead serve. Individual and paired drills, lead-up games, and conditioning activities will prepare students for competition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1124 - Fencing II

Prerequisites: KINE 1123

This course is for students with credit in Fencing I or equivalent experience. Basic skills will be reviewed and refined. New and advanced skills and tactics will be introduced.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 1127 - Tennis I

This course is for true beginners and others with no previous instruction in tennis. Court movements, grips, forehand and backhand ground strokes, volleys, and serves will be covered.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1129 - Water Aerobics I

This course promotes the improvement of cardio respiratory endurance, muscular strength and endurance, flexibility and body composition through various aerobic style movement activities in water along with the use of specialized equipment. This non-impact form of exercise is excellent for those with joint discomfort and for those just beginning an exercise program. No swimming skills are required.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

KINE 1131 - Pilates I

This class focuses on physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1132 - Self Defense

This course is a basic self-defense class. In this class students will learn to apply basic self-defense through practical hands on training. Evasive measures, personal security, and the ability to deal with the consequences of reporting a crime will be discussed.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: No
PAC: Yes
SAC: Yes
SPC: No

KINE 1136 - Yoga I

This course introduces the student to the philosophy and practice of various types of yoga and may include Hatha Yoga, Iyengar yoga, Bikram yoga, Kundalini yoga, yoga for conditioning and fitness and yoga as a way to enhance physical, mental and spiritual well-being.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 1138 - Jazz Dance I

Cross-Listed With: DANC 1147

This course offers instruction and participation in jazz dance technique to include vocabulary, technique, history, and styles in jazz dance. Various pieces of choreography will be set in class. Same course as DANC 1147.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes
PAC: Yes
SAC: Yes

KINE 1139 - Ballet I

Cross-Listed With: DANC 1141

This course develops physical proficiency in the performance of basic ballet vocabulary while promoting an understanding of the principles, practices, and vocabulary common to ballet. Same course as DANC 1141.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1140 - Ballet Folklorico I

This course introduces basic footwork techniques emphasizing fundamentals of body placement, Vocabulary, and regions Mexican Folklorico Dance. Development of dance combinations to enhance technical skills, memory and performance qualities.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: No

KINE 1141 - Ballroom I

Cross-Listed With: DANC 1128

This course is an introduction to American social ballroom dancing. Basics in waltz, foxtrot, rumba, cha cha, tango, and swing will be presented. Emphasis is placed on footwork, lead/follow, timing/rhythm, styling and the blending of movements. Same course as DANC 1128

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1143 - Folk I

This course Introduces one or more traditional popular dance forms from various regions. Topics vary by semester and may include: Capoeira, Middle Eastern, African, Indian, Brazilian, German etc.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1145 - Modern Dance I

Cross-Listed With: DANC 1145

Introduction to the fundamentals of dance techniques, coordination of body parts, rhythm, and expressive qualities of movement. Same course as DANC 1145

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1146 - Spanish Ballet I (Flamenco I)

This course will introduce students to beginning principles of Flamenco movements to include "Compas" in a variety of Flamenco forms, "Palmas" or hand clapping, and "Taconeo" footwork to develop strength and speed, "Braceo" hand and arm movements unique to Flamenco, and the use of castanets.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1148 - Tap I

Cross-Listed With: DANC 1110

This course offers instruction and participation in basic tap dance to include vocabulary, technique, history and styles in tap. Various pieces of choreography will be set in class. Same course as DANC 1110.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 1149 - Swimming I

This course is designed for the non-swimmer or novice. Instruction includes the front crawl, elementary backstroke, diving, deep water skills and basic water safety.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1150 - Aquatic Conditioning I

Aquatic Conditioning is a lap swimming course. Students should be competent swimmers. Various training regimens and customized workouts will be used to improve cardio-respiratory endurance through interval training, sprint-work and distance workouts.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes
SPC: No

KINE 1301 - Foundations of Kinesiology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

Semester Hours: (3-3-0)

CIP: 31.0501.52 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 1304 - Personal/Community Health

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

Semester Hours: (3-3-0)

CIP: 51.1504.51 16

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 1306 - First Aid

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

Semester Hours: (3-3-0)

CIP: 51.1504.53 16

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1308 - Intramurals and Officiating

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course provides an opportunity for students to develop competency in designing, organizing, and promoting intramural programs. Emphasis on officiating techniques and procedures in various activities will be explored.

Semester Hours: (3-3-0)

CIP: 31.0101.51 23

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: No

KINE 1321 - Coaching I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Introduction to the discipline of coaching as well as several sub-disciplines relevant to the field. These sub-disciplines include: sports psychology, motor learning, growth and development, sport issues, sport in society, philosophy of sport, risk management in sport and technology in sport. Students will study each sub-discipline and observe their application in the field during a 20-hour service-learning internship.

Semester Hours: (3-3-0)

CIP: 31.0505.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 1338 - Concepts of Physical Fitness

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

Semester Hours: (3-3-0)

CIP: 31.0501.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 1346 - Drug Use & Abuse

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0305

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

Semester Hours: (3-3-0)

CIP: 51.1504.52 16

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 2101 - Aerobics II

Prerequisites: KINE 1101

This course will introduce the student to intermediate/advanced choreographed aerobic movements focusing primarily on the development of cardiorespiratory endurance. Classes will often include choreographed movements set to music and incorporate both hi/lo aerobics, step aerobics, and other aerobic movements. The course focus will also include the enhancement of muscular strength, muscular endurance, flexibility, and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

KINE 2102 - Cardio Combo II

Prerequisites: KINE 1102

This course combines intermediate level hi-lo impact dance aerobics, step aerobics, cardio kickboxing and circuit/interval type workouts to assist in the reduction of body fat and promote cardio respiratory and muscular endurance. Students will use body bars, free weights, resistance balls and other specialized equipment. Nutritional principles are discussed as well.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

KINE 2103 - Cardio Kickboxing II

Prerequisites: KINE 1103

This course is designed to use intermediate techniques of cardio kickboxing skills to improve cardio respiratory endurance, muscular strength and endurance, anaerobic threshold, and body composition. Training will consist of intermediate to advanced techniques in cardio kickboxing and contact strikes using gloves and punching bags. Traditional activities such as calisthenics, resistance training, jump rope training, and core muscle training will be included. Principles of interval training will be taught as well as theories of weight management, chronic and acute disease prevention, stress management, and basic anatomy and kinesiology.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 2105 - Latin Cardio Dance II

Prerequisites: KINE 1105

This course is designed to provide a variety of intermediate level rhythmic Latin style dance movements into an exhilarating and challenging form of cardiorespiratory training, of low to moderate impact. The course will improve cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

KINE 2106 - Core Training II

Prerequisites: KINE 1106 or instructor approval

This course is designed to provide intermediate level exercise concepts to develop muscular strength, muscular endurance and flexibility to the stabilizing muscles of the body which are primarily the abdominal and low back

muscle groups, commonly referred to as the core. Typical activities will include integrated drills of calisthenics, stabilizing type exercises, stability ball training, partner drills, isometrics and flexibility training.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 2107 - Jogging II

Prerequisites: KINE 1107 or instructor approval

This course is a continuation of Jogging I with a focus on increased cardio respiratory endurance. This course will expand on the training strategies from Jogging I with specific techniques to increase cardiorespiratory endurance.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2108 - Walking II

Prerequisites: KINE 1108 or instructor approval

This course is a continuation of KINE 1108. Students will participate in more rigorous walking and other activities related to physical fitness.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2110 - Basketball II

Prerequisites: KINE 1110 or instructor approval

This course is a continuation of Basketball I and will focus on the development of increased individual skills as well as introducing team strategies and techniques.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

KINE 2111 - Indoor Cycling II

Prerequisites: KINE 1111

This course is an advanced cardio respiratory conditioning group exercise class using stationary bicycles.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 2112 - Weight Training II

Prerequisites: KINE 1112 or permission of instructor.

This course is a continuation of KINE 1112. It emphasizes the further development of muscular strength and endurance through the application of more advanced training techniques with an emphasis on safety and body alignment.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

KINE 2113 - Physical Conditioning II

Prerequisites: KINE 1113 or instructor approval

This course is a continuation of KINE 1113 with a focus on more intense workouts and advanced techniques to promote cardiorespiratory endurance, muscular strength, muscular endurance, and flexibility.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 2114 - Cardio Boot Camp II

Prerequisites: KINE 1114

This course is an advanced form of physical conditioning which combines high energy cardio respiratory activity with military-style physical training to improve muscular endurance, cardio respiratory fitness, flexibility, and body composition.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: No

SAC: Yes

SPC: No

KINE 2115 - Volleyball II

Prerequisites: KINE 1115 or instructor approval

This course is a continuation of Volleyball I. Basic skills will be reviewed and tested as well as spiking, blocking, team offense, and team defense strategies.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 2127 - Tennis II

Prerequisites: KINE 1127

This course is designed for students with credit in Tennis I or the equivalent. Stroke refinement, game strategies, and advanced drills are included.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

KINE 2131 - Pilates II

Prerequisites: KINE 1131

This course is for students with credit in Pilates I or the equivalent. Students will engage in intermediate physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

KINE 2136 - Yoga II**Prerequisites:** KINE 1136

This course is for students with Yoga I or equivalent experiences. It includes the philosophy and practice of various types of yoga and may include Hatha Yoga, Iyengar yoga, Bikram yoga, Kundalini yoga, yoga for conditioning and fitness and yoga as a way to enhance physical, mental and spiritual well-being. Additional concepts and techniques will build on those learned in Yoga I.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

KINE 2138 - Jazz Dance II

Cross-Listed With: DANC 1148

Prerequisites: KINE 1138 or DANC 1147 or instructor approval

This course expands on the skills and knowledge acquired in KINE 1138/DANC 1147. Emphasis will be placed on technical progress. Increasingly challenging choreography will be set in class.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes
PAC: Yes

KINE 2139 - Ballet II

Cross-Listed With: DANC 1142

Prerequisites: DANC 1141 or KINE 1139

This course expands on the skills and knowledge acquired in KINE 1139/DANC 1141. Same course as DANC 1142.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2140 - Ballet Folklorico II

Cross-Listed With: DANC 1150

Prerequisites: KINE 1140

This course expands on the skills and knowledge acquired in Ballet Folklorico I. Emphasis will be placed on technical progress. Same course as DANC 1150

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: No

NVC: Yes

PAC: No

SAC: No

SPC: No

KINE 2141 - Ballroom II

Cross-Listed With: DANC 1129

Prerequisites: DANC 1128 or KINE 1141 or instructor approval

This course expands on skills and knowledge acquired in KINE 1141. Topics may vary by semester. Same course as DANC 1129

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2143 - Folk II

Prerequisites: KINE 1143

This course expands on skills and knowledge acquired in KINE 1143.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2145 - Modern Dance II

Cross-Listed With: DANC 1146

Prerequisites: KINE 1145 or DANC 1145, or instructor approval

This course expands on the skills and knowledge acquired in DANC 1146 or KINE 1145.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2146 - Spanish Ballet II (Flamenco)

Prerequisites: KINE 1146

This course expands on skills and knowledge acquired in KINE 1146.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NVC: Yes

PAC: Yes

SAC: Yes

KINE 2148 - Tap II

Prerequisites: KINE 1148 or DANC 1110

This course expands on the skills and knowledge acquired in KINE 1148.

Semester Hours: (1-0-3)

CIP: 36.0114.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 2149 - Swimming II

This course includes instruction beyond the Swimming I level. Instruction includes front and back crawl, sidestroke, breaststroke, elementary backstroke and butterfly. Additional deep water skills and basic water safety is included. Students who enroll in this class should be comfortable in deep water and have the ability to swim the front crawl stroke for a distance of 25 yards.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

KINE 2150 - Aquatic Conditioning II

Prerequisites: KINE 1150 or instructor approval

This course is a continuation of of Aquatic Conditioning I which is a lap swimming course. Various training regimens and customized workouts will be used to improve cardio-respiratory endurance and swim performance. Swim assessments will include longer distances.

Semester Hours: (1-0-3)

CIP: 36.0108.51 23

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

LATI 2311 - Intermediate Latin I

Prerequisites: LATI 1312 or departmental approval

This course provides review and further mastery through readings in Roman civilization and history based on Latin prose authors. This is a continuation of LATI 1312 .

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.1203.52 13

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

LATI 2312 - Intermediate Latin II

Prerequisites: LATI 2311 or departmental approval.

Review and further mastery through readings in Roman civilization and history based on the study of Latin poets.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal

Responsibility.

Semester Hours: (3-3-0)

CIP: 16.1203.52 13

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

LMGT 1319 - Introduction to Business Logistics

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

Semester Hours: (3-3-0)

CIP: 52.0203

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

LMGT 1323 - Domestic and International Transportation Management

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

Semester Hours: (3-3-0)

CIP: 52.0203

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

LMGT 1325 - Warehouse and Distribution Center Management

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

Semester Hours: (3-3-0)

CIP: 52.0203

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

LMGT 1340 - Contemporary Logistics Issues

Exploration of relevant and changing topics in the logistics management field. Includes group projects, interaction with local industry, class lectures, and case studies.

Semester Hours: (3-3-0)

CIP: 52.0203

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

LMGT 2330 - International Logistics Management

Prerequisites: Departmental Approval

Identification of the principles and practices involved in international distribution systems including the multinational corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships.

Semester Hours: (3-3-0)

CIP: 52.0203

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

LMGT 2388 - Internship: Logistics and Materials Management**Prerequisites:** Completion of all formal course work for the AAS Degree or Departmental Approval

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.

Semester Hours: (3-0-9)**CIP:** 52.0203**Offered at:**

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MATH 0055 - MATH Refresher

This course is designed to improve upon students' math skills in order to help provide a greater opportunity for success on the math portion of the placement exam. Topics range from basic arithmetic through algebra, including, but not limited to, operations on numbers, linear equations, factoring, quadratics, rational expression, radicals, and appropriate applications.

Semester Hours: (0-0-1)**CIP:** 32.0104.54.19**Offered at:**

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 0300 - Basic Mathematics

Prerequisites: Placement by Accuplacer

Topics include operations on whole numbers, fractions, decimals, and integers; order of operations; and appropriate applications.

Semester Hours: (3-3-1)

CIP: 32.0104.51 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MATH 0301 - Introduction to Algebra

Prerequisites: A grade of C or better in MATH 0300 or placement by Accuplacer

Math Basic Skills Prerequisite: MATH 0305

Topics include natural number exponents; algebraic expressions; linear equations and inequalities; concepts of lines; and appropriate applications.

Semester Hours: (3-3-1)

CIP: 32.0104.51 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MATH 0302 - Elementary Algebra

Prerequisites: A grade of C or better in MATH 0301 or placement by Accuplacer

Math Basic Skills Prerequisite: MATH 0305

Topics include integer exponents; polynomials; factoring; rational expressions; rational equations; and appropriate applications.

Semester Hours: (3-3-1)

CIP: 32.0104.51 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: No

MATH 0303 - Intermediate Algebra

Prerequisites: A grade of C or better in MATH 0302 or placement by Accuplacer

Math Basic Skills Prerequisite: MATH 0310

Topics include rational exponents; radicals; linear and quadratic equations, linear systems; concepts of relations and functions; and appropriate applications.

Semester Hours: (3-3-1)

CIP: 32.0104.51 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: No

MATH 0305 - Pre-Algebra

Prerequisites: TSI score MATH336 or TSI Math Numeracy ABE score 5-6

This course includes operations with whole numbers, fractions, decimals, and signed numbers; ratios, rates, and proportions; percents; problem solving in contextualized format; measurements; order of operations, natural number exponents, algebraic expressions, solving linear equations in one variable, and informal geometry.

Semester Hours: (3-3-1)

CIP: 32.0104.51.19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 0310 - Elementary Algebra

Prerequisites: TSI score MATH 337-342 or ALEKS score 35-59

Math Basic Skills Prerequisite: MATH 0305

This course includes algebraic expressions, linear equations and inequalities in one variable, graphing linear equations in two variables, systems of equations, exponents, polynomials, and basic factoring.

Semester Hours: (3-3-1)

CIP: 32.0104.51.19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 0320 - Intermediate Algebra

Prerequisites: TSI score MATH 343-349 or ALEKS score 60-79

Math Basic Skills Prerequisite: MATH 0310

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Semester Hours: (3-3-1)

CIP: 32.0104.52.19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 0442 - Pre-Stat

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: Appropriate placement score

This course is intended to prepare students for MATH 1442 - Elementary Statistical Methods, a college level Core Math course. Topics include a review of real numbers, order of operations, and linear equations, as well as an introduction to quadratic and exponential equations, statistical graphs, basic probability and logic, and function notation

Semester Hours: (4-4-0)

CIP: 32.0104.51.19

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

MATH 1314 - College Algebra

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (3-3-0)

CIP: 27.0101.54 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1316 - Plane Trigonometry

Prerequisites: MATH 1414

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

Semester Hours: (3-3-0)

CIP: 27.0101.53 19

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1324 - Mathematics for Business & Social Sciences

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. (The content level of MATH 1324 is expected to be at or above the level of college algebra, MATH 1314.)

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (3-3-0)

CIP: 27.0301.52 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1325 - Calculus for Business & Social Sciences

Prerequisites: MATH 1324 or MATH 1414 with a grade of C or better or MATH 1314 with a grade of A

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

Semester Hours: (3-3-0)

CIP: 27.0301.53 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1332 - Contemporary Math I (Math for Liberal Arts Majors I)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

This course includes an introduction to treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (3-3-0)

CIP: 27.0101.51 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1350 - Fundamentals of Mathematics I for Teachers

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent

This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

Semester Hours: (3-3-0)

CIP: 27.0101.56 19

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 1351 - Fundamentals of Mathematics II for Teachers

Prerequisites: MATH 1350 with a grade of "C" or better, or equivalent

This course includes concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.

Semester Hours: (3-3-0)

CIP: 27.0101.60 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 1414 - College Algebra (Precal Track)

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (4-4-0)

CIP: 27.0101.54 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 1442 - Elementary Statistical Methods

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Semester Hours: (4-4-0)

CIP: 27.0501.51 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2318 - Linear Algebra

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

Semester Hours: (3-3-0)

CIP: 27.0101.61 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2320 - Differential Equations

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

Semester Hours: (3-3-0)

CIP: 27.0301.51 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2412 - Precalculus

Prerequisites: MATH 1414 with a grade of "C" or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (4-4-0)

CIP: 27.0101.58 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2413 - Calculus I

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent or permission by department

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

This course fulfills the Mathematics foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, and Empirical Quantitative Skills.

Semester Hours: (4-4-0)

CIP: 27.0101.59 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2414 - Calculus II

Prerequisites: MATH 2413 with a grade of "C" or better, or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Semester Hours: (4-4-0)

CIP: 27.0101.59 19

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MATH 2415 - Calculus III

Prerequisites: MATH 2414 with a grade of C or better, or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

Semester Hours: (4-4-0)

CIP: 27.0101.59 19

Offered at:

NLC: Yes

NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MATH 2442 - Elementary Statistical Method (Business Majors)

Prerequisites: MATH 1324 or equivalent

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This course is a non-calculus introduction of basic statistical and quantitative techniques for business and economics. Topics include descriptive statistics, measures of location and dispersion, elementary probability functions (discrete and continuous distributions), expected value, random variables, sampling distributions, analysis of measurements (confidence intervals and hypothesis testing), and analysis of paired data (linear and correlation). Electronic spreadsheets and/or statistical software will be utilized for analyzing and interpreting data.

Semester Hours: (4-4-0)

CIP: 27.0501.51 19

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

MCHN 1320 - Precision Tools and Measurement

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (3-2-3)

CIP: 48.0501

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MCHN 1338 - Basic Machine Shop I

A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

Semester Hours: (3-2-4)

CIP: 48.0501

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MCHN 1426 - Introduction to Computer-Aided Manufacturing (CAM)

A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library.

Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (4-2-4)

CIP: 48.0501

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MCHN 2266 - Practicum (or Field Experience) - Machine Tool Technology/Machinist

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Recommended Basic Skills prerequisites: MATH 0305

Semester Hours: (2-0-20)

CIP: 48.0501

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MRKG 1301 - Customer Relations

General principles of customer relationship management including skills, knowledge, attitudes, and behaviors.

Semester Hours: (3-3-0)

CIP: 52.1401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

MRKG 1302 - Principles of Retailing

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (3-3-0)

CIP: 52.1401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

MRKG 1311 - Principles of Marketing

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. Recommended Basic Skills prerequisites: INRW 0305, MATH 0305

Semester Hours: (3-3-0)

CIP: 52.1401

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MRKG 1313 - Public Relations

Exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.

Semester Hours: (3-3-0)

CIP: 52.1401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

MRKG 2333 - Principles of Selling

This course is an overview of the selling process. It will identify the elements of the communications process between buyers and sellers. Examination of this course will focus on the legal and ethical issues of organizations which affect salespeople.

Semester Hours: (3-3-0)

CIP: 52.1401

Offered at:

NLC: No

NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

MRKG 2380 - Cooperative Education - Marketing/Marketing Management, General

Career-related activities encountered in the students 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.

Semester Hours: (3-1-20)

CIP: 52.1401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

MSCI 1101 - Fundamentals of Leadership and Management I

Prerequisites: Eligible to take ENGL 1301

The focus of this course is the organization of the U.S. Army and ROTC; career opportunities for ROTC graduates and the military as a profession. Customs and traditions of the service, development of leadership potential and introduction to map reading. ROTC course. There is no military obligation with this course.

Semester Hours: (1-1-2)

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MSCI 1102 - Fundamentals of Leadership and Management II

Prerequisites: Eligible to take ENGL 1301

The focus of this course is leadership studies of problems facing junior leaders in today's U.S. Army in non-combat

situations. Effects of technological and sociological change on the military, continuation of customs and traditions of the service, advance development of leadership potential and basic military skills training. ROTC course. There is no military obligation with this course.

Semester Hours: (1-1-2)

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MSCI 2201 - Applied Leadership and Management I

Prerequisites: Eligible to take ENGL 1301

The focus of this course is to learn and apply ethics-based leadership skills that develop individuals' abilities and contribute to the building of effective teams in the U.S. Army. The course includes developing skills in oral presentation, writing effectively, planning events using the five paragraph operations order, and identifying values that affect U.S. Army ROTC leader obligations. There is no military obligation associated with this course. ROTC course.

Semester Hours: (2-2-2)

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MSCI 2202 - Applied Leadership and Management II

Prerequisites: Eligible to take ENGL 1301

The focus of this course is basic leadership and team building techniques, along with detailed instruction in map reading and land navigation skills in the U.S. Army. The course focuses on decision making and supervision using the military decision-making process and steps of the troop leading procedures including extensive instruction on the use of topographic maps and compasses, terrain analysis, and practical application of land navigation skills. ROTC course. There is no military obligation associated with this course.

Semester Hours: (2-2-2)

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

MUAP 1103 - Violin

Individual instruction in violin. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1119 - Flute

Individual instruction in flute. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1131 - Clarinet

Individual instruction in clarinet. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes

PAC: Yes
SAC: Yes
SPC: No

MUAP 1135 - Saxophone

Individual instruction in saxophone. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1139 - Trumpet/Cornet

Corequisites: Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1147 - Trombone

Individual instruction in trombone. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1159 - Percussion

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1161 - Bajo Sexto - Non-Major Applied Study

Individual instruction in bajo sexto. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

MUAP 1163 - Guitar

Individual instruction in guitar. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

MUAP 1171 - Piano

Individual instruction in piano. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

MUAP 1183 - Voice

Individual instruction in voice. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

MUAP 1187 - Double Bass

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

MUAP 1189 - Electric Bass

Individual instruction in electric bass. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: No

MUAP 1190 - Accordion

Individual instruction in accordion. May be repeated for credit.

Semester Hours: (1-1-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MUAP 1201 - Violin

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1202 - Violin

Prerequisites: MUAP 1201 or instructor permission

Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1213 - Double Bass

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1214 - Double Bass

Prerequisites: MUAP 1213 or instructor permission

Corequisites: Any MUEN course

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1215 - Electric Bass

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in electric bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1216 - Electric Bass

Prerequisites: MUAP 1215 or instructor permission

Corequisites: Any MUEN course

Individual instruction in electric bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 1217 - Flute

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in flute. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1218 - Flute

Prerequisites: MUAP 1217 or instructor permission

Corequisites: Any MUEN course

Individual instruction in flute. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1229 - Clarinet

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in clarinet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1230 - Clarinet

Prerequisites: MUAP 1229 or instructor permission

Corequisites: Any MUEN course

Individual instruction in clarinet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1233 - Saxophone

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in saxophone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1234 - Saxophone

Prerequisites: MUAP 1233 or instructor permission

Corequisites: Any MUEN course

Individual instruction in saxophone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1237 - Trumpet / Cornet

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1238 - Trumpet / Cornet

Prerequisites: MUAP 1237 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1245 - Trombone

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in trombone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1246 - Trombone

Prerequisites: MUAP 1245 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trombone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

MUAP 1257 - Percussion

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1258 - Percussion

Prerequisites: MUAP 1257 or instructor permission

Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1261 - Guitar

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1262 - Guitar

Prerequisites: MUAP 1261 or instructor permission

Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1263 - Bajo Sexto I

Individual instruction in bajo sexto. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

MUAP 1264 - Freshman Level Guitar II

Prerequisites: MUAP 1264 or instructor permission

Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MUAP 1269 - Piano

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

MUAP 1270 - Piano

Prerequisites: MUAP 1269 or instructor permission

Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1281 - Voice

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 1282 - Voice

Prerequisites: MUAP 1281 or instructor permission

Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 1291 - Accordion

Prerequisites: Instructor permission

Corequisites: Any MUEN course

Individual instruction in accordion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MUAP 1292 - Accordion

Prerequisites: MUAP 1291 or instructor permission

Corequisites: Any MUEN course

Individual instruction in accordion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MUAP 2201 - Violin

Prerequisites: MUAP 1202 or instructor permission

Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2202 - Violin

Prerequisites: MUAP 2201 or instructor permission

Corequisites: Any MUEN course

Individual instruction in violin. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2213 - Double Bass

Prerequisites: MUAP 1214 or instructor permission

Corequisites: Any MUEN course

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2214 - Double Bass

Prerequisites: MUAP 2213 or instructor permission

Corequisites: Any MUEN course

Individual instruction in double bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes
SPC: Yes

MUAP 2215 - Electric Bass

Prerequisites: MUAP 1216 or instructor permission

Corequisites: Any MUEN course

Individual instruction in electric bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 2216 - Electric Bass

Prerequisites: MUAP 2215 or instructor permission

Corequisites: Any MUEN course

Individual instruction in electric bass. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUAP 2217 - Flute

Prerequisites: MUAP 1218 or instructor permission

Corequisites: Any MUEN course

Individual instruction in flute. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2218 - Flute

Prerequisites: MUAP 2217 or instructor permission

Corequisites: Any MUEN course

Individual instruction in flute. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2229 - Clarinet

Prerequisites: MUAP 1230 or instructor permission

Corequisites: Any MUEN course

Individual instruction in clarinet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2230 - Clarinet

Prerequisites: MUAP 2229 or instructor permission

Corequisites: Any MUEN course

Individual instruction in clarinet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2233 - Saxophone

Prerequisites: MUAP 1234 or instructor permission

Corequisites: Any MUEN course

Individual instruction in saxophone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2234 - Saxophone

Prerequisites: MUAP 2233 or instructor permission

Corequisites: Any MUEN course

Individual instruction in saxophone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2237 - Trumpet / Cornet

Prerequisites: MUAP 1238 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

MUAP 2238 - Trumpet / Cornet

Prerequisites: MUAP 2237 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trumpet / cornet. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2245 - Trombone

Prerequisites: MUAP 1246 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trombone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2246 - Trombone

Prerequisites: MUAP 2245 or instructor permission

Corequisites: Any MUEN course

Individual instruction in trombone. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2257 - Percussion

Prerequisites: MUAP 1258 or instructor permission

Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2258 - Percussion

Prerequisites: MUAP 2257 or instructor permission

Corequisites: Any MUEN course

Individual instruction in percussion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2261 - Guitar

Prerequisites: MUAP 1262 or instructor permission

Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2262 - Guitar

Prerequisites: MUAP 2261 or instructor permission

Corequisites: Any MUEN course

Individual instruction in guitar. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2269 - Piano

Prerequisites: MUAP 1270 or instructor permission

Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUAP 2270 - Piano

Prerequisites: MUAP 2269 or instructor permission

Corequisites: Any MUEN course

Individual instruction in piano. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes
SPC: Yes

MUAP 2281 - Voice

Prerequisites: MUAP 1282 or instructor permission

Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2282 - Voice

Prerequisites: MUAP 2281 or instructor permission

Corequisites: Any MUEN course

Individual instruction in voice. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUAP 2291 - Accordion

Prerequisites: MUAP 1292 or instructor permission

Corequisites: Any MUEN course

Individual instruction in accordion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MUAP 2292 - Accordion

Prerequisites: MUAP 2291 or instructor permission

Corequisites: Any MUEN course

Individual instruction in accordion. May be repeated for credit.

Semester Hours: (2-2-0)

CIP: 50.0903.54 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MUEN 1121 - Wind Ensemble

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.55 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUEN 1122 - Jazz Ensemble

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.55 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUEN 1132 - Instrumental Chamber Ensemble

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.56 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUEN 1135 - Beginning Mariachi Ensemble

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.56 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MUEN 1136 - Intermediate Mariachi Ensemble

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.56 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MUEN 1137 - Advanced Mariachi Ensemble

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.56 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: No

SPC: No

MUEN 1138 - Ensemble Conjunto

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.56 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

MUEN 1141 - Concert Choir

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.57 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUEN 1158 - Jazz Show Choir

Prerequisites: Instructor permission

This ensemble is not limited to music majors. May be repeated for credit.

Semester Hours: (1-0-3)

CIP: 50.0903.58 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: Yes

MUSI 1114 - Keyboard Harmony I

Corequisites: MUSI 1211 , MUSI 1216

Keyboard study correlating with the analysis and writing of tonal melody, diatonic harmony up to and including chords and small compositional forms.

Semester Hours: (1-1-1)

CIP: 50.0904.51 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUSI 1115 - Keyboard Harmony II

Prerequisites: MUSI 1114

Corequisites: MUSI 1212 , MUSI 1217

Continuation of MUSI 1114.

Semester Hours: (1-1-1)

CIP: 50.0904.51 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUSI 1116 - Elementary Ear Training and Sight Singing I

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony.

Semester Hours: (1-0-3)

CIP: 50.0904.56.26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MUSI 1117 - Elementary Ear Training and Sight Singing II

Prerequisites: MUSI 1116

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study including dictation, of rhythm, melody, and diatonic harmony.

Semester Hours: (1-0-3)

CIP: 50.090.56.26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MUSI 1181 - Piano Class I

Class instruction in the fundamentals of keyboard technique for beginning piano students

Semester Hours: (1-1-1)

CIP: 50.0907.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1182 - Piano Class II

Prerequisites: MUSI 1181 or instructor permission

Class instruction in the fundamentals of keyboard technique for beginning piano students.

Semester Hours: (1-1-1)

CIP: 50.0907.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1183 - Voice Class I

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no previous voice training

Semester Hours: (1-1-1)

CIP: 50.0908.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1188 - Percussion Class I

Class instruction in the fundamental techniques of playing and teaching percussion instruments.

Semester Hours: (1-1-1)

CIP: 50.0903.51 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes
SAC: Yes
SPC: Yes

MUSI 1192 - Guitar Class I

Class instruction in the fundamental techniques of playing and teaching guitar.

Semester Hours: (1-1-1)

CIP: 50.0911.51 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUSI 1217 - Elementary Sight Singing and Ear Training II

Prerequisites: MUSI 1216

Corequisites: MUSI 1212 /MUSI 1312; MUSI 1115 (or appropriate keyboard course), if offered

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony

Semester Hours: (2-2-0)

CIP: 50.0904.56 26

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUSI 1306 - Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0902.51 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1308 - Music Literature I

Prerequisites: Instructor permission

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Semester Hours: (3-3-0)

CIP: 50.0902.52 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1309 - Music Literature II

Prerequisites: Instructor permission

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0902.52 26

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1310 - American Music

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

This course fulfills the Creative Arts foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 50.0902.53 26

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 1311 - Music Theory I

Prerequisites: MUSI 1301 and/or MUSI 1302 , or instructor permission

Corequisites: MUSI 1216 ; MUSI 1114 (or appropriate keyboard course), if offered

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Semester Hours: (3-3-0)

CIP: 50.0904.51 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MUSI 1312 - Music Theory II

Prerequisites: MUSI 1311

Corequisites: MUSI 1217; MUSI 1115 (or appropriate keyboard course), if offered

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Semester Hours: (3-3-0)

CIP: 50.0904.51 26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MUSI 2114 - Keyboard Harmony III

Prerequisites: MUSI 1115

Corequisites: MUSI 2211 , MUSI 2216

Continuation of MUSI 1115

Semester Hours: (1-1-1)

CIP: 50.0904.51 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

MUSI 2115 - Keyboard Harmony IV

Prerequisites: MUSI 2114

Corequisites: MUSI 2212 , MUSI 2217

Continuation of MUSI 2114.

Semester Hours: (1-1-1)

CIP: 50.0904.51 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

MUSI 2116 - Advanced Ear Training and Sight Singing I

Prerequisites: MUSI 1117

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Semester Hours: (1-0-3)

CIP: 50.0904.57.26

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

MUSI 2117 - Advanced Ear Training and Sight Singing II

Prerequisites: MUSI 2116

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Semester Hours: (1-0-3)

CIP: 50.0904.57.26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MUSI 2181 - Piano Class III

Prerequisites: MUSI 1182 or instructor permission

Class instruction in the fundamentals of keyboard technique for beginning piano students

Semester Hours: (1-1-1)

CIP: 50.0907.51 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

MUSI 2182 - Piano Class IV

Prerequisites: MUSI 2181 or instructor permission

Class instruction in the fundamentals of keyboard technique for beginning piano students

Semester Hours: (1-1-1)

CIP: 50.0907.51 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes
SPC: Yes

MUSI 2216 - Advanced Sight Singing and Ear Training I

Prerequisites: MUSI 1217

Corequisites: MUSI 2211 /MUSI 2311; MUSI 2114 (or appropriate keyboard course), if offered

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Semester Hours: (2-2-0)

CIP: 50.0904.57 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUSI 2217 - Advanced Sight Singing and Ear Training II

Prerequisites: MUSI 2216

Corequisites: MUSI 2212 /MUSI 2312; MUSI 2115 (or appropriate keyboard course), if offered

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Semester Hours: (2-2-0)

CIP: 50.0904.57 26

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

MUSI 2311 - Music Theory III

Prerequisites: MUSI 1312

Corequisites: MUSI 2216; MUSI 2114 (or appropriate keyboard course), if offered

Advanced harmony, part writing, keyboard analysis and writing of more advanced tonal harmony, including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard

Semester Hours: (3-3-0)

CIP: 50.0904.52 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MUSI 2312 - Music Theory IV

Prerequisites: MUSI 2311

Corequisites: MUSI 2217; MUSI 2115 (or appropriate keyboard course), if offered

Advanced harmony, part writing, keyboard analysis and writing of more advanced tonal harmony, including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard

Semester Hours: (3-3-0)

CIP: 50.0904.52 26

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

MUSI 2389 - Academic Cooperative in Music

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

An instructional program designed to integrate on-campus study with practical hands-on work experience in music. In conjunction with class seminars, the individual student will set goals and objectives in the study of music and performance.

Semester Hours: (3-3-0)

CIP: 24.0103.52 12

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

OSHT 1301 - Introduction to Safety and Health

An introduction to the basic concepts of safety and health.

Semester Hours: (3-3-1)

CIP: 15.0701

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PHIL 1301 - Introduction to Philosophy

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 38.0101.51 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PHIL 1304 - Introduction to World Religions

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

A comparative study of various world religions.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 38.0201.52 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PHIL 2303 - Introduction to Logic

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 38.0101.52 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PHIL 2306 - Introduction to Ethics

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 38.0101.53 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PHIL 2307 - Introduction to Social and Political Philosophy

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Critical examination of the major theories concerning the organization of societies and government.

Semester Hours: (3-3-0)

CIP: 38.0101.54 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: No

PHYS 1305 - Introductory Physics I Lecture

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This is a non-technical course that explores some of the fundamental rules of nature. The topics of motion, mechanics, heat, and sound are presented in a conceptual format. This course is recommended for students with no previous physics experience and for those who do not need a math-intensive course as a prerequisite for further work in science, engineering, mathematics, or medicine.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (3-3-0)

CIP: 40.0801.51 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

PHYS 1401 - General Physics I

Prerequisites: MATH 2412 or MATH 1316 with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course fulfills the requirement for a technical course in physics with a laboratory component for programs such as medicine, dentistry, pharmacy, and architecture. The fundamentals of mechanics, heat, and sound are presented in a problem solving context. Computer applications relevant to course content may be utilized.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0801.53 03

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

PHYS 1402 - General Physics II

Prerequisites: PHYS 1401 or equivalent with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course fulfills the requirement for a technical course in physics with a laboratory component for programs such as medicine, dentistry, pharmacy, and architecture. It follows PHYS 1401 with an exposition of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Computer applications relevant to course content may be utilized.

Semester Hours: (4-3-3)

CIP: 40.0801.53 03

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

PHYS 1405 - Introductory Physics I

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

This course stresses the importance of science in the modern world, while not requiring a mathematical background beyond algebra. Topics include mechanics, heat, and sound.

Semester Hours: (4-3-3)

CIP: 40.0801.51.03

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PHYS 1407 - Introductory Physics II

Prerequisites: PHYS 1405 or equivalent with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0320

Topics to be covered include electricity and magnetism, light, and atomic nuclear physics. Laboratory experience is part of the course.

Semester Hours: (4-3-3)

CIP: 40.0801.51 03

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PHYS 2425 - University Physics I

Prerequisites: MATH 2413 or equivalent with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving; basic laboratory experiments supporting the theoretical principles presented as well as experimental design, data collection and analysis, and preparation of laboratory reports.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0801.54 03

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

PHYS 2426 - University Physics II

Prerequisites: PHYS 2425 and MATH 2414 or equivalents with a C or better

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course follows PHYS 2425. Topics include the basic principles and applications of electricity, magnetism, electromagnetic waves, optical phenomena, and selected topics in modern physics. Emphasis is on problem solving and integrating concepts from mechanics and calculus. Computer applications relevant to course content may be utilized.

This course fulfills the Life and Physical Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Teamwork.

Semester Hours: (4-3-3)

CIP: 40.0801.54 03

Offered at:

NLC: No
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

POFI 1301 - Computer Applications I

Prerequisites: Basic computer skills or POFT 1329 or 25 words per minute keyboarding skill

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

Semester Hours: (3-3-1)

CIP: 52.0407

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

POFI 1341 - Computer Applications II

Prerequisites: POFI 1301

Continued study of current computer terminology and technology. Advanced skill development in computer hardware,

software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

Semester Hours: (3-3-1)

CIP: 52.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

POFI 1349 - Spreadsheets

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

Semester Hours: (3-3-1)

CIP: 52.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

POFI 2301 - Word Processing

Prerequisites: Basic computer skills or POFT 1329 or 25 words per minute keyboarding skill

Word processing software focusing on business applications.

Semester Hours: (3-3-1)

CIP: 52.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

POFI 2331 - Desktop Publishing

Prerequisites: Proficiency in word processing software

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

Semester Hours: (3-2-3)

CIP: 52.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: No

POFI 2340 - Advanced Word Processing

Prerequisites: POFI 2301 or ITSW 1301 or MOS certification

Advanced word processing techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

Semester Hours: (3-3-1)

CIP: 52.0407

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFL 1305 - Legal Terminology

Overview of the areas of law and legal professions, including spelling, pronunciation, and definition of legal terms.

Semester Hours: (3-3-0)

CIP: 22.0301

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

POFT 1120 - Job Search Skills

Skills to seek and obtain employment in business and industry.

Semester Hours: (1-1-1)

CIP: 52.0401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

POFT 1227 - Introduction to Keyboarding

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Semester Hours: (2-1-3)

CIP: 52.0408

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

POFT 1232 - Workplace Diversity

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment.

Semester Hours: (2-2-0)

CIP: 52.0204

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: Yes

POFT 1301 - Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Semester Hours: (3-3-0)

CIP: 52.0501

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

POFT 1307 - Proofreading and Editing

Prerequisites: POFT 1301 or department approval

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

Semester Hours: (3-3-0)

CIP: 52.0501

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

POFT 1309 - Administrative Office Procedures I

Prerequisites: Basic keyboarding skills

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Semester Hours: (3-3-0)

CIP: 52.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 1313 - Professional Workforce Preparation

Preparation for the work force including ethics, interpersonal relations, professional attire, and career advancement.

Semester Hours: (3-3-0)

CIP: 52.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 1319 - Records and Information Management I

Introduction to basic records information management filing systems including manual and electronic filing.

Semester Hours: (3-3-0)

CIP: 52.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 1321 - Business Math

Fundamentals of business mathematics including analytical and critical thinking skills.

Semester Hours: (3-3-0)

CIP: 52.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 1325 - Business Math Using Technology

Skill development in business math problem-solving skills using electronic technology.

Semester Hours: (3-3-0)

CIP: 52.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

POFT 1329 - Beginning Keyboarding

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Semester Hours: (3-3-1)

CIP: 52.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 1345 - Shorthand/Notetaking I

Prerequisites: Basic document production proficiency

An introduction to short hand/note taking principles. Practice in accurate reading and writing of notes to produce mailable documents from dictation.

Semester Hours: (3-2-3)

CIP: 52.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

POFT 2301 - Intermediate Keyboarding

Prerequisites: Basic computer skills or POFT 1329 or 25 words per minute keyboarding skill

A continuation of keyboarding skills emphasizing speed, accuracy levels and formatting documents.

Semester Hours: (3-3-1)

CIP: 52.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

POFT 2303 - Speed and Accuracy Building

Prerequisites: Basic computer skills or POFT 1329 or 25 words per minute keyboarding skill

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.

Semester Hours: (3-3-0)

CIP: 52.0408

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes
SPC: No

POFT 2312 - Business Correspondence and Communication

Prerequisites: POFT 1301 or department approval

Development of writing and presentation skills to produce effective business communications.

Semester Hours: (3-3-0)

CIP: 52.0501

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

POFT 2380 - Cooperative Education - Administrative Assistant and Secretarial Science, General

Prerequisites: Sophomore standing and approval of workstation by instructor/coordinator

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.

Semester Hours: (3-1-20)

CIP: 52.0401

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: Yes
SPC: No

POFT 2457 - Certified Professional Secretary Examination Preparation

Prerequisites: Departmental approval.

Demonstrate mastery of all components of the Certified Professional Secretary Examination.

Semester Hours: (4-3-3)

CIP: 52.0401

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PSYC 1300 - Learning Framework

Cross-Listed With: EDUC 1300

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Math Basic Skills Prerequisite: MATH 0305

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Semester Hours: (3-3-0)

CIP: 42.2701.51 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

PSYC 2301 - General Psychology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior and mental processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 42.0101.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

PSYC 2306 - Human Sexuality

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of the psychological, sociological, and physiological aspects of human sexuality.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 42.0101.53 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

PSYC 2307 - Adolescent Psychology I

This course examines the relationship of the physical, emotional, social, and mental factors of growth and development in early adolescence with particular emphasis on behavior, self-image, interpersonal relationships, and motivation.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 42.0701.51 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: No

PSYC 2308 - Child Psychology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during childhood.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 42.0701.51 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: No
SPC: Yes

PSYC 2314 - Lifespan Growth and Development

Prerequisites: PSYC 2301

Study of the relationship of the physical, emotional, social and mental factors of growth and development of the individual throughout the lifespan.

Semester Hours: (3-3-0)

CIP: 42.0701.51 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes

SAC: Yes
SPC: Yes

PSYC 2316 - Psychology of Personality

Prerequisites: PSYC 2301

Study of various approaches to determinants, development, and assessment of personality.

Semester Hours: (3-3-0)

CIP: 42.0101.57 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PSYC 2319 - Social Psychology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 42.1601.51 25

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

PTAC 1302 - Introduction to Process Technology

An introduction overview of the various processing industries.

Semester Hours: (3-3-0)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 1310 - Process Technology I - Equipment

Prerequisites: PTAC 1302

Introduction to the use of common processing equipment.

Semester Hours: (3-2-3)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 1332 - Process Instrumentation I

Prerequisites: PTAC 1302

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting.

Semester Hours: (3-2-4)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 1350 - Industrial Economics

Math Basic Skills Prerequisite: MATH 0310

Examination of the profitability factors of plant operations including personnel and business strategies.

Semester Hours: (3-3-0)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 1454 - Industrial Processes

Prerequisites: PTAC 1302

The study of the common types of industrial processes.

Semester Hours: (4-3-4)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 2314 - Principles of Quality

Prerequisites: PTAC 1302

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

Semester Hours: (3-3-0)

CIP: 41.0301

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTAC 2336 - Process Instrumentation II

Prerequisites: PTAC 1332 or INCR 1302

Continued study of the instruments and control systems used in the process industries including terminology, process variables, symbology, control loops, and troubleshooting.

Semester Hours: (3-2-4)

CIP: 41.0301

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTAC 2346 - Process Troubleshooting

Prerequisites: PTAC 2420

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

Semester Hours: (3-2-4)

CIP: 41.0301

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTAC 2420 - Process Technology II - Systems

Prerequisites: PTAC 1310 and PTAC 1332

A study of the various process systems, including related scientific principles.

Semester Hours: (4-3-3)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTAC 2438 - Process Technology III - Operations

Prerequisites: PTAC 2420

This course emphasizes activities associated with the hands-on operation of process equipment.

Semester Hours: (4-3-3)

CIP: 41.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTRT 1301 - Introduction to Petroleum Industry

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

Semester Hours: (3-3-0)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

PTRT 1307 - Recovery and Production Methods

Describe natural reservoir drive mechanisms, and artificial lift methods; identify the components of lift surface systems; identify factors used to select; and describe basic life and recovery methods.

Semester Hours: (3-3-1)

CIP: 15.0903

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTRT 1309 - Corrosion Basics

Principles of corrosion as it applies to oil and gas industries. Addresses the deterioration of materials, devices, and pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

Semester Hours: (3-2-4)

CIP: 15.0903

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTRT 1321 - Oil Field Hydraulics

Study of well control practices applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

Semester Hours: (3-3-1)

CIP: 15.0903

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTRT 1324 - Petroleum Instrumentation

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

Semester Hours: (3-2-4)

CIP: 15.0903

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTRT 2323 - Natural Gas Production

Prerequisites: PTRT 1301

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems.

Semester Hours: (3-2-4)

CIP: 15.0903

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

PTRT 2331 - Well Completions

Drilling and wellbore analysis data to develop a well completion plan.

Semester Hours: (3-3-1)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

Ptrt 2332 - Artificial Lift

Practical aspects of artificial lift in production systems.

Semester Hours: (3-2-3)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

Ptrt 2335 - Basic Pipeline Operations

An overview of pipeline design, maintenance, and operations, including safety and regulatory compliance.

Semester Hours: (3-3-1)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

Ptrt 2359 - Petroleum Computer Applications

Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.

Semester Hours: (3-3-1)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

PTRT 2380 - Cooperative Education - Petroleum Technology/Technician

Prerequisites: Departmental approval

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.

Semester Hours: (3-1-15)

CIP: 15.0903

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

QCTC 1243 - Quality Assurance

Principles and applications designed to introduce quality assurance.

Semester Hours: (2-2-1)

CIP: 15.0702

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

RBTC 1305 - Robotic Fundamentals

Prerequisites: Departmental Approval

An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

Semester Hours: (3-2-3)

CIP: 15.0405

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

SDEV 0171 - Strategies for Success

This course is designed for the academically at-risk student needing to improve skills for academic success. Topics covered in this course include, but are not limited to: time/priority management, study techniques, motivation, goal setting and decision making, critical thinking skills, learning styles, stress management, career planning, and interpersonal skills. Required of students placed on Academic Dismissal, Permanent Academic Dismissal and/or Financial Aid Suspension. Recommended for students on Continued Academic Probation. Student must receive a grade of C or better to successfully complete this course.

Semester Hours: (1-1-0)

CIP: 32.0101.52 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SDEV 0370 - Foundations for College Learning

This is a first-year seminar course designed to support the transition of students into their college experience. Students acquire a clearer understanding of college requirements, campus culture and resources. They will explore career paths, examine personal motivation and develop study skills common to successful college students. SDEV 0370 will meet the requirement for SDEV 0170 . Required of students having fewer than 15 college level credit hours

(not to include dual credit), and needing course work in developmental areas based on entrance test scores. Student must receive a grade of C or better to successfully complete this course.

Semester Hours: (3-3-0)

CIP: 32.0101.52 12

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SMER 1331 - Small Engine Tune Up

Instruction in tune up procedures for small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures.

Semester Hours: (3-2-2)

CIP: 47.0606

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

SMER 1334 - Small Engine Two Stroke Overhaul

Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for overhaul of two stroke small engines.

Semester Hours: (3-2-2)

CIP: 47.0606

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

SMER 2350 - Small Engine Capstone Projects

A capstone course that provides students the opportunity to apply the knowledge and skills gained in the program. The course should be taken after completing specific specialized courses in the program.

Semester Hours: (3-2-3)

CIP: 47.0606

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

SOCI 1301 - Introductory Sociology

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1101.51 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SOCI 1306 - Social Problems

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Application of sociological principles to the major problems of contemporary society, such as inequality, crime and violence, substance abuse, deviance, or family problems.

This course fulfills the Social and Behavioral Sciences foundational component area of the core and addresses the following required objectives: Critical Thinking, Communication, Empirical Quantitative Skills, and Social Responsibility.

Semester Hours: (3-3-0)

CIP: 45.1101.52 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SOCI 2301 - Marriage and the Family

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

Semester Hours: (3-3-0)

CIP: 45.1101.54 25

Offered at:

NLC: No

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SOCI 2340 - Drug Use and Abuse

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

Semester Hours: (3-3-0)

CIP: 45.1101.55 25

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SOCW 2361 - Introduction to Social Work

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Development of the history, philosophy, and practice of social work in the United States, survey of the fields and techniques of social work.

Semester Hours: (3-3-0)

CIP: 44.0701.51 24

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

SOCW 2362 - Social Welfare as a Social Institution

Prerequisites: SOCW 2361

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

The study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

Semester Hours: (3-3-0)

CIP: 44.0701.52 24

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

SPAN 1411 - Elementary Spanish I

Introduction to the fundamentals of the Spanish language and culture in order to develop listening, speaking, reading, and writing skills.

Semester Hours: (4-4-1)

CIP: 16.0905.51 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SPAN 1412 - Elementary Spanish II

Prerequisites: SPAN 1411, Placement exam, or departmental approval.

Introduction to the fundamentals of the Spanish language and culture in order to develop listening, speaking, reading, and writing skills. This course is a continuation of SPAN 1411.

Semester Hours: (4-4-1)

CIP: 16.0905.51 13

Offered at:

NLC: Yes

NVC: Yes

PAC: Yes

SAC: Yes

SPC: Yes

SPAN 2311 - Intermediate Spanish I

Prerequisites: SPAN 1412, placement exam, or departmental approval

This course is a continuation of SPAN 1412. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of Hispanic culture and civilization. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.0905.52 13

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPAN 2312 - Intermediate Spanish II

Prerequisites: SPAN 2311, placement exam, or departmental approval

This course is a continuation of SPAN 2311. It provides additional development of language skills in listening, speaking, reading, and writing. Short literary selections are introduced in a context of Hispanic culture and civilization. This course fulfills the Language, Philosophy, and Culture foundational component area of the core, and addresses the following required objectives: Critical Thinking, Communication, Social Responsibility, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 16.0905.52 13

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 1311 - Introduction to Speech Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on theories and practice of communication in interpersonal, small group and public speech. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.1001.51 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 1315 - Public Speaking

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.1001.53 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 1318 - Interpersonal Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on the theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Students improve their interpersonal skills by examining issues involving: language, nonverbal communication, culture, listening, conflict resolution, and self-concept. (Excellent for students entering the fields of health care, education or any occupation with a high level of interpersonal exchange.)

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.1001.54 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 1321 - Business and Professional Communication

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

This course focuses on the application of theories and practice of speech communication as applied to business and professional situations. Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes and formal presentations in an organizational environment.

This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

Semester Hours: (3-3-0)

CIP: 23.1001.52 12

Offered at:

NLC: Yes
NVC: Yes
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 1342 - Voice and Diction

Cross-Listed With: DRAM 2336

Integrated Reading & Writing Basic Skills Prerequisite: Ready for INRW 0420

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

Semester Hours: (3-3-0)

CIP: 23.1001.58 12

Offered at:

NLC: Yes
NVC: No
PAC: Yes

SAC: Yes
SPC: Yes

SPCH 2333 - Discussion and Small Group Communication

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

This course focuses on discussion and small group theories and techniques as they relate to group process and interaction. Students will examine and participate in the group process to achieve a better understanding of group dynamics in different environments.

Semester Hours: (3-3-0)

CIP: 23.1001.56 12

Offered at:

NLC: Yes
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 2335 - Argumentation and Debate

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

The course covers the principles of argumentation and debate, analysis and discussion of current public questions, briefing, inductive and deductive reasoning, strategy, refutation, and rebuttal in debates.

Semester Hours: (3-3-0)

CIP: 23.1001.59 12

Offered at:

NLC: Yes
NVC: No
PAC: Yes
SAC: Yes
SPC: Yes

SPCH 2341 - Oral Interpretation

Cross-Listed With: DRAM 2370

This course focuses on theories and techniques in analyzing and interpreting literature. Students will participate in the analysis and oral presentation of various literary forms.

Semester Hours: (3-3-0)

CIP: 23.1001.57 12

Offered at:

NLC: Yes

NVC: No

PAC: Yes

SAC: Yes

SPC: Yes

TECM 1303 - Technical Calculations

Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions.

Semester Hours: (3-3-0)

CIP: 27.0301

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: Yes

VTHT 1109 - Veterinary Nutrition

Prerequisites: BIOL 1308, ENGL 1301

Math Basic Skills Prerequisite: MATH 0320

Fundamentals of energy and non-energy producing nutrients, their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

Semester Hours: (1-0-2)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1125 - Pharmacological Calculations

Prerequisites: ENGL 1301, BIOL 1308

Math Basic Skills Prerequisite: MATH 0320
Skill development in calculating drug dosages.

Semester Hours: (1-1-0)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1203 - Canine and Feline Care and Husbandry

Prerequisites: ENGL 1301, BIOL 1308

Math Basic Skills Prerequisite: MATH 0320
Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Introduction to common diseases of canines and felines encountered in the practice of veterinary medicine.

Semester Hours: (2-2-1)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1205 - Veterinary Medical Terminology

Prerequisites: ENGL 1301, BIOL 1308

Math Basic Skills Prerequisite: MATH 0320
Introduction to word parts, directional terminology, and analysis of veterinary terms.

Semester Hours: (2-2-0)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1209 - Veterinary Nutrition

Prerequisites: SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321; ITSC 1301, ITSC 1309 or COSC 1301; ENGL 1301; BIOL 1406 or BIOL 1413

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Fundamentals of energy and non-energy producing nutrients and their sources and functions. Integration of concepts including digestion, absorption, and metabolism with application to normal and therapeutic nutritional needs.

Semester Hours: (2-2-0)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1217 - Veterinary Office Management

Prerequisites: VTHT 1341, VTHT 2217, VTHT 2205, VTHT 2331

Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment.

Semester Hours: (2-1-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

VTHT 1249 - Veterinary Pharmacology

Prerequisites: VTHT 2301, VTHT 2213, VTHT 2321, VTHT 2323

Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents.

Semester Hours: (2-1-3)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 1301 - Introduction to Veterinary Technology

Prerequisites: ENGL 1301, BIOL 1308

Math Basic Skills Prerequisite: MATH 0320

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 1313 - Veterinary Anatomy and Physiology

Prerequisites: ENGL 1301, BIOL 1308

Math Basic Skills Prerequisite: MATH 0320

Gross anatomy of domestic animals including physiological explanations of how each organ system functions.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1341 - Anesthesia and Surgical Assistance

Prerequisites: VTHT 1249 and VTHT 2366

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. Professional Liability Required.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 1345 - Veterinary Radiology

Prerequisites: VTHT 1341, VTHT 2217, VTHT 2205 , VTHT 2331

Presentation of theory and principles and practical application of radiology within the field of veterinary medicine. Professional Liability Required.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

VTHT 2205 - Equine Clinical Management

Prerequisites: VTHT 1249, VTHT 2366

Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine.

Semester Hours: (2-1-4)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 2209 - Food Animal Clinical Management

Prerequisites: VTHT 1341, VTHT 2217, VTHT 2205, VTHT 2331

Survey of feeding, common management practices, and care of food producing animals in clinical setting. Review of common diseases of food producing animals. Professional Liability Required.

Semester Hours: (2-1-4)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 2213 - Lab Animal Clinical Management

Prerequisites: VTHT 1203, VTHT 1205, VTHT 1109, VTHT 1301, VTHT 1313

Survey of feeding, management practices, and care of laboratory animals in a clinical setting. Review of common

diseases of laboratory animals encountered in the practice of veterinary medicine.

Semester Hours: (2-1-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 2217 - Exotic Animal Clinical Management

Prerequisites: VTHT 1249 and VTHT 2366

Survey of feeding, common management practices, and care of exotic animals in a clinical or zoological setting. Review of common diseases of exotic animals encountered in the practice of veterinary medicine. Professional Liability Required.

Semester Hours: (2-1-3)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 2301 - Canine and Feline Clinical Management

Prerequisites: VTHT 1109, VTHT 1203, VTHT 1205, VTHT 1301, VTHT 1313

Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. Professional Liability Required.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No
SPC: No

VTHT 2321 - Veterinary Parasitology

Prerequisites: VTHT 1109, VTHT 1203, VTHT 1205, VTHT 1301, VTHT 1313

Study of parasites common to domestic animals including zoonotic diseases.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 2323 - Veterinary Clinical Pathology I

Prerequisites: VTHT 1109, VTHT 1203, VTHT 1205, VTHT 1301, VTHT 1313

In-depth study of hematology and blood chemistries with emphasis on lab procedures.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No
NVC: No
PAC: Yes
SAC: No
SPC: No

VTHT 2331 - Veterinary Clinical Pathology II

Prerequisites: VTHT 1249 and VTHT 2366

In-depth study of urinalysis and cytology. Survey of microbiological techniques. Emphasis on laboratory procedures.

Semester Hours: (3-2-4)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No

VTHT 2366 - Practicum (or Field Experience) - Veterinarian Assistant/Animal Health Technician

Prerequisites: VTHT 2301, VTHT 2313 , VTHT 2321, and VTHT 2323

Integrated Reading & Writing Basic Skills Prerequisite: INRW 0420

Math Basic Skills Prerequisite: MATH 0310

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Professional Liability Required.

Semester Hours: (3-0-21)

CIP: 51.0808

Offered at:

NLC: No

NVC: No

PAC: Yes

SAC: No

SPC: No