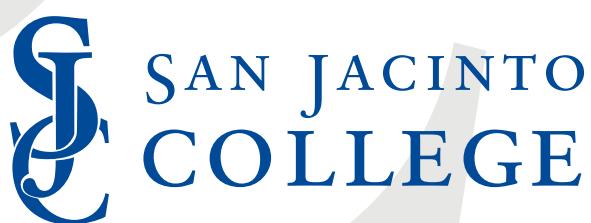


San Jacinto College District 2017-2018 Catalog



Originally published 2017



VISION

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations and encourage their exploration of new opportunities. Our passions are people, learning, innovation and continuous improvement.

We are a recognized leader in the national student completion movement, as a two-time Achieving the Dream Leader College and a Top 5 finalist for the 2017 Aspen Prize for Community College Excellence.

GOALS

- 1 STUDENT SUCCESS
- 2 P-16 PIPELINE
- 3 WORKFORCE AND ECONOMIC DEVELOPMENT
- 4 OUR PEOPLE
- 5 CONTINUOUS IMPROVEMENT

UNDERLYING ASSUMPTIONS

- Continue One-College Alignment
- Optimize Resources
- Embrace Institutional Research
- Align Facilities, Programming and Technologies
- Active Communication

VALUES

- | | | |
|------------------|----------------------|-----------------|
| • Integrity | • Innovation | • Diversity |
| • Excellence | • Sense of Community | • Collaboration |
| • Accountability | • Student Success | |

MISSION

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve. Our progress, focused on creating equity and closing achievement gaps for our diverse student body, will be evidenced by data.



San Jacinto Community College District

2017-2018 Catalog

sanjac.edu

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. Moreover, the provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member and San Jacinto College. The College reserves the right to withdraw courses at any time and to change fees, rules, policies, calendar, curriculum, degree programs, degree requirements, graduation procedures and any other requirements affecting students. Changes may occur without notice and will be immediately effective unless otherwise specified, and will apply to both prospective students and those already enrolled. When changes are made, updated information usually can be found on the College website at www.sanjac.edu.

San Jacinto College reserves the right not to teach any course listed in the catalog or its published schedules if enrollment does not warrant offering it or if other circumstances dictate its withdrawal.

TABLE OF CONTENTS

TABLE OF CONTENTS

San Jacinto Community College District	
Vision, Mission and Values	7
Vision	7
Our Mission	7
Values	7
Accreditation	8
Equal Opportunity Statement	8
Academic Calendar	8
Annual Security and Fire Safety Report	8
Campus Carry	9
Campus Carry Facts and Helpful Hints	12
How to Request Public Information	12
Contact Information for the San Jacinto College Public Information Officer	12
Change of Name or Address	12

ADMISSIONS

Steps to Enrollment	14
Getting Started	14
Completing the Online Application for Admission	15
Transcripts for Admission	15
Academic Fresh Start for courses at San Jacinto College	15
Admission Types	16
High School Graduate	16
High School Equivalency Exam	16
College or University Transfer	17
Individual Approval-Not a High School Graduate or Not Currently Enrolled in High School	17
Dual Credit/Early Admission	18
Early College High School Programs	19
Clear Horizons Early College High School- South Campus	19
Pasadena Early College High Schools	19
Sheldon Early College High School- North Campus	19
Galena Park Career and Technical Education Early College High School	20
Other Early College Programs	20
Modified Early College Academy (MECA)- North Campus	20
Accelerated College Education (ACE)- Central Campus	20

International Student Admission	18
F-1 Visa Initial Applicants	18
F-1 Visa Holder SEVIS Transfer Applicants	21
Admission Requirements for Individuals with Other Types of Visas	21
Admission Requirements for Non-U.S. Citizens and Students without current Visa Status	21
English Language Proficiency Requirements for Students Who are Speakers of Other Languages	22
English for Speakers of Other Languages (ESOL) Program	22
Accuplacer ESL Testing Requirement	23
ESOL Program Admission Types	23
Accuplacer ESL Placement Chart	23

TEXAS SUCCESS INITIATIVE

Texas Success Initiative (TSI)	
College Preparatory	26
Exemptions from the Texas Success Initiative	26
Partial Exemption Based on SAT, ACT, TAKS, STAAR	27
Waived Certificate Programs	27
TSI Requirements Deferred for Students Who are not Seeking a Degree or Certificate	27
College Preparatory Courses	27
Advising – College Preparatory Studies	28
Skills Prerequisites	28
Student Initiated Withdrawal from Required College Preparatory Studies	28
Texas Success Initiative Assessment (TSIA)	29
Meeting the Requirements of the Texas Success Initiative	29
Placement Chart	29

TABLE OF CONTENTS

TESTING

Campus Testing Centers.....	32
Taking the TSIA Exam.....	32
Texas Certificate of High School Equivalency (TxCHSE)	32
Transfer Credit by Examination	32

REGISTRATION

Web Registration-Secure Online System (SOS)	34
Course Finder.....	34
Schedule Disclaimer.....	34
Course Load.....	34
Enrolling at Multiple Campuses	35
Parts of Term.....	35
University Transfer	35
Concurrent Enrollment.....	35
Prerequisites or Co-requisites	35
Repetition of Courses.....	36
Schedule Changes and Dropping Courses	36
Class Change Fees.....	36
Late Registration Policy.....	36
Complete Withdrawal from College or Dropping All Courses	36
Withdrawal Deadlines.....	36
Six-Drop Limit Provisions (TEC 51.907).....	36
Class Attendance	37
Auditing a Course.....	38
Senior Citizens Enrolling in Classes.....	38

RESIDENCY

Residence Status for Tuition Purposes.....	40
Relevant Definition	40
Texas Resident	40
Non-Texas Resident	42
Military Personnel	42

TUITION AND FEES.....**44**

Tuition and Fee Schedules	44
Texas Resident Tuition Rate (TOD) (Out-of-District).....	44
Estimated Resident Out-of-State Student Expenses.....	44
Texas Resident Reduced Tuition and Fees (TID) (In-District)	45
Estimated Resident In-District Student Expenses ...	45
Out-of-State and Other Non-Resident Tuition and Fees (TOS, TIS, TUV)	46
Estimated Out-of-State and Other Non-Resident Student Expenses.....	46
Additional Expenses.....	47
Fees Per Term	47
Incidental Fees	48
Lab Fees.....	50
Course Fees	53

PAYING FOR COLLEGE

Pay as You Go! Important Information Regarding Payment Deadline for Classes.....	64
Balance Must Equal Zero	64
Methods of Payment.....	64
Installment Payment Plan (IPP)	65
Credit Card Account Verification –	
Authorization	65
Delinquent Accounts	66
Refund Policy	66
Credit Refunds or Financial Aid Disbursements- Payments to Students.....	66
Course Withdrawal / Dropping Courses.....	67
Refund Table	67

TABLE OF CONTENTS

FINANCIAL AID

Campus Financial Aid Services Office	70
Eligibility	70
Eligibility Date (Census Date)	70
Concurrent Enrollment.....	70
Financial Aid Services Steps	70
Procedures	71
FAFSA School Code (003609)	71
Deadlines.....	71
Before Beginning a Free Application for Federal Student Aid (FAFSA).....	71
Email Address	72
Major Sources of Financial Aid	72
Types of Financial Aid Programs	72
Grants (Aid that does not have to be Repaid)	72
Loans (Aid that must be Repaid).....	73
Scholarships (Aid That Does Not Have To Be Repaid)	74
Employment (Aid That Must Be Earned)	74
Academic Requirements for Receiving Financial Aid	74
Satisfactory Academic Financial Aid Components.....	74
Review Procedure.....	74
Transfer Students.....	75
Warning.....	75
Suspension	75
Probation.....	75
Academic Plan	75
Appealing Financial Aid Suspension/Regaining Eligibility for Aid	75
Transfer Monitoring Students.....	76
Withdrawals, Grades and the Return of Title IV Funds.....	76
Additional Restrictions for Stafford and PLUS Loans.....	76
Official Withdrawals.....	76
Unofficial Withdrawals.....	76
Attendance	77
Debts to the Department of Education.....	77
Debts to San Jacinto College	77
Fraud or Financial Aid Abuse	77

VETERAN INFORMATION

Steps in Applying for Veteran Benefits	80
Course Withdrawal.....	80
Repeating Courses	80
Program Requirements	81
Tutoring	81
Federal and State Academic Standards of Progress (part 6).....	81
Hazlewood Act	81
Required Documents	81
Transfer Credit-United States Military.....	82

SERVICES AND ACTIVITIES

College Libraries	84
Student Success Centers	84
Computer Access	84
Child Care	84
Child Care Assistance.....	84
Textbook Repurchase Policy.....	85
Commuter Campus.....	85
Student Services	85
Campus Activities	85
Recreational and Intramural Sports.....	85
Services for Students with Disabilities	86
Equity and Accommodation	86
Career Services	86
Official Communications.....	87
Emergency Closings.....	87
Student Email Account.....	87
Educational Planning, Counseling and Completion	87
Orientation and Campus Tours.....	87

TABLE OF CONTENTS

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	90
Right to Review One's Educational Records and to File Complaints Regarding Them.....	90
Academic Evaluation Rights.....	90
Intellectual Property Rights.....	90
Right to Appeal Financial Aid Suspension	90
Right to Freedom of Association	90
Right to Freedom of Inquiry and Expression.....	90
Right to Freedom from Illegal Discrimination	90
Right to Due Process	91
Right to Freedom from Sexual Assault, Dating Violence, Domestic Violence and Stalking	91
Right to Equity in Athletics	91
Right to Involvement in Decision Making	91
Right to Amnesty for Drug or Alcohol Possession and Consumption Violations	91
Student Responsibilities	91
Honesty Code	92
Cheating, Plagiarism and Collusion.....	92
Student Absences for Religious Holy Days	93
Student Right-to-Know	93
Family Education Rights and Privacy Act (FERPA)	93
Hazing.....	94
San Jacinto College Complaint Procedures for Students.....	94
Grade Appeals: Complaint Procedure 100	94
Complaint Procedure 100	94
General Complaints: Complaint Procedure 200....	96
Complaint Procedure 200	96
Discrimination and Harassment Complaints: Complaint Procedure 300	97
Complaint Procedure 300	97
Complaints Alleging Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Intimate Partner Violence and Stalking	101
Complaint Procedure 400	101

STUDENT GRADES AND RECORDS

Classification	110
Grade Range	110
Grade Point Average (GPA)	110
Overall Institution Grade Point Average	110
Scholarly Achievement Eligibility for Honors and Awards Received.....	110
Final Examinations	111
Grading System	111
Incomplete (I).....	111
No Grade (NG).....	111
Withdrawal (W)	111
Withdrawal within the Limit (WL)	111
Failure, Excessive Absences (FX)	111
Procedure for Student to Appeal a Final Grade	112
Graduate Guarantee Program	112
Transfer Credit	112
Entry-Level Job Skills.....	113
Transfer Credit	113
Common Course Numbering System	113
Academic Course Guide Manual.....	114
Transfer of Credit to San Jacinto College.....	114
Transfer of Credit from San Jacinto College.....	115
Transfer Disputes Resolution	115
Articulated Credit from High School.....	116
Credit by Examination.....	116
College Level Examination Program (CLEP)	117
Advanced Placement Program (AP)	118
International Baccalaureate (IB) Examination Credit	120
Credit by Internal Exams	121
CPL by Licensure or Industry Certification	123
Advanced Placement Without Credit.....	130
Transcripts from San Jacinto College	130
Retention and Disposal of Student Records.....	130
Academic Status	130
Academic Suspension Period	130
Suspension Appeals	130
Re-enrollment After Suspension	131
Transfer Students on Probation or Suspension	131
Student Inquiries	131
Unattended Children on Campus	131
Retention of Student Work	131
Student Intellectual Property	131

TABLE OF CONTENTS

EDUCATIONAL PROGRAMS

Associate Transfer Degrees.....	134
Associate of Arts Degree.....	134
Associate of Arts in Teaching Degree.....	135
Associate of Arts in Music	136
Associate of Science Degree	137
Associate of Science in Engineering Degree	138
"The Basics"	
Core Curriculum/General	
Education Outcomes	139
Transfer Information	141
Field of Study	142
Technical Degrees and Certificates	142
Occupational Certificate	142
Certificate of Technology.....	142
Level 2 Certificate of Technology.....	142
Associate of Applied Science Degree.....	143
Enhanced Skills Certificate.....	143
Advanced Technical Certificate	143
Continuing and Professional	
Development Certificate Programs	143
Graduation	143
Catalog Selection for Graduation	143
Campus Selection for Graduation	144
Graduation Requirements for All Academic and Technical Awards	
(Degrees/Certificates).....	144
Additional Associate Degrees (Second Degrees) ...	145
Awarding of Degrees and Certificates	145
Review for Academic Associate Degree	
Completion for Students Completing the	
State-mandated Core Curriculum	146
Awarding San Jacinto College Associate	
Degrees via Reverse Transfer/Articulation	146
Awarding Academic and Technical Degrees/	
Certificates to Students not Applying for	
Graduation.....	146
Commencement.....	146

TECHNICAL SECTION	147
COURSE DESCRIPTIONS	315
INDEX.....	423

San Jacinto Community College District

San Jacinto College serves the communities and citizens of East Harris County, Texas. The San Jacinto College taxing area includes the Channelview, Deer Park, Galena Park, La Porte, Pasadena and Sheldon Independent School Districts. The College's service area expands to include portions of the Humble, Pearland and Clear Creek school districts.

SAN JACINTO COMMUNITY COLLEGE DISTRICT VISION, MISSION AND VALUES

Vision

San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations and encourage their exploration of new opportunities. Our passions are people, learning, innovation and continuous improvement.

Our Mission

Our mission is to ensure student success, create seamless transitions and enrich the quality of life in the communities we serve.

Values

Approved by the Board of Trustees on June 2, 2008

Integrity: Ethical and Professional

"We act in ways which instill confidence and trust."

Excellence: In Everything We Do

"We achieve quality results in everything we do."

Accountability: It's Up to Us

"We take responsibility for our commitments and outcomes."

Innovation: Lead the Way

"We apply our knowledge, skill, insight, and imagination to recognize opportunities, solve problems, and recommend new solutions."

Sense of Community: Caring for Those We Serve and Ourselves

"We demonstrate concern for the well-being of our students, our community, and ourselves."

Student Success: Our Ultimate Measure

"We enable students to achieve their goals."

Diversity: Celebrate the Differences

"We celebrate the diversity of ideas and cultures."

Collaboration: We Work Together

"We work together for the benefit of the College."

GENERAL INFORMATION

Accreditation

The San Jacinto Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the San Jacinto Community College District.

Equal Opportunity Statement

The San Jacinto College District is committed to equal opportunity for all students, employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws.

No person including students, faculty, staff, part-time and temporary workers will be excluded from participation in, denied the benefits of or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

The following College officials have been designated to handle inquiries regarding the College's non-discrimination policies:

Vice Chancellor, Human Resources

Stephen Trncak - Equal Opportunity Compliance Officer
4624 Fairmont Parkway
Pasadena, Texas 77504
stephen.trncak@sjcd.edu
281-998-6348

Associate Vice Chancellor, Student Services

Joanna Zimmermann (students) - Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Vice President, Human Resources

Sandra Ramirez (employees) - Co-Lead Title IX Coordinator
4620 Fairmont Parkway
Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
281-991-2648

Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity

Allatia Harris (equity in athletics)
8060 Spencer Highway
Pasadena, Texas 77505
allatia.harris@sjcd.edu
281-459-7140

Academic Calendar

Please refer to the San Jacinto College website link below for the most recent academic calendar.

www.sanjac.edu/academic-calendar

Annual Security and Fire Safety Report

The San Jacinto Community College District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jacinto College Police Department website at www.sanjac.edu/police.

A hard copy of the report is available for review at each of the three campus police offices.

Central Campus

Maintenance/Police Building
C34.105
8060 Spencer Highway
Pasadena, Texas 77505

North Campus

Slovacek Student Center
N12.205
5800 Uvalde Road
Houston, Texas 77049

South Campus

J.D. Bruce Student Center
S11.100
13735 Beamer Road
Houston, Texas 77089

Maritime Technology and Training Center on the Maritime Campus

3700 Old Highway 146
Room M1.210q
La Porte, Texas 77571

The website and report contain information regarding campus police, personal safety, sexual assault awareness and prevention, crime reporting policies and statistics, information on compliance with the Jeanne Clery Act, crime prevention techniques, incident reporting and response, College emergency notification procedures and the annual fire/safety report.

Campus Carry

Purpose

The purpose of this policy is to comply with the requirements of S.B. 11, which is generally referred to as the "campus carry" law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas Statues or exclusion zones identified by the College.

Policy Statement

The San Jacinto Community College District is committed to providing a safe environment for students, employees, affiliates and visitors and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, ("license holders") may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder's handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

2. It is the responsibility of license holders to carry their handguns on or about their person at all times. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

3. The College is often the site of Pre-K-12 school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted reading "Pre-K-12 school-sponsored activity in progress" during these activities. "School-sponsored activities" for purposes of this policy are defined as: tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a K-12 school district or individual school(s) as a curricular, co-curricular or interscholastic activity and are managed or supervised in part by the district or school or district or school employee.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College's rules and regulations regarding campus carry.

4. Texas Penal Code §46.03(a)(2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either "Polling Place" or "Vote Here." (See Electioneering Procedure 2-19A)
5. Texas Penal Code §46.035(b)(6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.

GENERAL INFORMATION

6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements or contracts require exclusion at the exclusive discretion of the state or federal government or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.
8. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.
11. Counselors, staff and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child's participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. "Campus program for minors" is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity or University Interscholastic League ("UIL") event sponsored by the College. A sign shall be posted that conforms to Texas Penal Code, Section 30.06. This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board ("IRB").
12. The College shall amend the Code of Student Conduct, Faculty Handbook and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.
13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

Governing factors:

- The percentage of assignable space or rooms in a building that are designated as exclusion zones
- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building
- The extent to which use of the building and hence its status as an exclusion zone, varies from day-to-day or week-to-week

Governing principles:

- If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded
- If 85 percent or more of the total building in terms of number of rooms or assignable space is subject to exclusion or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded

- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06
14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.
15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.
17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.
18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

Governing factors:

- Off-campus location shall follow the venue's rules and regulations in regards to the permitted carrying of firearms.
 - On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.
19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities:
- (1) Support the consistent implementation of these policies;
 - (2) Provide a review process for recommendations to the Chancellor; and
 - (3) Compile, maintain and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student, or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Campus Safety and Security Council for consideration. A further appeal of the decision of the Campus Safety and Security Council may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject or modify the decision in question or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with Texas Government Code, Section 411.2031, the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

20. Not later than Sept. 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that:
- (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and
 - (2) Outlines the reasons the College established the provisions adopted.

Definitions

Campus: All land and buildings owned or leased by the San Jacinto Community College District.

College: The San Jacinto Community College District.

Concealed Carry: The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

Employee: A full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

Exclusion Zones: An area of campus, building or room where the possession of a handgun is prohibited by current Texas statute; or an area of campus, building or room designated and approved by the SLT and Board of Trustees in which the possession of a handgun is prohibited.

Handgun: A handgun is any firearm that is designed, made or adapted to be fired with one hand.

License to Carry Holder: A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

"On or about their person": Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

Patient-Care Areas: An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

Student: A currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.

GENERAL INFORMATION

Campus Carry Facts and Helpful Hints

Campus Carry takes effect for San Jacinto College on **August 1, 2017**.

- License to carry holders may carry a concealed handgun on campus.
- The handgun must remain concealed and within arm's reach of the license to carry holder.
- Handguns may not be openly carried.
- Handguns may not be openly displayed at any time.
- No other prohibited weapons may be carried.
- Only members of the San Jacinto College Police Department may ask someone if they are licensed to carry a concealed handgun.
- San Jacinto College does not provide handgun storage.
- Handguns may be stored in a locked motor vehicle.
- There will be several areas of campus called gun exclusion zones where a license to carry holder may not enter with a concealed handgun.
- License to carry holders are responsible for knowing gun exclusion zone locations.

What is a Gun Exclusion Zone?

An area of campus, building, or room where the possession of a handgun is prohibited by current Texas statute; or an area of campus, building or room designated and approved by the SLT and Board of Trustees in which the possession of a handgun is prohibited.

Gun exclusion zones will be clearly marked by signs like this sample:

Where may a License to Carry holder carry a concealed handgun?

Any area that is not designated as a gun exclusion zone.

Examples:

- Public or private driveway
- Streets
- Sidewalk or walkway
- Parking lot, parking garage or other parking area
- Hallways
- Classrooms
- Offices open to the general public
- Financial Aid
- Nursing Labs
- Culinary Labs
- Gym/Wellness Centers



If you see someone with a handgun on campus:

- **Do not confront them!**
- Call San Jacinto College Police Department immediately at 5555 from college phones or 281-476-9128
- Hearing impaired text 713-469-1071

How to Request Public Information

While there is no strict form required to request public information, there are certain guidelines that must be met.

1. Your request must be in writing. Only written requests trigger the College's obligation under the Public Information Act.
2. Your request should be for documents or other information that is already in existence. The College is not required to answer questions, perform legal research or comply with a continuing request to supply future information. The College is not required to create a document, report or other information not in existence under the Public Information Act.
3. Requests should be addressed to the College Public Information Officer. Requests made by facsimile or electronic mail must be addressed to the Public Information Officer in order to trigger an obligation under the Public Information Act.

Contact Information for the San Jacinto College Public Information Officer

Teri Crawford

Vice Chancellor for Marketing, Public Relations and Government Affairs

4624 Fairmont Parkway, Suite 210
Pasadena, Texas 77504

Teri.Crawford@sjcd.edu

Please copy Samantha Davis at **samantha.davis@sjcd.edu** if sending the written request via electronic mail.

Change of Name or Address

The College expects students who change their names, residences, email or mailing addresses to notify the Admissions or Educational Planning, Counseling & Completion offices immediately. The College considers any communication sent to the name and address given by a student on College records to be properly delivered.

Admissions

STEPS TO ENROLLMENT

San Jacinto College is an open admission institution, and all students are welcome to apply. We are committed to meeting the needs of all applicants and will provide any information necessary to make sure the admissions process is clear and concise.

Getting Started

Listed below is an overview of steps to follow to get started at San Jacinto College.

1. Application-All students must apply online using the Apply Texas website at www.applytexas.org. There is no charge to apply.

Veterans-Students who plan to use VA benefits need to go to the Veteran Center website at www.sanjac.edu/veterans. After students complete their admissions application, they should visit the Veteran Center at the campus they plan to attend.

International Students-Must contact the International Services Office at South Campus S-6.120 and view the website at www.sanjac.edu/international-students to obtain the International Student Application packet. Refer to the International Admissions section.

2. Placement Testing-Meet with an admissions advisor to determine testing needed for enrollment.

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

English proficiency is required for individuals whose native language is not English. Refer to the English Language Proficiency Requirements for Students Who Are Speakers of Other Languages section.

3. Transcripts-Request all official transcripts from high school and/or all colleges attended. Send or bring official transcripts unopened to an Admissions or Educational Planning, Counseling & Completion offices. Refer to the Transcripts for Admissions section.

High School Equivalency-verify Texas high school equivalency completion with the Admissions Office. Students may view their GED results by going to tea4avtuna.tea.state.tx.us/Tea.TxChse.Web/Forms/CertificateSearch.aspx. High school equivalency transcripts from out of state must be requested by the student and sent officially in a sealed envelope from the state of origin.

Foreign transcripts-Documents must be evaluated by an approved evaluation agency. For an approved list go to www.sanjac.edu/transcript-evaluation-services.

Evaluation-To request an evaluation of U.S. college transcripts, please call 281-998-6150 or contact your campus Admissions or Educational Planning, Counseling & Completion Office for credit to transfer and/or for financial aid purposes. Transcripts must be received and on file with San Jacinto College before the Transcript Evaluation Form may be submitted. If all transcripts are not received at the time the initial request is submitted, another request will be required to evaluate additional transcripts.

4. Meningitis Vaccination-The Texas Legislature requires that all incoming Texas college students under the age of 22 must receive a vaccination or booster against bacterial meningitis prior to registration. The vaccine is required for all new students to San Jacinto College, including transfer and returning San Jacinto College students who have had a break in enrollment for one or more fall or spring semesters. Documentation should be provided to your campus Admissions Office, faxed to 281-669-472 or scanned and emailed to meningitis.docs@sjcd.edu. For additional information on this requirement, visit our website at www.sanjac.edu/meningitis.

5. Academic Advising-Students enrolling for the first time should meet with an admissions advisor to discuss test results, life and career goals, create an educational plan and select courses.

6. Orientation-It is mandatory for all first-time-in-college and transfer students with fewer than 11 college hours to attend orientation. After you have been fully accepted, sign up for New Student Orientation through the Secure Online System (SOS) at www.sanjac.edu/soslogin.

7. Financial Aid and Scholarships-Complete the FAFSA form online at www.fafsa.gov and contact the campus Financial Aid office with questions. Scholarship information is available at www.sanjac.edu/san-jacinto-college/scholarships-1

8. Register and pay for classes-Login to SOS at www.sanjac.edu/soslogin to register. Payment plans are available. Information is available at www.sanjac.edu/payments or call 281- 998-6150 with any questions.

9. Student ID-Go to the Admissions Office at least 24 hours after you have paid for your first semester of classes to get a free ID card. Any replacement of ID card costs \$10.

10. Parking Permit-A parking permit must be displayed on each automobile parked on any San Jacinto College campus by a student or for the benefit of a student. Parking permits are available in the Business Office at no additional cost. Students will fill out a brief application and will need their vehicle license plate number. A current student ID card or state issued picture ID is required to receive a parking permit. A fine will be imposed on any student who fails to comply with parking regulations.

11. San Jac email address-Go to www.sanjac.edu/email to set up an official San Jac email account. Official communication from the College to the student is sent through this email account.

12. Services for Students with Disabilities - Accommodations are available to students with documented disabilities attending San Jacinto College. If you have a disability and would like to apply for accommodations, please contact the Accessibility Services Counselor at the campus where you plan to take classes:

Central Campus 281-478-2768

North Campus 281-459-2317

South Campus 281-922-3444

Completing the Online Application for Admission

Applicants must complete SanJac Connect first and then the online application for admission. During these application processes, students will be asked questions about their name, home/current residency, mailing address, personal information, program of study (major), high school information, any previous colleges attended and degrees awarded and residency. Students must also acknowledge that they have read and answered accurately all areas of the application.

The application must be complete and submitted before it can be processed. The application will be processed within 48 business hours after it is submitted. To be sure that the application has been received, students must see the confirmation notice that appears after submitting the application. After it is processed, students will receive information sent to the email address they submitted on the application. The information in the email is extremely important, and students must read and comply with any instructions or requests.

Admission is invalid if granted on the basis of incorrect information, omitted facts or falsified documents which, if known, would have caused the applicant to be ineligible for admission or financial aid. These actions may result in disciplinary action.

Transcripts for Admission

Students are required to submit all official high school and/or college transcripts. Transcripts are considered official when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school and are mailed or submitted from the sending institution. Transcripts are also considered official if hand carried in a sealed envelope from the institution and submitted within 60 days of issue.

Transcripts become the property of San Jacinto College and cannot be returned to the student. Transcripts will be kept on file for 90 days after the end of the term in which the transcript was received and will be destroyed if the student has not enrolled.

Evaluation of Transcripts for Transfer Students

Students may request the College to conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities or a college or university that has been approved by committee review. To request an evaluation, please call 281-998-6150 or contact your campus Admissions or Educational Planning, Counseling & Completion Office. Transcripts must be received and on file by the College before the Transcript Evaluation Form is submitted.

When the evaluation is completed, the student will be notified via his or her San Jac email account after which the equivalent courses may be viewed by going to SOS, then clicking Student Records and then clicking Unofficial Transcript.

Credit from transfer institutions on quarter hours will be evaluated using a ratio of .667 quarter hours to 1 semester hour. Credit from transfer institutions on other calendar types will be evaluated using an appropriate ratio.

Evaluation of Transcripts from Other Countries

Transcripts that reflect completed course work from colleges or universities in other countries must, at the student's expense, be analyzed by a professional evaluation service. For a list of pre-approved agencies, view the list at www.sanjac.edu/transcript-evaluation-services.

The evaluation will be reviewed by the College upon request for acceptance before credit will be posted. Course work completed in a language other than English will be given generic credit only. Equivalency will need to be determined at the department level.

Academic Fresh Start for courses at San Jacinto College

Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Check with the Educational Planning, Counseling & Completion Office for more detailed information.

Financial aid applicants should contact the Financial Aid office before selecting Academic Fresh Start. Veterans should contact the campus Veteran Center before selecting Academic Fresh Start.

ADMISSIONS

Admission Types

San Jacinto College recognizes four types of admission:

- High school graduate
- High School Equivalency Exam graduate
- College or university transfer
- Individual approval

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

High School Graduate

To be admitted as a high school graduate, students must submit an official high school transcript verifying the date of graduation. San Jacinto College accepts all public high school transcripts. Home school transcripts are accepted when signed by a parent or legal guardian and accompanied by a verification of home school completion. This form is located at www.sanjac.edu/sites/default/files/Home-School-Completer-Verification-Form-2-20-15.pdf. We also accept private high school transcripts that are:

- Listed on Texas Private School Accreditation Commission (TEPSAC) www.tepsac.org/#/home
- Approved by the High School Evaluation and Review Team. Submit official transcripts for review to the Admissions Office.
- Approved by one of the regional high school accreditation bodies listed below:

Regional high school accreditation bodies	
Accrediting Agency	High School Component
Middle States Association of Colleges and Schools - Commissions on Elementary and Secondary Schools (MSA-CESS)	Commissions on Elementary and Secondary Schools (msa-cess.org)
New England Association of Schools and Colleges (NEASC)	New England Association of Schools and Colleges (NEASC) (neasc.org)
North Central Association Higher Learning Commission on Accreditation and School Improvement (NCA)	AdvancED (Advanc-ed.org)
Northwest Accreditation Commission (NWAC)	AdvancED (Advanc-ed.org)
Southern Association of Colleges and Schools on Accreditation and School Improvement (SACSCASI)	AdvancED (Advanc-ed.org)
Western Association of Schools and Colleges (WASC)	Accrediting Commission for Schools (acs.wasc.org)

High School Equivalency Exam

To be admitted as a High School Equivalency Exam graduate, students must provide an official High School Equivalency certificate (English or Spanish version) indicating that they have passed all parts of the exam. Students who have passed the GED in Texas may contact the Admissions Office to add GED results to their student records. GED transcripts from out of state must be obtained from the state of origin by the student.

Students who take a Spanish High School Equivalency Exam will be required to show proof of English language proficiency.

If students have not passed all parts of the Exam, they will need to see the Individual Approval section. (See Testing Department for High School Equivalency exam information.)

College or University Transfer

Students may be admitted by transfer from another regionally accredited college or university or a college or university that has been approved by committee review if they are eligible to re-enroll at the last institution attended. A transfer student must submit an official transcript from each college or university previously attended.

A student who holds a degree (associate, bachelor's, master's or doctoral) may submit only an official transcript from the school that awarded the highest degree and an official transcript with any course work taken after the degree was received. However, if students are applying for financial aid, they must submit all official transcripts. If students are using course work to satisfy course prerequisites, they must submit official transcripts to document all course work.

Transfer Academic Status

A student's academic status during the most recent term of enrollment at another college or university determines the academic status under which the student is admitted. A student in good standing at the previous school will be admitted in good standing. A student on academic probation at another institution will be admitted on academic probation and should see the Academic Probation and Suspension Table. A student on academic suspension whose suspension period is over may be admitted on academic probation and should see the Re-enrollment After Suspension section of this catalog.

A transfer student who is admitted on academic probation must earn at least a 2.0 grade point average to achieve an academic status of good standing.

A transfer student on academic suspension whose suspension period has not passed should see the Transfer Students on Probation or Suspension section.

Students are responsible for knowing if their academic status entitles them to admission. Students who are not eligible to enroll but succeed in enrolling anyway will be withdrawn and have to forfeit all tuition and fees.

Individual Approval - Not a High School Graduate or Not Currently Enrolled in High School

Conditional Admission—Extenuating Circumstances

Students who are not high school graduates or the equivalent will be admitted on a conditional basis for one term. Continuing enrollment is dependent upon meeting the following requirements:

1. Students must seek unconditional admission through one of the following avenues
 - a. Enroll in appropriate college preparatory courses.
 - b. Take and pass all sections of the High School Equivalency.
 - c. Complete high school graduation requirements.
2. Must maintain good academic standing for continued enrollment. (See the Probation and Suspension Table)
3. Must meet with an Educational Planner/Counselor to determine continued eligibility for enrollment.

Provisional Admission

A student who is not a high school graduate or the equivalent and over the age of 18 may be provisionally admitted under one of the following conditions:

1. Student has test scores in reading, writing and math at a level 6 or higher.
2. A student has a grade of D or higher in at least 6 college level credit hours. College level does not include developmental or CPD courses.

Students placed under Provisional Admission should note the following circumstances regarding their admission:

1. This is an unconditional admission status.
2. Student is eligible for graduation.
3. Student is not eligible for Financial Aid.
4. Student is not required to meet each semester with an Educational Planner.
5. Student is not required to complete the High School Equivalency Exam.

ADMISSIONS

Dual Credit/Early Admission

San Jacinto College conditionally admits high school students and allows them to enroll concurrently in college courses. Those students must meet these conditions:

Students Enrolled in High School

Students who are enrolled in high school may be admitted to the college on a dual credit/early admission basis for concurrent enrollment if they: (1) submit an admission application; (2) submit a signed enrollment form from their high school principal or designee; (3) submit test scores to meet TSI testing requirements; and (4) submit proof of meeting Texas meningitis requirements.

1. Students enrolling in a degree program must meet TSI assessment requirements. Students may be exempt from the TSIA based on the exemptions listed in the Texas Success Initiative section. If the student seeks enrollment in a course requiring a designated skill prerequisite, the student must submit a passing TSIA score or applicable exemption/waiver on the section which relates to the designated skill prerequisite.
2. Students are also eligible to enroll in dual credit courses according to the following rules:

Courses that require reading/writing TSI complete:

- If the student achieves a Level 2 final recommended score (4000+), as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
- If the student achieves a combined score of 107 on the PSAT, if taken prior to October 2015, with a minimum of 50 on the reading test; or
- If the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.

Courses that require mathematics TSI complete:

- If the student achieves a Level 2 final recommended score (4000+), as defined by TEA, on the Algebra I STAAR EOC and passing grade (defined as 70 or higher) in the Algebra II course; or
- If the student achieves a combined score of 107 on the PSAT, if taken prior to October 2015, with a minimum of 50 on the mathematics test; or
- If the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.

These students are also subject to the guidelines in the Conditions of Dual Credit/Early Admission Enrollment for High School Students section.

Conditions of Individual Approval/Dual Credit/Early Admission Enrollment for High School Students

High school students may be admitted for dual credit/early admission enrollment under the following conditions:

1. To continue enrollment in college-level classes, students must meet the current academic standing rules of San Jacinto Community College District. (See Academic Probation and Suspension Table section.)
2. Students may not enroll in courses for which they have not complied with TSI or met the course or skill prerequisites.
3. The College will release official transcripts of students admitted on an early admission basis through their expected graduation date. After that date, the final high school transcript indicating graduation must be submitted before additional official transcripts will be released.
4. Because any form of early admission is conditional, the College may impose additional limitations and requirements.

Early College High School Programs

Clear Horizons Early College High School-South Campus

Clear Horizons Early College High School (CHECHS) is a partnership between San Jacinto College and Clear Creek Independent School District (CCISD) at the South Campus. Participants in the program are chosen by a selection process established by CHECHS. Students classified as high school freshmen, sophomores, juniors and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI-approved assessment test.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of current bacterial meningitis vaccination.

Pasadena Early College High Schools

Pasadena Independent School District (PISD) has five Early College High Schools through a partnership between San Jacinto College and PISD. Ninth- and 10th-grade students attend high school and college classes at the high school campus. Eleventh- and 12th-grade students from Memorial Early College High School, Pasadena Early College High School, and Sam Rayburn Early College High School attend high school and college courses at the San Jacinto College Central Campus. Eleventh- and 12th-grade students from Dobie Early College High School and South Houston Early College High School attend high school and college courses at the San Jacinto College South Campus. Participants in the program entering in their Ninth-grade year are chosen by a selection process established by PISD. Students classified as high school freshmen, sophomores, juniors and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI approved assessment test.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of bacterial meningitis vaccination.

Sheldon Early College High School- North Campus

Sheldon Early College High School (ECHS) is a partnership between San Jacinto College and Sheldon Independent School District (SISD). Sheldon ECHS is housed at C. E. King High School. Ninth- and 10th-grade students attend high school and college classes at Sheldon ECHS. Eleventh- and 12th-grade students attend college courses at San Jacinto College North Campus. Participants in the program entering in their 9th-grade year are chosen by a selection process established by Sheldon ECHS. Students classified as high school freshmen, sophomores, juniors and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI approved assessment test.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of bacterial meningitis vaccination.

Galena Park Career and Technical Education Early College High School

Galena Park Career and Technical Education Early College High School (GP CTE ECHS) is a partnership between San Jacinto College and Galena Park Independent School District (GPISD) at the North Campus. Participants in the program are chosen by a selection process established by GP CTE ECHS. Students classified as high school freshmen, sophomores, juniors and seniors enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI approved assessment test.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of current bacterial meningitis vaccination.

Information on other dual credit programs is available on each of the San Jacinto College campuses in the dual credit office. (See www.sanjac.edu/dual-credit.)

Other Early College Programs

Modified Early College Academy (MECA)- North Campus

Modified Early College Academy (MECA) is a two-year program for incoming high school juniors at the North Campus who have successfully completed Pre-AP Algebra II by the end of their sophomore year. Students in this program take four college courses each semester. In order to complete an associate degree, additional course work is required. Courses can be completed in summer or mini terms or by taking evening or online classes. Students enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI approved assessment test or submit proof of exemption.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of current bacterial meningitis vaccination.
5. Complete the MECA questionnaire and essay by the designated deadline.

ADMISSIONS

Accelerated College Education (ACE)-Central Campus

Accelerated College Education (ACE) - is a two-year program for incoming high school juniors at the Central Campus. Students in this program take four college courses each semester. In order to complete an associate degree, additional course work is required. Courses can be completed in summer or mini terms or by taking evening or online classes. Students enrolling in college-level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment:

1. Submit a San Jacinto College admission application.
2. Submit official scores on TSI approved assessment test or submit proof of exemption.
3. Meet the current academic standing rules of San Jacinto College to continue enrollment in college-level courses.
4. Submit proof of current bacterial meningitis vaccination.

International Student Admission

F-1 Visa Initial Applicants

San Jacinto College is authorized under federal law to enroll non-immigrant students.

International students residing outside the United States may be admitted to San Jacinto College and issued the U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility (Form I-20) for F-1 Visa processing when all admission requirements have been met.

To complete the admission process, students must do the following:

1. Complete online application for admission at www.applytexas.org
2. Complete application for an I-20. For complete steps, refer to www.sanjac.edu/students-residing-outside-us.
3. Have all foreign secondary and college transcripts evaluated. The evaluation must show a secondary education that is equivalent to a U.S. high school diploma or higher. Students must submit official secondary school records and/or college/university transcripts to be evaluated by an approved foreign transcript evaluation agency. For a list of approved agencies, contact the International Student Services Office or visit www.sanjac.edu/international-students for more information.
4. Provide proof of financial ability. San Jacinto College requires financial support of \$23,484 U.S. dollars annually. This is the estimated cost of educational and living expenses for one year at San Jacinto College. An additional \$6,000 is required for the first dependent and \$3,500 for each additional dependent. Students are required to submit documentation of these funds and currency exchange rates (if applicable). For more information refer to the Initial Admissions Checklist. Documentation of scholarships and fellowships may be in the form of an official award letter, and personal or family funds should be on bank letterhead stationery.
5. Provide proof of English proficiency. Students must meet requirements as listed under English Language Proficiency Requirement for Students Who are Speakers of Other Languages section in this catalog. Students meeting English language proficiency may be required to test for college readiness in reading, writing and math, unless exempt. (See section on Testing.)

Students must register full-time for courses in a specific degree plan to maintain F1 status.

A full-time course of study is 12 semester credit hours per term. One fall plus one spring semester constitutes one academic year.

F-1 Visa Holder SEVIS Transfer Applicants

International students who are transferring from another United States college or university must submit the ABOVE admission documents as well as the following items:

1. Visa, passport and I-94 card.
2. All previous I-20s since initial entry into the United States.
3. Completed SEVIS Transfer Release Form. Must be filled out by the International Student Counselor/Advisor at the student's current institution.
4. Official transcripts from all United States schools attended.
5. All students must be counseled by the International Services Office before registration and must follow the agreed-upon degree plan.

Transfer students who are out of status must contact the International Student Counselor/DSO prior to admission.

Transfer students on academic suspension must apply for suspension appeal in the Educational Planning, Counseling & Completion Office at South campus prior to admission. Transfer students admitted on academic probation must earn at least a 2.0 GPA to maintain good academic standing.

Admission Requirements for Individuals with Other Types of Visas

Students with other types of visas or non-immigrant status may be eligible for admission. To determine eligibility contact the Admissions Office. Current B1/B2 visa holders are not eligible for admission under United States Department of Homeland Security regulations. (8 CFR 214.2(b)(7))

To be admitted, the student must apply for change of status:

1. Complete the online application for admission.
2. Have secondary and college transcripts evaluated. The evaluation must show a secondary education that is equivalent to a U.S. high school diploma. Students must submit official secondary school records and/or college/university transcripts to be evaluated by an approved foreign transcript evaluation agency. For a list of approved agencies, contact the Admissions Office or visit www.sanjac.edu/international-students for more information.
3. Provide proof of English proficiency. Students must meet

requirements as listed under English Language Proficiency Requirement for Students Who are Speakers of Other Languages section in this catalog. Students meeting English language proficiency may be required to test for college readiness in reading, writing and math, unless exempt. TOEFL and IELTS scores are valid for two years. (See section on Testing.)

4. Provide Visa, passport and I-94 card or applicable proof of residency document.

All students who are enrolling for the first time will be counseled into appropriate levels of English, mathematics and reading based upon their state-approved test scores. (See the Residence Status for Tuition Purposes section to determine residency classification.)

Admission Requirements for Non-U.S. Citizens and Students without current Visa Status

Students who are not citizens of the United States and/or do not have a valid Visa status are eligible for admission.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS FOR STUDENTS WHO ARE SPEAKERS OF OTHER LANGUAGES

Individuals who were born outside the United States and whose native language is not English or those who have educational credentials from other countries or American protectorates must satisfy an English proficiency requirement as a condition of enrollment.

For enrollment into course work, students must document that they satisfy the English language proficiency requirement by one of the following accepted testing methods:

- TOEFL (Test of English as a Foreign Language), IELTS (International Language Testing System) or Exemptions (listed below).
- A student may be admitted to the ESOL Program with a minimum score of:
- TOEFL 450 (Paper-Based Test), 45 (Internet-Based Test)
- IELTS Band 4 range

NOTE: Students who score below the ESOL levels can improve their English through the non-credit ESL program which is taught through our Continuing and Professional Development division. This option is not available to F1 students.

A student may be admitted to an academic program with a minimum score of:

- TOEFL 525 (Paper-Based test), 70 (Internet-Based Test)
- IELTS Band 6 range

If outside of the U.S., submit an official TOEFL score. If inside the U.S., students may take the COMPASS-ESL exam at San Jacinto College. Once English Language proficiency is met, students will need to take the TSIA for academic course placement.

Our TOEFL I.D. for South Campus is 6730; North Campus is 6729; Central Campus is 6694.

EXEMPTION from the English Language Proficiency Requirement may be granted due to:

- Two years attendance and graduation from U.S. High School and/or successful completion of college level English from a regionally accredited or committee approved U.S. college or university.

NOTE: A waiver of this requirement is extended, but not limited, to native students of the following countries: Australia, The Bahamas, Belize, Bermuda, Botswana, Cameroon, Cayman Islands, English-speaking Canadian provinces, The Fiji Islands, Gambia, Ghana, Guyana, Ireland, Jamaica, Kenya, Liberia, Malta, Nauru, Nigeria, New Zealand, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago Trinidad, Uganda, United Kingdom, The Virgin Islands, the West Indies, Zambia and Zimbabwe.

F1 Students:

F1 students required to enroll in the ESOL Program cannot fulfill the English Language Proficiency requirement by enrolling in Continuing and Professional Development (CPD) ESL/ESOL courses.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAM

The ESOL program is a credit program of developmental study designed to prepare non-English speakers for admission to college-level course work.

The ESOL Program does not fall under the provisions of the Texas Success Initiative (TSI). To move from the ESOL developmental program and to enroll in college-credit courses, students must have the recommendation of the ESOL program director and/or must document that they have met the English language proficiency requirement and complete the state approved TSI assessment exam. (See the section titled English Language Proficiency Requirement for Students Who are Speakers of other Languages.) F1 students cannot enroll in Continuing and Professional Development (CPD) ESL/ESOL courses to fulfill English language proficiency.

Accuplacer ESL Testing Requirement

To be admitted to the ESOL program, all students must obtain the required minimum score of Accuplacer ESL 60 (Reading); 53 (Listening); 53 (Sentence Meaning); 2 (WritePlacer) and meet the requirements for one of the following types of admission. Students who cannot submit the minimum passing scores on one or two sections of the Accuplacer-ESL test may be admitted into the non-credit ESL courses sponsored through the Continuing and Professional Development office. Upon recommendation of the ESL program director, students may retest on the Accuplacer-ESL and reapply for admission to the ESOL program.

ESOL Program Admission Types

There are two types of admission into the credit ESOL program.

High School Graduation or the Equivalent

Students whose native language is not English and who have graduated from high schools outside the United States or who have taken and passed all parts of any foreign language version of the High School Equivalency test are eligible for unconditional admission only into the ESOL program if they provide documentation of high school graduation or the equivalent and if they meet the Accuplacer ESL testing requirement.

College or University Transfer Students

Students transferring to San Jacinto College from other colleges and universities whose native language is not English must document that they have met the English language proficiency requirements. Students who do not meet the English Proficiency Requirements are eligible for admission only to the ESOL program if they meet the Accuplacer-ESL testing requirements.

ACCUPLACER ESL PLACEMENT CHART

READING & WRITING*

Reading Score	WritePlacer Score	Course Placement	Course Title
59 or below	1 or 0	CPD ESL	Continuing & Professional Development ESL
60-70	2	ESOL 0351	Introductory Composition for Non-Native Speakers
71-89	3 or 4	ESOL 0372	Intermediate Reading & Writing for Non-Native Speakers
90-109	5	ESOL 0373	Advanced Reading & Writing for Non-Native Speakers
110 or above	6	TSIA Ready	

GRAMMAR*

Sentence Meaning Score	Language Use Score	Course Placement	Course Title
52 or below	52 or below	CPD ESL	Continuing & Professional Development ESL
53-85	53-85	ESOL 0382	Intermediate Grammar for Non-Native Speakers
86-108	86-108	ESOL 0383	Advanced Grammar for Non-Native Speakers
109 or above	109 or above	TSIA Ready	

ORAL COMMUNICATION (LISTENING & SPEAKING)

Listening scores		Course Placement	Course Title
52 or below		CPD ESL	Continuing & Professional Development ESL
53-72		ESOL 0362	Intermediate Oral Communication for Non-Native Speakers
73-92		ESOL 0363	Advanced Oral Communication for Non-Native Speakers
93 or above		TSIA Ready	

* The placement of Reading & Writing and Grammar is based on two sets of scores each. If a discrepancy occurs, the lower score will be the determinant. For example, if a student scores 75 in Reading and 5 in WritePlacer, he or she will be placed in ESOL 0372 instead of the higher level 0373.

YOU CAN BE SHAPED, OR YOU CAN BE BROKEN.
THERE IS NOT MUCH IN BETWEEN. TRY TO
LEARN. BE COACHABLE. TRY TO LEARN FROM
EVERYBODY, ESPECIALLY THOSE WHO FAIL.
THIS IS HARD..... HOW PROMISING YOU ARE AS



Texas Success Initiative (TSI)

TEXAS SUCCESS INITIATIVE (TSI)

TEXAS SUCCESS INITIATIVE

To use scores from any assessment other than the TSI, students must have a transcript from a regionally accredited college or university indicating complete course work. Effective Aug. 26, 2013, students must take the Texas Success Initiative Assessment (TSIA).

Texas Success Initiative (TSI) College Preparatory

The Texas Success Initiative (TSI) became effective Sept. 1, 2003. This initiative replaces the Texas Academic Skills Program (TASP) and is in effect for students who register and pay prior to August 26, 2013.

Students enrolling for the first time in college after August 26, 2013 fall under the revised Texas Success Initiative which requires that incoming students, unless exempt, be assessed for college readiness in the areas of reading, mathematics and writing by the TSIA. This initiative further requires that students who do not meet the passing standard of an area of the assessment not be allowed to enroll in college-level classes requiring skills in the unmet area until those college readiness skills are met. Students can meet the skills requirement by completing the sequence of college preparatory courses for that area or by passing a retest of the assessment instrument. Students should meet with an educational planner/counselor to develop their individual college preparatory education plan which will include: when college preparatory studies must begin, the sequence of required college preparatory courses, possible retesting, study skills and other options for developing college readiness.

The placement chart, published in this catalog, indicates the various skills prerequisite levels, their corresponding score ranges on the placement tests and either the college preparatory courses in which students must enroll or the college-level English or mathematics courses in which they may enroll if they meet the skill level requirement. The placement chart also indicates the college preparatory course sequence for each skill area.

Exemptions from the Texas Success Initiative

Students are exempt from the provisions of the Success Initiative if they have met one of the following conditions:

- Enrolling in a Level 1 technical certificate or occupational certificate program.
- Have graduated with an associate degree or higher from a regionally accredited institution of higher education.
- Are serving on active duty as a member of the Armed Forces of the United States, in the Texas National Guard or as a member of a Reserves unit of the Armed Forces of the United States and have been serving for at least three years preceding enrollment; or have been honorably discharged, retired or released on or after Aug. 1, 1990.

- SAT Testing prior to March 5, 2016 -- Students who took the SAT test prior to March 5, 2016 may use the following scores: Combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics tests shall be exempt for the mathematics section of the TSI Assessment.
- SAT minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
- Exit-level TAKS mathematics score of 2,200 or higher and a language arts score of 2,200 or higher with an essay score of 3 or higher. Scores are valid for five years from the date of testing.
- Transfer from a regionally-accredited institution of higher education and have satisfactorily (with a grade of D or higher) completed college-level course work related to a skill area(s). Students who have not completed course work related to all skill areas must be assessed in the unmet area(s) and must participate in college preparatory studies if the area(s) is not met on the test.
- Have attended any regionally accredited institution of higher education and have been determined to have met readiness standards by that institution. This includes passing scores on an approved assessment instrument, a previous determination of college readiness (exemption) under the TASP or the completion with grades of C or higher of college preparatory studies at that institution.

NOTE: Degrees from non-English speaking foreign institutions and non-regionally accredited institutions do not qualify a student for an exemption of the TSI.

Partial Exemption Based on SAT, ACT, TAKS, STAAR

Students who do not meet all-area exemption standards on one of the above tests are considered to be exempt in the individual areas where the composite and area standard is met. Partial exemptions based on the SAT, ACT, STAAR or exit-level TAKS are as follows:

Reading and Writing	Mathematics
ACT Composite 23+ and ACT English 19+	ACT Composite 23+ and ACT Mathematics 19+
SAT taken before March 2016 Composite 1,070+ and Verbal (Critical Reading) 500+	SAT taken before March 2016 Composite 1,070+ and Mathematics 500+
SAT taken after March 2016 Reading and Writing 480+	SAT taken after March 2016 Mathematics 530+
TAKS Language Arts 2,200+ and Essay of 3+	TAKS Mathematics 2,200+
STAAR EOC English III 4,000+	STAAR Algebra II, 4,000

Students who are partially exempt based on the ACT, SAT, TAKS or STAAR must test for TSI purposes in the areas where they are not exempt prior to enrolling for any courses.

Waived Certificate Programs

Students who enroll in a waived certificate program (level I certificates of technology or occupational certificates are not exempt from required assessment but are waived from required college preparatory studies while enrolled in their waived program. However, they are restricted to enrollment in only those courses within the waived program and must meet course related skill level requirements.

TSI Requirements Deferred for Students Who are not Seeking a Degree or Certificate

Students who declare that they are not seeking a degree or certificate may defer both the required assessment (testing) and college preparatory education provisions of the TSI. However, they may accumulate no more than 15 term hours of college-level credit while they delay these provisions. Once students have earned 15 college-level credit hours, they must meet all TSI requirements. To delay assessment and college preparatory studies, students must meet with an educational planner/counselor to declare that they are not seeking a degree or certificate and be assigned the appropriate status. Students with this status must meet all course skill prerequisites; thus, assessment may be required. Students in this non-degree seeking status are not eligible for state or federal financial aid.

COLLEGE PREPARATORY COURSES

Students Who Enrolled in College Prior to Fall 2010

The college preparatory program provides a path for students who are not college-ready. This is based on a TSI assessment to determine college-readiness. It is the College's policy that students who are not college-ready in an area(s) (reading, writing, math) must begin college preparatory courses at their first enrollment and must continue enrolling in at least one college preparatory class each semester until they are college-ready in all areas.

Students Enrolling in College for the First time Fall 2010 through Summer 2012

The following rules must be followed by students when enrolling in college preparatory courses:

1. A student who is not college-ready in reading must first enroll in the required college preparatory reading course. If the student enrolls in a second course, it must be GUST 0305, College Student Success. The student can then enroll in other courses for which he or she has met the required skills/course prerequisites.
2. A student who is college-ready in reading, but is not college-ready in either writing or mathematics or both must first enroll in the required college preparatory course in either area. If the student enrolls in a second course, it must be GUST 0305. The student can then enroll in other courses for which he or she has met the required skills/course prerequisites.
3. Students must begin college preparatory courses at their first enrollment and must continue enrolling in at least one college preparatory class each semester until they are college-ready in all areas.

TEXAS SUCCESS INITIATIVE (TSI)

Students Enrolling in College for the First Time Fall 2012 or Thereafter

1. A student who is not college-ready in reading or writing must first enroll in the required college preparatory integrated reading and writing (INRW) course. If a student enrolls in a second course, it must be GUST 0305, College Student Success. The student may then enroll in other courses for which he or she has met the required skills/course prerequisites.
2. A student who is NOT college-ready in reading OR writing, and not college-ready in math must enroll in the required college preparatory requirements in reading and writing first, then GUST 0305 and then enroll in MATH requirements. The student may then enroll in other courses for which he or she has met the required skills/course prerequisites.
3. A student who is college-ready in reading AND writing but not college-ready in math, must enroll in the required college preparatory math course. The student must enroll in either GUST 0305, EDUC 1300 or PSYC 1300 before registering for his or her 10th college credit.
4. Students must begin college preparatory courses at their first enrollment and must continue enrolling in at least one college preparatory class each semester until they are college-ready in all areas.
5. A student who transfers to San Jacinto College with fewer than 11 hours of college-level credit will be required to enroll in GUST 0305, EDUC 1300 or PSYC 1300.
6. Students required to take the Learning Framework course must enroll in the course before enrolling in their 10th college-level credit hour.
7. Students who do not successfully complete a Student Success course will be required to re-enroll in the course the following semester.

Advising – College Preparatory Studies

Advising on college preparatory education and degree or certificate program options is always available to students at San Jacinto College. At certain times advising is required. Entering students who are not exempt and who have not met TSI testing requirements must see an educational planner/counselor or admissions advisor to determine if they must take an assessment test and to obtain a Testing Referral Form.

Skills Prerequisites

Many courses have minimum levels of skill in reading, writing and/or mathematics stipulated as prerequisites. These prerequisites constitute conditions of enrollment for all students coming under the provisions of the TSI and cannot be waived. They are stated in terms of numerical levels which correspond with certain ranges of scores on the placement tests. To satisfy a course skills prerequisite, students must score within the range of scores corresponding to the indicated level.

Student Initiated Withdrawal from Required College Preparatory Studies

Students enrolled in college preparatory studies may, under certain exceptional circumstances and for one term only, withdraw from one required college preparatory course but must meet with an educational planner/counselor to discuss their individual college preparatory education program. This conference should explore the consequences of withdrawing, such as delayed college readiness, restriction from college-level courses with required skill prerequisites, delayed entry into programs of study requiring certain skill levels and other factors affecting the student's educational objectives. Students are required to continue with their college preparatory studies program at their next registration and will not be permitted to subsequently withdraw from required college preparatory studies.

TEXAS SUCCESS INITIATIVE ASSESSMENT (TSIA)

The TSIA Mathematics and Statistics Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which includes Elementary Algebra and Functions, Intermediate Algebra and Functions, Geometry and Measurement and Data Analysis, Statistics and Probability. There are approximately 20 items on the placement test and 10 items per category on the diagnostic test.

The TSIA Writing Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which include essay revision, agreement, sentence structure and sentence logic. There are approximately 20 items on the placement test and 10-12 items per category on the diagnostic test. The TSIA Reading Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which include literary analysis, main idea and supporting details, inferences in a text or texts and author's use of language. There are approximately 24 items on the placement test and 10-12 items per category on the diagnostic test.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas College and Career Readiness Writing standards asks students to write essays that "demonstrate clear focus, the logical development of ideas in well-organized paragraphs and the use of appropriate language that advances the author's purposes." WritePlacer automatically evaluates students' essays written to one of several prompts. WritePlacer essays are electronically scored by the Intelligent Essay Assessor (IEA) that is powered by the Knowledge Technologies (KT) engine. Feedback is provided on the following dimensions: purpose and focus organization and structure, development and support, sentence variety and style, mechanical conventions and critical thinking.

Meeting the Requirements of the Texas Success Initiative

The TSIA Mathematics and Statistics Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which includes Elementary Algebra and Functions, Intermediate Algebra and Functions, Geometry and Measurement and Data Analysis, Statistics and Probability. There are approximately 20 items on the placement test and 10 items per category on the diagnostic test.

The TSIA Writing Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which include essay revision, agreement, sentence structure and sentence

logic. There are approximately 20 items on the placement test and 10-12 items per category on the diagnostic test. The TSIA Reading Test is a multiple choice assessment that covers the key College and Career Readiness Standards, which include literary analysis, main idea and supporting details, inferences in a text or texts and author's use of language. There are approximately 24 items on the placement test and 10-12 items per category on the diagnostic test.

The Texas College and Career Readiness Writing standards asks students to write essays that "demonstrate clear focus, the logical development of ideas in well-organized paragraphs and the use of appropriate language that advances the author's purposes." WritePlacer automatically evaluates students' essays written to one of several prompts. WritePlacer essays are electronically scored by the Intelligent Essay Assessor (IEA) that is powered by the Knowledge Technologies (KT) engine. Feedback is provided on the following dimensions: purpose and focus organization and structure, development and support, sentence variety and style, mechanical conventions and critical thinking.

Placement Chart

Texas Success Initiative Assessment Placement Chart		
SCORES	SKILL LEVEL	APPROPRIATE COURSE
READING		
Less than 342	Skill level 2	Intentional Connections (READ 0308; ENGL 0306)
342-346	Skill level 4	INRW 0301
347-350	Skill level 6	INRW 0302
351 or higher	Skill level 7	Review Writing Score
WRITING		
Less than 350 (no essay)	Skill level 2	Intentional Connections (READ 0308; ENGL 0306)
350-356 (no essay)	Skill level 4	INRW 0301
357-362 (no essay)	Skill level 6	INRW 0302
Essay score 5 or essay score of 4 and multiple choice 340 or higher	Skill level 7 and College ready in Reading	English 1301
MATHEMATICS: Non-Algebraic Path		
Less than 336	Skill level 4	Math Foundation Course 0332 or 0342
336-349	Skill level 4	Math Foundation Course 0332 or 0342
350 or higher	Skill level 8	Math 1332 or 1342 - College Level
MATHEMATICS: Algebraic Path		
Less than 336	Skill level 4	Math 0104
336-349	Skill level 6	Math Foundation Course 0314 or 0324
350 or higher	Skill level 9	Math 1314 or 1324 - College Level



Testing

CAMPUS TESTING CENTERS

Campus Testing Centers offer CLEP, BENNETT Mechanical assessment, Accuplacer ESL, computer literacy, credit by exam, final exams, Texas high school equivalency exams, HESI, SAT, ACT and TSIA (Texas Success Initiative Assessment) exams. Please contact the nearest test center for dates and times.

Taking the TSIA Exam

San Jacinto College uses the TSIA exam to determine your college readiness levels in math, reading and writing. Before you meet with an advisor and attend new student orientation, it's important that you take this exam. Your test scores will determine if you are ready for college-level courses, or need college preparatory courses. Testing takes place at your campus of choice, and can usually be completed in three to four hours. You will need to complete the TSIA Pre-Assessment Activity before going to Admissions for a Testing Request Form. www.sanjac.edu/PAA

Texas Certificate of High School Equivalency (TxCHSE)

San Jacinto College currently administers the High School Equivalency test for the high school equivalency assessment. For more information about the High School Equivalency and to schedule and pay for your exam, please visit ged.com or call 1-877-392-6433.

To take the high school equivalency exams an individual must:

- Be a resident of Texas
- Have a government issued photo ID, and
- Be 18 years of age or older

Transfer Credit by Examination

Mail the official copy of Advanced Placement (AP), College Level Examination Program (CLEP) and International Baccalaureate (IB) to Records Management at the South Campus for processing. A student must earn at least three credit hours of course work at San Jacinto College before transfer credit will post to the student's transcript.

Registration

REGISTRATION

REGISTRATION

Web Registration-Secure Online System (SOS)

The online registration system is Secure Online System (SOS). Once students have been admitted, they may access SOS.

Web registration is available at www.sanjac.edu/soslogin.

Students may access web registration if they have completed orientation, submitted meningitis vaccination documentation or are exempt from the requirement and have been admitted/re-admitted, or continuing students may access web registration. Dual credit students will need to see the dual credit office or their high school counselor for registration.

The following steps will give students access to the Secure Online System (SOS):

1. Visit the San Jacinto College website at www.sanjac.edu, select MySanJac, and then select the Secure Online System (SOS) for login.
2. To login, enter your generated ID number, which is a capital G with the assigned eight digit number.
3. Enter the six-digit PIN that was provided when you claimed your account.
4. Select My Registration and follow the system prompts.
5. Select the term in which you want to enroll. There are multiple terms available.
6. Select Step 5, register for classes. You may search by subject, campus and class times, or you may simply enter the CRN numbers for desired classes. Select Submit Changes to save the requested classes or to determine if there are registration restrictions. When the schedule is correct, select the View My Schedule link at the bottom of the page to have the system calculate the tuition and fees due. Submitting changes will add charges if classes have started.
7. Select View Fee Assessment, and then select Student Account Suite button. Refer to the Registration and Payment Schedule for payment deadlines.
8. Be sure to print your schedule and/or payment confirmation before you exit SOS, and carefully check that it is correct. Late changes result in additional charges. Students who change their minds about one or more courses should drop the unwanted classes prior to the first day of class to ensure a 100 percent refund of charges. Once a student has registered and paid, he/she is officially enrolled and subject to college regulations concerning withdrawal and refunds. This will not relieve the student of legal financial obligations for his/her enrollment nor does it constitute withdrawal from classes.

In addition to registration, other services available in SOS are:

- Check registration status
- Display class schedule
- Add or drop classes
- View changes and make payments by credit/debit card, check or Installment Payment Plan
- View holds
- Request official transcript
- Display grades and print unofficial transcripts
- Complete degree evaluations
- View financial aid information
- View personal information
- View test scores
- Change PIN

Course Finder

Course Finder is an online tool to help students build a possible schedule. If students use it to look up information, they must remember to login to SOS to register for classes.

Schedule Disclaimer

The College will determine the times and locations of classes as well as the minimum and maximum enrollment per class. The College reserves the right to cancel classes, change instructors and otherwise alter the schedule. There is no charge for schedule changes due to canceled classes. To replace a canceled class, the student should make changes during the time designated in the Schedule of Classes.

Course Load

A regular course load during a fall or spring term is 15 to 17 term hours or five courses, excluding physical education, choir or band. The maximum course load during 16 weeks is 18 hours. Only exceptional students may, with the approval of the instructional dean, enroll for additional term hours of credit. The maximum course load permitted during the summer term is 14 term hours or seven term hours per summer five-week part of term. The maximum load in a three-week mini session is three term hours.

Working students should consider the number of term hours they take in relation to the number of hours they work per week. It is unrealistic for students employed full-time to enroll in college full-time. Students achieve full-time status when they enroll for 12 or more term hours in a full term or summer session. A useful guideline is that students should spend at least two hours studying for every hour they spend in the classroom. For example, a student taking 15 term hours assumes the responsibility for a minimum of 45 hours per week, 15 hours in class and 30 hours studying. The College reserves the right to limit the number of term hours that working students may attempt.

The second digit of a course number indicates the credit hours associated with that course.

Enrolling at Multiple Campuses

Students are encouraged to take classes at any of the campuses of the College district. Students wanting to take courses at multiple campuses must calculate the time needed to drive, consider traffic conditions, time needed to park and walk to class between one campus and another prior to scheduling classes. The allotted time between classes is 10 minutes. The estimated minimum travel time between campuses is as follows:

Central to South - 35 minutes

Central to North - 50 minutes

North to South - One hour and five minutes

This means that usually one class period must be left unscheduled to allow enough time to safely travel from one campus to the next. The number of times a student can be tardy to class calculates into the excessive absences maximum and could cause students to receive a failing grade in a class. Additionally, late students are disruptive to the teaching and learning environment for all.

Parts of Term

The terms include a traditional "full" term of 16 weeks (fall and spring) or 11 weeks (summer) as well as multiple shorter "parts-of-term" which are provided to enable students to enroll in courses throughout the year. For example, the spring term includes a 16-week session, a 14-week "weekend" session, two overlapping 12-week sessions, two eight-week sessions, a six-week/10-week combination and four four-week sessions. The various parts of term provide significant flexibility for scheduling and increase the opportunities for enrolling at times other than the start of the full term. Following the start of the term, the online system is open for adding classes in those parts of term that have not yet started.

University Transfer

Students planning to transfer to a senior college or university should select courses according to the curriculum requirements of the institution they plan to attend. Transfer MAPS for some universities are located on the website and in My San Jac GPS. Students should contact a college educational planner/counselor for help in selecting courses if the university they are interested in transferring to is not listed.

Students not planning to transfer may select courses according to associate degree, certificate requirements or personal preference.

Concurrent Enrollment

The total number of term hours taken by a student concurrently enrolled at San Jacinto College and another college or university may not exceed that allowed by College regulations (See Course Load.)

Prerequisites or Co-requisites

Some course descriptions stipulate that students must earn credit for certain course prerequisites before they can register for that course. Prerequisites help assure that students have sufficient background in the subject to succeed in the course.

A co-requisite is a notation in a course description indicating that a student who enrolls in the course must also enroll concurrently in the listed co-requisite course unless that course has already been completed with a passing grade.

Minimum placement test scores in reading, writing and/or mathematics skills are prerequisites for most classes academic and college preparatory courses. These prerequisites constitute a condition of enrollment in these courses for all students and cannot be waived. Course descriptions in the Catalog will indicate which courses have such prerequisites.

Under special circumstances the department may allow a student to register for a course without the required prerequisite or co-requisite. A waiver of the required prerequisite or co-requisite does not affect degree requirements. Students who have been granted a waiver may earn needed credit through course substitution or credit by examination. Although students may receive credit toward graduation at San Jacinto College, if prerequisites are waived for certain courses, another college may not allow credit for such courses. If students do not follow prerequisite/co-requisite requirements, the College may withdraw them from the course.

REGISTRATION

Repetition of Courses

If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used in transcript grade point average (GPA) calculations; however, the lower grade will remain on the student's transcript permanently and will be included in calculations of financial aid eligibility.

A few courses may be repeated for credit. These exceptions are noted in the course descriptions found in this catalog. Students planning to transfer should check with the receiving institution concerning policy for enrollment services and GPA calculations for repeated courses.

Schedule Changes and Dropping Courses

Students may change their schedules by dropping and/or adding course sections only during designated periods. A student may drop a course or withdraw from all courses within the published time period during the term. There is no additional charge for course changes prior to the first day of the term or part of term. The student should initiate the drop online. The academic calendar and the refund schedule list deadline dates and refund amounts. Students enrolled in college preparatory courses must drop courses in person. If the student is unable to drop online or in person, he/she must contact the College at 281-998-6150 for assistance.

Simply informing the instructor of the intent to drop is not sufficient. The student is responsible for dropping officially from a course. A student may not drop after the last published drop date or receive a grade of W. Students may not attend any class from which they have dropped.

Students who make class changes online should print and retain verification of their schedule changes in case questions arise later about refunds or transcript records.

Class Change Fees

Students can make changes to their class schedule without a fee prior to the published start date of the term/part of term. Students changing classes or sections resulting in dropping classes or sections on or after the start date will be assessed charges in accordance with the state refund schedule.

Late Registration Policy

San Jacinto College maintains a No Late Registration Policy. Registration is available until the day before the first day of class. The Admissions Office and Educational Planning, Counseling & Completion can assist students with enrollment up until one hour before the class starts. Registration dates and refund schedules can be found at www.sanjac.edu/refunds.

Complete Withdrawal from College or Dropping All Courses

Dropping all courses for the term at the same time constitutes the intent to officially withdraw from the College. Additionally, when students officially withdraw or do not withdraw from the College but drop individual courses, when the last course is dropped, the College requires that the student return all College-owned property and pay all outstanding debts of tuition, fees and fines. San Jacinto College does not issue official transcripts for students who have outstanding debts or unreturned College property.

Withdrawal Deadlines

The College website displays the deadlines for withdrawing from classes to receive a grade of W or WL. As mandated by the Texas Higher Education Coordinating Board, the withdrawal deadline is determined at approximately the 75 percent point of the course. Students should check the College website to determine the correct date for specific courses. After the deadline the College does not permit withdrawal with a grade of W or WL, and students will receive a grade of A, B, C, D, F, FX, I or NG.

Six-Drop Limit Provisions (TEC 51.907)

Students who enrolled as entering freshmen or first-time-in-college (FTIC) students during the fall 2007 and thereafter, are subject to the provisions of the six-drop limit. This limits the total number of drops of an affected student to six. These six include all drops from all Texas public colleges or universities. The drops a student has at San Jacinto College that are within the six-drop limit will be identified with a grade of WL. An affected student may only have six grades the equivalent of WL from all Texas public colleges and universities attended. The number of drops included in the limit from transfer institutions will be indicated on the transcript sent to San Jacinto College. After the student has received six grades the equivalent of WL in total, the student will not be allowed to drop any additional courses and must receive grades of A, B, C, D or F in the courses.

Students who remain enrolled in the course on or after the official census date of the course will be awarded a grade on the transcript. Courses dropped prior to the census date for that course will not count in the six-drop limit since courses dropped prior to the census date are not awarded a grade of W or WL. (The official census date varies according to the length of the course. If students attempt to drop the course over the SOS self service system, and the drop option is W3, W4 or W5, these drops will result in a grade of WL on the transcript for affected students.)

San Jacinto College will consider the following situations as constituting an approved blanket exemption from the six-drop limit for affected students:

1. Grades of W in all college preparatory courses or any courses with a 0 score in the first digit of the course number.
2. All grades of W received for all courses taken by dual credit/early admission students received prior to high school graduation even if taken after fall 2007.
3. All grades of W are received when the student's intent was to "withdraw" from the institution. To meet the requirement for "withdrawing from the institution" the student must drop all courses for all parts of term on the same date. This applies to drops after the official census date. The term is viewed in totality and not by part of term. The student must inform the Educational Planning, Counseling & Completion Office of their intent to withdraw.

San Jacinto College will notify by email all new first-time-in-college students each term that they are affected by SB 1231 and that they will be limited to six course drops during their enrollment at all public colleges and universities in Texas. Students affected by the six-drop limit may view the total number of drops accumulated at San Jacinto College and transfer institutions through their SOS accounts.

There are provisions for appeal of grades of WL awarded at San Jacinto College that are included in the six-drop limit. Grades included in the six-drop limit from transfer institutions are not known to San Jacinto College and any appeal must be directed to the transfer institution. For more information, go to www.sanjac.edu/six-drop.

Class Attendance

Students must attend all lecture and laboratory periods. An education is more than just acquiring information. Through regular class attendance students gain clearer insight into complex issues through interaction with professors and other students.

Instructors keep an accurate record of each student's attendance and do not allow students who do not attend regularly to slow the pace of the class. However, instructors may provide an opportunity for a student who presents a reasonable excuse for an absence to make up missed work. A student who does not offer a satisfactory explanation for an absence will have that absence classified as unexcused and earn an F for any test, assignment or laboratory work given or due during that absence. The student will not be allowed to make up work that was missed.

Whenever a student's absences reach 8.33 percent of the contact hours of the course for unexcused reasons or reasons unknown to the instructor, the instructor may request that the student drop the course (if applicable, see TEC 51.907 Six-Drop Limit Provisions section) and if not eligible to drop or the student chooses not to drop, the instructor may award a grade of FX at that time, which will prohibit the student from attending class.

For example, the number of contact hours in a fall or spring term course equals the number of weekly classroom and laboratory hours in the course description multiplied by 16. Therefore, professors may prohibit the students who accumulate four hours absence in classes meeting three hours per week or eight hours absence in classes meeting six hours per week from attending class. Three unexcused tardies count as one unexcused absence.

An instructor also has authority to request that the student drop the course and to prohibit a student from participating in class when the instructor believes the student has accumulated so many absences (including excused absences) that the student cannot reasonably expect to pass the course. An instructor may also award the temporary grade of I (Incomplete) only under certain circumstances. (See the Incomplete (I) section under the Grading System section for specific information.)

NOTE: A student who wishes to withdraw from a course must withdraw officially online or through the Educational Planning, Counseling & Completion Office; simply informing the instructor of the intent to withdraw is not sufficient. The Withdrawal from Courses section which follows gives more information.

Accreditation or certification standards that require more stringent attendance policies may govern certain departments or programs.

College regulations specify that only students who have registered for the class and who are listed on the official class rolls may attend a class. Students not listed on official class rolls may not attend classes; nor may students who have withdrawn or who have been withdrawn attend classes.

REGISTRATION

Auditing a Course

Approval to audit a credit course may be granted to individuals who complete the audit application with the Admissions Office.

- Auditors (including senior citizens) must enroll for the course after the first class meeting during the official registration period, but before the second class meeting.
- Not all courses are available for audit. Courses that have met the maximum occupancy cannot be audited. CPD classes are not available for audit.
- Students must meet all prerequisite and skill level requirements for the course being audited.
- Financial aid does not cover the cost to audit a course.
- Students must purchase the required materials, including books, for the course.
- Audit students will have access to all buildings, services and technology, including Blackboard and SOS.
- Audit students must obtain a student ID from the Admissions Office and a parking permit from the Business Office.
- Audited course work will be posted on the transcript with a grade of AUDIT.
- Audit students are required to conform to the same conduct in the classroom and on campus as credit students and must comply with the policies, rules, regulations and generally accepted practices of the College (See San Jacinto College Handbook and Code of Student Conduct.)
- Audit students must pay the same time they register, either in full or by enrolling in a payment plan, if available, at a campus business office. Tuition is based on residency status. The general service fee will apply to all students as a one time fee per semester.
- Refunds for dropping an audited course will follow the same schedule as the regular refund schedule. Please see Admissions Office for assistance in dropping an audit class.
- Senior citizens 65 and older may audit a credit course without paying up to six (6) credit hours of tuition, but they must pay all applicable fees including the general service and related lab fees or incidental fees.

Senior Citizens Enrolling in Classes

Under Texas Law (Section 54.210), a college may allow senior citizens 65 years of age or older (by the first day of classes of the specific enrollment term) to enroll in up to six credit hours per term without paying tuition, providing there is space available and the applicant has not exceeded 90 previous college credit hours. The senior citizen must pay all application fees, including the general service and related lab fees or incidental fees.

Residency

RESIDENCY

RESIDENCY

Residence Status for Tuition Purposes

Rules and Regulations for determining residence status are set by the Texas Education Code, Section 54.051(b) which may be viewed at www.statutes.legis.state.tx.us/ and the Texas Higher Education Coordinating Board Rules 21.727 at www.thecb.state.tx.us/.

For tuition purposes, students are classified as a Texas resident, a Texas resident in-district, a non-Texas resident/out-of-state or a non-Texas resident/out-of-country student. Determination of a student's residence status is made in accordance with the laws of the state of Texas.

During the admission process, all students answer the Texas Common Core questions for residency in order to provide for determination of their status as either a Texas resident, non-resident or international student.

Relevant Definition

Dependent – A person who:

- a. is less than 18 years of age and has not been emancipated by marriage or court order; or
- b. is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.

Students who are considered dependents will use residency based on their parents' or legal guardians' eligibility for Texas residency using the scenarios listed below.

Texas Resident

The following persons shall be classified as Texas residents and entitled to pay resident tuition at all Texas public institutions of higher education:

1. a qualifying person who:
 - a. graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
 - b. maintained a residence continuously in this state for the 36 months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.
2. a qualifying person who:
 - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
 - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
3. a qualifying dependent whose parent:
 - a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
 - b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

The student has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.

Non-U.S. Citizens eligible to establish Texas residency

Non-U.S. Citizens who are eligible to domicile in the U.S. must prove they have lived in Texas for one year and show proof of their eligibility to domicile.

Permanent residents of the United States may be asked to furnish their permanent resident (green) card or I-551 passport approval stamp.

An eligible non-immigrant who has filed an application for permanent residency must provide the original Notice of Action with an approval notice.

An eligible non-immigrant that is eligible to establish domicile in the United States may be eligible for classification as a Texas resident. The Texas Higher Education Coordinating Board has identified eligible students to be (1) holders of unexpired visas with A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1B, H-4 (dependent of H-1B only), I, K-1, K-2, L-1A, L-1B, L-2N-8, N-9, NATO 1-7, O-1, O-3 (dependent of O-1 only), R-1, R-2, T-1, T-2, T-3, T-4, TPS, U-1, U-2, U-3, U-4, V-1, V-2, V-3; or (2) individuals classified by the INS as asylees, parolees, refugees, permanent residents, conditional permanent residents and temporary residents holding an I-688 or I-688B Temporary Resident card that has not expired.

Undocumented immigrants who meet academic admission requirements will be permitted to enroll but normally will be subject to the tuition rate applicable to non-residents. Undocumented immigrants may qualify for the tuition rate applicable to the residents of Texas if all four of the following qualifications are met and adequate proof is provided:

1. Graduated or will graduate from a Texas high school or received a High School Equivalency certificate in Texas.
2. Resided in Texas for at least three years leading up to graduation from high school or receiving a Texas High School Equivalency.
3. Reside or will have resided in Texas for the 12 months immediately preceding the census date of the semester to be enrolled.
4. Provide to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

Texas Resident Out-of-District

Refer to rules in the Texas Resident section above. Students must first meet all qualifications in that section.

A resident student will be designated with an out-of-district residency classification if the student or eligible person upon whom the dependent student is basing their residency resides outside of the San Jacinto College taxing district, as determined by the Harris County Appraisal District.

Texas Resident In-District

Refer to rules in the Texas Resident section above. Students must first meet all qualifications in that section.

A resident student will be designated with an in-district residency classification if the student or the eligible person upon whom the dependent student is basing their residency resides inside the San Jacinto College taxing district, as determined by the Harris County Appraisal District (www.hcad.org) or tax documents. Post office boxes cannot be used to designate a student as Texas-resident in-district. The San Jacinto College taxing district generally includes the following independent school districts: Channelview, Deer Park, Galena Park, La Porte, Pasadena and Sheldon.

Reclassification of Texas Resident status

Students may request a reclassification of Texas Resident status by visiting the Educational Planning, Counseling & Completion Office when their permanent address changes. When changing an address, students must complete and sign a change-of-address form and if changing to an in-district address, must provide documentation connecting them to the in-district address such as a current apartment lease, property tax documents, current utility bill in the student's name or current utility bill in the parent(s) name(s) and the income tax documents showing the student is being claimed as a dependent. Students requesting a reclassification of the Texas resident status prior to the census date for the current term may have the change applied to the current term's tuition status. Requests received after the census date will be effective for the following term.

Documentation for Texas Resident Status

Although not conclusive or exhaustive, documentation indicating the following circumstances existed throughout at least 12 consecutive months immediately preceding the census date of the semester in which a person seeks to enroll may lend support to a claim regarding his/her intent to establish and maintain domicile in Texas.

- Sole or joint marital ownership of residential real property in Texas by the student or the dependent's parent, having established and maintained domicile at that residence;
- Ownership of a business by the student or the dependent's parent in Texas;
- Gainful employment in Texas by the student or the dependent's parent;
- Marriage by the student or the dependent's parent to a person who has established and maintained domicile in Texas.

RESIDENCY

If, as the answers to the core questions are reviewed by College officials, there remains a question as to the student's proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas residency. For a list of other appropriate examples, please refer to the Texas Higher Education Coordinating Board documentation charts at <info.sos.state.tx.us/fids/201100457-2.html>. The institution must then maintain those documents showing that the student classified as a resident has legal right to such classification as of the official census date of the term or term for which the student is enrolling.

The institution is charged to obtain necessary documentation that conclusively confirms the student's actual residence. Any address change that causes a reduction in tuition must be accompanied by appropriate documentation. When returned mail or other occurrences raise questions about the validity of the student's address or when conflicting information exists, additional documentation will be required. Students will be allowed to register but will be charged at the higher rate until required documentation is provided.

For a complete list of documentation that may be required, please refer to the Texas Coordinating Board website. The Educational Planning, Counseling & Completion Office or Admissions Office is the final authority on all questions and decisions regarding residency classification for tuition purposes.

Non-Texas Resident

A student or dependent student who resides or whose parent or legal guardian resides out of state or has not established domicile in the state for the 12 months prior to the official reporting date of the semester in which the student is registering is considered a non-Texas resident.

A non-resident who marries a Texas resident must establish his/her own residency.

Visa: Students who have lived in Texas for the 12 months prior to the official reporting date of the semester, but do not have a Visa status that allows them to domicile will be coded as out-of-country.

Reclassification: To be reclassified as a resident (after one or more years of residency), eligible students must show proof of intent to establish Texas as their permanent legal residence. Refer to Texas Resident section of these rules for eligibility requirements and Chart II of the Texas Higher Education Coordinating Board Rules for a list of support documentation at <info.sos.state.tx.us/fids/201100457-2.html>.

Military Personnel

Military personnel or their families should check with the Veteran Center and/or refer to the rules found in the Texas Education Code at <www.statutes.legis.state.tx.us> and Texas Higher Education Coordinating Board Rules at <www.thecb.state.tx.us> for requirements on resident tuition. Current military identification, military orders or a DD-214 may be required to receive resident tuition.

Tuition and Fees

TUITION AND FEES

TUITION AND FEES

Tuition and Fee Schedules

This schedule is subject to change by the Texas Legislature and the San Jacinto Community College District Board of Trustees.

Texas Resident Tuition Rate (TOD) (Out-of-District)

Tuition \$95 per term hour

SEMESTER CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL	SEMESTER CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL	
1	\$ 95	\$ 150	\$ 245	15	\$ 1,425	\$ 150	\$ 1,575	
2	\$ 190	\$ 150	\$ 340	16	\$ 1,520	\$ 150	\$ 1,670	
3	\$ 285	\$ 150	\$ 435	17	\$ 1,615	\$ 150	\$ 1,765	
4	\$ 380	\$ 150	\$ 530	18	\$ 1,710	\$ 150	\$ 1,860	
5	\$ 475	\$ 150	\$ 625	19	\$ 1,805	\$ 150	\$ 1,955	
6	\$ 570	\$ 150	\$ 720	20	\$ 1,900	\$ 150	\$ 2,050	
7	\$ 665	\$ 150	\$ 815	In addition to tuition and fees, other fees will be charged for some classes.				
8	\$ 760	\$ 150	\$ 910					
9	\$ 855	\$ 150	\$ 1,005					
10	\$ 950	\$ 150	\$ 1,100					
11	\$ 1,045	\$ 150	\$ 1,195					
12	\$ 1,140	\$ 150	\$ 1,290					
13	\$ 1,235	\$ 150	\$ 1,385					
14	\$ 1,330	\$ 150	\$ 1,480					

Estimated Resident Out-of-District Student Expenses

(based on the following semester hours)	6	9	12	15
Tuition and Fees	\$720	\$1,005	\$1,290	\$1,575
Lab Fee (based on two courses @ \$15 per course)	\$30	\$30	\$30	\$30
Books (based on one book @175 for each course)	\$350	\$525	\$700	\$875
Total per Semester	\$1100	\$1,560	\$2,020	\$2,480
Incremental Increase	\$460	\$460	\$460	\$460

Texas Resident Reduced Tuition and Fees (TID) (In-District)

Tuition \$50 per credit hour

IN-DISTRICT CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL
1	\$ 50	\$ 150	\$ 200
2	\$ 100	\$ 150	\$ 250
3	\$ 150	\$ 150	\$ 300
4	\$ 200	\$ 150	\$ 350
5	\$ 250	\$ 150	\$ 400
6	\$ 300	\$ 150	\$ 450
7	\$ 350	\$ 150	\$ 500
8	\$ 400	\$ 150	\$ 550
9	\$ 450	\$ 150	\$ 600
10	\$ 500	\$ 150	\$ 650
11	\$ 550	\$ 150	\$ 700
12	\$ 600	\$ 150	\$ 750
13	\$ 650	\$ 150	\$ 800
14	\$ 700	\$ 150	\$ 850
15	\$ 750	\$ 150	\$ 900
16	\$ 800	\$ 150	\$ 950
17	\$ 850	\$ 150	\$ 1,000
18	\$ 900	\$ 150	\$ 1,050
19	\$ 950	\$ 150	\$ 1,100
20	\$ 1,000	\$ 150	\$ 1,150

In addition to tuition and fees, other fees will be charged for some classes.

Estimated Resident In-District Student Expenses

(based on the following semester hours)	6	9	12	15
Tuition and Fees	\$450	\$600	\$750	\$900
Lab Fee (based on two courses @ \$15 per course)	\$30	\$30	\$30	\$30
Books (based on one book @175 for each course)	\$350	\$525	\$700	\$875
Total per Semester	\$830	\$1,155	\$1,480	\$1,805
Incremental Increase	\$325	\$325	\$325	

TUITION AND FEES

Out-of-State and Other Non-Resident Tuition and Fees (TOS, TIS, TUV)

Tuition \$160 per term hour

OUT-OF-STATE CREDIT HOURS	TUITION	GEN SVC FEE	TOTAL
1	\$160	\$ 150	\$ 310
2	\$ 320	\$ 150	\$ 470
3	\$ 480	\$ 150	\$ 630
4	\$ 640	\$ 150	\$ 790
5	\$ 800	\$ 150	\$ 950
6	\$ 960	\$ 150	\$ 1,110
7	\$ 1,120	\$ 150	\$ 1,270
8	\$ 1,280	\$ 150	\$ 1,430
9	\$ 1,440	\$ 150	\$ 1,590
10	\$ 1,600	\$ 150	\$ 1,750
11	\$ 1,760	\$ 150	\$ 1,910
12	\$ 1,920	\$ 150	\$ 2,070
13	\$ 2,080	\$ 150	\$ 2,230
14	\$ 2,240	\$ 150	\$ 2,390
15	\$ 2,400	\$ 150	\$ 2,550
16	\$ 2,560	\$ 150	\$ 2,710
17	\$ 2,720	\$ 150	\$ 2,870
18	\$ 2,880	\$ 150	\$ 3,030
19	\$ 3,040	\$ 150	\$ 3,190
20	\$ 3,200	\$ 150	\$ 3,350

In addition to tuition and fees, other fees will be charged for some classes.

Estimated Out-of-State and Other Non-Resident Student Expenses

(based on the following semester hours)	6	9	12	15
Tuition and Fees	\$1,110	\$1,590	\$2,070	\$2,550
Lab Fee (based on two courses @ \$15 per course)	\$30	\$30	\$30	\$30
Books (based on one book @175 for each course)	\$350	\$525	\$700	\$875
Total per Semester	\$1,490	\$2,145	\$2,800	\$3,455
Incremental Increase	\$655	\$655	\$655	

Additional Expenses

Students must purchase their own textbooks, workbooks and supplies such as paper, pencils and computer storage media. Some courses also require that students buy special supplies.

Fees Per Term

1. **General Service Fee (GSF)**—The General Service Fee supports functions that contribute to a student's educational experience outside of the classroom while tuition primarily covers a portion of the instructional classroom experience. The General Service Fee is charged to cover the support of maintenance of instructional labs; the support of cultural programs, intramural sports and other student programs; and the support of student services, including library, financial aid, enrollment orientation, educational planning, student engagements and activities, career and employment services and accessibility services. A fee of \$150 is charged each fall, spring or summer term. This fee is nonrefundable unless the student withdraws from all courses. The refund is prorated based on the published refund schedule.
2. **Schedule Change Fees**—Schedule changes made prior to the first day of class do not incur a fee. Any class changes on or after the first class day of the term are subject to the College refund policy which allows a maximum refund of 70 percent of tuition charges once the term or session has begun. Class changes are considered processed at the time of data entry. The student is considered liable for the appropriate charges. (See Refund Table for list of charges.)
3. **Incidental Fees**—Incidental fees are accounted for as other designated funds and as such funds reflect the reasonable cost of materials or services for which the fee is collected. These include, but are not limited to, flight fees, testing fees and personal equipment fees. An Incidental Fees chart appears later in this section. Incidental Fees are subject to change.
4. **Lab Fees**—A laboratory fee is collected in an amount sufficient to cover the general cost of the laboratory materials and supplies used by a student. The amount does not exceed the lesser of \$48 per semester credit hour of laboratory course credit or the cost of actual materials and supplies used by the student. A Lab Fee chart appears later in this section. Lab fees are subject to change.
5. **Course Fees (01F-26F)**—A Course Fee is a fee of \$2 to \$7 per semester credit hour to maintain program quality, including retaining faculty and staff and enhancing services, including equipment and technology. A Course Fee chart appears later in this section. Course Fees are subject to change.
6. **Parking Permit**—Each student will be entitled to one parking permit by submitting a completed parking application to any campus business office at the time of registration and application of payment. Additional or replacement parking permits may be obtained from any campus business office. A parking permit must be displayed on each automobile parked on any San Jacinto College campus by a student or for the benefit of a student. A fine will be imposed on any student who fails to comply with parking regulations.
7. **Liability Insurance (ELI)**—There is a \$7 charge per term per class for some allied health clinical courses, such as dietetics technician as well as cosmetology and massage therapy lab courses.
8. **International Student Processing Fee (EFS)**—\$35. This fee is assessed to students holding F-1 Visas each term of enrollment.
9. **Repeat Course Fee (T3PT)**—San Jacinto College will charge an additional tuition of \$60 per credit hour to any course that a student has already attempted twice and appears on their transcript. This additional tuition charge will be assessed for all registered students as applicable.

INCIDENTAL FEES

Aeronautical Technology (EFAA, EFFT, EFUF) — Flight courses are subject to regular College tuition and fees. All College tuition and fees must be paid at the time of registration. Flight fee charges are subject to change when the current contract changes. Please contact the aeronautical department for the most recent flight fees.

*Approved Flight Fees (EFAA, EFFT, EFUF)

Flight Course	Anson Air	Flying Tigers	UnitedFlt.Systems
AIRP 1215	\$11,299.50	\$10,440	\$9,975
AIRP 2239	\$24,580.45	\$34,145	\$22,970
AIRP 2242	\$6,143.78	\$5,087	\$5,127.50
AIRP 2243	\$11,856.64	\$10,709	\$9,995
AIRP 2250	\$12,113.25	\$11,190	\$9,125
AIRP 2251	\$5,966.85	\$5,950	\$5,375
AIRP 2236	\$9,947.61	\$8,040	\$8,324

**Flight fees are to be applied to a particular rating. Flight ratings are based upon proficiency and not on a completion of a particular course.*

Additional fees may be required to complete the rating.

Additional Flight Simulation Fees (ESF)

AIRP 1215.....	\$40	AIRP 2239.....	\$40
AIRP 1301.....	\$40	AIRP 2242.....	\$40
AIRP 1311.....	\$40	AIRP 2243.....	\$40
AIRP 1341.....	\$40	AIRP 2250.....	\$40
AIRP 1451.....	\$40	AIRP 2251.....	\$40
AIRP 2236	\$40	AIRP 2337.....	\$40

Air Conditioning Technology (ECA)

HART 1356	\$50
-----------------	------

Art and Design (EIA)

ARTS 2323	\$100
-----------------	-------

College Preparatory Reading (ENG)

READ 0308	\$4
-----------------	-----

College Preparatory Writing (ENG)

ENGL 0306.....	\$4
----------------	-----

Distance Learning Fees (EDL, EDL6, EDLH)

Online Courses (EDL6)	\$30
Videotape Courses (EDL6)	\$30
ITV (Intra-Campus San Jac)	no cost
ITV (San Jac to other) (EDL6)	\$30
Online/Classroom Courses (EDLH)	\$15

Emergency Medical Technology (EIC)

Certification Cards (North and Central)

EMSP 1160	\$2
EMSP 1355	\$20
EMSP 1501	\$2.25
EMSP 2330	\$4.25
EMSP 2444	\$4.25

Emergency Medical Technology (EMS)

EMSP 1356	\$214.75
EMSP 1501	\$116.50
EMSP 2243	\$125

Environmental Health and Safety (EOH)

EPCT 1301	\$105
-----------------	-------

Fire Protection (ECF, EFT, RFT)

FIRS 1301 (EFT)	\$480
FIRS 1319 (EFT)	\$300
FIRS 1333 (ECF)	\$85
	(TCFP Test Application)
FIRS 1407 (RFT)	\$35
FIRT 2333 (ECF)	\$85

Invasive Cardiovascular Technology (EIT)

CVTT 1360	\$15
CVTT 2260	\$15
CVTT 2461	\$15
CVTT 2462	\$15
CVTT 2562	\$15

Maritime Transportation (EME)

NAUT 1171	\$38
NAUT 1272	\$514
NAUT 1273	\$724
NAUT 1274	\$814
NAUT 1372	\$1,271
NAUT 1374	\$1,571
NAUT 2171	\$362
NAUT 2272	\$524
NAUT 2274	\$716
NAUT 2471	\$1,648
NAUT 2472	\$1,578

INCIDENTAL FEES (CON'T)**Medical Assisting (EMP)**

MDCA 1254.....	\$125
----------------	-------

Medical Assisting (MAC)

HPRS 1304.....	\$2.50
----------------	--------

Medical Imaging Technology (EMR)

CTMT 2360.....	\$15
CTMT 2361.....	\$15
MAMT 2363.....	\$15
RADR 1166.....	\$15
RADR 1266.....	\$15
RADR 1267.....	\$15
RADR 2266.....	\$15
RADR 2267.....	\$15

Medical Laboratory Technology (MLB)

MLAB 2238.....	\$215
----------------	-------

Music (EIM)

All private lessons \$150 per credit hour

Pharmacy Technician (EPC, EPH, EPU)

PHRA 1243 (EPU)	\$129
PHRA 1301 (EPU)	\$50
PHRA 1313 (EPU)	\$50
PHRA 1345 (EPH)	\$150
PHRA 1349 (EPC).....	\$40

Physical Education (EIB)

PHED 1111	\$58
-----------------	------

Respiratory Care (ERT)

RSPT 2130.....	\$155
RSPT 2130.....	\$190

Surgical Technology (EST)

SRGT 1542	\$247
SRGT 2130	\$40

All fees are subject to change by the San Jacinto Community College District Board of Trustees.

TUITION AND FEES

LAB FEES

Aeronautical Technology (05F)

AIRP 1215	\$14	AIRP 2242	\$14
AIRP 1301	\$21	AIRP 2243	\$14
AIRP 1307	\$21	AIRP 2250	\$14
AIRP 1311	\$21	AIRP 2251	\$14
AIRP 1341	\$21	AIRP 2331	\$21
AIRP 1343	\$21	AIRP 2333	\$21
AIRP 1345	\$21	AIRP 2337	\$21
AIRP 1451	\$28	AIRP 2355	\$21
AIRP 2236	\$14	AIRP 2357	\$21
AIRP 2239	\$14		

Agriculture (AGI)

AGRI 1309	\$24	AGRI 1319	\$24
AGRI 1315	\$24	AGRI 1407	\$24

Air Conditioning Technology (AIR)

HART 1401	\$20	HART 2357	\$20
HART 1407	\$20	HART 2358	\$20
HART 1441	\$20	HART 2431	\$20
HART 1445	\$20	HART 2436	\$20
HART 2331	\$20	HART 2441	\$20
HART 2336	\$20	HART 2442	\$20
HART 2338	\$20	HART 2449	\$20

Art and Design (FAR)

ARTC 1302	\$20	ARTS 2346	\$20
ARTC 1317	\$20	ARTS 2347	\$20
ARTC 1325	\$20	ARTS 2348	\$20
ARTC 1327	\$10	ARTS 2356	\$20
ARTC 2335	\$20	ARTS 2357	\$20
ARTC 2347	\$20	ARTS 2366	\$10
ARTS 1311	\$10	ARTV 1303	\$20
ARTS 1312	\$15	ARTV 1341	\$20
ARTS 1316	\$10	ARTV 1345	\$20
ARTS 1317	\$10	ARTV 1351	\$20
ARTS 2311	\$15	ARTV 2351	\$20
ARTS 2313	\$20	IMED 1301	\$20
ARTS 2314	\$20	IMED 1316	\$24
ARTS 2316	\$10	IMED 2315	\$20
ARTS 2317	\$10	IMED 2345	\$20
ARTS 2323	\$10	PHTC 1311	\$20
ARTS 2326	\$20		
ARTS 2333	\$15		
ARTS 2341	\$20		

Associate Degree Nursing (NUR)

RNSG 1105	\$6	RNSG 1271	\$24
RNSG 1115	\$12	RNSG 1413	\$6
RNSG 1144	\$6	RNSG 2207	\$6
RNSG 1215	\$12	RNSG 2231	\$6
RNSG 1227	\$6	RNSG 2271	\$24

Audio Engineering (RCS)

MUSC 1323	\$24	MUSC 2101	\$24
MUSC 1327	\$24	MUSC 2403	\$24
MUSC 1331	\$24	MUSC 2427	\$24
MUSC 1405	\$24	MUSC 2447	\$24

Automotive Collision Repair (ACR)

ABDR 1303	\$24	ABDR 1555	\$24
ABDR 1307	\$24	ABDR 1558	\$24
ABDR 1315	\$24	ABDR 2353	\$24
ABDR 1323	\$24	ABDR 2502	\$24
ABDR 1431	\$24	ABDR 2541	\$24
ABDR 1441	\$24	ABDR 2549	\$24
ABDR 1449	\$24	ABDR 2551	\$24
ABDR 1519	\$24		

Automotive Technology (AUT)

AUMT 1271	\$24	AUMT 1445	\$24
AUMT 1316	\$24	AUMT 1471	\$24
AUMT 1319	\$24	AUMT 2313	\$24
AUMT 1345	\$24	AUMT 2413	\$24
AUMT 1407	\$24	AUMT 2417	\$24
AUMT 1410	\$24	AUMT 2421	\$24
AUMT 1416	\$24	AUMT 2425	\$24
AUMT 1419	\$24	AUMT 2434	\$24

Biology (BIO)

BIOL 1106	\$15	BIOL 2101	\$15
BIOL 1107	\$15	BIOL 2102	\$15
BIOL 1108	\$20	BIOL 2120	\$20
BIOL 1109	\$20	BIOL 2121	\$20
BIOL 1111	\$15	BIOL 2404	\$24
BIOL 1113	\$15		

Biomedical Equipment Repair (INS)

CETT 1302 \$16

Business Office Technology (BOT)

BCIS 1305	\$10	POFM 1317	\$10
MRMT 1307	\$10	POFT 1328	\$10
POFI 1341	\$10	POFT 2301	\$10
POFI 1349	\$10		

Chemistry (CMS)

CHEM 1105	\$24	CHEM 2123	\$20
CHEM 1111	\$20	CHEM 2125	\$20
CHEM 1112	\$20		

Child Development/Early Childhood Education (ECE)

CDEC 1319	\$15	CDEC 2407	\$20
CDEC 1323	\$15	CDEC 2422	\$20
CDEC 1413	\$20	CDEC 2424	\$20
CDEC 1417	\$20	CDEC 2471	\$15
CDEC 1458	\$20		

College Preparatory Mathematics (RMT)

MATH 0303 \$5

Communications (COM)

COMM 1318 \$10 COMM 1319 \$10

Computer Information Technology (ITS)

CPMT 2302	\$20	ITSC 2321	\$20
EECT 2337	\$20	ITSC 2336	\$30
GAME 1303	\$20	ITSC 2337	\$20
GAME 1304	\$20	ITSC 2339	\$20
GAME 1343	\$20	ITSC 2412	\$20
GAME 2332	\$20	ITSC 2413	\$20
GAME 2341	\$20	ITSE 1307	\$20
GAME 2359	\$20	ITSE 1331	\$20
IMED 1341	\$20	ITSE 1333	\$20
IMED 1345	\$20	ITSE 1345	\$20
IMED 2311	\$20	ITSE 1356	\$20
INEW 2340	\$20	ITSE 1359	\$20
ITCC 1308	\$20	ITSE 2309	\$20
ITCC 1314	\$20	ITSE 2313	\$20
ITCC 1440	\$20	ITSE 2317	\$20
ITCC 2412	\$20	ITSE 2331	\$20
ITCC 2413	\$20	ITSE 2345	\$20
ITNW 1313	\$20	ITSW 1307	\$20
ITNW 1325	\$20	ITSW 2334	\$20
ITNW 1353	\$20	ITSW 2336	\$16
ITNW 1354	\$20	ITSW 2337	\$20
ITNW 2352	\$20	ITSY 1342	\$20
ITNW 2354	\$20	ITSY 2300	\$20
ITSC 1305	\$20	ITSY 2301	\$20
ITSC 1307	\$20	ITSY 2341	\$20
ITSC 1309	\$10	ITSY 2342	\$20
ITSC 1314	\$20	ITSY 2343	\$20
ITSC 1319	\$20	ITSY 2345	\$20
ITSC 1321	\$20	ITSY 2359	\$20
ITSC 1325	\$20		

LAB FEES (CON'T)**Computer Science (ITS)**

COSC 1337	\$20	COSC 2336	\$20
COSC 2325	\$20		

Cosmetology (CSM)

CSME 1248	\$20	CSME 1545	\$10
CSME 1302	\$12	CSME 1552	\$10
CSME 1308	\$24	CSME 1553	\$14
CSME 1310	\$16	CSME 2251	\$22
CSME 1330	\$24	CSME 2310	\$24
CSME 1354	\$18	CSME 2333	\$12
CSME 1355	\$24	CSME 2337	\$27
CSME 1409	\$24	CSME 2343	\$24
CSME 1421	\$12	CSME 2350	\$24
CSME 1435	\$8	CSME 2414	\$8
CSME 1457	\$10	CSME 2430	\$24
CSME 1501	\$18	CSME 2431	\$10
CSME 1505	\$18	CSME 2445	\$8
CSME 1507	\$24	CSME 2501	\$24
CSME 1520	\$12	CSME 2539	\$24
CSME 1531	\$24	CSME 2544	\$8
CSME 1534	\$8	CSME 2549	\$8
CSME 1541	\$29		

Criminal Justice (CMJ)

CJSA 2323	\$24
-----------	------

Culinary Arts (CLA)

CHEF 1314	\$24	PSTR 1342	\$24
CHEF 1345	\$48	PSTR 1391	\$24
CHEF 1401	\$24	PSTR 2301	\$24
CHEF 1402	\$24	PSTR 2307	\$24
CHEF 1410	\$24	PSTR 2331	\$24
CHEF 2302	\$24	PSTR 2350	\$24
IFWA 1205	\$24	PSTR 2431	\$24
IFWA 2341	\$24	PSTR 2470	\$24
IFWA 2446	\$24	RSTO 2405	\$24
PSTR 1301	\$24	RSTO 2431	\$24
PSTR 1306	\$24		

Diagnostic Medical Sonography (DMS)

DMSO 1302	\$8	DMSO 2342	\$8
DMSO 1342	\$8	DMSO 2405	\$24
DMSO 1355	\$8		
DMSO 1441	\$24		

Diesel Technology (DSL)

DEMR 1229	\$24	DEMR 1421	\$24
DEMR 1306	\$24	DEMR 1423	\$24
DEMR 1317	\$24	DEMR 2334	\$24
DEMR 1405	\$24	DEMR 2412	\$24
DEMR 1410	\$24	DEMR 2432	\$24
DEMR 1413	\$24		

Electrical Technology (ELT)

CETT 1302	\$16	ELPT 1441	\$10
CETT 1409	\$24	ELPT 2305	\$10
ELPT 1311	\$10	ELPT 2319	\$10
ELPT 1345	\$24	ELPT 2337	\$24
ELPT 1351	\$10	ELPT 2449	\$10
ELPT 1357	\$24	RBPT 2345	\$10
ELPT 1429	\$24		

Electronics Technology (CET)

CETT 1303	\$14	CPMT 2345	\$14
CETT 1305	\$14	CPMT 2349	\$24
CETT 1325	\$14	EECT 1307	\$24
CETT 1329	\$14	EECT 1340	\$24
CETT 1345	\$14	EECT 2339	\$14
CETT 1349	\$14	EECT 2433	\$8
CETT 1357	\$14	ELMT 1305	\$24
CETT 2449	\$24	ELMT 2333	\$14
CPMT 1303	\$14	ELMT 2335	\$24
CPMT 1345	\$14	ELMT 2341	\$24
CPMT 1349	\$14	FCEL 1305	\$24
CPMT 2333	\$14	RBTC 1355	\$24

Emergency Medical Technology (EMT)

EMSP 1338	\$24	EMSP 2243	\$24
EMSP 1355	\$24	EMSP 2330	\$24
EMSP 1356	\$24	EMSP 2434	\$24
EMSP 1501	\$24	EMSP 2444	\$24
EMSP 2137	\$24		

Engineering (EGR)

ENGR 1201	\$24
ENGR 1304	\$24
ENGR 2105	\$24

Engineering Design Graphics (EDG)

ARCE 1421	\$24	DFTG 2408	\$24
ARCE 1452	\$24	DFTG 2421	\$24
DFTG 1305	\$24	DFTG 2423	\$24
DFTG 1409	\$24	DFTG 2428	\$24
DFTG 1417	\$24	DFTG 2431	\$24
DFTG 1445	\$24	DFTG 2432	\$24
DFTG 2317	\$24	DFTG 2435	\$24
DFTG 2338	\$24	DFTG 2440	\$24
DFTG 2402	\$24	DFTG 2445	\$24
DFTG 2406	\$24	DFTG 2457	\$24
DFTG 2407	\$24	DFTG 2458	\$24

Eye Care Technology (EYE)

HPRS 2210	\$20	OPTS 1501	\$16
OPTS 1191	\$12	OPTS 2350	\$10
OPTS 1309	\$24	OPTS 2431	\$16
OPTS 1315	\$16	OPTS 2441	\$16
OPTS 1392	\$12	OPTS 2445	\$16
OPTS 1401	\$20		

Fire Protection Technology (FPT)

FIRS 1301	\$24	FIRS 1433	\$24
FIRS 1313	\$24	FIRT 1303	\$24
FIRS 1319	\$24	FIRT 1315	\$24
FIRS 1323	\$24	FIRT 1345	\$24
FIRS 1329	\$24	FIRT 1370	\$24
FIRS 1333	\$24	FIRT 2333	\$24
FIRS 1407	\$24	FIRT 2345	\$24
FIRS 1423	\$24		

Geology (GEO)

GEOL 1101	\$24	GEOL 1105	\$15
GEOL 1103	\$15	GEOL 1147	\$10
GEOL 1104	\$15		

Health Information Management (HIM)

HITT 1341	\$4	HITT 2335	\$4
HITT 2249	\$4	HITT 2346	\$4

TUITION AND FEES

LAB FEES (CON'T)

Instrumentation Technology (INS)

CETT 1302	\$16	INTC 1375	\$16
ENER 1330	\$16	INTC 2310	\$16
INCR 1302	\$16	INTC 2330	\$16
INTC 1315	\$16	INTC 2333	\$16
INTC 1322	\$16	INTC 2336	\$16
INTC 1341	\$16	INTC 2345	\$16
INTC 1350	\$16	INTC 2359	\$16
INTC 1353	\$16	INTC 2374	\$16
INTC 1355	\$16		

Invasive Cardiovascular Technology (ICT)

CVTT 1307	\$8	CVTT 1471	\$15
CVTT 1313	\$20	CVTT 1472	\$15
CVTT 1360	\$15	CVTT 2330	\$8

Interior Design (IND)

INDS 1315	\$12	INDS 1449	\$12
INDS 1319	\$12	INDS 2307	\$12
INDS 1345	\$12	INDS 2313	\$12
INDS 1349	\$12	INDS 2321	\$12
INDS 1351	\$12	INDS 2325	\$12
INDS 1352	\$12	INDS 2335	\$12
INDS 1415	\$12	INDS 2407	\$12

Massage Therapy (MAS)

MSSG 1105	\$10	MSSG 2186	\$10
MSSG 1413	\$10	MSSG 2311	\$10

Medical Assisting (MDA)

MDCA 1309	\$7	MDCA 1348	\$20
MDCA 1321	\$10	MDCA 1417	\$24
MDCA 1343	\$10		

Medical Imaging Technology (MDT)

RADR 1202	\$8	RADR 2236	\$10
RADR 1203	\$8	RADR 2301	\$20
RADR 1213	\$8	RADR 2305	\$20
RADR 1250	\$8	RADR 2331	\$8
RADR 1311	\$20	RADR 2335	\$8
RADR 1313	\$8	RADR 2401	\$20
RADR 1411	\$20		

Medical Laboratory Technology (MLT)

HLAB 1401	\$24	MLAB 1235	\$24
HLAB 1402	\$24	MLAB 1311	\$24
HLAB 1405	\$24	MLAB 1415	\$24
HLAB 1443	\$24	MLAB 2401	\$24
HLAB 1446	\$24	MLAB 2431	\$24
MLAB 1101	\$24	MLAB 2434	\$24
MLAB 1227	\$24	PLAB 1223	\$24
MLAB 1231	\$24		

Modern Languages (FLG)

GERM 1411	\$4	SGNL 1401	\$4
GERM 1412	\$4	SGNL 1402	\$4

Music (MUS)

MUSI 1159	\$4
-----------	-----

Non-Destructive Testing Technology (NDT)

METL 1313	\$24	NDTE 2411	\$24
NDTE 1301	\$24	NDTE 2470	\$24
NDTE 1405	\$24	QCTC 1341	\$24
NDTE 1410	\$24	QCTC 1343	\$24
NDTE 1440	\$24	QCTC 1446	\$24
NDTE 1454	\$24	QCTC 1448	\$24
NDTE 2339	\$24	QCTC 2331	\$24
NDTE 2401	\$24	WLDG 1437	\$24

Occupational Therapist Assistant (OTA)

OTHA 1241	\$24	OTHA 1319	\$24
OTHA 1249	\$24	OTHA 2209	\$24
OTHA 1253	\$24	OTHA 2302	\$24
OTHA 1305	\$24	OTHA 2304	\$24
OTHA 1309	\$24	OTHA 2231	\$24
OTHA 1315	\$24		

Pharmacy Technician (PHT)

PHRA 1313	\$24	PHRA 1349	\$24
PHRA 1345	\$24		

Physical Therapist Assistant (PTA)

PTHA 1305	\$7	PTHA 2431	\$8
PTHA 1313	\$7	PTHA 2435	\$8
PTHA 1431	\$20	PTHA 2531	\$6
PTHA 2201	\$8		
PTHA 2409	\$7		

Physics (PHY)

PHYS 1101	\$10	PHYS 1104	\$10
PHYS 1102	\$10	PHYS 2125	\$10
PHYS 1103	\$10	PHYS 2126	\$10

Pipefitting (PFF)

PFPB 1408	\$24	PFPB 2432	\$24
PFPB 1443	\$24	PFPB 2433	\$24

Process Technology (PRT)

CBFM 1307	\$16	PTAC 2438	\$10
PTAC 1310	\$10	PTAC 2446	\$10
PTAC 1332	\$10	SCIT 1318	\$10
PTAC 2420	\$10	SCIT 1414	\$24

Respiratory Care (RSP)

RSPT 1340	\$24	RSPT 2325	\$24
RSPT 1429	\$24	RSPT 2353	\$24
RSPT 1431	\$24	RSPT 2355	\$24
RSPT 2258	\$24	RSPT 2471	\$24
RSPT 2314	\$24		

Surgical Technology (SUT)

SRGT 1505	\$24	SRGT 1509	\$24
-----------	------	-----------	------

Theatre and Film (DRM)

DRAM 1120	\$10	DRAM 2121	\$10
DRAM 1121	\$10	DRAM 2351	\$10
DRAM 1342	\$20	DRAM 2366	\$24
DRAM 2120	\$10		

Vocational Nursing (LVN)

VNSG 1230	\$4	VNSG 1423	\$24
VNSG 1234	\$4	VNSG 2431	\$24
VNSG 1327	\$16		

Welding Technology (WLD)

WLDG 1204	\$24	WLDG 1434	\$48
WLDG 1305	\$24	WLDG 1434	\$48
WLDG 1308	\$24	WLDG 2406	\$48
WLDG 1337	\$24	WLDG 2413	\$48
WLDG 1412	\$48	WLDG 2443	\$48
WLDG 1413	\$48	WLDG 2451	\$48
WLDG 1428	\$48	WLDG 2453	\$48
WLDG 1430	\$48	WLDG 2455	\$24

COURSE FEES**Accounting (04F)**

ACCT 2301	\$6	ACNT 1331	\$6
ACCT 2302	\$6	ACNT 2303	\$6
ACNT 1303	\$6	ACNT 2304	\$6
ACNT 1304	\$6	ACNT 2309	\$6
ACNT 1311	\$6	ACNT 2345	\$6
ACNT 1313	\$6	ACNT 2366	\$6
ACNT 1329	\$6	ACNT 2367	\$6

Agriculture (01F)

AGRI 1131	\$2	AGRI 1407	\$8
AGRI 1309	\$6	AGRI 2317	\$6
AGRI 1315	\$6	AGRI 2321	\$6
AGRI 1319	\$6		

Air Conditioning Technology (11F)

HART 1356	\$6	HART 2345	\$6
HART 1401	\$8	HART 2349	\$6
HART 1407	\$8	HART 2358	\$6
HART 1441	\$8	HART 2368	\$6
HART 1445	\$8	HART 2431	\$8
HART 2301	\$6	HART 2434	\$8
HART 2302	\$6	HART 2436	\$8
HART 2331	\$6	HART 2441	\$8
HART 2336	\$6	HART 2442	\$8
HART 2338	\$6	HART 2445	\$8
HART 2343	\$6	HART 2449	\$8

Art (12F/26F)

ARTS 1301	\$9	ARTS 2323	\$9
ARTS 1303	\$9	ARTS 2326	\$9
ARTS 1304	\$9	ARTS 2333	\$9
ARTS 1311	\$9	ARTS 2341	\$9
ARTS 1312	\$9	ARTS 2346	\$9
ARTS 1316	\$9	ARTS 2347	\$9
ARTS 1317	\$9	ARTS 2348	\$9
ARTS 2311	\$9	ARTS 2356	\$9
ARTS 2313	\$9	ARTS 2357	\$9
ARTS 2314	\$9	ARTS 2366	\$9
ARTS 2316	\$9	ARTS 2389	\$6
ARTS 2317	\$9		

Art and Design (06F/07F/26F)

ARTC 1302	\$9	ARTV 1351	\$6
ARTC 1317	\$9	ARTV 2351	\$6
ARTC 1327	\$9	IMED 1301	\$9
ARTC 2335	\$9	IMED 1316	\$9
ARTC 2347	\$9	IMED 1341	\$9
ARTC 2366	\$9	IMED 1345	\$9
ARTV 1303	\$6	IMED 2311	\$9
ARTV 1341	\$6	IMED 2315	\$9
ARTV 1345	\$6	PHTC 1311	\$9

Audio Engineering (26F)

MUSB 1305	\$9
-----------	-----

Automotive Collision Repair Technology (20F)

ABDR 1303	\$9	ABDR 1558	\$15
ABDR 1307	\$9	ABDR 2255	\$6
ABDR 1315	\$9	ABDR 2257	\$6
ABDR 1323	\$9	ABDR 2353	\$9
ABDR 1431	\$12	ABDR 2380	\$9
ABDR 1441	\$12	ABDR 2502	\$15
ABDR 1449	\$12	ABDR 2541	\$15
ABDR 1519	\$15	ABDR 2549	\$15
ABDR 1555	\$15	ABDR 2551	\$15

Biology (01F/03F)

BIOL 1106	\$2	BIOL 1414	\$8
BIOL 1107	\$2	BIOL 2101	\$2
BIOL 1108	\$2	BIOL 2102	\$2
BIOL 1109	\$2	BIOL 2120	\$2
BIOL 1111	\$2	BIOL 2121	\$2
BIOL 1113	\$2	BIOL 2301	\$6
BIOL 1306	\$6	BIOL 2302	\$6
BIOL 1307	\$6	BIOL 2320	\$6
BIOL 1308	\$6	BIOL 2321	\$6
BIOL 1309	\$6	BIOL 2389	\$6
BIOL 1311	\$6	BIOL 2404	\$8
BIOL 1313	\$6		

Business (04F/12F/24F)

BCIS 1305	\$6	BUSI 2304	\$6
BUSI 1301	\$6	BUSI 2301	\$6

Business Management (04F)

BMGT 1301	\$6	BUSG 1341	\$6
BMGT 1309	\$6	BUSG 2309	\$6
BMGT 1313	\$6	BUSG 2317	\$6
BMGT 1327	\$6	HRPO 1311	\$6
BMGT 1331	\$6	HRPO 2301	\$6
BMGT 1341	\$6	MRKG 1302	\$6
BMGT 2309	\$6	MRKG 1311	\$6
BMGT 2368	\$6	MRKG 2312	\$6
BMGT 2369	\$6	MRKG 2333	\$6

Business Office Technology (04F)

MRMT 1307	\$6	POFT 1309	\$6
MRMT 1392	\$6	POFT 1313	\$6
POFI 1341	\$6	POFT 1319	\$6
POFI 1349	\$6	POFT 1325	\$6
POFM 1317	\$6	POFT 1328	\$6
POFM 1327	\$6	POFT 2301	\$6
POFT 1301	\$6	POFT 2364	\$6

Chemistry (03F)

CHEM 1105	\$2	CHEM 2123	\$2
CHEM 1111	\$2	CHEM 2125	\$2
CHEM 1112	\$2	CHEM 2323	\$6
CHEM 1305	\$6	CHEM 2325	\$6
CHEM 1311	\$6	CHEM 2389	\$6
CHEM 1312	\$6		

TUITION AND FEES

COURSE FEES (CON'T)

Child Development/Early

Childhood Education (09F)

CDEC 1319	\$6	CDEC 2341	\$6
CDEC 1321	\$6	CDEC 2366	\$6
CDEC 1323	\$6	CDEC 2407	\$8
CDEC 1356	\$6	CDEC 2422	\$8
CDEC 1359	\$6	CDEC 2424	\$8
CDEC 1413	\$8	CDEC 2471	\$8
CDEC 1417	\$8	TECA 1303	\$6
CDEC 1458	\$8	TECA 1311	\$6
CDEC 2326	\$6	TECA 1318	\$6
CDEC 2328	\$6	TECA 1354	\$6

College Preparatory (12F)

GUST 0105	\$2	GUST 0305	\$6
-----------	-----	-----------	-----

Communications (06F/12F/26F)

COMM 1307	\$6	COMM 2330	\$6
COMM 1335	\$6	COMM 2339	\$6
COMM 2311	\$6	COMM 2289	\$4
COMM 2315	\$6	COMM 1318	\$9
COMM 2327	\$6	COMM 1319	\$9

Computer Information

Technology (04F/06F/07F)

ARTC 1325	\$9	ITSC 2336	\$9
GAME 1303	\$6	ITSC 2337	\$9
GAME 1304	\$6	ITSC 2339	\$9
GAME 1343	\$6	ITSC 2364	\$9
GAME 2332	\$6	ITSE 1307	\$9
GAME 2341	\$6	ITSE 1329	\$9
GAME 2359	\$6	ITSE 1331	\$9
INEW 2340	\$9	ITSE 1333	\$9
ITCC 1308	\$6	ITSE 1345	\$9
ITCC 1314	\$9	ITSE 1356	\$9
ITCC 1440	\$12	ITSE 1359	\$9
ITCC 2412	\$12	ITSE 2309	\$9
ITCC 2413	\$12	ITSE 2313	\$9
ITNW 1313	\$6	ITSE 2317	\$9
ITNW 1325	\$9	ITSE 2331	\$9
ITNW 1345	\$9	ITSW 1307	\$9
ITNW 1353	\$9	ITSW 2334	\$9
ITNW 1354	\$9	ITSW 2336	\$9
ITNW 2352	\$9	ITSW 2337	\$9
ITNW 2354	\$6	ITSY 1342	\$9
ITSC 1305	\$9	ITSY 2300	\$9
ITSC 1307	\$9	ITSY 2301	\$9
ITSC 1309	\$9	ITSY 2341	\$9
ITSC 1319	\$9	ITSY 2342	\$9
ITSC 1321	\$9	ITSY 2343	\$9
ITSC 1325	\$9	ITSY 2345	\$9
ITSC 2321	\$9	ITSY 2359	\$9
ITSC 2331	\$9	ITMC 2355	\$9

Computer Science (07F)

COSC 1336	\$9	COSC 2325	\$9
COSC 1337	\$9	COSC 2336	\$9

Construction Management

Technology (11F)

CNBT 1210	\$4	CNBT 2315	\$6
CNBT 1311	\$6	CNBT 2342	\$6
CNBT 1315	\$6	CNBT 2344	\$6
CNBT 1442	\$8	CNBT 2366	\$6
CNBT 1446	\$8	CNBT 2435	\$8
CNBT 2310	\$6	CNBT 2440	\$8

Cosmetology (09F)

CSME 1248	\$4	CSME 1545	\$10
CSME 1302	\$6	CSME 1552	\$10
CSME 1308	\$6	CSME 1553	\$10
CSME 1310	\$6	CSME 2251	\$4
CSME 1330	\$6	CSME 2310	\$6
CSME 1354	\$6	CSME 2333	\$6
CSME 1355	\$6	CSME 2337	\$6
CSME 1409	\$8	CSME 2343	\$6
CSME 1421	\$8	CSME 2350	\$6
CSME 1435	\$8	CSME 2414	\$8
CSME 1457	\$8	CSME 2430	\$8
CSME 1501	\$10	CSME 2431	\$8
CSME 1505	\$10	CSME 2445	\$8
CSME 1507	\$10	CSME 2501	\$10
CSME 1520	\$10	CSME 2539	\$10
CSME 1531	\$10	CSME 2544	\$10
CSME 1534	\$10	CSME 2549	\$10
CSME 1541	\$10		

Criminal Justice (24F)

CJCR 1304	\$6	CJSA 1359	\$6
CJCR 1307	\$6	CJSA 1374	\$6
CJCR 2324	\$6	CJSA 2300	\$6
CJCR 2325	\$6	CJSA 2302	\$6
CJLE 1327	\$6	CJSA 2364	\$6
CJLE 1333	\$6	CRIJ 1301	\$6
CJSA 1308	\$6	CRIJ 1306	\$6
CJSA 1312	\$6	CRIJ 1310	\$6
CJSA 1313	\$6	CRIJ 1313	\$6
CJSA 1317	\$6	CRIJ 2301	\$6
CJSA 1322	\$6	CRIJ 2313	\$6
CJSA 1327	\$6	CRIJ 2314	\$6
CJSA 1342	\$6	CRIJ 2323	\$6
CJSA 1348	\$6	CRIJ 2328	\$6
CJSA 1351	\$6		

Culinary Arts (04F/09F)

CHEF 1205	\$4	PSTR 1342	\$6
CHEF 1313	\$6	PSTR 1391	\$6
CHEF 1314	\$6	PSTR 2301	\$6
CHEF 1345	\$6	PSTR 2307	\$6
CHEF 1401	\$8	PSTR 2331	\$6
CHEF 1402	\$8	PSTR 2350	\$6
CHEF 1410	\$8	PSTR 2365	\$6
CHEF 2302	\$6	PSTR 2431	\$8
CHEF 2365	\$6	PSTR 2470	\$8
HAMG 1319	\$6	RSTO 1301	\$6
HAMG 1340	\$6	RSTO 1304	\$6
IFWA 1205	\$4	RSTO 1313	\$6
IFWA 1305	\$6	RSTO 1325	\$6
IFWA 1318	\$6	RSTO 2301	\$6
IFWA 2341	\$6	RSTO 2307	\$6
IFWA 2446	\$8	RSTO 2365	\$6
PSTR 1301	\$6	RSTO 2405	\$8
PSTR 1306	\$6	RSTO 2431	\$8

Dance (12F/26F)

DANC 1101	\$3	DANC 1306	\$9
DANC 1112	\$3	DANC 2151	\$3
DANC 1151	\$3	DANC 2241	\$6
DANC 1201	\$6	DANC 2245	\$6
DANC 1241	\$6	DANC 2247	\$6
DANC 1245	\$6	DANC 2303	\$9
DANC 1247	\$6	DANC 2325	\$9
DANC 1301	\$9	DANC 2389	\$6
DANC 1305	\$9		

Diesel Technology (21F)

DEMR 1229	\$6	DEMR 1413	\$12
DEMR 1301	\$9	DEMR 1421	\$12
DEMR 1306	\$9	DEMR 1423	\$12
DEMR 1317	\$9	DEMR 2266	\$6
DEMR 1380	\$9	DEMR 2334	\$9
DEMR 1405	\$12	DEMR 2412	\$12
DEMR 1410	\$12	DEMR 2432	\$12

Dietetics (09F/16F)

DITA 1400	\$20	FDNS 1309	\$6
DITA 1401	\$20	FDNS 1460	\$8
FDNS 1168	\$5	FDST 1305	\$6
FDNS 1169	\$5	HECO 1322	\$6

Economics (09F)

ECON 1301	\$6
-----------	-----

COURSE FEES (CONT)**Education (09F)**

EDUC 1200	\$4	EDUC 2301	\$6
EDUC 1301	\$6		

Electrical Technology (08F)

ELPT 1215	\$6	ELPT 2301	\$9
ELPT 1311	\$9	ELPT 2305	\$9
ELPT 1325	\$9	ELPT 2319	\$9
ELPT 1345	\$9	ELPT 2325	\$9
ELPT 1351	\$9	ELPT 2337	\$9
ELPT 1357	\$9	ELPT 2339	\$9
ELPT 1429	\$12	ELPT 2343	\$9
ELPT 1440	\$12	ELPT 2364	\$9
ELPT 1441	\$12	ELPT 2449	\$12
ELPT 2215	\$6		

Electronics Technology (11F)

CETT 1302	\$6	EECT 1300	\$6
CETT 1303	\$6	EECT 1307	\$6
CETT 1305	\$6	EECT 1340	\$6
CETT 1325	\$6	EECT 2337	\$6
CETT 1329	\$6	EECT 2339	\$6
CETT 1345	\$6	EECT 2367	\$6
CETT 1349	\$6	EECT 2433	\$8
CETT 1357	\$6	ELMT 1305	\$6
CETT 1409	\$8	ELMT 2333	\$6
CETT 2449	\$8	ELMT 2335	\$6
CPMT 1303	\$6	ELMT 2337	\$6
CPMT 1345	\$6	ELMT 2341	\$6
CPMT 1349	\$6	ELMT 2351	\$6
CPMT 2333	\$6	FCEL 1305	\$6
CPMT 2349	\$6	RBTC 1355	\$6

Emergency Medical Technology (16F)

EMSP 1160	\$5	EMSP 2206	\$10
EMSP 1191	\$5	EMSP 2243	\$10
EMSP 1260	\$10	EMSP 2262	\$10
EMSP 1338	\$15	EMSP 2268	\$10
EMSP 1355	\$15	EMSP 2330	\$15
EMSP 1356	\$15	EMSP 2348	\$15
EMSP 1501	\$25	EMSP 2352	\$15
EMSP 2137	\$5	EMSP 2434	\$20
EMSP 2162	\$5	EMSP 2444	\$20
EMSP 2168	\$5		

Engineering (07F/10F/11F)

ENGR 1201	\$10	ENGR 2302	\$15
ENGR 1304	\$6	ENGR 2304	\$9
ENGR 2105	\$5	ENGR 2305	\$15
ENGR 2301	\$15	ENGR 2308	\$15

Engineering Design Graphics (02F/07F/11F/26F)

ARCE 1421	\$8	DFTG 2408	\$8
ARCE 1452	\$8	DFTG 2421	\$8
DFTG 2386	\$6	DFTG 2423	\$8
DFTG 1305	\$6	DFTG 2428	\$8
DFTG 1409	\$8	DFTG 2431	\$8
DFTG 1417	\$8	DFTG 2432	\$8
DFTG 1445	\$8	DFTG 2435	\$8
DFTG 2317	\$6	DFTG 2440	\$8
DFTG 2338	\$6	DFTG 2445	\$8
DFTG 2402	\$8	DFTG 2457	\$8
DFTG 2406	\$8	DFTG 2458	\$8
DFTG 2407	\$8		

Eye Care Technology (16F)

HPRS 1101	\$5	OPTS 1315	\$15
HPRS 1105	\$5	OPTS 1371	\$15
HPRS 1106	\$5	OPTS 1392	\$15
HPRS 2200	\$10	OPTS 1401	\$20
HPRS 2210	\$10	OPTS 1501	\$25
OPTS 1166	\$5	OPTS 2167	\$5
OPTS 1167	\$5	OPTS 2266	\$10
OPTS 1191	\$5	OPTS 2350	\$15
OPTS 1266	\$10	OPTS 2366	\$15
OPTS 1267	\$10	OPTS 2431	\$20
OPTS 1309	\$15	OPTS 2441	\$20
OPTS 1311	\$15	OPTS 2445	\$20

Fire Protection (24F)

FIRS 1301	\$6	FIRT 1345	\$6
FIRS 1313	\$6	FIRT 1349	\$6
FIRS 1319	\$6	FIRT 1370	\$6
FIRS 1323	\$6	FIRT 1408	\$8
FIRS 1329	\$6	FIRT 1440	\$8
FIRS 1333	\$6	FIRT 2112	\$2
FIRS 1407	\$8	FIRT 2305	\$6
FIRS 1423	\$8	FIRT 2309	\$6
FIRS 1433	\$8	FIRT 2331	\$6
FIRT 1303	\$6	FIRT 2333	\$6
FIRT 1309	\$6	FIRT 2345	\$6
FIRT 1315	\$6	FIRT 2351	\$6
FIRT 1319	\$6	FIRT 2356	\$6
FIRT 1327	\$6	FIRT 2357	\$6
FIRT 1338	\$6	FIRT 2359	\$6
FIRT 1342	\$6	FIRT 2370	\$6
FIRT 1343	\$6		

Environmental Health and Safety Technology (11F)

EPCT 1301	\$6	OSHT 1309	\$6
EPCT 1305	\$6	OSHT 1313	\$6
EPCT 1307	\$6	OSHT 1320	\$6
EPCT 1311	\$6	OSHT 1321	\$6
EPCT 1313	\$6	OSHT 2305	\$6
EPCT 1341	\$6	OSHT 2309	\$6
EPCT 1349	\$6	OSHT 2320	\$6
EPCT 2333	\$6	OSHT 2380	\$6
OSHT 1307	\$6	OSHT 2401	\$8

Geology (01F/03F)

GEOL 1101	\$2	GEOL 1303	\$6
GEOL 1103	\$2	GEOL 1304	\$6
GEOL 1104	\$2	GEOL 1305	\$6
GEOL 1105	\$2	GEOL 1347	\$6
GEOL 1147	\$2	GEOL 2389	\$6
GEOL 1301	\$6		

TUITION AND FEES

COURSE FEES (CONT)

Health Information

Management (04F/16F)

HITT 1249	\$10	HITT 1378	\$15
HITT 1301	\$15	HITT 2245	\$4
HITT 1305	\$15	HITT 2249	\$10
HITT 1307	\$6	HITT 2307	\$6
HITT 1311	\$6	HITT 2335	\$15
HITT 1341	\$15	HITT 2339	\$6
HITT 1345	\$15	HITT 2343	\$15
HITT 1353	\$15	HITT 2346	\$15
HITT 1360	\$15	HITT 2360	\$15
HITT 1361	\$15	HITT 2361	\$15
HITT 1374	\$15	HITT 2370	\$6
HITT 1377	\$6	HPRS 2301	\$15

Humanities (12F/26F)

HUMA 1301	\$6	HUMA 1311	\$9
-----------	-----	-----------	-----

Instrumentation Technology (11F/19F)

CETT 1302	\$6	INTC 1348	\$6
CETT 1303	\$6	INTC 1350	\$6
CETT 1305	\$6	INTC 1353	\$6
CETT 1325	\$6	INTC 1355	\$6
CETT 1329	\$6	INTC 1375	\$6
CETT 1345	\$6	INTC 2310	\$6
CETT 1349	\$6	INTC 2330	\$6
CETT 1357	\$6	INTC 2333	\$6
CETT 1409	\$8	INTC 2336	\$6
CETT 2449	\$8	INTC 2339	\$6
ENER 1240	\$4	INTC 2345	\$6
ENER 1330	\$6	INTC 2359	\$6
INCR 1302	\$6	INTC 2374	\$6
INTC 1315	\$6	INTC 2388	\$6
INTC 1322	\$6	TECM1301	\$6
INTC 1341	\$6		

Interior Design (26F)

INDS 1311	\$9	INDS 2307	\$9
INDS 1315	\$9	INDS 2313	\$9
INDS 1319	\$9	INDS 2315	\$9
INDS 1345	\$9	INDS 2321	\$9
INDS 1415	\$12	INDS 2325	\$9
INDS 1349	\$9	INDS 2335	\$9
INDS 1351	\$9	INDS 2386	\$9
INDS 1352	\$9	INDS 2387	\$9
INDS 1449	\$12	INDS 2405	\$12
INDS 1451	\$12	INDS 2407	\$12
INDS 1452	\$12		
INDS 2237	\$6		

International Business &

Logistics (04F)

IBUS 1300	\$6	IBUS 2335	\$6
IBUS 1301	\$6	IBUS 2341	\$6
IBUS 1341	\$6	IBUS 2345	\$6
IBUS 1354	\$6	IBUS 2367	\$6
IBUS 2332	\$6		

International Business, Logistics & Maritime (04F/21F/24F)

HMSY 1337	\$6	LMGT 1345	\$6
LMGT 1321	\$6	MART 1371	\$9
LMGT 1325	\$6		

Integrated Reading and Writing (12F)

INRW 0101	\$2	INRW 0301	\$6
INRW 0112	\$2	INRW 0302	\$6

Invasive Cardiovascular Technology (16F)

CVTT 1110	\$5	CVTT 1373	\$15
CVTT 1153	\$5	CVTT 1471	\$20
CVTT 1201	\$10	CVTT 1472	\$20
CVTT 1260	\$10	CVTT 2330	\$15
CVTT 1304	\$15	CVTT 2350	\$15
CVTT 1307	\$15	CVTT 2260	\$10
CVTT 1313	\$15	CVTT 2461	\$20
CVTT 1340	\$15	CVTT 2462	\$20
CVTT 1350	\$15	CVTT 2562	\$25

Long Term Care (04F)

LTCA 1312	\$6	LTCA 2315	\$6
LTCA 1313	\$6	LTCA 2388	\$6
LTCA 2310	\$6	LTCA 2488	\$8
LTCA 2314	\$6	LTCA 2489	\$8

Maritime Administration (21F)

MARA 2401	\$12
-----------	------

Maritime Technology (21F)

NAUT 1171	\$3	NAUT 2171	\$3
NAUT 1174	\$3	NAUT 2272	\$6
NAUT 1272	\$6	NAUT 2274	\$6
NAUT 1273	\$6	NAUT 2278	\$6
NAUT 1274	\$6	NAUT 2364	\$9
NAUT 1276	\$6	NAUT 2365	\$9
NAUT 1372	\$9	NAUT 2471	\$12
NAUT 1374	\$9	NAUT 2472	\$12
NAUT 1471	\$12		

Massage Therapy (16F)

MSSG 1105	\$5	MSSG 2311	\$15
MSSG 1109	\$5	MSSG 2313	\$15
MSSG 1411	\$20	MSSG 2314	\$15
MSSG 1413	\$20	MSSG 2413	\$20
MSSG 2186	\$5		

Mathematics (19F)

MATH 0104	\$2	MATH 1325	\$6
MATH 0105	\$2	MATH 1332	\$6
MATH 0111	\$2	MATH 1342	\$6
MATH 0303	\$6	MATH 1350	\$6
MATH 0305	\$6	MATH 1351	\$6
MATH 0306	\$6	MATH 2318	\$6
MATH 0314	\$6	MATH 2320	\$6
MATH 0332	\$6	MATH 2412	\$8
MATH 0342	\$6	MATH 2413	\$8
MATH 1314	\$6	MATH 2414	\$8
MATH 1316	\$6	MATH 2415	\$8
MATH 1324	\$6	MATH 2421	\$8

Medical Assisting (16F)

HPRS 1106	\$5	MDCA 1302	\$15
HPRS 1201	\$10	MDCA 1309	\$15
HPRS 1271	\$10	MDCA 1310	\$15
HPRS 1304	\$15	MDCA 1321	\$15
HPRS 2302	\$15	MDCA 1343	\$15
MDCA 1202	\$10	MDCA 1348	\$15
MDCA 1205	\$10	MDCA 1417	\$20
MDCA 1208	\$10	MDCA 1560	\$25
MDCA 1254	\$10		

Medical Imaging Technology (16F)

CTMT 2336	\$15	CTMT 2361	\$15
CTMT 2360	\$15		

COURSE FEES (CONT)**Medical Imaging Technology****(16F)**

DMSO 1110	\$5	RADR 1202	\$10
DMSO 1166	\$5	RADR 1203	\$10
DMSO 1251	\$10	RADR 1213	\$10
DMSO 1266	\$10	RADR 1250	\$10
DMSO 1267	\$10	RADR 1266	\$10
DMSO 1302	\$15	RADR 1267	\$10
DMSO 1342	\$15	RADR 1311	\$15
DMSO 1355	\$15	RADR 1313	\$15
DMSO 1367	\$15	RADR 1411	\$20
DMSO 1441	\$20	RADR 2209	\$10
DMSO 2230	\$10	RADR 2217	\$10
DMSO 2245	\$10	RADR 2233	\$10
DMSO 2253	\$10	RADR 2236	\$10
DMSO 2342	\$15	RADR 2266	\$10
DMSO 2343	\$15	RADR 2267	\$10
DMSO 2405	\$20	RADR 2301	\$15
MAMT 2333	\$15	RADR 2305	\$15
MAMT 2363	\$15	RADR 2313	\$15
MRIT 2330	\$15	RADR 2331	\$15
MRIT 2334	\$15	RADR 2333	\$15
MRIT 2360	\$15	RADR 2335	\$15
MRIT 2461	\$20	RADR 2340	\$15
RADR 1166	\$5	RADR 2401	\$20
RADR 1201	\$10		

Medical Laboratory Technology**(03F/14F)**

HLAB 1401	\$20	MLAB 1235	\$10
HLAB 1402	\$20	MLAB 1311	\$15
HLAB 1405	\$20	MLAB 1415	\$20
HLAB 1460	\$20	MLAB 2166	\$5
HLAB 1443	\$20	MLAB 2238	\$10
HLAB 1446	\$20	MLAB 2266	\$10
HLAB 1461	\$20	MLAB 2267	\$10
HLAB 1462	\$20	MLAB 2401	\$20
HLAB 2341	\$15	MLAB 2431	\$20
MLAB 1101	\$5	MLAB 2434	\$20
MLAB 1227	\$10	PLAB 1223	\$10
MLAB 1231	\$10	SCIT 1395	\$6

Mental Health Services**(16F/24F)**

CMSW 1341	\$15	DAAC 2341	\$15
DAAC 1264	\$10	DAAC 2353	\$15
DAAC 1304	\$15	DAAC 2366	\$15
DAAC 1311	\$15	PMHS 2366	\$15
DAAC 1319	\$15	SCWK 2301	\$6
DAAC 2306	\$15	SCWK 1313	\$6
DAAC 2307	\$15	SOCW 2361	\$6

Music (06F/26F)

MUEN 1121	\$3	MUSI 1181	\$3
MUEN 1122	\$3	MUSI 1182	\$3
MUEN 1124	\$3	MUSI 1183	\$3
MUEN 1125	\$3	MUSI 1188	\$3
MUEN 1131	\$3	MUSI 1192	\$3
MUEN 1141	\$3	MUSI 1211	\$6
MUEN 1143	\$3	MUSI 1212	\$6
MUEN 1154	\$3	MUSI 1216	\$6
MUSC 1323	\$6	MUSI 1217	\$6
MUSC 1327	\$6	MUSI 1301	\$9
MUSC 1331	\$6	MUSI 1306	\$9
MUSC 1405	\$8	MUSI 1307	\$9
MUSC 2101	\$2	MUSI 1310	\$9
MUSC 2355	\$6	MUSI 2181	\$3
MUSC 2386	\$6	MUSI 2182	\$3
MUSC 2403	\$8	MUSI 2211	\$6
MUSC 2427	\$8	MUSI 2212	\$6
MUSC 2447	\$8	MUSI 2216	\$6
MUSI 1110	\$3	MUSI 2217	\$6
MUSI 1159	\$3		
MUAP 1101	\$3	MUAP 1116	\$3
MUAP 1102	\$3	MUAP 1117	\$3
MUAP 1103	\$3	MUAP 1118	\$3
MUAP 1104	\$3	MUAP 1119	\$3
MUAP 1105	\$3	MUAP 1120	\$3
MUAP 1106	\$3	MUAP 1121	\$3
MUAP 1107	\$3	MUAP 1122	\$3
MUAP 1108	\$3	MUAP 1123	\$3
MUAP 1109	\$3	MUAP 1124	\$3
MUAP 1110	\$3	MUAP 1125	\$3
MUAP 1111	\$3	MUAP 1126	\$3
MUAP 1112	\$3	MUAP 1127	\$3
MUAP 1113	\$3	MUAP 1128	\$3
MUAP 1114	\$3	MUAP 1129	\$3
MUAP 1115	\$3	MUAP 1130	\$3
MUAP 1131	\$3	MUAP 1203	\$6
MUAP 1132	\$3	MUAP 1204	\$6
MUAP 1133	\$3	MUAP 1205	\$6
MUAP 1134	\$3	MUAP 1206	\$6
MUAP 1135	\$3	MUAP 1207	\$6
MUAP 1136	\$3	MUAP 1208	\$6
MUAP 1137	\$3	MUAP 1209	\$6
MUAP 1138	\$3	MUAP 1210	\$6
MUAP 1139	\$3	MUAP 1211	\$6
MUAP 1140	\$3	MUAP 1212	\$6
MUAP 1141	\$3	MUAP 1213	\$6
MUAP 1142	\$3	MUAP 1214	\$6
MUAP 1143	\$3	MUAP 1215	\$6
MUAP 1144	\$3	MUAP 1216	\$6
MUAP 1145	\$3	MUAP 1217	\$6
MUAP 1146	\$3	MUAP 1218	\$6
MUAP 1147	\$3	MUAP 1219	\$6
MUAP 1148	\$3	MUAP 1220	\$6
MUAP 1149	\$3	MUAP 1221	\$6
MUAP 1150	\$3	MUAP 1222	\$6
MUAP 1151	\$3	MUAP 1223	\$6
MUAP 1152	\$3	MUAP 1224	\$6
MUAP 1153	\$3	MUAP 1225	\$6
MUAP 1154	\$3	MUAP 1226	\$6
MUAP 1155	\$3	MUAP 1227	\$6
MUAP 1156	\$3	MUAP 1228	\$6
MUAP 1157	\$3	MUAP 1229	\$6
MUAP 1158	\$3	MUAP 1230	\$6
MUAP 1159	\$3	MUAP 1231	\$6
MUAP 1160	\$3	MUAP 1232	\$6
MUAP 1161	\$3	MUAP 1233	\$6
MUAP 1162	\$3	MUAP 1234	\$6
MUAP 1163	\$3	MUAP 1235	\$6
MUAP 1164	\$3	MUAP 1236	\$6
MUAP 1165	\$3	MUAP 1237	\$6
MUAP 1166	\$3	MUAP 1238	\$6
MUAP 1167	\$3	MUAP 1239	\$6
MUAP 1168	\$3	MUAP 1240	\$6
MUAP 1169	\$3	MUAP 1241	\$6
MUAP 1170	\$3	MUAP 1242	\$6
MUAP 1171	\$3	MUAP 1243	\$6
MUAP 1172	\$3	MUAP 1244	\$6
MUAP 1181	\$3	MUAP 1245	\$6
MUAP 1182	\$3	MUAP 1246	\$6
MUAP 1183	\$3	MUAP 1247	\$6
MUAP 1184	\$3	MUAP 1248	\$6
MUAP 1186	\$3	MUAP 1249	\$6
MUAP 1187	\$3	MUAP 1250	\$6
MUAP 1201	\$6	MUAP 1251	\$6
MUAP 1202	\$6	MUAP 1252	\$6

TUITION AND FEES

COURSE FEES (CON'T)

MUAP 1253	\$6	MUAP 2123	\$3	MUAP 2171	\$3	MUAP 2235	\$6
MUAP 1254	\$6	MUAP 2124	\$3	MUAP 2172	\$3	MUAP 2236	\$6
MUAP 1255	\$6	MUAP 2125	\$3	MUAP 2181	\$3	MUAP 2237	\$6
MUAP 1256	\$6	MUAP 2126	\$3	MUAP 2182	\$3	MUAP 2238	\$6
MUAP 1257	\$6	MUAP 2127	\$3	MUAP 2183	\$3	MUAP 2239	\$6
MUAP 1258	\$6	MUAP 2128	\$3	MUAP 2184	\$3	MUAP 2240	\$6
MUAP 1259	\$6	MUAP 2129	\$3	MUAP 2186	\$3	MUAP 2241	\$6
MUAP 1260	\$6	MUAP 2130	\$3	MUAP 2187	\$3	MUAP 2242	\$6
MUAP 1261	\$6	MUAP 2131	\$3	MUAP 2201	\$6	MUAP 2243	\$6
MUAP 1262	\$6	MUAP 2132	\$3	MUAP 2202	\$6	MUAP 2244	\$6
MUAP 1263	\$6	MUAP 2133	\$3	MUAP 2203	\$6	MUAP 2245	\$6
MUAP 1264	\$6	MUAP 2134	\$3	MUAP 2204	\$6	MUAP 2246	\$6
MUAP 1265	\$6	MUAP 2135	\$3	MUAP 2205	\$6	MUAP 2247	\$6
MUAP 1266	\$6	MUAP 2136	\$3	MUAP 2206	\$6	MUAP 2248	\$6
MUAP 1267	\$6	MUAP 2137	\$3	MUAP 2207	\$6	MUAP 2249	\$6
MUAP 1268	\$6	MUAP 2138	\$3	MUAP 2208	\$6	MUAP 2250	\$6
MUAP 1269	\$6	MUAP 2139	\$3	MUAP 2209	\$6	MUAP 2251	\$6
MUAP 1270	\$6	MUAP 2140	\$3	MUAP 2210	\$6	MUAP 2252	\$6
MUAP 1271	\$6	MUAP 2141	\$3	MUAP 2211	\$6	MUAP 2253	\$6
MUAP 1272	\$6	MUAP 2142	\$3	MUAP 2212	\$6	MUAP 2254	\$6
MUAP 1281	\$6	MUAP 2143	\$3	MUAP 2213	\$6	MUAP 2255	\$6
MUAP 1282	\$6	MUAP 2144	\$3	MUAP 2214	\$6	MUAP 2256	\$6
MUAP 1283	\$6	MUAP 2145	\$3	MUAP 2215	\$6	MUAP 2257	\$6
MUAP 1284	\$6	MUAP 2146	\$3	MUAP 2216	\$6	MUAP 2258	\$6
MUAP 1286	\$6	MUAP 2147	\$3	MUAP 2217	\$6	MUAP 2259	\$6
MUAP 1287	\$6	MUAP 2148	\$3	MUAP 2218	\$6	MUAP 2260	\$6
MUAP 2101	\$3	MUAP 2149	\$3	MUAP 2219	\$6	MUAP 2261	\$6
MUAP 2102	\$3	MUAP 2150	\$3	MUAP 2220	\$6	MUAP 2262	\$6
MUAP 2103	\$3	MUAP 2151	\$3	MUAP 2221	\$6	MUAP 2263	\$6
MUAP 2104	\$3	MUAP 2152	\$3	MUAP 2222	\$6	MUAP 2264	\$6
MUAP 2105	\$3	MUAP 2153	\$3	MUAP 2223	\$6	MUAP 2265	\$6
MUAP 2106	\$3	MUAP 2154	\$3	MUAP 2224	\$6	MUAP 2266	\$6
MUAP 2107	\$3	MUAP 2155	\$3	MUAP 2225	\$6	MUAP 2267	\$6
MUAP 2108	\$3	MUAP 2156	\$3	MUAP 2226	\$6	MUAP 2268	\$6
MUAP 2109	\$3	MUAP 2157	\$3	MUAP 2227	\$6	MUAP 2269	\$6
MUAP 2110	\$3	MUAP 2158	\$3	MUAP 2228	\$6	MUAP 2270	\$6
MUAP 2111	\$3	MUAP 2159	\$3	MUAP 2229	\$6	MUAP 2271	\$6
MUAP 2112	\$3	MUAP 2160	\$3	MUAP 2230	\$6	MUAP 2272	\$6
MUAP 2113	\$3	MUAP 2161	\$3	MUAP 2231	\$6	MUAP 2281	\$6
MUAP 2114	\$3	MUAP 2162	\$3	MUAP 2232	\$6	MUAP 2282	\$6
MUAP 2115	\$3	MUAP 2163	\$3	MUAP 2233	\$6	MUAP 2283	\$6
MUAP 2116	\$3	MUAP 2164	\$3	MUAP 2234	\$6	MUAP 2284	\$6
MUAP 2117	\$3	MUAP 2165	\$3				
MUAP 2118	\$3	MUAP 2166	\$3				
MUAP 2119	\$3	MUAP 2167	\$3				
MUAP 2120	\$3	MUAP 2168	\$3				
MUAP 2121	\$3	MUAP 2169	\$3				
MUAP 2122	\$3	MUAP 2170	\$3				

Non-Destructive Testing

Technology (02F/11F)

METL 1313	\$6	NDTE 2411	\$8
NDTE 1301	\$6	NDTE 2470	\$8
NDTE 1405	\$8	QCTC 1341	\$6
NDTE 1410	\$8	QCTC 1343	\$6
NDTE 1440	\$8	QCTC 1446	\$8
NDTE 1454	\$8	QCTC 1448	\$8
NDTE 2339	\$6	QCTC 2331	\$6
NDTE 2401	\$8	WLDG 1437	\$8

Nursing (RN) (14F)

RNSG 1105	\$5	RNSG 2121	\$5
RNSG 1108	\$5	RNSG 2130	\$5
RNSG 1115	\$5	RNSG 2160	\$5
RNSG 1144	\$5	RNSG 2163	\$5
RNSG 1160	\$5	RNSG 2201	\$10
RNSG 1161	\$5	RNSG 2207	\$10
RNSG 1191	\$5	RNSG 2208	\$10
RNSG 1215	\$10	RNSG 2213	\$10
RNSG 1227	\$10	RNSG 2231	\$10
RNSG 1261	\$10	RNSG 2260	\$10
RNSG 1262	\$10	RNSG 2261	\$10
RNSG 1271	\$10	RNSG 2262	\$10
RNSG 1301	\$15	RNSG 2263	\$10
RNSG 1341	\$15	RNSG 2271	\$10
RNSG 1343	\$15	RNSG 2332	\$15
RNSG 1413	\$20		

Occupational Therapist

Assistant (16F)

OTHA 1160	\$5	OTHA 1319	\$15
OTHA 1161	\$5	OTHA 2209	\$10
OTHA 1162	\$5	OTHA 2231	\$10
OTHA 1241	\$10	OTHA 2235	\$10
OTHA 1249	\$10	OTHA 2266	\$10
OTHA 1253	\$10	OTHA 2267	\$10
OTHA 1305	\$15	OTHA 2302	\$15
OTHA 1309	\$15	OTHA 2304	\$15
OTHA 1315	\$15		

COURSE FEES (CONT)**Paralegal (24F)**

LGLA 1303	\$6	LGLA 1391	\$6
LGLA 1305	\$6	LGLA 2303	\$6
LGLA 1307	\$6	LGLA 2305	\$6
LGLA 1317	\$6	LGLA 2309	\$6
LGLA 1343	\$6	LGLA 2311	\$6
LGLA 1345	\$6	LGLA 2313	\$6
LGLA 1349	\$6	LGLA 2323	\$6
LGLA 1351	\$6	LGLA 2380	\$6
LGLA 1353	\$6	LGLA 2331	\$6
LGLA 1355	\$6	LGLA 2333	\$6
LGLA 1359	\$6	LGLA 2335	\$6

Personal Trainer (23F)

FITT 1237	\$6	FITT 2309	\$9
FITT 1303	\$9	FITT 2413	\$12
FITT 2301	\$9	FITT 2471	\$12

Pharmacy Technician (16F)

HPRS 1206	\$10	PHRA 1345	\$15
PHRA 1202	\$10	PHRA 1347	\$15
PHRA 1243	\$10	PHRA 1349	\$15
PHRA 1261	\$10	PHRA 1360	\$15
PHRA 1301	\$15	PHRA 1441	\$20
PHRA 1305	\$15	PHRA 2261	\$10
PHRA 1309	\$15	PHRA 2360	\$15
PHRA 1313	\$15		

Philosophy (12F)

PHIL 1301	\$6	PHIL 2306	\$6
PHIL 1304	\$6	PHIL 2307	\$6
PHIL 2303	\$6		

Physical Education/Health Education (16F/23F)

HPRS 1202	\$10	PHED 1144	\$3
PHED 1101	\$3	PHED 1145	\$3
PHED 1102	\$3	PHED 1164	\$3
PHED 1104	\$3	PHED 1301	\$9
PHED 1105	\$3	PHED 1304	\$5
PHED 1106	\$3	PHED 1306	\$9
PHED 1109	\$3	PHED 1308	\$9
PHED 1110	\$3	PHED 1338	\$9
PHED 1111	\$3	PHED 1346	\$15
PHED 1112	\$3	PHED 2100	\$3
PHED 1113	\$3	PHED 2101	\$3
PHED 1114	\$3	PHED 2102	\$3
PHED 1116	\$3	PHED 2103	\$3
PHED 1117	\$3	PHED 2106	\$3
PHED 1118	\$3	PHED 2107	\$3
PHED 1119	\$3	PHED 2108	\$3
PHED 1120	\$3	PHED 2109	\$3
PHED 1121	\$3	PHED 2112	\$3
PHED 1122	\$3	PHED 2113	\$3
PHED 1123	\$3	PHED 2114	\$3
PHED 1124	\$3	PHED 2115	\$3
PHED 1126	\$3	PHED 2118	\$3
PHED 1130	\$3	PHED 2119	\$3
PHED 1131	\$3	PHED 2120	\$3
PHED 1133	\$3	PHED 2121	\$3
PHED 1134	\$3	PHED 2124	\$3
PHED 1135	\$3	PHED 2125	\$3
PHED 1136	\$3	PHED 2126	\$3
PHED 1137	\$3	PHED 2127	\$3
PHED 1138	\$3	PHED 2130	\$3
PHED 1139	\$3	PHED 2131	\$3
PHED 1140	\$3	PHED 2132	\$3
PHED 1141	\$3	PHED 2133	\$3
PHED 1142	\$3	PHED 2140	\$3
PHED 1143	\$3	PHED 2356	\$15

Physical Therapist Assistant (16F)

PTHA 1201	\$10	PTHA 2217	\$10
PTHA 1305	\$15	PTHA 2239	\$10
PTHA 1313	\$15	PTHA 2409	\$20
PTHA 1321	\$15	PTHA 2431	\$20
PTHA 1360	\$15	PTHA 2435	\$20
PTHA 1431	\$20	PTHA 2460	\$20
PTHA 2201	\$10	PTHA 2461	\$20
PTHA 2205	\$10	PTHA 2531	\$25

Physics (03F)

PHYS 1101	\$2	PHYS 1304	\$6
PHYS 1102	\$2	PHYS 2125	\$2
PHYS 1103	\$2	PHYS 2126	\$2
PHYS 1104	\$2	PHYS 2325	\$6
PHYS 1301	\$6	PHYS 2326	\$6
PHYS 1302	\$6	PHYS 2389	\$6
PHYS 1303	\$6		

Pipefitting (08F)

PFPB 1408	\$12	PFPB 2432	\$12
PFPB 1443	\$12	PFPB 2433	\$12

Process Technology (03F/08F/11F)

CTEC 2487	\$8	ELMT 2333	\$6
PTAC 1302	\$6	ELMT 2335	\$6
PTAC 1310	\$6	ELMT 2337	\$6
PTAC 1332	\$6	ELMT 2341	\$6
PTAC 2314	\$6	ELMT 2351	\$6
PTAC 2420	\$8	ENER 1240	\$4
PTAC 2438	\$8	ENER 1330	\$6
PTAC 2446	\$8	EPCT 1301	\$6
CBFM 1307	\$9	EPCT 1305	\$6
PTRT 1301	\$6	EPCT 1307	\$6
EECT 1300	\$6	EPCT 1311	\$6
EECT 1307	\$6	EPCT 1313	\$6
EECT 1340	\$6	EPCT 1341	\$6
EECT 2337	\$6	EPCT 1349	\$6
EECT 2339	\$6	EPCT 2333	\$6
EECT 2367	\$6	SCIT 1318	\$6
EECT 2433	\$8	SCIT 1414	\$6
ELMT 1305	\$6		

Reading (12F)

READ 0110	\$2	READ 0310	\$6
READ 0308	\$6	READ 0311	\$6
READ 0309	\$6		

TUITION AND FEES

COURSE FEES (CON'T)

Real Estate (04F)

RELE 1201	\$4	RELE 1321	\$6
RELE 1211	\$4	RELE 1323	\$6
RELE 1238	\$4	RELE 1325	\$6
RELE 1300	\$6	RELE 2301	\$6
RELE 1303	\$6	RELE 2331	\$6
RELE 1307	\$6	RELE 2366	\$6
RELE 1315	\$6	RELE 2367	\$6
RELE 1319	\$6		

Surgical Technology (03F/16F)

HPRS 1201	\$10	SRGT 1360	\$15
HPRS 1206	\$10	SRGT 1505	\$25
HPRS 2200	\$10	SRGT 1509	\$25
HPRS 2301	\$15	SRGT 1541	\$25
SCIT 1307	\$6	SRGT 1542	\$25
SRGT 1260	\$10	SRGT 2130	\$5
SRGT 1261	\$10	SRGT 2460	\$20
SRGT 1262	\$10		

Vocational Nursing (18F)

VNSG 1119	\$5	VNSG 1331	\$15
VNSG 1162	\$5	VNSG 1332	\$15
VNSG 1226	\$10	VNSG 1420	\$20
VNSG 1230	\$10	VNSG 1423	\$20
VNSG 1234	\$10	VNSG 1429	\$20
VNSG 1260	\$10	VNSG 1432	\$20
VNSG 1261	\$10	VNSG 2160	\$5
VNSG 1301	\$15	VNSG 2161	\$5
VNSG 1327	\$15	VNSG 2431	\$20

Respiratory Care (17F)

RSPT 1267	\$10	RSPT 2310	\$15
RSPT 1325	\$15	RSPT 2314	\$15
RSPT 1340	\$15	RSPT 2317	\$15
RSPT 1429	\$20	RSPT 2325	\$15
RSPT 1431	\$20	RSPT 2353	\$15
RSPT 1460	\$20	RSPT 2355	\$15
RSPT 2130	\$5	RSPT 2360	\$15
RSPT 2167	\$5	RSPT 2361	\$15
RSPT 2258	\$10	RSPT 2362	\$15
RSPT 2266	\$10	RSPT 2471	\$20
RSPT 2267	\$10		

Theatre and Film (26F)

DRAM 1120	\$3	DRAM 1352	\$9
DRAM 1121	\$3	DRAM 2120	\$3
DRAM 1310	\$9	DRAM 2121	\$3
DRAM 1322	\$9	DRAM 2331	\$9
DRAM 1330	\$9	DRAM 2336	\$9
DRAM 1341	\$9	DRAM 2351	\$9
DRAM 1342	\$9	DRAM 2366	\$9
DRAM 1351	\$9		

Welding (02F)

WLDG 1204	\$4	WLDG 1437	\$8
WLDG 1305	\$6	WLDG 2406	\$8
WLDG 1308	\$6	WLDG 2413	\$8
WLDG 1337	\$6	WLDG 2443	\$8
WLDG 1412	\$8	WLDG 2451	\$8
WLDG 1413	\$8	WLDG 2453	\$8
WLDG 1428	\$8	WLDG 2455	\$8
WLDG 1430	\$8	WLDG 2480	\$8
WLDG 1434	\$8		

Video and Film Production (12F/26F)

COMM 2289	\$4	COMM 1319	\$9
COMM 1318	\$9		

Speech (12F)

SPCH 1311	\$6	SPCH 2333	\$6
SPCH 1315	\$6	SPCH 2335	\$6
SPCH 1318	\$6	SPCH 2336	\$6
SPCH 1321	\$6	SPCH 2341	\$6
SPCH 1342	\$6		

Excess Credit Hours for Undergraduate Students (30-Hour Rule)

Effective May 9, 2006, college students who have attempted 30 or more credit hours beyond the minimum number of hours required for their baccalaureate degree requirements at a Texas public senior college or university may be charged additional tuition, up to the level of that institution's out-of-state charges.

This rule applies to all credit hours in which a student was registered as of the official census day for the term (i.e., 67, dual credit courses, failed courses and courses from which the student withdrew after census day). Students enrolled as undergraduates in the fall term of 1999 or later could be affected.

Exceptions include: a student's credit hours received during any term prior to the fall 1999 term; hours earned through examination; hours from college preparatory, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree at the institution; hours earned at a private or out-of-state institution; any hours removed from admission consideration under Academic Fresh Start (Texas Education Code §51.931); and any hours not eligible for formula funding. Non-resident students paying tuition at the rate provided for Texas residents are subject to the same limitations as hours generated by resident students.

Texas Education Code §54.014 (§54.068 renumbered in 2006) as updated on July 5, 2006, reflecting changes from the 79th legislative session (House Bill 1172 and Senate Bill 1528, available at www.capitol.state.tx.us) established this option for public senior colleges and universities.

Repeated Courses and Unfunded Credit Hours

Students may be charged a higher tuition rate, not to exceed the non-resident undergraduate charge, in the following circumstances:

- a. Repeated hours for attempted course: Credit hours for the same course (or a course substantially similar to an earlier course) previously attempted, but not completed (no grade received) for three (3) or more times at the same institution, are not eligible for state reimbursement. Institutions may, with the third and subsequent enrollments, charge an increased tuition rate, not to exceed that charged to non-resident undergraduate students to compensate for the loss of state formula funding.
- b. Repeated hours for completed courses: Institutions may also charge students enrolling for the second time in a previously completed course at the same institution an increased tuition rate, not to exceed that charged to non-resident undergraduate students. A completed course is one for which a grade of A, B, C, D, F, FX or Pass/Fail was earned. This rule applies to all credit hours for classes previously completed regardless of whether the hours may be submitted for formula funding from the state.

TUITION AND FEES

The following types of credit hours are exempt and are not subject to these rules:

1. Hours earned by a student prior to receiving a baccalaureate degree that were awarded previous to the effective date of these changes.
2. Hours earned through examination or similar methods without registering for a course.
3. Hours from college preparatory courses, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree at a senior institution.
4. Hours earned by the student at a private institution or an out-of-state institution.
5. Any credit hours not normally eligible for state formula funding.

Texas Higher Education Coordinating Board Rule §13.100-13.109, effective Nov. 22, 2005, reflects changes from the 79th legislative session for public higher education institutions in Texas and amendments to Texas Education Code §54.068 and §61.0595.

Repeat Course Fee for Third Repeat

San Jacinto College will charge a higher tuition rate to students registering for a course for the third or subsequent time. This charge will apply to any course that the student has already attempted twice and appears on their transcript. Upon the third or subsequent enrollment, an additional tuition of \$60 per credit hour will be charged. This additional tuition charge will be assessed for all registered students as applicable.

Tuition Rebate Program

Students transferring to a Texas senior college or university may qualify for a \$1,000 rebate if they have attempted no more than three semester credit hours above the minimum number of hours required for their baccalaureate degree. Attempted hours include every course for which the student has registered as of the official census date in every term, including: college preparatory courses taken for credit, repeated courses and courses from which the student withdraws and all credit by examination, except for the first nine hours and dual credit courses. Students initiating their undergraduate education at San Jacinto College should carefully follow approved degree plans in order to maintain eligibility for this program. Senior universities are required to provide students with forms and instructions for requesting the rebate at the time the student applies for a baccalaureate degree.

Texas Education Code §54.0065 established this tuition rebate program for certain undergraduate students, according to legislation passed in 1997 by the 75th Texas Legislature and amended in 2003 by the 78th Texas Legislature. The website www.collegefortexans.com includes more detailed information about the tuition rebate program and also includes a directory of institutional contacts.

Paying for College

PAYING FOR COLLEGE

PAYING FOR COLLEGE

Pay as You Go! Important Information Regarding Payment Deadline For Classes

The College implemented the Pay-As-You-Go system. Students are encouraged to pay in full when they register. The evening of PAYMENT DEADLINE for each term, all students who have a balance due or have not made a payment will be dropped as outlined below. This applies to both totally unpaid and partially unpaid registrations. The drop process will include all registrations.

Balance Must Equal Zero

This payment system is run daily during the entire term, beginning on the evening of payment deadline. Students registering for the first time or re-registering on or after payment deadline will be required to pay in full the same day they register. The balance due must be zero.

REGISTER ➔ VIEW ➔ PAY IN FULL CHARGES

ALL ON THE SAME DAY!

Example: Students who register on Monday must be paid in full by 11:59 p.m., on the same Monday. The evening of payment deadline, the registration system (SOS) will be offline every night from 12 a.m. to 3 a.m., to remove registrations that are totally or partially unpaid.

If a student's balance does not equal zero, or less, the following actions are taken:

Totally Unpaid: A student who registered for courses and has not made any payment, nor has any financial aid, third party billing or scholarship been applied to the account. Registrations for all courses will be removed and the student will receive an email notification of this action.

Partially Unpaid:

1. A student registered for some courses and paid for them but then added additional courses and did not pay for the added courses.
2. A student dropped a course, then added a course and did not pay the difference.
3. A student's financial aid, third party billing or scholarship applied to the account did not cover the entire cost.

If a student's balance does not equal zero, the registration will be adjusted to bring the account balance to zero. Courses with the latest start date will be dropped first. Then courses will be dropped according to registration date and time. These courses will be dropped the following business day. Students will receive an email notification of this action.

Students must be sure their financial aid, third party billing or scholarship is applied to their account.

Methods of Payment

SAN JACINTO COLLEGE ACCEPTS THE FOLLOWING METHODS OF PAYMENT:

WEB PAYMENTS

1. **Credit Cards** – American Express, Discover, MasterCard or Visa.
2. **Debit Cards** – Must have a MasterCard or Visa affiliation.
3. **WEBCheck** – Must be an individual checking or savings account.
 - a. Company checks or loan checks from credit cards or other financial institutions should not be used online. They will be rejected and result in a \$30 returned check fee.
 - b. The College assesses a \$30 processing fee for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.
4. **Installment Payment Plans** that are set up online will capture the scheduled method of payment and use that for future dated payments. The students may use the Student Account Suite to change a scheduled method of payment for the automated payment process.

IN-PERSON PAYMENTS AT ANY CAMPUS BUSINESS OFFICE

1. Credit Cards—American Express, Discover, MasterCard or Visa

2. Debit Cards—Must have a MasterCard or Visa affiliation

3. Debit Cards—PIN Based

4. Checks

a. Personal checks in which the student is an authorized signer on the account or if the authorized signer on the account is present may be converted to an electronic payment from the account. These are referred to as POP checks. The cashier will inquire as to whether a student agrees to have the check converted to an electronic payment. If the student agrees, the check will be returned to the student upon completion of the cashiering transaction along with an electronic agreement receipt.

b. Personal checks in which the student is NOT an authorized signer on the account and the authorized signer is not present will be processed as a normal paper check and included with the normal deposits of the College.

c. Company checks, cashier checks, money orders or loan checks from credit cards or other financial institutions will be processed as a normal paper check and included with the normal deposits of the College.

d. The College assesses a \$30 processing fee for each stopped-payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.

5. Cash—Legal currency of the United States.

6. Third Party Payment—Payments made by third party vendors via letters, purchase orders or invoices must be presented in person to any campus business office each semester in order for the student account to be updated. Students are liable for any unpaid balances.

7. Exemptions/Scholarships—Documentation must be submitted in person to any campus business office each semester in order for the student account to be updated. Students are liable for any unpaid balances.

San Jacinto College will not be responsible for multiple holds being placed on a credit or debit card by the bank or the card issuer.

Students paying by cash or check who want to pay in person at the business office must pay during the regular business hours on the business day they register.

Installment Payment Plan (IPP)

An installment payment plan (IPP) is available at any campus business office and on the SOS online registration system. Students have the opportunity to pay tuition and fees in four payments. The terms include the following: Pay 25 percent of eligible tuition and fees when setting up the payment plan and pay three additional 25 percent payments on specified dates for each term. There is a \$25 fee for this service that is prorated over the payment period. Late payments are charged \$25 each. Students may use the SOS system to set up automatic payments using a credit card, checking or savings account.

Students who utilize the IPP will still need to follow the regulations for withdrawals and refunds. Students who withdraw from or add one or more classes still must pay the installments on time. The system will recalculate any changes to the future dated installments and prevent loss of registration. No installment payment plan is available for books, supplies or cash advances. The financial aid section describes other forms of financial assistance. Installment plans must be paid in full before another installment plan can be initiated.

Credit Card Account Verification - Authorization

An individual who uses a credit card to pay tuition or fees authorizes the College to communicate with the credit card issuer and/or financial institution for the limited purpose of verifying information related to use of the credit card at the College such as verification of account number, of a transaction or of a student's signature.

San Jacinto College will not be responsible for multiple holds being placed on a credit or debit card by a bank or the card issuer.

Delinquent Accounts

Currently enrolled students who are delinquent in repaying a loan, are responsible for a returned check or have failed to pay appropriately and on time any other debts to San Jacinto College (not including library and traffic fines) will receive warning notices informing them that they must pay their debts by a certain date or be withdrawn from all classes. If they do not pay by the designated date, the College may withdraw them from all classes, and they may not be reinstated during that term.

Students must pay all debts—including but not limited to: tuition, fees, fines, returned check penalties, lost equipment, rescinded financial aid, College generated loans and restitution for loss of or damage to College property before they may re-enroll, receive a diploma or have a request for an official transcript honored.

In the event of failure to pay the Installment Payment Plan (IPP) or Financial Aid Short Term Loan (FASTL) at its maturity, and if the same is placed in the hands of an attorney or collection agency, the student shall be responsible for all expenses and expenditures, cost of attorney and/or collection services incurred, protecting the College's interest, rights and remedies on the Installment Payment Plans or Financial Aid Short Term Loan or returned checks.

Delinquent accounts sent to a collection agency may be reported to the credit bureau.

The College charges a late fee of \$25 for late payment of any IPPs or FASTLs. The College assesses a \$30 processing fee for each stopped-payment or returned check. Returned checks include electronically converted checks that have been rejected by the College bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.

A student who is in default on a government student loan for attendance at San Jacinto College may not receive an official academic transcript or diploma unless the student has made six consecutive voluntary monthly payments on the defaulted loan.

Refund Policy

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Students may find the specific dates for the Refund Schedule online for each term. Specific provisions of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule § 21.5 "Refund of Tuition and Fees at Public Community/Junior and Technical Colleges," govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

The College will process refunds only after completion of all other registration responsibilities.

The College will grant refunds for re-determined legal residence only if the student presents proof to the Admissions Office on or before the 12th class day of the fall or spring term or the eighth class day of the summer session.

Refunds do not include the international student fee.

Credit Refunds or Financial Aid Disbursements-Payments to Students

BankMobile, the technology and financial services company focused on the higher education market, has been selected to electronically distribute semester credit hour refunds and financial aid disbursements to San Jacinto College students. They do not process dual credit, Continuing and Professional Development or undocumented students and Parent Plus Loans.

San Jacinto College uses BankMobile to provide a more efficient, safer and convenient refund disbursing process. This method allows students to have quicker access to funds and provide more options for disbursements of Federal financial aid and college credit refunds due to changes in enrollment.

All San Jacinto College students (except the group identified above) enrolled as of the first day of class will receive a Welcome Kit with a unique Personal Code in the mail with instructions on how to log on to a secure website. The student will be responsible to sign in to the website and choose a refund preference. If they choose the OneAccount, they will be provided a virtual card, and their actual card will automatically be ordered and mailed to them. Students can reorder an inactive card at any campus business office. There is a \$10 replacement card fee payable through BankMobile for lost cards that have previously been activated by the student.

Students will be asked to confirm their primary email and mailing addresses and select how they would like to receive their refund from BankMobile. Students will be given multiple options including an Automated Clearing House (ACH) transfer to a bank account of their choice; direct deposit to the OneAccount, an optional, no-minimum balance, no-monthly-fee, FDIC-Insured checking account provided by BankMobile; etc. The card also acts as a Debit MasterCard® with acceptance worldwide. Students also have the capability to sign up to receive text and/or email notifications and have access to pay bills online through a secure website.

In addition to the refund disbursement process, BankMobile educates the campus community on the changes and benefits to the process. BankMobile also collects and maintains student bank account information in a safe and protected manner. Students and parents are assured that BankMobile handles all customer service inquiries from students or administration staff in an efficient, confidential and secure manner.

Course Withdrawal / Dropping Courses

Students who officially drop an individual course or withdraw from all courses will receive a percentage of the refundable tuition and fees they paid, depending on the effective date of the withdrawal, in accordance with the state refund schedule. Please see the Refund Table below.

Specific withdrawal dates and refund dates apply to each course based upon start date and class length. The College website contains a table with details for the different course lengths and appropriate refund periods and percentages. Refund percentages are 100 percent prior to the first day of class and 70 percent, 25 percent or 0 percent based on specific dates. The College does not allow 100 percent refunds during course drops/adds after the first day of class.

Once students pay tuition and fees or have financial aid applied, they are considered officially registered until they complete the term or drop individual or withdraw from all courses. Simply not attending class or telling the instructor does not constitute course drops. Course drops/withdrawals become official and effective the date they are completed online or in person regardless of the date the student last attended class and even if the student never attended class. A student unable to appear in person must contact the Admissions Office or the Educational Planning, Counseling & Completion Office.

Cancelling a check will not cancel registration nor constitute a drop/withdrawal. Drops/withdrawals may reduce the amount of an individual payment plan (IPP) but the student is responsible for any remaining balance. The College may apply the appropriate refund for College initiated actions such as, but not limited to, canceled classes, schedule adjustments to be in compliance with College policy or underpayment of tuition and fees subject to the pay-as-you-go process.

REFUND TABLE (Semester Credit Hour Charges Retained by the College)

	100% Refund-All Charges credited back to the student's account	70% Refund-The College retains 30% of the original charges.	25% Refund-The College retains 75% of the original charges.	0% Refund-The College retains 100% of the original charges
Texas Resident (In-District) Tuition	\$0	\$15 per semester credit hour	\$37.50 per semester credit hour	\$50 per semester credit hour
Texas Resident (Out-of-District) Tuition	\$0	\$28.50 Per semester credit hour	\$71.25 per semester credit hour	\$95 per semester credit hour
Non-Texas Resident Tuition	\$0	\$48 per semester credit hour	\$120 per semester credit hour	\$160 per semester credit hour
The College retains either 0%, 30%, 75% or 100% of the original charge related to any refundable course fees or the general service fee depending on the specific date of withdrawal.				



Financial Aid

FINANCIAL AID

Campus Financial Aid Services Office

The primary purpose of the campus Financial Aid Services Office is to provide financial assistance in the form of grants, scholarships, loans and employment opportunities to qualified students who, without such assistance, would be unable to attend college.

Students should contact the campus Financial Aid Services Office on their campus for assistance in completing financial aid or scholarship applications and for answers to specific questions about the financial aid process.

Eligibility

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

1. Be a U.S. citizen or an eligible non-citizen.
2. Have a high school diploma, GED or its recognized equivalent.
3. Be enrolled in a certificate or degree program.
4. Be making satisfactory academic progress.
5. Not be in default of a federal or state student loan or owing a repayment on any federal grant.
6. Meet requirements specific to the financial aid program for which students are applying.
7. Enroll for at least the minimum number of hours required by each program.

Eligibility Date (Census Date)

If students register for a term and decide that they do not want to attend, they must withdraw themselves from their courses before classes begin. If they do not withdraw themselves, they may receive grades of F and/or FX in registered courses which will impact their grade point average and incur a potential debt for financial aid received. If a student wants to avoid a withdrawal assigned on their transcript the student must withdraw prior to the census date. The official census date varies according to the length of the course. For a traditional semester, generally the 12th class day is marked as the census date. For all other part of terms please visit our Admissions office or Educational Planning, Counseling & Completion department.

Awards are based on enrollment status for each term. If students enroll for less than 12 semester hours or if they drop classes, their funding will be adjusted. Also, if they do not attend class(es) or if they stop attending class(es), their aid may be adjusted or canceled. If students are enrolled in part-of-term classes, eligibility will be calculated and payment made after the parts-of-term classes begin. Part-of-term classes are defined as classes with varying start and end dates that can occur during the regular term or between terms.

Concurrent Enrollment

Federal regulations prohibit a student from receiving financial aid funds under Title IV programs while enrolled at more than one college or institution at the same time. A San Jacinto College student who registers concurrently at another school and receives Title IV aid at both schools must officially withdraw from one of the schools so his/her financial aid can be processed at the appropriate school. If the student does not officially withdraw, all San Jacinto College financial aid will be rescinded and the student will be accountable for reimbursement of these funds to the College.

Financial Aid Services Steps

Completing the following steps by the deadline will increase the chance of the financial aid application being reviewed prior to the beginning of school:

1. Apply for admission to San Jacinto College online at www.sanjac.edu. Returning students who have not attended San Jacinto College during the past year may need to submit a new application. Please keep in mind that students must be admitted to San Jacinto College prior to any financial aid awards being made.
2. Submit an official high school (or GED) transcript to the San Jacinto College Admissions Office.
3. Transfer students must submit official college transcripts from each institution attended that includes all classes attempted and file a request with the Admissions Office to have the transcripts evaluated. Students who have taken classes outside the United States must have courses evaluated by a foreign transcript evaluation company, at their own expense, to determine the highest credential earned.
4. Register with Selective Service at www.sss.gov if a student is a male age 18 to 25.
5. Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Our school code is: 003609
6. Reply immediately to all communication from the College that requests additional information.
7. Register for classes.

For financial aid disbursement see Credit Refund and Financial Aid Disbursement section.

Procedures

Students should apply for federal funding and follow the progress of their financial aid application on the web.

1. Students can follow the progress of their financial aid application by viewing the SOS website, under the My SanJac link at www.sanjac.edu, for the following actions:

- Check the status of a financial aid file, including documents that are requested.
- View financial aid awards.
- Determine if funds have arrived at the school.
- Determine if funds were transferred to your SanJac Card.
- Determine remaining eligibility for future terms.
- Check any updates to financial aid account.
- View grades and academic transcript.

2. If students have been awarded financial aid they can expect the aid to be posted as "authorized" aid to their account at the time of registration. Only once the student is registered can eligibility of financial aid be determined. The updating of the authorized process occurs on a regular and frequent basis. If the aid has not been authorized within 24 hours of registration, students should contact the campus financial aid service office to determine if a problem exists. Financial aid funds are officially applied against student accounts approximately 30 days after the start of the semester. If a student is enrolled in a later part-of-term class, funds will be applied after the class begins. If student fees are paid by a third party, students MUST visit the campus business office to sign the paperwork to have the third party payment applied. Once payment has been applied, the PAID flag is set on the account. The PAID flag prevents the purging of registration for non-payment.

3. Once aid has been authorized, students will also be able to go to the campus bookstore to charge books and supplies to their grants, loans and some scholarships within 24 to 48 hours. Students will need their student ID number, a photo ID and a copy of their class schedule to use any available funds. Students should check with the campus bookstores or the campus financial aid services office for the dates they may charge. Students have the right to opt-out of using the campus bookstore. If the opt-out is selected, they will still receive their credit balance during the regular refund process.

4. Any unused balances from financial aid funds (grants and/or loans) will be transferred to the student's preference of refund method i.e. existing personal bank account or SanJac Card. After attendance has been verified, financial aid balance refunds are issued 30 days after the first day of classes. Students may track the status of their balance refund by logging into SOS and viewing the Account Summary by Term section under My Financial Aid.

5. If students register for classes and financial aid is authorized on their account, and they do not attend San Jacinto College, they must contact the Admissions Office and the Financial Aid Services Office before the first day of class. Failure to do so could result in being billed for accumulated charges.

6. If students have been awarded financial aid for fall and/or spring terms and they decide not to register for a term, their financial aid awards will be canceled for the terms in which they don't attend.

FAFSA School Code (003609)

The Free Application for Federal Student Aid (FAFSA) determines eligibility for aid. The FAFSA is available online. The San Jacinto College school code 003609 should be reported on the application, regardless of the campus you will attend. Go to: www.fafsa.gov for details.

Deadlines

Students must apply for financial aid each year. If students wish to receive priority consideration, they should apply as soon as the FAFSA is available, usually after Oct. 1. Awarding of aid is done in a batch process with the student demonstrating the highest need receiving first consideration and subject to the availability of funds. Funds for most financial aid programs are awarded on the basis of demonstrated financial need (except unsubsidized Stafford and PLUS loans).

Awarding of aid will begin approximately the first working day of June. However, any financial aid applications completed after the last working day of June for fall, October for spring or April for summer will not be processed prior to the start of the term. An application is considered complete when all documents needed by the Campus Financial Aid Services Office and the Admissions Office are on file; and/or spouse/parents, if applicable, have provided complete and correct data.

Student applications completed after the deadlines above may still receive aid. However, they will have to pay for their own tuition, fees, books and supplies at the time of registration.

Before Beginning a Free Application for Federal Student Aid (FAFSA)

Students (and parents) will log on to FAFSA on the Web and other FSA websites—the National Student Loan Data System (NSLDS), StudentLoans.gov and Studentaid.gov—with a username and password that they create. This removes the need for the personal identification number (PIN) and the use of personal identifiers such as name, birthdate, and Social Security number.

Users do not need to do anything to prepare for this. When they log on to one of the above sites, they will be asked to create a username and password. If they have a PIN, they will have the option to link it to their new FSA ID, which will allow them to immediately use the ID on the above websites rather than wait one to three days while their identifying information is confirmed.

FINANCIAL AID

Email Address

Students should be sure to include the email address they check most frequently on the FAFSA to ensure faster correspondence from the Department of Education. Specifically, students will receive a link where they will be able to view the analysis of the data they submitted on their FAFSA. In addition, the financial aid office will use this email address to correspond with them until their official San Jacinto College email address has been assigned. All students are strongly encouraged to check their San Jacinto College email account at: www.sanjac.edu/email. San Jacinto College will only send electronic communications to this email account.

Major Sources of Financial Aid

For additional information about federal financial aid programs, including eligibility guidelines, students are encouraged to visit the Federal Student Aid website at www.studentaid.ed.gov. For information about state assistance, students should visit the Texas Higher Education Coordinating Board website at www.collegefortexans.com.

Types of Financial Aid Programs

Grants

(Aid that does not have to be Repaid)

Federal Pell Grants are available to students who demonstrate financial need within the established federal guidelines. To determine need, the U.S. Department of Education uses a standard formula established by Congress to evaluate the information students and/or their parent/spouse provide on the FAFSA. The formula produces an Expected Family Contribution (EFC) that is an indication of how much a student's family is expected to financially contribute toward the cost of their education. For those who qualify, the Pell Grant is intended to be the primary award of their financial aid package and is the starting point for financial assistance at San Jacinto College. Pell Grants are awarded only to the undergraduate student who has not earned a bachelor's or professional degree from any institution including foreign schools. The amount of aid is based upon the number of hours enrolled and the EFC.

Federal Supplemental Educational Opportunity Grant (FSEOG) is limited by the availability of funds and is only awarded to those with exceptional financial need. Priority will be given to Federal Pell Grant recipients.

Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by San Jacinto College. TPEG is available to those who demonstrate financial need. The amount of the award varies depending upon residency, the number of hours enrolled and the availability of funds.

TEXAS (Toward Excellence, Access and Success) Grant is a need-based grant authorized by the State of Texas. Since San Jacinto College is a two-year college, the state only authorizes San Jacinto College to offer Renewal Year awards. To receive consideration, students must (1) have calculated financial need; (2) be residents of Texas; (3) be enrolled as an undergraduate and received an Initial Year award prior to fall 2014; (4) be registered with Selective Services or be exempt; (5) have not been convicted of a felony or crime involving a controlled substance; and (6) maintain satisfactory academic progress which consists of a 2.5 GPA and successful completion of 24 semester credit hours for the year. The amount of TEXAS Grant paid is based upon the number of hours enrolled.

Texas Educational Opportunity Grant is also a need-based grant authorized by the State of Texas. To receive consideration, students must be Texas residents, be enrolled in a certificate or associate degree plan at a two-year institution have an EFC no greater than \$5,430 for the Initial Year or demonstrate financial need for the Renewal Year (as determined by a standard need-analysis process), not have been convicted of felonies or crimes involving controlled substances, not have an associate or baccalaureate degree and not be concurrently receiving a TEXAS Grant. The amount of TEOG paid is based upon the number of hours enrolled.

NOTE: Students who are transferring to San Jacinto College and are eligible to receive a Renewal TEXAS Grant or Renewal Texas Educational Opportunity Grant must notify the campus financial aid services office by Oct. 1 for the fall and by Feb. 1 for the spring or eligibility to receive consideration will be forfeited.

Funding for all grant funds, except Pell Grant, is limited and subject to availability. Not all students who qualify will receive a grant.

Loans (Aid that must be Repaid)

The William D. Ford Direct Loan Program allows students or parents to borrow loan funds directly from the Federal Government. Direct Lending provides two types of education loans that are used by many San Jacinto College students and parents. The Direct Subsidized and Unsubsidized Loans are available to students, while the Direct Parent Loan for Undergraduate Students (PLUS) is available to parents of undergraduate students. Both loans require that students enroll in a degree program at the half-time level or above. Loans cannot be disbursed to first-time, first-year borrowers prior to thirty(30) days from the start of the semester.

The Direct Loan Subsidized is a low-interest, long-term loan available if students demonstrate financial need. Students are not charged interest before repayment begins or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods while students are enrolled at least half-time (six semester credit hours).

Beginning with the 2013-14 award year, there are new regulations from the Dept. of Education that may affect subsidized loan eligibility. This regulation applies to subsidized (not unsubsidized or PLUS) loans disbursed to first-time borrowers on or after July 1, 2013. First-time borrowers are defined uniquely for the new 150 percent rule: the student has no outstanding balance of principal or interest on a loan or the student has previously received loans which are paid in full. If the student is a first-time borrower under this law, he/she is only eligible for the subsidized loan for a period of 150 percent of the published program. Visit studentloans.gov for more details on this law.

The Direct Loan Unsubsidized is not awarded on the basis of demonstrated financial need, and is available to an independent student or a qualified dependent student who needs additional assistance. Students will be charged interest from the time the loan is disbursed until it is paid in full. If students allow the interest to accumulate while in school or during periods of nonpayment, it will be capitalized—that is, the interest will be added to the principal amount of the loan when it enters repayment and additional interest will be based upon the higher amount.

Direct Parent Loans to Undergraduate Students (PLUS) are available to parents of dependent students not to exceed the cost of attendance, minus any financial aid awarded to students. These loans have a higher interest rate and the borrower is responsible for paying all the interest that accrues. A credit check is required for a Parent Loan. Dependent students whose parents have been denied a PLUS Loan may qualify for up to \$4,000 in unsubsidized Federal Stafford Loan funds.

To apply for the Direct Loan (subsidized and unsubsidized) program, students must complete the FAFSA and submit the San Jacinto College District Loan Request Form. Before funds are disbursed, students must sign their Master Promissory Note (MPN) and complete their entrance counseling session at www.studentloans.gov.

To apply for the Direct PLUS, students must complete the FAFSA and parents must complete the loan certification request at www.studentloans.gov. Before funds are disbursed, parents must sign their Master Promissory Note (MPN) and complete an adverse credit counseling session, if necessary.

Students awarded direct loans who graduate or drop below half-time enrollment status are required to complete an exit counseling session. The exit counseling session helps students understand their rights, responsibilities and repayment options as a borrower. Students must log on to www.studentloans.gov to complete the exit counseling session and learn about repayment options.

Students may borrow additional loan funds through private lenders. These alternative loans are subject to different requirements and interest rates than Direct Loans. Once the alternative loan has been certified by San Jac, it is subject to a rescission period that may be up to 14 days depending on your lender. The rescission period is determined by the lender. If the loan has been certified and the rescission period has been met, the student can expect a disbursement from the alternative loan on the same schedule as a direct loan. If there are any outstanding requirements specific to the student's alternative loan, the disbursement may occur after the direct loan disbursement dates. Aviation students can expect a disbursement as early as the first day of class as long as the loan has been certified by San Jac and has met the rescission period. A list of lenders who have conducted business with San Jacinto College can be found on the San Jacinto College Financial Aid web page.

NOTE: Students who have previously borrowed Subsidized and Unsubsidized or PLUS loans under the FFEL program will graduate owing loan amounts to two different entities.

FINANCIAL AID

Scholarships (Aid that does not have to be Repaid)

A variety of scholarships, many funded through the San Jacinto College Foundation, are available from both institutional and private sources. Scholarship selection criteria may be based on demonstrated need, academic merit or other specific qualifications, depending on the funding source. The funding source also determines the amount of the scholarship award. During certain times of the year, an online San Jacinto College Foundation scholarship application is available. All scholarships must be reported to the Financial Aid Office. Deadline dates vary. For additional information, students are encouraged to contact the San Jacinto College Foundation well in advance of these dates.

Employment (Aid that must be Earned)

Students must inform the College if they want to participate in the Federal Work Study (FWS) program.

Federal Work Study (FWS) is a federal work program that provides part-time on-campus employment to students if they demonstrate financial need. Students will earn at least minimum wage (many jobs pay more) and may work up to 19.5 hours per week. Information regarding employment opportunities for Federal Work Study can be obtained at each campus career and employment center. It is important to remember, an offer of FWS does not guarantee a job or job placement.

Part-time employment is available through various departments and/or the Career Services Center. Students should contact the appropriate campus office for additional information.

Academic Requirements for Receiving Financial Aid

The Higher Education Act of 1965 (as amended) and the Texas Higher Education Coordinating Board mandate institutions of higher education to establish a standard of satisfactory academic progress for a student to receive financial aid. This standard must apply to a student's entire academic history whether financial aid was received or not. In order to remain eligible to receive aid at San Jacinto College, a student must meet these standards, as approved by the San Jacinto Community College District Board of Trustees.

Satisfactory Academic Financial Aid Components

San Jacinto College requirements for receiving financial aid include the following components:

1. Grade Point Average (GPA) Component

San Jacinto College uses the 4.0 grade point average system and numerical code:

4.0 = A	3.0 = B	2.0 = C	1.0 = D	0.0 = F or FX
----------------	----------------	----------------	----------------	----------------------

A student is expected to maintain a minimum cumulative GPA of 2.0 based upon the total number of hours attempted at San Jacinto College.

2. Pass Rate Component

A student is expected to pass a minimum of 75 percent of all hours attempted at San Jacinto College. As of the fall 2011 term, all transfer hours are included in the pass rate calculation.

3. Time Frame Component

A student receiving financial aid funds will be expected to complete his/her San Jacinto College educational objective or course of study within the first 90 hours attempted, including college preparatory and transfer hours.

Grades of F, FX, I, NG, W, repeated courses, ESOL and college preparatory courses are counted in the total number of hours attempted. However, for repeated and ESOL courses, only the higher grade is used in computing the cumulative grade point average and pass rate. Students will not receive aid for the third attempt if the class has previously been passed unless the program of study requires students to take the course more than twice.

Review Procedure

Satisfactory academic progress will be measured for all students, not just students who apply for financial aid. Progress will be measured at the end of each term for all students who are enrolled in credit classes and when transfer work is evaluated. All students are expected to be in compliance with the academic requirements for receiving financial aid at the time they receive aid.

1. Academic Standards and Pass Rate

The San Jacinto College campus financial aid services office will determine whether or not students have successfully passed at least the minimum expected percentage (75 percent) of hours attempted at San Jacinto College with at least the minimum required GPA (2.0). Grades of A through D will be considered as term hours successfully passed. However, students on probation or academic plan status must pass all classes with a C or higher.

Audited courses, credit earned by placement tests, repeated courses or programs not approved by the U.S. Department of Education are not eligible for federal financial aid funding.

2. Time Frame Component

During each review, the financial aid services office staff will determine the total number of hours a student has attempted. Courses for which a student has received an incomplete, from which he/she has withdrawn, which have been repeated and which are defined as college preparatory classes will be counted in the total. Once a student has attempted 90 hours, the student is ineligible to receive further consideration for financial aid. During the last term in which the student will reach the 90-hour limit, the student may receive aid for the number of hours for which he/she is enrolled.

Transfer Students

Under the San Jacinto College Academic Requirements for Receiving Financial Aid, transfer hours must be taken into account in determining whether or not a student is in compliance with the Time Frame and Pass Rate Components. Transfer hours are not used in the computation of GPA components. A transfer student must have a transcript from each college/university attended, including foreign schools, on file and must request to have the transcript(s) evaluated through the Admissions Office. A student who has attended a school outside the United States must also have the transcript(s) evaluated, at his/her own expense, by a foreign transcript evaluation company to determine the highest credential earned.

Warning

A student who has not met the Standards of Academic Progress, except for time frame component, will be placed on financial aid warning. A student, if otherwise eligible, may receive consideration for financial aid during the warning term.

Suspension

A student who fails to meet the standards of academic progress by the end of the term of warning or who has reached the 90-term hour Time Frame Component limit, will be placed on financial aid suspension and is not eligible to receive further consideration for financial aid.

Probation

A student under this status is on an appeal and eligible for aid. Appeal students are required to meet appeal conditions to maintain eligibility, which includes following an academic plan.

Academic Plan

A student who completed and met the conditions of the appeal during the probation term but is still not making satisfactory academic progress will be placed on an Academic Plan. While on an Academic Plan, the student must continue to meet the conditions of their appeal within a specific point in time as stated on their educational plan.

Appealing Financial Aid Suspension/Regaining Eligibility for Aid

Except for the Time Frame Component, a student who has been suspended may regain eligibility for financial aid by:

- Enrolling at his/her own expense and bringing himself/herself into compliance with the requirements.
- Filing an appeal with the Campus Financial Aid Services Office four weeks prior to the end of the semester.

A student who has met the maximum time frame component must file an appeal to be able to receive consideration for financial aid.

The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness and death in the immediate family or undue hardship. A student must provide sufficient supporting information to explain his/her reason for lack of progress. Other documentation will be required in addition to what is listed on the appeal form. Students who have a grade of I cannot submit an appeal until a final grade has posted.

If an appeal is approved, the student is placed on Financial Aid Probation for the term listed in the appeal. The student is required to meet the conditions stated on the approval letter without exception in order to continue receiving aid under the Academic Plan status. In addition, students are required to meet the conditions of the Program for Financial Education. If a student does not meet the conditions of the appeal, the student will be placed back on Financial Aid Suspension.

If an appeal is denied, the student may file a written request to meet with the Appeal Committee, which responds to all appeals in writing. If the student needs to request a personal appearance, only the student is allowed to present his/her case to the committee.

FINANCIAL AID

Transfer Monitoring Students

Transfer Monitoring (TM) is the process by which schools must verify with the Department of Education through the National Student Loans Database System (NSLDS) a student's eligibility for financial aid. Students are subject to transfer monitoring if they begin their study mid-year or during the summer at San Jacinto College. Per regulation, during the seven-day period after their name is added to the NSLDSTM list, the College may not authorize or disburse Title IV aid to their account. It may take longer than seven days if, through NSLDS, any issues are identified that need to be resolved. During the seven-day NSLDS review, financial aid funds are not available to students and funds will not show on their financial aid file even if previously offered. Students may determine when their file was put on TM hold and when it will go off hold by accessing their SOS account.

Students may take the following steps to check on their status:

1. Log into SOS
2. My Registration, Financial Aid & Student Record
3. My Student Record
4. View Holds

Any aid awarded to a student whose record goes on TM hold will be automatically reinstated after the seven-day period, unless there is an unresolved issue.

Withdrawals, Grades and the Return of Title IV Funds

Return to Title IV(R2T4) applies if the student completely withdraws, officially or unofficially, from classes prior to completing more than 60 percent of the term and parts of term in which the student enrolled. Students receiving federal monies to fund their college education are subject to the R2T4. Federal guidelines require the student (and parent in the case of a PLUS Loan) and/or institution to repay any unearned portion of the federal funds credited or disbursed.

The federal funds that are subject to "Return to Title IV (R2T4)" are the Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students (PLUS).

Additional Restrictions for Stafford and PLUS Loans

Subsidized and Unsubsidized Stafford Loans and Parent Loans for Undergraduate Students (PLUS) have additional restrictions. Students and parents may owe the College the full loan amount for loans certified by San Jacinto College after the mid-point of the student's payment period or the full amounts of second or subsequent loans disbursed in addition to any indebtedness created by the return calculation should the student officially or unofficially withdraw.

Official Withdrawals

Official withdrawal occurs when the student completes the withdrawal process through the web, the Admissions Office or the Educational Planning, Counseling & Completion Office. The student is considered to have officially withdrawn from San Jacinto College when all courses are dropped for the semester. After the student is withdrawn, the Financial Aid Services Office calculates the amount of earned and unearned aid for the period of enrollment. Notice will be sent to the student at the address on record if any indebtedness is created by the withdrawal.

Unofficial Withdrawals

Any student who fails to successfully complete at least one class due to non-attendance during the period of enrollment is considered to have unofficially withdrawn. After grades are posted at the end of each term, the Financial Aid Office completes a Return to Title IV Calculation (See the Withdrawals, grades and Return of Title IV Funds section.) If San Jacinto College cannot determine the last date of attendance, the mid-point of the student's enrollment will be used as the withdrawal date.

Attendance

Students are required to attend their classes and complete their assignments, including assignments in Blackboard for online classes, throughout the semester. Those who fail to meet this requirement will have their aid adjusted.

San Jacinto College reviews attendance after the census and middle of the semester. Students who fail to attend any class meetings as of the census date will lose their Financial Aid eligibility for those classes. Students who stop attending prior to the 60 percent point of the semester will lose part or all of their Financial Aid eligibility. If students manage to be successful for those classes, they can receive a retroactive disbursement at the end of the term for the classes in question. Otherwise, students will have to enroll in classes that start in later parts of term within the same semester to regain their financial aid eligibility.

Attendance for online/distance learning classes is defined by the U.S. Department of Education as participating in class or being engaged in an academically related activity such as contributing to the class online discussion board. Documenting that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance by the student.

Debts to the Department of Education

If the student owes the Department of Education, the eligibility to receive federal aid at any school will be lost until the debt is repaid or acceptable repayment arrangements are made with the National Payment Center of the Department of Education. San Jacinto College will assign any debt due to the Department of Education for processing.

Debts to San Jacinto College

Funds owed to San Jacinto College are subject to San Jacinto College collection procedures.

NOTE: Once tuition and fees are paid or financial aid is applied, students are considered officially registered until they complete the term or officially withdraw. Students who have never attended class or classes are not eligible for financial aid funds. Students must submit withdrawal requests electronically or in person at the Admissions Office or the Educational Planning, Counseling & Completion Offices. (See the Official Withdrawal section.) Students are urged to take class enrollment and attendance seriously, consider the amount of time required to successfully complete a class and plan the number of hours in which they enroll. If need be, students must officially withdraw; simply not attending class or telling the instructor does not constitute withdrawal.

Fraud or Financial Aid Abuse

San Jacinto College is required by U.S. Department of Education Office of the Inspector General to report all cases where activities are perceived to be potential fraud or abuse of federal funds.

FINANCIAL AID



Veteran Information

VETERAN INFORMATION

VETERAN INFORMATION

Virtually all academic, vocational and technical courses leading to a degree or certificate at San Jacinto College are approved for veteran training. There is a veteran services department located on San Jacinto College's Central, North and South campuses.

Students who expect to receive veteran education benefits while attending San Jacinto College should contact the veteran services department located on their desired campus.

In certain cases, dependents of veterans may be eligible to receive VA benefits. Students who expect to receive veteran education benefits while attending San Jacinto College should contact the veteran services department located on their desired campus.

Disabled veterans who plan to receive the Vocational Rehabilitation education benefit should contact the counseling and training office at the VA Regional Office in Houston at 713.383.1985, and then contact the veteran services department located on the campus they will attend.

For more information on VA eligibility requirements, visit www.gibill.va.gov. or the veteran services department website at www.sanjac.edu/veterans.

Steps in Applying for Veteran Benefits

Students applying for Federal VA education benefits should submit the following documents to the veteran services department located on their desired campus:

1. Complete the VA form 22-1990, Application for Educational Benefits www.gibill.va.gov.
 2. Submit the DD-214 member 4, 2 or 7. DD-214 member 1 is not acceptable.
 - Submit official transcripts from all schools attended including military and non-accredited schools.
- To request military transcripts for Army, Navy, Marines and Coast Guard go to: <https://jst.doded.mil>. To request Community College of the Air Force transcripts go to: www.airuniversity.af.mil.
3. Submit a copy of the Certificate of Eligibility (COE).

Veterans who have previously used VA educational benefits at a different college or university should:

1. Complete the online VA form 22-1995 at www.gibill.va.gov.
2. Submit the DD-214 member 4, 2 or 7. DD-214 member 1 is not acceptable.
- Submit official transcripts from all schools attended including military and non-accredited schools. To request military transcripts for Army, Navy, Marines and Coast Guard go to: <https://jst.doded.mil>. To request Community College of the Air Force transcripts go to: www.airuniversity.af.mil.
3. Submit a copy of the Certificate of Eligibility (COE).

All documents should be taken to the VSSC located on the campus.

Course Withdrawal

The VA does not allow automatic payment of benefits for a grade of W, I or FX. Incomplete grades will be reported to the VA as non-punitive. Students who drop courses may have to pay back money received for such courses.

The VA will allow payment only in cases of mitigating circumstances and students will be required to explain in writing to the VA the reason for their withdrawal from courses. There is a one-time exclusion for dropping up to six credit hours.

Before withdrawing from any course, students must notify the campus VA Certifying Official in order to have their VA holds removed. The student is responsible for withdrawing from the course(s) by following the College's standard withdrawal procedures. For students who need to drop a college preparatory course(s), approval must be granted by the veteran services department. Students must also notify their VA representatives once the class(es) have been dropped.

Repeating Courses

Students using VA educational benefits or Hazlewood may not retake a course in which a passing grade or a temporary grade of I has been awarded. It is the responsibility of the student to know which course(s) have been completed.

Transfer students should submit all academic transcripts from both accredited and non-accredited schools. This also includes military transcripts. Transcripts should be received and evaluated prior to selecting courses, when possible. The College is required to notify the VA of any course duplications, and appropriate changes will be made when a student has taken a class that has been deemed successfully completed.

Program Requirements

Federal and state regulations require that persons who have declared a degree plan take courses leading toward that objective. Any deviation from the approved program cannot be certified for VA benefits or Hazlewood benefits. Students should request a change of program before enrolling for courses outside the approved program. Electives not suggested in the catalog should be approved by the campus VA Certifying Official. Most veterans are exempt from developmental classes; however, if veterans want to be certified for developmental course work, they must show a need by taking a placement exam.

Tutoring

All students using VA educational benefits may be eligible for tutorial assistance paid by VA. Free tutoring is available at the Student Success Centers located at Central, North and South campuses. Students needing extra tutoring should contact the College veteran services department located on their campus for additional information.

Federal and State Academic Standards of Progress (part 6)

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

VA students on academic probation and suspension will be reported to the Department of Veterans Affairs.

All students receiving VA educational benefits are subject to the academic conditions under the Academic Probation and Suspension Table located in the catalog under Student Grades and Records.

Hazlewood Act

An act of the Texas Legislature known as the Hazlewood Exemption Act provides the following: All veterans who, at the time of entry into the U.S. Armed Forces were Texas residents, designated Texas as home of record or entered service in Texas and who were honorably discharged or discharged under honorable conditions after serving on active duty (excluding training time) for more than 181 days are exempt from paying tuition and certain fees.

The Hazlewood Act also allows veterans to use other federal aid in conjunction with Hazlewood benefits. An eligible person is limited to a maximum of 150 credit hours attempted. Students who are in default on an educational loan guaranteed by the state of Texas are not eligible to receive Hazlewood benefits. In addition, students who are claiming the Hazlewood exemption are required to follow Financial Aid's minimum GPA and excessive hour criteria. Satisfactory Academic progress is a 2.0 Grade Point Average and no more than 90 overall hours. Students who do not meet the minimum satisfactory academic progress standards are encouraged to apply for a Hazlewood appeal. Students eligible for Hazlewood benefits must meet the following academic requirements:

1. Grade Point Average (GPA) Component

San Jacinto College uses the 4.0 grade point average system and numerical code:

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

A student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at San Jacinto College.

2. Time Frame Component

A student receiving the Hazlewood exemption will be expected to complete his/her San Jacinto College educational objective or course of study within the first 90 hours attempted.

Grades of F, FX, I, NG, W, repeated courses are counted in the aggregate total number of hours attempted. Students will not receive exemption if the class has previously been passed unless the program of study requires students to take the course more than twice.

Required Documents

To comply with the requirements of the Texas Veterans Commission, during or before registration, veterans or qualifying dependents must present six documents for the files at San Jacinto College:

Veteran required Hazelwood documents:

1. The member 4 copy of DD-214 (separation papers). DD214-member 1 is not a valid DD-214 for use of educational benefits.
2. Provide proof of eligibility or ineligibility for Chapter 33, from VA office in Muskogee, OK, if the veteran served after 09/11 and separation. In the event the veteran is eligible for chapter 33, the cost of enrollment for the term may not exceed the value of Hazlewood (COE is required). Veterans may request a copy of their benefits eligibility letter by submitting a request through the VA's Ask a Question website at www.gibill.va.gov.
3. A completed formal application for Hazlewood Act benefits. Applications are available at the veteran services department on your campus or you may also download the application from the Texas Veterans Commission website at www.tvc.texas.gov/documents/TVC-ED-1-Hazlewood_Application.pdf.
4. Veterans must also provide a copy of their Hazlewood Online Database Report. hazlewood.tvc.texas.gov/students

NOTE: Veterans may use the Hazlewood Exemption in conjunction with other VA education benefits and Pell Grant, if eligible. However, compliance with the "default loan" clause will be verified by the school. Please contact your campus Veteran Services department for more information.

VETERAN INFORMATION

Children and Spouses required Hazelwood documents:

1. The member 4 copy of DD-214 (separation papers). DD214-member 1 is not a valid DD-214 for use of Educational Benefits.
2. A letter from the Department of Veterans Affairs Office stating the parent or spouse died as result of service-related injuries or illness, is missing in action or became totally disabled for purposes of employability as a service-related injury or illness.
3. Provide proof of eligibility or ineligibility for Chapter 33 from VA office in Muskogee, OK, if the veteran served after 09/11. In the event the veteran is eligible for Chapter 33, the cost of enrollment for the term may not exceed the value of Hazlewood (COE is required). Please request an education benefits letter by calling 1-888-442-4551.

A completed formal application for Hazlewood Act benefits. Applications are available at the Veteran Services department. Applications are also available at the Texas Veterans Commission website at www.tvc.texas.gov/documents/TVC-ED-1-Hazlewood_Application.pdf.

4. Students must provide a copy of their Hazlewood Online Database Report. <https://hazlewood.tvc.texas.gov/students/>.

Transferability of Benefits (Legacy):

Eligible veterans may assign unused hours to a child under certain conditions. The following documents are required.

1. The veteran's member 4 copy of DD-214 (separation papers). DD214-member 1 is not a valid DD-214 for use of Educational Benefits.
2. Copies of birth certificate, marriage certificates or tax returns may be requested.
3. Applications are available at the Veteran Services department. Applications are also available at the Texas Veterans Commission website at www.tvc.texas.gov/documents/TVC-ED-1-Hazlewood_Application.pdf
4. Please provide all transcripts from any previously attending institutions.
5. Students must provide a copy of their Hazlewood Online Database Report. <https://hazlewood.tvc.texas.gov/students/>.

Transfer Credit-United States Military

San Jacinto College may give undergraduate credit for demonstrated proficiency in areas related to college-level courses completed while in the United States military. The Defense Activity for Nontraditional Education Support (DANTES) and the Office of Education Credit and Credentials of the American Council on Education (ACE) will be the sources used to determine proficiency. In assigning credits of this nature, the recommendations of the American Council on Education (ACE) will be used as guidelines.

A maximum of 15 credit hours of course work from official military transcripts and two credit hours of PHED activity courses may be earned and applied toward a degree or certificate in this nontraditional manner. Only the courses that apply to the student's major and used for graduation will be evaluated and assigned credit. The credit will be evaluated as transfer work and will not appear on the San Jacinto College transcript. The courses will be assigned the grade of "CR" indicating credit. These grades will not calculate in the overall GPA of the student but the credit hours will count in the total hours for financial aid awards.

Any student wishing to earn credit for military experience must submit official transcripts. Students must have official transcripts mailed to the institution from the appropriate office depending on the student's branch of service.

The Joint Services Transcript can supply military transcripts for all branches of service except the Air Force. These can be sent electronically to San Jacinto College and in most cases are available within 7-10 business days. To request transcripts, log into <https://jst.doded.mil/official.html>.

CLEP-For more information on CLEP examinations

www.dantes.doded.mil/examinations/earn-college-credit/clep.html#sflash.XNsprPD2.dpbs

Community College of the Air Force (CAF) (accredited and all college-level credits will be accepted)

www.au.af.mil/au/ccaf/transcripts.asp

Services and Activities

SERVICES AND ACTIVITIES

SERVICES AND ACTIVITIES

College Libraries

Each San Jacinto College library provides a broad range of academic support services that include:

- Current print materials including books, magazines and newspapers
- Electronic databases with access to more than 19,000 full-text journals
- Thousands of electronic books
- Instructional videos

Professional librarians are available in person and online to show you how to use the library and to help you locate information. Email reference inquiries may be submitted through the library's page on the San Jacinto College website.

Students can access the library catalog and research databases from home or work through the San Jacinto College website. In the library catalog, students can place holds on books, renew books and check personal library records. Students can also access library resources through Blackboard.

Textbooks, supplemental readings and videos placed on reserve can be obtained at the reserve desk of the campus where the class is being taught. These items may be used inside the library. Copiers, copy cards and scanners are also available at each library.

Most books are loaned for three weeks. Students may renew your books once if no one else has placed a hold on the item(s).

The libraries have laptop and desktop computers that provide students with access to the Internet, Microsoft Office software and other applications. Students who have their own laptops are welcome to use the wireless network available at each library.

Students may request a TexShare card which provides access to materials from participating public and academic libraries across the state. Our interlibrary loan service may be used to borrow books or obtain articles not owned by any of the SJC libraries.

NOTE: Late fees for past due items vary from \$.50 to \$1 per day. Students are billed full replacement costs plus late fees for lost or damaged materials.

Student Success Centers

The Student Success Centers on each campus offer free tutoring services to all students. Our student tutors are certified by the College Reading and Learning Association and come highly recommended by their instructors. Located in the libraries, the Centers offer the following services:

- One-on-one tutoring
- Group tutoring
- Help with a wide range of subjects, including math, English, chemistry, biology, physics, geology, history, BCIS and accounting
- Review sessions and TSI Assessment Prep sessions
- Resources for checkout
- Access to study rooms, computers and calculators
- Help with studying and test-taking skills

Computer Access

Students have access to computers via the Interactive Learning Centers (ILC) and computer labs located throughout the campuses. The labs are equipped with personal computers and printers. Students are assigned an account to access a local area network that provides tutorial software as well as software for creating assignments, reports, accounting spreadsheets, statistical analysis and computer programs. The ILC offers access to the Internet, Microsoft Office, Blackboard and other College-supported applications with onsite lab support available. Lab hours are posted at the beginning of each semester.

Child Care

North and Central campuses operate a Child Development / Early Childhood Education Lab School, licensed by the Texas Department of Family and Protective Services and accredited by the National Association for the Education of Young Children. Children are enrolled in the Lab School on a first-come basis, as space is available, for one term or session at a time. Grants may be available for child care assistance.

Child Care Assistance

San Jacinto College works with Workforce Solutions to provide child care assistance. Students and employees are encouraged to visit the nearest San Jacinto College Financial Aid Office to complete an application.

Textbook Repurchase Policy

San Jacinto College bookstores, located on all three campuses, are providers for all required textbooks, course materials and school supplies. With the largest selection of used books and digital titles (as available), the bookstores stock every book for every course offered at San Jacinto College. Textbooks (when applicable) also can be rented for an entire semester at significant savings, sometimes MORE THAN HALF THE PRICE of a new textbook.

Textbooks purchased at the beginning of the term may be returned for 100 percent refund, subject to the following conditions.

1. A register receipt must accompany all returns.
2. Items must be in original condition. New books must be in new condition (no markings in book at all). Books with software and CDs, videos, etc., must be in original condition. No refund if seal or shrink-wrap is broken.
3. Contact the bookstore for specific refund periods.
4. Refunds will not be given on any textbook purchased after the term's refund period ends.

Bookstores will buy back textbooks at the end of each term. Bookstore decisions about whether to buy back any textbook are determined by the need for that book in the next term. Cash register receipts are not required to sell books back to the bookstores, but a valid student ID is required. Contact the bookstore for specific buyback dates.

Central Campus	281-476-1898
North Campus	281-459-7111
South Campus	281-922-3410

Commuter Campus

San Jacinto College is a commuter college, so dormitories are not located on College campuses. A variety of apartments are located within close proximity to the College campuses.

Student Services

San Jacinto College provides a comprehensive network of support services to create a supportive, stimulating academic environment that extends beyond the classroom. Student services staff help students achieve their educational and career goals by providing knowledgeable assistance about various educational options including advising, financial aid and student engagement opportunities for leadership, personal enrichment and recreation.

Campus Activities

Our goal at the Office of Student Engagement and Activities is to promote success inside and outside of the classroom by enhancing the student experience. College isn't just about learning on the inside of the classroom. We strive to create an environment where students feel connected to their alma mater by offering programs to open doors to student leadership, social opportunities, volunteering in the local community and enhancing academic success.

San Jacinto College believes that students acquire many of their most lasting impressions in college in co-curricular and extracurricular activities. The College provides a variety of campus activities to meet the interests and needs of all students. These campus activities enrich the college experience through a wide variety of social, cultural, intellectual and recreational programs that complement the students' classroom experiences.

The Office of Student Engagement and Activities has information on over 100 student organizations across the campuses, festivals, activities, game room hours, lecture series, community service projects and leadership development programs. Student organizations are a major component of the Student Engagement and Activities program. Belonging to a professional, social, cultural or special interest group on campus allows a student to acquire new interests, develop leadership and management skills and meet new people. Participating in extracurricular programs can make a difference between getting behind and getting ahead in college and in a career. Many employers see campus involvement as a key indicator of a student's potential for success with his/her company. Therefore, students are encouraged to participate in campus activities for both personal and professional enrichment.

Recreational and Intramural Sports

The San Jacinto College campus recreation department provides students opportunities to enjoy a variety of sports such as volleyball, basketball, indoor soccer, pool, table tennis and more. All eligible students are welcome to participate in the program's individual, dual or team sports. Most activities are free for eligible students. For more information, contact the campus Rec Sports department.

SERVICES AND ACTIVITIES

Services for Students with Disabilities

San Jacinto College does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act. Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance or interpreting services. The College's Accessibility Services office assists students who may need accommodations. Inquiries about accessibility services may be addressed to **accessibility.services@sjcd.edu** or by visiting the Educational Planning, Counseling & Completion office on your campus.

Central Campus	281-478-2768
North Campus	281-459-2317
South Campus	281-922-3444

Any student with a question or concern about discrimination or harassment based on disability may file a complaint in accordance with Procedure 300 in the Student Handbook. Individuals who wish to file a complaint may obtain information about the complaint process at www.sanjac.edu/complaint-process.

Students with disabilities have the right to appeal accommodation decisions made through Educational Planning, Counseling & Completion. To appeal, an individual first will have needed to have completed the Accessibility Services Accommodation Application.

Individuals wanting to appeal the decision must do so in writing within 14 days of the notice of the accommodation decision. The appeal should include a copy of the original request for accommodation, documentation of disability, the accommodation decision and the reasons why the decision is being appealed. The appeal is to be sent to the Director of Educational Planning, Counseling & Completion (on your respective campus) who, after a review, will render a written decision, typically within two weeks or less.

For inquiries, you can call:

Central Campus	281-478-2768
North Campus	281-459-2317
South Campus	281-922-3444

The Director of Educational Planning, Counseling & Completion (EPCC) will provide students an opportunity to present information useful to understanding the appeal. The Director of EPCC may decide to uphold the previous accommodation decision, support the appeal request, decide on an alternative or decide that new information has been submitted which necessitates further review.

Equity and Accommodation

San Jacinto College is dedicated to providing the least restrictive learning environment for all students. The College promotes equity in academic access through reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA), which allow students with disabilities access to all post-secondary educational programs and activities.

Career Services

The purpose of Career Services is to be the leader in continuously fostering partnerships with students, alumni, employers, faculty, staff, administrators and the greater community. We support student success by providing students and alumni with the tools necessary to bridge education with employment while promoting lifelong career development.

San Jacinto College is committed to students' complete success and that means helping them take the next step beyond the course work and into the working world. That's where Career Services can help.

Career Services offers a variety of services to assist with career exploration, decision making and job search. We provide career assessments for students who are unsure about a major. An online database is available to search for full-time, part-time, on-campus and seasonal employment. Throughout the year, workshops on résumé writing and interviewing are offered, as well as career fairs, networking events and employer panels.

Undergrads, alumni, continuing education students and community members are invited to take advantage of our free services.

For more information or how to contact a campus career center, please visit www.sanjac.edu/career-center.

Official Communications

The College considers the following as official notifications: Communications to the entire student body properly delivered through San Jacinto College email, text message, voicemail and/or posted on the official San Jacinto College website, Blackboard, campus bulletin boards or published in the Catalog, Student Handbook or the school newspaper.

At times, the College may need to request a student to report to an administrative or faculty office for a conference. This request may be in person, by letter, email or by telephone. Students who fail to comply with such a request may be subject to disciplinary action.

Emergency Closings

In the event the College needs to be closed for any situation, such as inclement weather, students and employees should check the College website at www.sanjac.edu or call (888) 845-5288 for the most immediate and current information. The College will also engage SJC AlertMe which sends a voicemail, email and/or text message to each student/employee who opts in. Students are responsible for any charges from their phone service provider associated with receiving voice or text messages. Official communications with students is through their San Jacinto College email account and any emergency notifications will always be sent to students' San Jacinto College email addresses. The College will also contact local media, but the most reliable, accurate and current information will also be found on the College website, via SJC AlertMe or at the toll-free number listed above.

Student Email Account

Email service is provided to all San Jacinto College students. This account will be used by the College as the primary email account for student communications and is tied to Blackboard courses for communications with faculty and other students. An email address will automatically be generated for a student who has registered and paid for a class at the College. This email service is for student use only. Features of the service are available at www.sanjac.edu/email.

Educational Planning, Counseling and Completion

Educational Planning, Counseling and Completion provides comprehensive services to help students with educational planning, career and personal development and short-term personal counseling.

The purpose of Educational Planning is to create a collaborative learning experience that empowers students to maximize their potential while completing their educational goals. This process involves a series of ongoing and intentional conversations between the student and an educational planner that establish a pathway to student success and the realization of educational, career and life goals.

Career Counseling promotes an opportunity for students to explore their personality, interests and values, which are important factors in choosing a career. In addition, the College offers innovative web-based tools for career exploration. Professional counselors are available to help students evaluate the results of these web-based guidance systems.

Short-term personal counseling is available to assist students in dealing with personal issues such as transition to college, study skills, family issues and referrals to social services in the community.

For more information, please visit www.sanjac.edu/educational-planning.

Orientation and Campus Tours

The mission of Orientation and Campus Tours is to provide quality programming, support services and resources to facilitate a seamless transition for first-year students. Through specifically designed events and communication, Orientation and Campus Tours promotes student development, persistence and academic success.

The Orientation and Campus Tours office plans and coordinates mandatory campus and online New Student Orientation (NSO) before each fall, spring and summer term. The purpose of NSO is to foster student success, establish social and academic connections, introduce college resources and engage students in the San Jacinto College culture in a fun, supportive environment.

After being admitted, students are required to register for New Student Orientation through SOS at www.sanjac.edu/SOSlogin.

New Student Orientation sessions include an opportunity for incoming students to ask questions, tour the campus and meet faculty, staff and students. Limited space is available at each session.

VETERAN INFORMATION



Student Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

San Jacinto College holds that the student, upon enrollment, neither loses the right nor escapes the duties of citizenship. The student-citizen must exercise liberty with responsibility. The enumeration of the following rights and responsibilities shall in no way be interpreted as being all-inclusive and denying the existence of other rights and responsibilities which a student holds as a student or citizen.

Student Rights

Right to Review One's Educational Records and to File Complaints Regarding Them

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their personal educational records. These general rights include the right of access to one's educational records, the right to request corrections to one's records, and the right to prevent disclosure of the student's records except when authorized by FERPA. The college's specific policies and procedures regarding FERPA can be found on the college website.

Academic Evaluation Rights

Students have the right to be apprised of the methodology by which they will be evaluated in their formal course work. Also, students shall have appeal rights to challenge final grades. Please refer to Complaint Procedure 100: Grade Appeal Process found in the Student Handbook or Catalog.

Intellectual Property Rights

Students shall retain their intellectual property rights on projects produced as a result of their individual initiative and that involved only incidental use of College facilities and resources. If the student is working on a project initiated and funded by San Jacinto College, ownership resides with the College.

Right to Appeal Financial Aid Suspension

Students may submit Financial Aid appeals due to extenuating circumstances that have affected the student's academic performance. Extenuating circumstances are situations such as serious injury or illness, a death in the immediate family, or undue hardship. Detailed information about the financial aid appeal process, requirements, and guidelines can be found on the College website.

Right to Freedom of Association

Students bring to the College a variety of interests. Students have the freedom to organize and join associations to promote their common interests in accordance with the policies and procedures of the College. Please visit the Student Engagement and Activities Office on your campus for more information.

Right to Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss matters of interest to them and to express opinions publicly and privately by orderly means which do not disrupt the regular and normal operation of the institution, and which comply with the regulations that relate to student conduct. At the same time, it should be made clear to the educational community and public that in their public expressions or demonstrations, students or student organizations do not represent the institution and speak only for themselves. Please visit the Student Engagement and Activities Office on your campus for more information.

Right to Freedom from Illegal Discrimination

It is the policy of the San Jacinto Community College District not to discriminate on the basis of race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws. The following officials have been designated to respond to inquiries regarding the College's non-discrimination policies:

Vice Chancellor, Human Resources

Stephen Trncak - Equal Opportunity Compliance Officer
4624 Fairmont Parkway

Pasadena, Texas 77504

stephen.trncak@sjcd.edu

281-998-6348

Associate Vice Chancellor, Student Services

Joanna Zimmermann (students) - Co-Lead Title IX Coordinator
8060 Spencer Highway

Pasadena, Texas 77505

joanna.zimmermann@sjcd.edu

281-476-1863

Vice President, Human Resources

Sandra Ramirez (employees) - Co-Lead Title IX Coordinator
4620 Fairmont Parkway

Pasadena, Texas 77504

sandra.ramirez@sjcd.edu

281-991-2648

STUDENT RIGHTS AND RESPONSIBILITIES

Right to Due Process

The College has an enduring commitment to provide students with a balanced and fair student discipline system. The College will provide students with the appropriate due process protections to which they are entitled under the U.S. Constitution Fourteenth Amendment. The amount of due process required will depend upon the seriousness of the alleged violation and the proposed sanction. At a minimum, a student charged with alleged violations of the Code of Student Conduct has the right to:

- have their case processed without reasonable delay
- receive prompt written notice of alleged violations per the Code of Student Conduct and an explanation of the evidence against the student
- receive a meaningful opportunity to be heard in one's defense

For more detailed information about the College's investigation procedures, hearing procedures, and appeal procedures, please refer to the Code of Student Conduct found in the Student Handbook.

Right to Freedom from Sexual Assault, Dating Violence, Domestic Violence and Stalking

In accordance with the Campus SaVE Act in the Violence Against Women Act amendments to the Clery Act, San Jacinto College provides ongoing awareness and prevention training, procedures and resources to prevent the occurrence of sexual assault, dating violence, domestic violence and stalking. The College also provides an equitable complaint process that provides for prompt investigation of complaints and the imposition of sanctions against students who are found in violation of this code. For more information about student-related training, contact the Compliance & Judicial Affairs Office.

Right to Equity in Athletics

The Equity in Athletics Disclosure Act (EADA) is intended to make prospective students aware of a school's commitment to providing equitable opportunities for its male and female students. Each year, San Jacinto College produces an EADA report available to current and prospective students and to the public. If you would like to review the full report or to request a copy of San Jacinto College's EADA report, please contact the Vice Chancellor of Strategic Initiatives office at 281-459-7140.

Right to Involvement in Decision Making

San Jacinto College provides an opportunity for student involvement in the decision making process through the respective forms of student government on the three campuses. As constituents of the educational community, students may express their views on issues of institutional policy and on matters of general interest to the student body.

In addition to membership in student associations and organizations, students shall be given the opportunity to serve on campus and College committees as deemed appropriate by the College. For more information, please visit the Student Engagement & Activities office on your campus.

Right to Amnesty for Drug or Alcohol Possession and Consumption Violations

Students are strongly encouraged to report incidents of, or share information about, sex-based discrimination, sexual harassment and sexual misconduct as soon as possible. This is true even if the alleged victim of the misconduct or if a witness to the misconduct was under the influence of drugs or alcohol on the occasion in question. The Compliance & Judicial Affairs office will not pursue disciplinary sanctions against the alleged victim or witness for his or her improper use of alcohol or drugs if the student is making a good faith report of sexual misconduct. For more information, please contact the Compliance & Judicial Affairs office.

Student Responsibilities

In voluntarily enrolling at the College, students have the responsibility to comply with all state and federal laws and college regulations and policies governing student conduct and academic affairs. Students assume responsibility for their behavior and acknowledge and share the following responsibilities:

- Students must recognize that the Board of Trustees is the policy making authority for the operation of the San Jacinto Community College District. The Board delegates to the College administration the authority to implement Board policy through procedures, regulations, guidelines and handbooks.
- Students must understand that while education is a shared activity, the ultimate responsibility for learning rests with the students' motivation and abilities.
- Students are responsible, collectively and individually, for allowing other students to continue their pursuit of education. Students must refrain from interfering with the rights of other students in their educational pursuits or with employees in the exercise of their duties.

STUDENT RIGHTS AND RESPONSIBILITIES

- The right to disagree is well established. However, students must make sure that disagreement is factual and is presented with respect for those with whom they are disagreeing, including faculty, staff, administration, other students and campus visitors. When approaching the administration about any matter, students must go through established channels of communication and authority.
- Students have a responsibility to comply with copyright law and to educate themselves regarding copyright infringement, peer-to-peer file sharing and penalties for violations. For information and resources, please visit <http://www.sanjac.edu/policy-vi-k-policy-regarding-appropriate-use-copyrighted-materials>.
- Students must comply with the policies, rules, regulations and generally accepted practices of the College currently in effect or as they may be amended. All policies, rules, regulations, and practices are subject to amendment at any time during the student's enrollment.
- Students also have the responsibility to comply with all state and federal regulations governing their participation in higher education. Such regulations and laws as may exist or that may be subsequently enacted and adopted shall have precedence over the provisions of this document of student rights.

Honesty Code

San Jacinto College students should exhibit honesty, integrity and high standards in their academic work. Members of the College community benefit from an open and honest educational environment. Upholding academic integrity is the responsibility of everyone.

Cheating, Plagiarism and Collusion

The following institutional guidelines concerning cheating, plagiarism and collusion are provided for the information of all students enrolled in any course offered by San Jacinto College. Gaining knowledge and practicing honesty go hand-in-hand. The importance of knowledge properly gained is reinforced by the grading system. The importance of honesty fully practiced is emphasized by rules against cheating, plagiarism and collusion. Any act of cheating, plagiarism or collusion in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students must be completely honest in all phases of their work. Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments or program requirements;
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- alteration or falsification of course or academic records; and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use or distribute the students' work.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Collusion includes, but is not limited to, knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work. Collusion also includes impersonating another student for the purpose of taking a course or exam. A student who provides access to the materials is also guilty of collusion and subject to the same penalties. Therefore, students should take reasonable precautions to protect their work from being compromised.

STUDENT RIGHTS AND RESPONSIBILITIES

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for collecting any evidence of cheating at the time it occurs. A student may not withdraw from the course during the investigation of an incident of academic dishonesty or when a course grade of F has been imposed. A record will be kept of any imposed penalty or disciplinary action.

Penalties

If, in the judgment of the instructor, cheating, plagiarism or collusion has occurred, he or she may assess an appropriate penalty with a recorded reprimand:

- recommendation for suspension from the College or expulsion from a program, which is submitted to the Provost; the Provost's decision is final.
- failure of the course; the student may appeal the grade through the Final Grade Appeal process.
- failure of the assignment by the instructor; the instructor's decision is final.
- reduced grade on the assignment by the instructor; the instructor's decision is final.
- a reasonable penalty assessed by the instructor; the instructor's decision is final.

The instructor will notify the student of his or her decision concerning the student's grade and whether or not further disciplinary action is recommended before filing the report as indicated below. Faculty should also communicate with their department chairs/program directors and deans regarding any violation of the college honesty code. Should the instructor recommend suspension or expulsion of the student, the Provost has the responsibility and authority to determine whether the student will be suspended or expelled.

Reporting Cheating, Plagiarism and Collusion

The instructor will prepare an Academic Dishonesty Incident Report for the Provost, the dean, department chair and/or program director. The report indicates the nature of the incident and the resulting penalty. The student has the privilege of making a written declaration on his or her own behalf to the instructor. Copies of this declaration, which are not construed as an appeal, but for information only, will be filed with the Provost.

Student Absences for Religious Holy Days

In accordance with Senate Bill 738, a student who is absent from classes to observe a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence, if (1) not later than the 15th day after the first day of the term, the student notifies the professor of each class that the student will be absent for a religious holy day, and (2) the student personally delivers the notification in writing to the professor of each class (with receipt of the notification acknowledged and dated by the professor) or sends a notice by certified mail (with return receipt requested) to the professor of each class.

A student who is excused under Senate Bill 738 will not be penalized for the absence, but the professor will respond appropriately if the student fails to complete satisfactorily the assignment or examination.

Student Right-to-Know

The College publishes a statement of Student Rights and Responsibilities in the Student Handbook. The College makes available statistics regarding completion and graduation rates of full-time certificate and degree-seeking students. The reports are available at each campus Provost's office. The campus police department reports campus crime statistics.

Family Education Rights and Privacy Act (FERPA)

In all instances, legal directives and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Texas Public Information Act pertaining to student records shall be followed.

The College gives access to records only to those persons and agencies that the Privacy Act specifies, and the College will keep a record of all persons who receive access.

The College will release only directory information without a student's consent including high school dual credit/early admission students. Directory information includes the student's (1) name, (2) address, (3) email address (4) telephone listing, (5) age, (6) degrees earned and dates, (7) major program of study, (8) classification, (9) dates and terms of attendance, (10) number of term hours in progress, (11) previous educational institutions attended, (12) eligibility for and honors and awards received, with dates that the honor or award was received, (13) eligibility for and participation in officially recognized activities and sports, (14) weight and height of members of athletic teams and sports statistics and (15) enrollment status (full-time or part-time).

A student may ask that directory information be withheld from the public by accessing their student on-line account (SOS) in the student records tab and indicating directory information remain confidential. The student may make this request at any time. Once a student has requested that directory information be withheld, no directory information will be released except with written approval from the student.

STUDENT RIGHTS AND RESPONSIBILITIES

School officials (faculty, administrators and staff, including part-time and student workers) may have access to student records when a legitimate educational interest exists. Students wanting their parent, friend or other individual to access or obtain their records should give that person a signed release specifying what they need and a photocopy of the student's picture ID.

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

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

Hazing

Texas criminal law prohibits hazing or hazing-type activities. Hazing is defined as any intentional, knowing or reckless act occurring on or off the campus of an educational institution by one person alone or acting with others directed against a student that endangers the mental or physical health or safety of a 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 an educational institution.

A person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report, in writing to the Compliance & Judicial Affairs Office or another appropriate official of the College, first-hand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law. Under Texas law, hazing can subject a person to criminal penalties. For more information, please contact the Compliance & Judicial Affairs office by calling 281-478-2756 or emailing compliance&judicialaffairs@sjcd.edu.

San Jacinto College Complaint Procedures for Students

The College maintains several distinct procedures designed to provide efficiency and expertise in the resolution of student complaints. In situations in which a student alleges multiple, related complaints involving separate procedures (for example, a grade appeal and a discrimination complaint), the Administration reserves the right to process the complaints separately or to consolidate them. When complaints are consolidated, the Administration shall use the procedure that will provide the student with the maximum amount of process.

Impartiality of College Officials

To facilitate prompt responses to grievances or grievance appeals and to preclude conflicts of interest, the Dean of Compliance & Judicial Affairs, the Associate Vice Chancellor of Student Services, the Campus Provosts and/or the Chancellor may designate another College official to consider a grievance or grievance appeal and to render a decision.

Retaliation Prohibited

Every student has the right to file a complaint or to participate in an investigation without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a good faith report of discrimination, harassment, or sexual misconduct or who participates in an investigation pertaining to a complaint of discrimination, harassment, or sexual misconduct. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Any employee or student who engages in retaliation may be subject to disciplinary action.

Grade Appeals: Complaint Procedure 100

Complaint Procedure 100

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course, typically within seven days. When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt or electronic posting of the grade. The appeal process shall be initiated no later than 30 days after the end of that semester and must be resolved within 120 days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item, test answer, or assignment. At no step in the process may the instructor's questions or individual test items to be scrutinized. Only course syllabus (e.g., grading system), and letter or numerical grades as recorded in the instructor's grade book will be examined.

STUDENT RIGHTS AND RESPONSIBILITIES

The procedures for appealing a grade shall be as follows:

1. Student meeting with instructor: The student and instructor shall discuss the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc. and the grading system listed in the syllabus will be discussed and recalculated as necessary. Whenever possible, the matter should be resolved at this meeting. If the instructor cannot resolve the problem immediately, the student will be notified of the availability of a copy of the grade appeal procedures in the office of the appropriate dean. If, upon receipt of the instructor's written decision, the student is dissatisfied with the decision, the student may request a meeting with the department chair to appeal the decision of the instructor. (*NOTE: In the event there is no department chair, the student may request a meeting with the dean who will conduct the meeting in accordance with steps No. 1 and No. 2 of this procedure.*) The student must make the appeal within five (5) working days after notification by the instructor.

2. Student meeting with Department Chair/Program Director: The department chair must arrange a meeting no more than five (5) working days after receiving a request from the student unless exceptional circumstances warrant additional time. This meeting will include the student, the instructor and the department chair. Providing sufficient evidence of discrepancies or errors in the grade will be the responsibility of the student. If insufficient evidence is offered, the appeal will be denied. The student will be given an opportunity to present his/her case. The instructor will be given a chance for rebuttal.

On hearing the evidence from both sides, the department chair will take one of the following actions:

A. If, in the opinion of the department chair, the student failed to provide sufficient evidence of discrepancies or errors in the grades, the student will be notified in writing that the appeal is denied. The department chair will inform the student of the right to appeal the decision and about the procedures for appeal. At the same time, the department chair will notify the instructor in writing of this decision. The notification must be given within five (5) working days of meeting.

B. If, in the opinion of the department chair, the student provided sufficient evidence of discrepancies or errors in the grades, the instructor will be notified within five (5) working days of the meeting. At the same time, the department chair will notify the student in writing of this decision.

The instructor will, in turn, inform the department chair in writing within five (5) working days whether he/she will change the grade. If the instructor changes the grade, the instructor notifies the student in writing and the matter is closed.

If the instructor chooses not to change the grade, the department chair will be notified of the decision in writing within five (5) working days after having received the recommendation from the department chair. Within five (5) working days after being informed of the instructor's decision to deny the grade change, the department chair will notify the student that the appeal is denied and inform the student of further rights to appeal and the procedure for doing so. All time limits stated are in working days.

All time limits may be extended by mutual consent or by the dean due to exceptional circumstances.

3. Student Meeting with dean. Within five (5) working days after receiving notification from the department chair that the appeal has been denied, a student may request a meeting with the dean who will take either action A or action B as described in step No. 2 above. (*NOTE: In the event there is no dean or in the event that the dean conducted the initial meeting, the student will proceed to Step 4.*)

4. Student Meeting with Academic Appeals Committee. Within five (5) working days after receiving written notification from the dean that the appeal has been denied, a student appealing a grade in a course may request a hearing before an Academic Appeals Committee. This request will be in writing to the Provost. The committee will consist of one full-time instructor to be named by the student, one full-time instructor to be named by the instructor and one full-time instructor to be named by the Provost. The Provost will request that the student and instructor submit the name of their nominees within five (5) working days after notification of all parties involved. Upon receiving the names of those nominees and appointing a third instructor to the committee, the Provost will set the time, date and place of the closed hearing and notify all parties. This will be done within five (5) working days after having received the names of both nominees. A student may present written evidence relevant to the grade appeal and may be advised at the hearing by one or more persons of his/her own choice. The student may have a maximum of two (2) persons in the room at a time. The Academic Appeals Committee may request information from the instructor and/or other persons familiar with the matter.

Within five (5) working days after this hearing, the Academic Appeals Committee will notify the student, the instructor, and the Provost in writing of its findings: (1) A grade change is justified and will be made; or (2) A grade change is not justified and will not be made.

If the decision of the Academic Appeals Committee is to change the grade, the Provost will have five (5) working days to make the grade change. The decision of the Academic Appeals Committee will be final.

The same appeal process will be followed when the instructor is not accessible or no longer employed by San Jacinto College by excluding the step involving the instructor.

STUDENT RIGHTS AND RESPONSIBILITIES

General Complaints: Complaint Procedure 200

Complaint Procedure 200

200.1 Scope

San Jacinto College complies with the U.S. Department of San Jacinto College complies with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. Current, former, and prospective students may initiate a complaint with the Texas Higher Education Coordinating Board, after exhausting the institution's grievance/complaint process, by sending the required forms either by electronic mail to studentcomplaints@thecb.state.tx.us, or by mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the forms are not accepted.

A general complaint is a College-related problem, decision or condition that a student believes to be unfair, inequitable or adversely affecting the student's education at San Jacinto College or that affects the student's ability to use College services and programs. A student may not use Procedure 200 to complain about decisions affecting other students or persons. Finally, Procedure 200 may not be used to address matters for which special procedures are published. In particular, this general procedure may not be used to address grade appeals; harassment and discrimination and sexual misconduct complaints under Complaint Procedure 300 or 400; traffic appeals; FERPA complaints (See Student Records policy); or student discipline complaints, hearings or appeals.

Barring exceptional and unforeseeable circumstances, students should file their complaints within 10 school days after the problem, decision or condition arose. Complaints filed more than 10 school days after the conclusion of the semester and the posting of the student's final grades generally may not be accepted.

200.2 Steps

STEP 1. Students who wish to file a complaint should, when necessary, consult with an educational planner or counselor for guidance on how to identify the individuals to whom the student should direct the complaint under Step 2 or Step 3.

STEP 2. The student should first discuss the complaint with the College employee most directly responsible for the condition which brought about the complaint. Most matters will be resolved at this level.

STEP 3. If the discussion at Step 2 does not resolve the matter to the student's satisfaction and the student wishes to pursue the matter, the student may discuss the matter with the next level of supervisory authority.

STEP 4. If the discussion at Step 3 still does not resolve the matter to the student's satisfaction, the student may file a written complaint. The written complaint shall identify the requested remedy. If the general complaint is against another student or involves the application of a College policy or procedure, the student shall file the complaint with the Dean of Compliance & Judicial Affairs or Compliance Officer. The Dean of Compliance & Judicial Affairs or Compliance Officer will take appropriate action on matters within his or her jurisdiction or route the complaint to the appropriate senior administrator for action. If the general complaint is against a College employee, the Dean of Compliance & Judicial Affairs or Compliance Officer will forward the complaint to the employee relations department. The Dean and the Employee Relations department shall confer and determine an appropriate investigation plan. The official conducting the review or investigation shall prepare a written communication regarding the disposition of the complaint.

STEP 5. If the response at Step 4 does not resolve the matter to the student's satisfaction, the student may seek further review by submitting a written request to the campus Provost or appropriate senior level administrator.

Discrimination and Harassment Complaints: Complaint Procedure 300

Complaint Procedure 300

300.1 General Statement of Purpose

It is the policy of San Jacinto College to provide an educational, employment and business environment free of discrimination based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status. Trustees, administrators, faculty, staff and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination.

The College will promptly investigate all allegations of harassment and discrimination and take appropriate disciplinary action against individuals who engage in prohibited conduct. Disciplinary action may include dismissal of employees, expulsion of students and removal of visitors. The policy against discrimination applies to all programs and activities, including:

- Admission to programs of study
- Access to enrollment in courses
- Career placement services
- Counseling and guidance materials, tests and practices
- Technical education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Health services
- School-sponsored extracurricular activities
- Other aid, benefits or services

These rules apply to harassment or discrimination that occurs in any program or activity under the substantial control of the College, whether the activity or program is on campus or off campus. Additionally, these rules apply when off-campus harassment or discrimination causes continuing effects on campus.

All administrators, faculty and staff are encouraged to promptly report incidents of discrimination, harassment, and violence. Additionally, the College has designated certain College employees as responsible officials who have mandatory reporting duties. The following employees have a duty to report alleged instances of unlawful discrimination or harassment that come to their attention:

- Chancellor, Vice Chancellors, Associate Vice Chancellors, Vice Presidents, Provosts and Deans
- Registrar
- Faculty and Department Chairs
- Compliance Officer
- Police Department personnel
- Counselors
- Risk Management personnel
- Human Resources personnel
- Athletics personnel
- Directors and Managers

The College has appointed a Title IX/Discrimination Prevention Team to facilitate the College's compliance with state and federal laws prohibiting discrimination. A list of the team is found in Section 400.2 of Complaint Procedure 400.

300.2 Scope of this Procedure

This procedure applies to all harassment or discrimination complaints based on a protected status except those involving sexual harassment, sexual assault, domestic violence, dating violence or stalking. Complaints involving sexual harassment, sexual assault, domestic violence, dating violence or stalking are addressed in Complaint Procedure 400. Discriminatory harassment is also a violation of the Code of Student Conduct as referenced in section 3.2.3.

This procedure, however, does apply to sexual discrimination complaints, such as a complaint alleging denial of admission into a program because of gender. In the event that a sexual discrimination complaint overlaps with a sexual harassment complaint, or in the event it is difficult to determine whether a sexual discrimination complaint encompasses sexual harassment, Procedure 400 will be used.

STUDENT RIGHTS AND RESPONSIBILITIES

300.3 What is Discrimination?

Discrimination is the act of treating similarly situated persons differently based on their race, color, national origin, religion, sex, disability, age, veteran or military status, genetic information or any other basis protected by law.

For students, this prohibition applies to College operations and activities such as admission, housing, discipline, counseling, scholarship and loan programs, co-curricular experiences and athletics.

300.4 What is Discriminatory Harassment?

Discriminatory harassment is physical, verbal or nonverbal conduct directed at a person because of his or her race, color, national origin, sex (gender), religion, disability, age, veteran status, genetic information or any other protected status and that is so severe, persistent or pervasive that the conduct:

1. Affects a person's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance or an employee's work performance; or
3. Otherwise adversely affects a person's educational or employment opportunities.

Examples of prohibited harassment include, but are not limited to, offensive or derogatory comments, jokes or slurs because of the individual's protected status or because of the individual's need for an accommodation based on disability or religion; actions that are designed to humiliate or embarrass; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property when motivated by the individual's protected status.

300.5 Complaint Process

Students may use this procedure to file a complaint against another a student, a College employee, College contractors or third parties who are visiting the College or participating in a College activity.

A student may, at any time, personally approach the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. However, if this action is not feasible or unsuccessful, or if a student feels uncomfortable taking this approach, the student may seek an informal or formal resolution at any time. No student is ever required to make a report to the person who is engaging in discrimination or harassment.

A student may seek resolution or general information about this complaint procedure by contacting any member of the Title IX/Discrimination Prevention Team.

300.5.1 Formal Complaint Process

Although students may file a complaint at any time, the College encourages students to report their concerns as soon as possible after the alleged incident(s) so that prompt action can be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or witness availability. Students are encouraged to file complaints during the same semester that the alleged incidents occurred or within 30 days of the conclusion of the semester.

Content of complaint: Students are encouraged to submit written complaints that describe all incident(s) or action(s) considered by the reporting party to be harassing, discriminatory, or violent. Reporting parties should provide the following information:

- Contact information, including address, telephone and email;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s);
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents, emails, text messages, photos or other physical evidence pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Reporting party's signature and date of filing; and
- Any other relevant information.

The student's failure to provide a written complaint or to provide the information requested above may adversely impact of the College to conduct a complete and thorough investigation and may limit the College's ability to take appropriate corrective action.

Where to file the complaint:

Complaints alleging misconduct by a student shall be filed with any member of the Title IX/Discrimination Prevention Team who addresses student concerns.

Complaints alleging misconduct by an employee or campus visitor shall be filed with any member of the Title IX/Discrimination Prevention Team who addresses employee concerns.

To ensure that all student complaints are properly processed, any College administrator who receives a complaint under this procedure shall promptly notify the appropriate Title IX Coordinator in writing.

STUDENT RIGHTS AND RESPONSIBILITIES

Title IX/Discrimination Prevention Team:

Associate Vice Chancellor of Student Services
Joanna Zimmermann (students)—Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Vice President, Human Resources
Sandra Ramirez (employees)—Co-Lead Title IX Coordinator
4620 Fairmont Parkway, Pasadena, Texas 77504
sandra.ramirez@sjcd.edu,
281-991-2648

Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity
Allatia Harris (equity in athletics)
8060 Spencer Hwy., Pasadena, TX 77505
allatia.harris@sjcd.edu
281-459-7140

Director of Employee Relations
Vickie Del Bello (employees)
4620 Fairmont Parkway
Pasadena, Texas 77504
vickie.delbello@sjcd.edu
281-998-6357

Dean of Compliance & Judicial Affairs
Clare Iannelli (students)
8060 Spencer Highway
Pasadena, Texas 77505
clare.iannelli@sjcd.edu
281-478-2756

Compliance Officer
Danessa Trahan (students)
8060 Spencer Highway
Pasadena, Texas 77505
danessa.trahan@sjcd.edu
281-478-2756

Dean of Student Development—Central Campus
Shelley Rinehart (students)
8060 Spencer Highway,
Pasadena, Texas 77505
shelley.rinehart@sjcd.edu,
281-998-6150, ext. 1012

Dean of Student Development—North Campus
Tami Kelly (students)
5800 Uvalde Road
Houston, Texas 77049
tami.kelly@sjcd.edu
281-459-7653

Dean of Student Development—South Campus
Debbie Smith (students)
13735 Beamer Road
Houston, Texas 77089
deborah.smith@sjcd.edu
281-922-3455

Provost - Central Campus
Van Wigginton
8060 Spencer Highway,
Pasadena, Texas 77505
van.wigginton@sjcd.edu
281-542-2000

Provost - North Campus
William Raffetto
5800 Uvalde Road
Houston, Texas 77049
william.raffetto@sjcd.edu
281-459-7101

Provost - South Campus
Brenda Jones
13735 Beamer Road
Houston, Texas 77089
brenda.jones@sjcd.edu
281-922-3403

300.5.2 Processing the Complaint

The Title IX Coordinator or designee will evaluate the complaint to determine whether it is covered by this procedure. A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the College's policy was violated. The College may decline to process a complaint under a variety of circumstances, including (i) the complaint is vague and does not describe conduct covered by this procedure; (ii) the student declines to cooperate in the College's investigation; or (iii) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected. If the College declines to process a complaint pursuant to this procedure, the College shall send the student a written notification explaining the reasons.

STUDENT RIGHTS AND RESPONSIBILITIES

If the Compliance & Judicial Affairs office proceeds with a complaint investigation, the Title IX Coordinator or designee shall determine whether interim action is needed pending completion of an investigation (e.g., a no-contact order, temporary reassignment or suspension). The Title IX Coordinator or designee will assign an impartial investigator to investigate the complaint.

In cases in which the respondent is a student, the investigator typically will be the Dean of Compliance & Judicial Affairs or Compliance Officer. In cases in which the respondent is an employee, the Employee Relations department typically will conduct the investigation. In some instances, a team from Compliance & Judicial Affairs and Employee Relations will conduct the investigation together.

The Title IX Coordinator or designee shall notify the reporting party and the respondent of the name and contact information of the investigator(s). The respondent shall receive written notice of the allegations and shall be informed of his or her right to submit a written response to the allegations within 10 school days, unless unusual circumstances warrant additional time. The written notice shall inform the respondent that retaliation against the reporting party is prohibited and may result in disciplinary action.

300.5.3 Investigating the Complaint

Barring unusual circumstances (e.g., multiple reporting parties, a complaint filed the day before the winter break), the investigation ordinarily will be completed within 60 calendar days. An investigation shall commence even if a law enforcement agency is conducting a separate criminal investigation against the respondent. However, the College's investigation may be temporarily delayed when requested by police investigators or the District Attorney's Office. If the College's investigation is temporarily delayed due to a pending criminal investigation, the reporting party and respondent will be notified.

The investigator shall interview the reporting party, the respondent and other individuals determined by the investigator to possess relevant information. The reporting party and the respondent each will be permitted to provide documentation or other tangible evidence to the investigator.

During meetings pertaining to the investigation and complaint process, the reporting party and the respondent may be represented or accompanied by an advisor. Advisors, however, may not actively participate in meetings or interview witnesses.

The investigator shall prepare a written report that summarizes the findings and states whether a preponderance of the evidence establishes a violation of the College's policies. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity.

If the respondent is a student, the preliminary findings shall be submitted to the Associate Vice Chancellor of Student Services or designee. If the respondent is an employee or visitor, the preliminary findings shall be submitted to the appropriate leader, which ordinarily will be the Provost, Vice President of Human Resources, Associate Vice Chancellor or other Vice President. If a complaint is directed at an administrator who would otherwise act on the complaint, then the function assigned to that person will be assigned to another person.

The Associate Vice Chancellor will permit the respondent and the reporting party to review the preliminary findings. Student identifiable information, if confidential by law, will be redacted. The respondent and the reporting party will each have 10 working days to provide comments and suggested corrections to the Associate Vice Chancellor. After receiving the comments from the parties (or if no comments are submitted), the Associate Vice Chancellor will confer with the investigator to discuss the findings and to review the investigation record. The Associate Vice Chancellor shall determine whether additional investigation is needed; whether to dismiss the complaint due to insufficient evidence; or whether to proceed with a disciplinary consequence or other corrective action. The action shall be reasonably calculated to prevent a reoccurrence of the misconduct and/or to ameliorate its impact. The Compliance and Judicial Affairs office's final determination shall be sent to the respondent, the reporting party, and the Title IX Coordinator. The final determination may be redacted to protect student information that is confidential by law under the Family Educational Rights & Privacy Act. All deadlines in this procedure may be extended by mutual agreement or for good cause.

300.6 Review and Appeals

If the investigation does not result in the assignment of disciplinary consequences against the respondent, the reporting party may submit a written appeal to the Provost or designee. The Provost or designee shall provide written notice to the respondent of the appeal. The Provost or designee shall review the record and issue a written response within 20 school days. A copy of the response shall be provided to both parties.

If the respondent is a student and is proposed for major discipline (expulsion, a suspension exceeding five days or revocation or withdrawal of a degree), he or she may request a hearing to challenge the charge and the sanction under Section 4.8 of the Student Code of Conduct. If the proposed discipline involves a consequence that is less than expulsion, a suspension exceeding five days or revocation or withdrawal of a degree, the student may request a hearing under Section 4.9 of the Student Code of Conduct. If the student desires to challenge the sanction but not the charge, then the student may seek review by filing a request with the Provost or designee. The Provost or designee shall review the record and issue a written response within 20 school days. A copy of the response shall be provided to both parties.

If the respondent is an employee and is assigned a disciplinary consequence, he or she may seek review in accordance with the employment policies of the College.

300.7 Retaliation Prohibited

Every student has the right to file a complaint or to participate in an investigation without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a good faith report of discrimination, harassment or sexual misconduct or who participates in an investigation pertaining to a complaint of discrimination, harassment or sexual misconduct. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Any employee or student who engages in retaliation may be subject to disciplinary action.

300.8 Office for Civil Rights

Students who have experienced discrimination or harassment based on a protected status may file a complaint with the U.S. Department of Education. (www2.ed.gov/about/offices/list/ocr/docs/howto.html)

Complaints Alleging Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Intimate Partner Violence and Stalking

Complaint Procedure 400

400.1 Scope

This procedure addresses sexual harassment, sexual violence, dating violence, sexual misconduct, domestic violence or stalking (see Sections 3.3 and 3.6 of the Code of Student Conduct). Students may use this procedure to file a complaint against another a student, a College employee, College contractors or third parties who are visiting the College or participating in a College activity. For ease of reference, the phrase "sexual misconduct" occasionally is used to encompass all categories addressed in this procedure.

Prohibited conduct may be verbal or physical and proof of force or physical injury is not required. The parties may be the opposite sex or the same sex. In determining whether sanctionable conduct has occurred, the College may consider the on-campus impact of incidents that occurred off campus.

This complaint procedure constitutes a grievance procedure required by Title IX of the Education Amendments of 1972. As used in this procedure, "complaint" and "grievance" are synonymous.

Title IX is a federal statute that prohibits discrimination on the basis of gender in education programs. The College has appointed Title IX Coordinators who facilitate the College's

compliance with Title IX and other laws that prohibit discrimination. These officials can assist students with claims of sexual harassment, sexual assault, dating violence, domestic violence and stalking.

400.2 Title IX Discrimination Prevention Team

Associate Vice Chancellor of Student Services
Joanna Zimmermann (students)—Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Vice President, Human Resources
Sandra Ramirez (employees)—Co-Lead Title IX Coordinator
4620 Fairmont Parkway, Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
281-991-2648

Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity
Allatia Harris (equity in athletics)
8060 Spencer Hwy., Pasadena, TX 77505
allatia.harris@sjcd.edu
281-459-7140

Director of Employee Relations
Vickie Del Bello (employees)
4620 Fairmont Parkway
Pasadena, Texas 77504
vickie.delbello@sjcd.edu
281-998-6357

Dean of Compliance & Judicial Affairs
Clare Iannelli (students)
8060 Spencer Highway
Pasadena, Texas 77505
clare.iannelli@sjcd.edu
281-478-2756

Compliance Officer
Danessa Trahan (students)
8060 Spencer Highway
Pasadena, Texas 77505
danessa.trahan@sjcd.edu
281-478-2756

Dean of Student Development—Central Campus
Shelley Rinehart (students)
8060 Spencer Highway,

STUDENT RIGHTS AND RESPONSIBILITIES

Pasadena, Texas 77505
shelley.rinehart@sjcd.edu
281-998-6150, ext. 1012

Dean of Student Development—North Campus
Tami Kelly (students)
5800 Uvalde Road
Houston, Texas 77049
tami.kelly@sjcd.edu
281-459-7653

Dean of Student Development—South Campus
Debbie Smith (students)
13735 Beamer Road
Houston, Texas 77089
deborah.smith@sjcd.edu
281-922-3455

Provost - Central Campus
Van Wigginton
8060 Spencer Highway,
Pasadena, Texas 77505
van.wigginton@sjcd.edu
281-542-2000

Provost - North Campus
William Raffetto
5800 Uvalde Road
Houston, Texas 77049
william.raffetto@sjcd.edu
281-459-7101

Provost - South Campus
Brenda Jones
13735 Beamer Road
Houston, Texas 77089
brenda.jones@sjcd.edu
281-922-3403

In addition to the Title IX Coordinators, numerous other College employees are designated as “responsible officials” who have reporting duties under Title IX. The following employees have a duty to report alleged instances of sexual harassment and sexual misconduct:

- Chancellor, Vice Chancellors, Vice Presidents, Provosts and Deans
- Registrar
- Faculty and Department Chairs
- Police Department personnel
- Counselors
- Risk Management personnel
- Human Resources personnel
- Athletics personnel
- Directors and Managers

400.3 Reporting Options

Students have several options when reporting sexual harassment, sexual assault, domestic violence, dating violence or stalking. They may seek informal guidance from College counselors or other College officials or they may file a formal College grievance. Students also may file a report directly with the College police or any local law enforcement agency. Students are not required to file a police report in order to receive assistance from the College. Additionally, reporting an offense does not commit the student to pursuing further legal action. Students who desire assistance in order to make a police report may contact the Dean of Compliance & Judicial Affairs or Compliance Officer, the Counseling Office or the Title IX Coordinator.

San Jacinto College Police Department:

From campus phone: 5555
From cell phones: 281-476-9128
Non-emergency: 281-476-1820

Hearing Impaired Phone Number for text messages:

713-469-1071

Houston Police Department: 713-884-3131
(non-emergency)

Pasadena Police Department: 713-447-1511;
713-477-1221 (non-emergency)

400.3.1 Assistance for Victims – Confidential and Non-Confidential Options

Students who have experienced a sexual assault, sexual violence, stalking, domestic violence or other crimes may seek advice, assistance and resources from the Compliance & Judicial Affairs office, the Educational Planning, Counseling, & Completion office or the College's Title IX Coordinator. Individuals within these offices can assist the reporting party with accessing medical or counseling services, advocacy services, social support services, legal services and police services. Even in the absence of a formal complaint, the College may be able to provide assistance to the reporting party with respect to his or her academic, living, transportation, or working situations. For example, a student might wish to explore changing a class or class time.

Contact information for the San Jacinto College Educational Planning, Counseling, & Completion Department:

Central Campus: 281-478-2768
North Campus: 281-459-7192
South Campus: 281-922-3444

Off-campus resources include the following:

The Houston Area Women's Center: 713-528-7273

The Bridge Over Troubled Waters – 24 hour hotline:
713-473-2801

Confidential Communications: In response to an act of sexual harassment or sexual violence, a victim may be unsure whom to contact for information about options and resources. Some victims may prefer a confidential consultation before deciding on a course of action. Most San Jacinto College personnel will have a duty to report complaints that come to their attention. Below, this procedure addresses when confidentiality may be honored.

Confidential communications are those communications that cannot be disclosed to another person without the reporter's consent, except under very limited circumstances such as an imminent threat or danger to self or others. Victims may speak confidentially with a licensed professional counselor in the College's Educational Planning, Counseling & Completion offices: North Campus: 281-459-7192; Central Campus: 281-478-2768; South Campus: 281-922-3444, pastoral counselors in the community, medical personnel, licensed social workers and victims' advocates. These individuals may assist victims in deciding whether to report, what options exist and what resources are available. These individuals are not required to report incidents of sexual harassment, sexual violence or sexual misconduct to the College's Title IX Coordinator.

Victims also may choose to speak confidentially with advisors, educational planners, and front-desk staff in the Educational Planning, Counseling, & Completion office. These individuals are not professional counselors but have been specially

designated to serve as a resource where students may obtain information about this procedure and about support services. These individuals are not required to report the names of victims to the College's Title IX Coordinator. However, these individuals will be required to report de-identified information such as the date, time and nature of the incident. The purpose of this general reporting obligation is to enable the College to identify patterns or trends involving sexual harassment or violence.

Non-Confidential Communications: "Responsible employees" as listed in Section 400.2 may be required to report allegations of sexual harassment, sexual misconduct or sexual assault, even if they have been requested by the person confiding in them to keep the discussion confidential. Non-confidential communications consist of those communications that will be disseminated to the Title IX Coordinator and others on a need-to-know basis in order to ensure that necessary steps are taken to protect the community as a whole and appropriate disciplinary measures are considered and taken. The employees identified in Section 400.2 have a reporting obligation. They must report to the Title IX Coordinator all relevant details of the occurrence, including names of those involved and relevant facts including date, time and location.

When receiving a sexual misconduct report from an alleged victim, responsible employees shall notify the victim that (i) the employee has an obligation to report the complaint to the Title IX Coordinator and (ii) the alleged victim may request confidentiality, which will be evaluated by the Title IX Coordinator. The responsible employee shall also inform the alleged victim that he or she may speak confidentially with a licensed professional counselor, pastoral counselor or others identified in this procedure and that those communications will not be reported to the Title IX Coordinator without the alleged victim's consent.

Requests for Confidentiality: To the greatest extent possible, the College shall maintain the confidentiality of information and records related to investigations of complaints based on sexual harassment and sexual misconduct. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. A Title IX Coordinator will evaluate a student's request for confidentiality in the context of the College's responsibility to provide a safe and nondiscriminatory environment for the entire college community. The Title IX Coordinator will make every effort to respect a student's request for confidentiality; however, there are situations in which the College must override a student's request for confidentiality in order to meet its Title IX obligations. When weighing a student's request for confidentiality that could preclude a meaningful investigation or potential discipline of the respondent, the College will consider a range of factors. These factors include, but are not limited to, (i) circumstances that suggest there is an increased risk of the respondent committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same respondent, whether the respondent has a history of arrests, etc.); (ii) whether the sexual violence was

STUDENT RIGHTS AND RESPONSIBILITIES

perpetrated with a weapon; (iii) the age of the student subjected to the sexual violence; and (iv) whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

If the College determines that it must disclose a reporting party's identity to an respondent, it will inform the reporting party prior to making this disclosure and take whatever interim measures are necessary to protect the reporting party and ensure the safety of others.

Finally, while federal law requires San Jacinto College to include certain reported incidents of sexual assault, domestic violence, dating violence and stalking among its annual campus crime statistics, such information will be reported in a manner that does not identify victims.

Complaints involving victims under the age of 18: Complaints involving abuse of minors must be reported to Children's Protective Services or other law enforcement agencies. The phone number for the Texas Department of Family and Protective Services is 1-800-252-5400.

400.4 Evidence Preservation in Sexual Assault Cases/ Medical Exams

If a student experiences a sexual assault or other criminal offense, it is important that the student take action to preserve evidence. Such evidence will be helpful in the event that the victim seeks a protective order or desires to pursue a criminal prosecution. Victims of sexual assault should not wash, shower, bathe or change clothes prior to a medical exam or treatment. If the victim needs to remove an item of clothing, it should be placed in a paper bag (not a plastic bag). Instead of changing clothes, the victim may separately bring a change of clothing to the hospital to wear after the examination. Evidence of violence, such as visible injuries or bruising or damage to a vehicle, will need to be photographed. Likewise, evidence of emails, text messages or phone messages must be preserved and not deleted or altered.

Students who have just experienced a sexual assault or other sexual violence should call 911 and locate a safe place. If the incident occurred on campus, the student should contact Campus Police. Campus Police assistance is available 24 hours a day. Campus personnel may assist the victim in obtaining transportation to a hospital or clinic, a police department or other location. Prompt medical attention in a case of recent assault is necessary to document and treat any injuries and screen for certain medical conditions or transmitted diseases. Victims may receive a medical exam with or without police involvement. A nurse examiner may perform a Sexual Assault Forensic Exam (SAFE). Such exams generally are available in hospital emergency rooms.

400.5 Filing a Complaint

400.5.1 Informal Resolution

A student may, at any time, personally address the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. However, particularly in cases

of sexual violence, students are discouraged from contacting the alleged offender. Instead, students are encouraged to meet with a counselor or any member of the Title IX/Discrimination Prevention Team to discuss the student's options. No student is required to contact the alleged offender regarding the offender's alleged conduct.

A student may seek informal resolution by contacting the appropriate Dean or any member of the Title IX/Discrimination Prevention Team. Informal resolution may include a meeting between the Compliance and Judicial Affairs representative and the respondent to reinforce the requirements of the College's policy against harassment. Informal resolution is not a precondition to filing a formal complaint. Additionally, if informal resolution is undesirable or ineffective, then the student may initiate a formal complaint at any time. Mediation shall not be employed in any instances involving sexual violence.

400.5.2 Formal Complaint Process

Although students may file a complaint at any time, the College encourages students to report their concerns as soon as possible after the alleged incident(s) so that prompt action can be taken to investigate and resolve the complaint. A delay in reporting may result in a loss of evidence or witness availability. Students are encouraged to file complaints during the same semester that the alleged incidents occurred or within 30 days of the conclusion of the semester.

Students are encouraged to submit written complaints that describe all incident(s) or action(s) considered by the reporting party to be harassing or violent. Reporting parties should provide the following information:

- Contact information, including address, telephone and email;
- Name of person(s) directly responsible for alleged violation(s);
- Date(s) and place(s) of alleged violations;
- Nature of alleged violation(s) as defined in this policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents, emails, text messages, photos or other physical evidence pertaining to the alleged violation(s);
- Names of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Reporting party's signature and date of filing; and
- Any other relevant information.

The student's failure to provide a written complaint or to provide the information requested above may adversely impact of the College to conduct a complete and thorough investigation and may limit the College's ability to take appropriate corrective action.

STUDENT RIGHTS AND RESPONSIBILITIES

Where to file the complaint:

Complaints alleging misconduct by a student shall be filed with any member of the Title IX/Discrimination Prevention Team who addresses student concerns.

Complaints alleging misconduct by an employee or campus visitor shall be filed with any member of the Title IX/Discrimination Prevention Team who addresses employee concerns.

To ensure that all student complaints are properly processed, any College administrator who receives a complaint under this procedure shall promptly notify the Title IX Coordinator and the Associate Vice Chancellor of Student Services in writing.

Title IX/Discrimination Prevention Team:

Associate Vice Chancellor of Student Services
Joanna Zimmermann (students)—Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Vice President, Human Resources
Sandra Ramirez (employees)—Co-Lead Title IX Coordinator
4620 Fairmont Parkway, Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
281-991-2648

Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity
Allatia Harris (equity in athletics)
8060 Spencer Hwy., Pasadena, TX 77505
allatia.harris@sjcd.edu
281-459-7140

Director of Employee Relations
Vickie Del Bello (employees)
4620 Fairmont Parkway
Pasadena, Texas 77504
vickie.delbello@sjcd.edu
281-998-6357

Dean of Compliance & Judicial Affairs
Clare Iannelli (students)
8060 Spencer Highway
Pasadena, Texas 77505
clare.iannelli@sjcd.edu
281-478-2756

Compliance Officer
Danessa Trahan (students)
8060 Spencer Highway
Pasadena, Texas 77505
danessa.trahan@sjcd.edu
281-478-2756

Dean of Student Development—Central Campus
Shelley Rinehart (students)
8060 Spencer Highway,
Pasadena, Texas 77505
shelley.rinehart@sjcd.edu
281-998-6150, ext. 1012

Dean of Student Development—North Campus
Tami Kelly (students)
5800 Uvalde Road
Houston, Texas 77049
tami.kelly@sjcd.edu
281-459-7653

Dean of Student Development—South Campus
Debbie Smith (students)
13735 Beamer Road
Houston, Texas 77089
deborah.smith@sjcd.edu
281-922-3455

Provost - Central Campus
Van Wigginton
8060 Spencer Highway,
Pasadena, Texas 77505
van.wigginton@sjcd.edu
281-542-2000

Provost - North Campus
William Raffetto
5800 Uvalde Road
Houston, Texas 77049
william.raffetto@sjcd.edu
281-459-7101

Provost - South Campus
Brenda Jones
13735 Beamer Road
Houston, Texas 77089
brenda.jones@sjcd.edu
281-922-3403

400.5.3 Processing and Investigating the Complaint

The Title IX Coordinator or designee will evaluate the complaint to determine whether it is covered by this procedure. A formal investigation will be initiated if a complaint is within the scope of this policy and articulates sufficient specific facts, which if determined to be true, would support a finding that the College's policy was violated. The College may decline to process a complaint under a variety of circumstances, including (i) the complaint is vague and does not describe conduct covered by this procedure; (ii) the student declines to cooperate in the

STUDENT RIGHTS AND RESPONSIBILITIES

College's investigation; or (iii) the complaint has been withdrawn or the requested remedy has already been implemented or was offered and rejected. If the College declines to process a complaint pursuant to this procedure, the College shall send the student a written notification explaining the reasons.

If the Compliance and Judicial Affairs office proceeds with a complaint investigation, the Title IX Coordinator or designee shall determine whether interim action is needed pending completion of an investigation (e.g., a no-contact order, temporary reassignment, or suspension). The Title IX Coordinator shall appoint an impartial investigator who is not a member of the affected department (e.g., a complaint by a student athlete will be investigated by someone outside the athletic department) to investigate the complaint. In cases in which the respondent is a student, the investigator typically will be the Dean of Compliance & Judicial Affairs or Compliance Officer. In cases in which the respondent is an employee, the Employee Relations department typically will conduct the investigation. In some instances, a team comprised of Compliance and Judicial Affairs and Employee Relations will conduct the investigation together.

The Title IX Coordinator or designee shall notify the reporting party and the respondent of the name and contact information of the investigator(s). The respondent shall receive written notice of the allegations and shall be informed of his or her right to submit a written response to the allegations within 10 school days, unless unusual circumstances warrant additional time. The written notice shall inform the respondent that retaliation against the reporting party is prohibited and may result in disciplinary action.

400.5.4 Time Frame for Investigation

Barring unusual circumstances (e.g., multiple reporting parties, a complaint filed the day before the winter break), the investigation ordinarily will be completed within 60 calendar days. An investigation shall commence even if a law enforcement agency is conducting a separate criminal investigation against the respondent. However, the College's investigation may be temporarily delayed when requested by police investigators or the District Attorney's Office. If the College's investigation is temporarily delayed due to a pending criminal investigation, the reporting party and respondent will be notified. All deadlines in this procedure may be extended by mutual agreement or for good cause.

400.5.5 Interviews and Documentation

The investigator shall interview the reporting party, the respondent, and other individuals determined by the investigator to possess relevant information. The reporting party and the respondent each will be permitted to provide documentation or other tangible evidence to the investigator. The reporting party and the respondent may suggest witnesses to interview; however, the decision whether to interview is a matter of professional judgment for the investigator in light of the issues at hand, in light of the information already obtained in the investigation, and in light of the resources available.

400.5.6 Right to Representation

During meetings pertaining to the investigation and complaint process, the reporting party and the respondent may be represented or accompanied by an advisor. Advisors, however, may not actively participate in meetings or interview witnesses.

400.5.7 Investigative Reports

The investigator shall prepare a written report that summarizes the findings and states whether a preponderance of the evidence establishes a violation of the College's policies. The investigator will consider the totality of circumstances, including the context and duration of the conduct and its severity. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity.

If the respondent is a student, the preliminary findings shall be submitted to the Associate Vice Chancellor of Student Services or designee. If the respondent is an employee or visitor, the preliminary findings shall be submitted to the appropriate leader, which ordinarily will be the Provost, Vice President of Human Resources, or other Associate Vice Chancellor or Vice President. If a complaint is directed at an administrator who would otherwise act on the complaint, then the function assigned to that person will be assigned to another person.

The Associate Vice Chancellor of Student Services will permit the respondent and the reporting party to review the preliminary findings (with a copy to the Title IX Coordinator). Student identifiable information, if confidential by law, will be redacted. The respondent and the reporting party will each have 10 working days to provide comments and suggested corrections to the Associate Vice Chancellor. After receiving the comments from the parties (or if no comments are submitted), the Associate Vice Chancellor will confer with the investigator to discuss the preliminary findings and to review the investigation record. The Associate Vice Chancellor shall determine whether additional investigation is needed; whether to dismiss the complaint due to insufficient evidence; or whether to proceed with a disciplinary consequence or other corrective action. The action shall be reasonably calculated to prevent a reoccurrence of the misconduct and/or to ameliorate its impact. The Compliance and Judicial Affairs office's final determination shall be sent to the respondent, the reporting party, and the Title IX Coordinator. The final determination may be redacted to protect student information that is confidential by law under the Family Educational Rights & Privacy Act.

400.6 Review and Appeals

If the investigation does not result in the assignment of disciplinary consequences against the respondent, the reporting party may submit a written appeal to the Provost or designee. The appeal must be submitted within five school days of receiving notice of the disposition of the complaint. The Provost or designee shall provide written notice to the respondent of the appeal. The appeal will be based on the written record. Both parties will have five school days to submit written comments. The Provost or designee shall review the record and issue a written response within 20 school days. A copy shall be provided to both parties.

STUDENT RIGHTS AND RESPONSIBILITIES

If the respondent is a student and is proposed for major discipline (expulsion, a suspension exceeding five days, or revocation or withdrawal of a degree), he or she may request a hearing to challenge the charge and sanction under Section 4.8 of the Student Code of Conduct. If the proposed discipline involves a consequence that is less than expulsion, a suspension exceeding five days, or revocation or withdrawal of a degree, the respondent may request a hearing under Section 4.9 of the Student Code of Conduct. If the respondent or the reporting party is dissatisfied with the outcome of a disciplinary hearing, either (or both) may appeal the adverse ruling under Section 5.0; however, the appeal shall be heard by the Provost. The appeal must be submitted within five school days of receiving notice of the disposition of the complaint. The appeal will be based on the written record. The Provost or designee shall review the record and issue a written response within 20 school days. A copy shall be provided to both parties.

If the respondent waives the right to contest the charges, the Compliance and Judicial Affairs office shall, subject to the Family Educational Rights & Privacy Act, notify the Title IX Coordinator and the reporting party of the disposition of the charge against the respondent. The notice to the reporting party shall be issued simultaneously with the notice issued to the respondent. The notice shall inform the reporting party that both the reporting party and the respondent have a right to appeal the sanction to the Provost.

If the respondent is an employee and is assigned a disciplinary consequence, he or she may seek review in accordance with the employment policies of the College.

Any disclosure of the disposition or results from any proceeding involving a student will be governed by the Family Educational Rights and Privacy Act (FERPA) and other applicable law.

400.7 Victim Rights During Disciplinary Proceedings

In disciplinary hearings and appeals involving allegations of sexual harassment, sexual assault, dating violence, stalking, intimate partner violence or domestic violence (see Sections 3.3 and 3.6), the Compliance and Judicial Affairs office presenting the case shall, subject to the Family Educational Rights & Privacy Act, notify the Title IX Coordinator and the reporting party that the respondent has requested a hearing and the date and time of the hearing. The reporting party shall receive written notice of the following rights and options:

- a) the right to attend and participate in the hearing;
- b) the right to have his or her past sexual history excluded from evidence;
- c) the right to provide testimony at the hearing in a manner that does not require the reporting party to directly confront or to be directly questioned by the respondent while preserving the respondent's right to challenge such testimony;
- d) the right to receive assistance from the College's Title IX Coordinator;

- e) the right to provide input to the Compliance and Judicial Affairs representative presenting the case regarding potential witnesses, evidence and argument that may be presented at the hearing or during a subsequent appeal;
- f) the right to know the outcome of the hearing; and
- g) the right to information regarding the procedure for appealing the final disposition.

The notice to the reporting party shall include a copy of the applicable disciplinary procedure. Additionally, the notice shall inform the reporting party of his or her right to be accompanied during any disciplinary proceeding by an advisor of his or her choice. If the reporting party intends to attend the hearing and/or to bring an advisor, he or she shall notify the Dean or Compliance Officer or designee in writing at least three business days prior to the hearing. The student's advisor may not cross-examine witnesses or otherwise participate in the proceeding. An advisor may not be a witness in the matter.

The Dean or Compliance Officer or designee shall notify the respondent and the chairperson of the Appellate Board of the reporting party's intent to attend the hearing.

400.8 Retaliation Prohibited

Every student has the right to file a complaint or to participate in an investigation without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a good faith report of discrimination, harassment, or sexual misconduct or who participates in an investigation pertaining to a complaint of discrimination, harassment or sexual misconduct. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a complaint or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. Any employee or student who engages in retaliation may be subject to disciplinary action.

400.9 Office for Civil Rights

Students may file complaints of discrimination and harassment with the Office for Civil Rights, Department of Education, Washington, D.C., at the same time they file a grievance, during or after use of the grievance process, or without using the grievance process at all. If a student files a complaint with the Office for Civil Rights, the complaint must be filed no later than 180 days after the occurrence of the possible discrimination.

U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
Fax: 214-661-9587
Email: OCR.Dallas@ed.gov

STUDENT RIGHTS AND RESPONSIBILITIES

400.10 Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act (Section 1601 of "Public Law 106-386") and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas Sex Offender Registration Program are required to provide notice of their presence on campus to the campus police department. Information on registered sex offenders can be obtained through the Texas Department of Public Safety Crimes Record Service at: records.txdps.state.tx.us/SexOffender.

Campus Sexual Assault Policy

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the San Jacinto College Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at www.sanjac.edu/incident-report or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-991-2648.

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found guilty of sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College's policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or the criminal law.

All sexual assault policies and complaint procedures can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook.

In accordance with Texas House Bill No. 699 and the Campus SaVE Act/Clergy Act, San Jacinto College provides an orientation/training on the College's campus sexual assault policy for incoming freshman during their first term of enrollment.

Definitions of Prohibited Behavior

(Definitions and additional information can be found in the Student Handbook.)

Sexual Assault: Intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. "Sexual contact" includes any touching of the anus, breast or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment or other circumstance.

Sexual Harassment: Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: The term "domestic violence" refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Intimate Partner Violence: Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means.

Student Grades and Records

STUDENT GRADES AND RECORDS

STUDENT GRADES AND RECORDS

Classification

A freshman is a student who has accumulated fewer than 30 term hours of college credit. A sophomore is a student who has accumulated 30 or more hours of college credit.

Grade Range

Percentage grades, when used, are converted to these letter grades:

Range	Grade	Point Value
90–100	A	4
80–89	B	3
70–79	C	2
60–69	D	1
Below 60	F, FX	0

Grade Point Average (GPA)

Earned grade points are calculated by multiplying the number of credit hours of the course by the grade point value of the grade received in the course. For example, in a three-term hour course, an A produces twelve grade points; a B produces nine grade points; a C, six grade points; a D, three grade points; and an F or FX, zero grade points.

The grade point average is computed by dividing the total grade points earned by the total number of term hours completed in unduplicated courses with grades of A, B, C, D, F or FX. Grade point average computations include only courses completed at San Jacinto College. For repeated courses only the highest grade is used in computing the cumulative grade point average. Grades of I, N, W and WL are neutral and are not included in any grade point average.

Overall Institution Grade Point Average

The College has established 2.0 as the minimum grade point average requirement for a student to remain in good academic standing. (See the Academic Status section.) The transcript Grade Point Average (GPA) is calculated on the basis of all credit posted to the San Jacinto College transcript, including credit hours in college preparatory courses. If a student repeats a course which may not be repeated for credit, only the highest grade earned in the course is used in determining the GPA.

Scholarly Achievement Eligibility for Honors and Awards Received

Dean's Honor List

At the end of each long term, a Dean's Honor List is compiled. In order to be listed, a student must have earned a grade point average of at least 3.5 as a full-time student (12 or more hours completed during the term). The Dean's Honor List is recorded on the official transcript each term the student qualifies.

Phi Theta Kappa (PTK)

Another recognition is Phi Theta Kappa (PTK). To be eligible for membership into Phi Theta Kappa, a student must have completed at least 12 hours that may be applied to an associate degree, have a 3.5 grade point average, receive an invitation for membership from the chapter at San Jacinto College and must adhere to the moral standards of the society.

National Technical Honor Society (NTHS)

Students in technical programs have an opportunity to join the National Technical Honor Society (NTHS). To be eligible for membership, a student must have a 3.5 grade point average on all technical courses, a recommendation from an instructor and have completed 3-5 hours of community service.

Honors Program

The honors program is another opportunity to enrich a student's college experience. Students with a 3.25+ cumulative GPA on at least 12 hours of college credit courses or first-time-in-college students with one of the following are eligible for the Honors Program: a 3.25+ GPA; score of 4 or 5 on an AP exam; top 20% of high school class; 1100 SAT (reading + math); or 26 ACT. Documentation, such as official transcripts, must be provided with the Honors Program application.

Graduates with a 4.0 Grade Point Average

Students who have applied for graduation for a particular graduation period will be reviewed for grade point average and those with a 4.0 will be identified in the commencement program. The information may be published in other SJCD media and shared with other media entities.

Final Examinations

The provosts establish the times and dates of final examinations. Professors must follow those published schedules and students may not take final examinations earlier than the times designated in the published schedules.

Grading System

Term grades for all students are entered electronically by the faculty at the end of the term. Once the grades have all been entered, GPAs and academic standings are re-calculated and posted to the academic record as quickly as possible. Students can view or print their grades online through the Secure Online System (SOS).

The College uses these grades to evaluate students' academic performance.

Grade	Grade Points Per Credit Hour Earned
A	Excellent, superior achievement 4 grade points
B	Good, above average achievement 3 grade points
C	Average, acceptable achievement 2 grade points
D	Passing, marginal achievement 1 grade point
F	Failure, unsatisfactory achievement 0 grade points
FX	Failure, excessive absences 0 grade points
S	Satisfactory 0 grade points
U	Unsatisfactory 0 grade points
I	Incomplete 0 grade points
W	Withdrawal 0 grade points
WL	Withdrawal within Limit 0 grade points
NG	No Grade Reported 0 grade points
AUDIT	Audited Course 0 grade points

Incomplete (I)

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency or authorized absence. The student is responsible for making arrangements to complete the work within the time limit set by the professor. This time limit, however, may not extend beyond the conclusion of the next fall or spring term. If the student has not submitted course requirements set by the instructor and had a final grade posted by the end of the next long term, the record system will automatically convert the Incomplete to an F.

No Grade (NG)

No Grade (NG) is a temporary grade assignment pending receipt of a final grade from the professor. Professors may not assign grades of NG.

Withdrawal (W)

A grade of W is awarded for course withdrawals to students who were new first-time-in-college students prior to fall 2007 and are NOT affected by the six-drop limit or who received an exemption from the six-drop rule for a particular class.

Withdrawal within the Limit (WL)

A grade of WL is awarded for course withdrawals to students who were new first-time-in-college students in fall 2007 or thereafter and are affected by the six-drop limit. The grade of WL is the indicator that this withdrawal is counted in the six drop limit. An affected student is limited to six grades the equivalent of WL from all Texas public colleges and universities combined.

Failure, Excessive Absences (FX)

A faculty member may award a grade of FX at the end of the term to any student. This grade means that the student registered and paid for the course and failed the course because the student missed an excessive number of classes and did not exercise the right to drop the course or was not eligible to drop the course because of TSI or Six-Drop rule regulations. For each grade of FX submitted, the last date the student attended the course must be reported. Grades of FX will not be posted without this date.

The grade of FX carries the same academic impact as the grade of F in that the credit hours are included in the calculation of the grade point average and the grade awards zero (0) grade points. The grade of FX indicates a completed course just as a grade of F indicates a completed course. The grade of FX is not a drop or withdrawal. The process to appeal the grade of FX is the same as an appeal for any other faculty awarded grade.

STUDENT GRADES AND RECORDS

Procedure for Student to Appeal a Final Grade

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports should be available to the student within a reasonable time following the end of the course.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student shall initiate the appeal process as soon as possible following the receipt of the grade. The appeal process shall be filed no later than 30 calendar days after the end of that semester and must be resolved within 120 calendar days following the initiation of the appeal.

Students may not use this procedure to challenge the substance or content of an exam, test item or assignment.

At no step in the process are the instructor's questions or individual test items to be scrutinized. Only course syllabus (e.g., grading system) and letter or numerical grades as recorded in the instructor's grade book will be examined.

The procedures for appealing a grade are found in Grade Appeals Complaint Procedures: 100 under Student Rights & Responsibilities section.

Graduate Guarantee Program

San Jacinto College is so confident of the quality of its instruction that, subject to the special conditions listed below, the College makes these guarantees:

- Academic students can transfer their academic credit courses to Texas public colleges and universities.
- Technical students will acquire job skills for entry-level employment in their fields.

Transfer Credit

Subject to the conditions specified below, San Jacinto College guarantees students the transfer of credit to those publicly supported Texas colleges and universities that participate in the College's Guarantee of Transfer Credit Program when course work at San Jacinto College is completed in accordance with an approved and properly executed transfer plan.

1. Transferability means the acceptance of credit toward a specific major and degree.
2. The receiving college or university must identify courses as transferable in accordance with transfer plans dated 1992–1993 or later.
3. Limitations of the total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution or in an agreement concerning the transfer of courses between San Jacinto College and the participating receiving institution.
4. The guarantee applies only to courses taken at San Jacinto College and listed on approved transfer plans. San Jacinto College will not be responsible for courses not applicable to a major due to a change of major by the student.
5. Students may be required to take prerequisite courses that may not apply to degrees in certain majors. Such courses are not eligible for this guarantee.
6. To be eligible for the guarantee, the student must file with the admissions office on their campus an agreement to follow a written transfer plan. The plan must include:
 - a. The name of the institution to which the student plans to transfer
 - b. The associate degree, the bachelor's degree and the major the student plans to pursue
 - c. The date the plan was filed
 - d. The date shown on the transfer plan

If a student meets the above conditions, but does not receive transfer credit for one or more courses from the receiving institution, the student must notify in writing the provost at his/her campus within 14 calendar days of the notice of transfer credit denial. The provost will initiate the Transfer Dispute Resolution process established by the Texas Higher Education Coordinating Board. If this process does not resolve the course denial, San Jacinto College will develop a plan whereby the student may take, tuition free, a maximum of nine credit hours of acceptable alternative courses within one year from the date the plan was executed. Although tuition for these courses is free, the student must pay for books, fees or other course-related expenses.

Entry-Level Job Skills

Subject to the special conditions listed below, San Jacinto College guarantees that students earning an associate of applied science degree or certificate of technology will have the job skills necessary for entry-level employment in the technical field for which they have been trained. If the employer provides sufficient evidence that the student lacks these skills after completing one of these programs, the College will provide additional skill training, tuition free. These special conditions apply to the guarantee:

1. The student must earn the associate of applied science degree or the certificate of technology in a technical program listed in the San Jacinto College Catalog as of the 1992-1993 academic year or later.
2. The student must complete the degree program within four years or the certificate program within three years. All technical course work must be completed at San Jacinto College within the specified time period.
3. The student must be employed full time within 12 months after graduation in an occupation directly related to the specific program completed at San Jacinto College as certified by the College.
4. The student's employer must certify in writing that the student lacks the entry-level job skills identified as program-exit competencies by San Jacinto College for the program which he/she completed. The employer must specify the areas of deficiency within 90 days of initial employment.
5. After the student contacts in writing the San Jacinto College campus where he/she received training, the student and the College will develop together a written educational plan for retraining.
6. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. The students must complete all retraining within a calendar year from the time the educational plan is agreed upon.
8. Although tuition for this retraining is free, the student must pay for books, insurance, uniforms, fees and other course-related expenses.
9. The guarantee does not imply that San Jacinto College graduates will pass any licensing or qualifying examination for a particular career.
10. This guarantee does not apply to competencies taught in courses in which the student earned a grade of less than C, nor does it apply to courses which have been substituted for required courses specified in the degree or certificate program.

Transfer Credit

Common Course Numbering System

San Jacinto College is a member of the Texas Common Course Numbering System. Institutions of higher education in Texas teach similar courses and these courses have a common number. This common number facilitates transferring these courses among the participating institutions.

The Texas Common Course Numbering System Manual identifies general academic courses that transfer. It does not include college preparatory and technical courses. The common number system makes it easier for students to plan future studies.

For example, English 1301, Composition I at San Jacinto College, has the common course number ENGL 1301. Some institutions adopt the common course number as their number. Other institutions may not change their course numbers to common course numbers but may display common course numbers alongside their existing course numbers. Three possible ways of presenting ENGL 1301 are:

San Jacinto Course Number	Other Institutions Course Number
ENGL 1301 Composition I	ENGL 1301 Composition I
ENGL 1301 Composition I	ENG 101 (ENGL 1301) Freshman Composition I
ENGL 1301 Composition I	LANG 1311 Rhetoric and Composition (ENGL 1301)

Once students understand this system, they can easily match the courses they have taken at San Jacinto College to the corresponding courses at other member institutions. However, since not all courses are common courses, students should obtain a list of courses recognized by the school to which they plan to transfer. Many courses not recognized as common at a member institution may still have equivalents at that institution that will transfer and fulfill degree requirements.

Students can get more information about the Texas Common Course Numbering System at San Jacinto College from the Admissions Office on any campus.

STUDENT GRADES AND RECORDS

Academic Course Guide Manual

Lower-division courses included in the Academic Course Guide Manual and specified in the definition of lower-division course credit shall be freely transferable to and accepted as comparable degree credit by any public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. Specifically excluded are courses designated as vocational, ESL/ESOL, technical and college preparatory courses listed as basic skills.

Transfer of Credit to San Jacinto College

San Jacinto College follows these policies for students who wish to transfer credit for courses taken at other colleges and universities:

1. College-level course work: All grades received on college-level course work will be transferred into the College. Courses completed with grades of A, B, C and D or P will be eligible for use toward graduation if consistent with program requirements. Transfer grades will not be included in the San Jacinto College GPA calculation.

2. College preparatory course work: Grades of A, B and C in college preparatory course work will be used at San Jacinto College for placement in college preparatory courses and skill levels decisions only. No college preparatory course will be eligible for use toward graduation. No college preparatory transfer grades will be included in the San Jacinto College GPA calculation.

3. Financial aid: All grades on all prior courses attempted, both college-level and college preparatory, will be included in the total hours attempted calculations for financial aid purposes.

4. The institution from which the student is attempting to transfer credit must be accredited through one of the following associations:

Accrediting Agency	Commission Specified
Middle States Association of Colleges and Schools	Commission on Higher Education
New England Association of Schools and Colleges	Commission on Institutions of Higher Education
North Central Association of Colleges and Schools	Commission on Institutions of Higher Education
Northwest Association of Colleges and Schools	Commission on Colleges
Southern Association of Colleges and Schools	Commission on Colleges
Western Association of Schools and Colleges	Accreditation Commission for Senior Colleges and Universities
Western Association of Schools and Colleges	Accrediting Commission for Community and Junior Colleges

Students who have completed course work from non-accredited institutions may be eligible to receive credit by examination.

Upon request by the student, transfer course work will be evaluated to determine if course work completed at other institutions is equivalent to courses offered at San Jacinto College.

An approved firm or organization that specializes in evaluating international education credentials must evaluate course work completed at colleges and universities outside the United States before San Jacinto College will consider that course work for transfer credit or for admission to special programs. The firm or organization must be on the San Jacinto College approved list. Documents must be either originals or certified copies and may have to be translated into English. The Admissions Office and the international student counselor offer help in locating translation and evaluation organizations recognized by San Jacinto College. For a complete list of approved companies, go to Approved Evaluation Services.

Transfer of Credit from San Jacinto College

The receiving institution decides whether to accept San Jacinto College academic (ACGM) courses in transfer and to apply those courses to individual degree plans. Students planning to transfer San Jacinto College course work to another college or university should always consult the college or university catalog and proper officials of that institution to determine the best courses to take for transfer. Some universities or programs do not accept grades of D in transfer.

Transfer Disputes Resolution

The Texas Higher Education Coordinating Board, under the requirements of Section 61.078 of the Education Code, has established procedures to resolve disputes between public institutions of higher education involving the transfer of credit from lower-division courses (courses offered in the first two years of college study).

Resolution of Transfer Disputes for Lower-Division Courses

1. Each public college and university must accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major which are allowed for their non-transfer students in that major; however,
2. No institution must accept for transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major.
3. For any major that has no Coordinating Board approved transfer curriculum, no institution must accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
4. A university may deny the transfer of credit in courses with a grade of D as applicable to the student's field of study courses, core curriculum courses or major if it denies credit in those same courses with a grade of D to its own students.

No university must accept in transfer or toward a degree more than sixty-six (66) credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

Universities are not required to accept technical (WECM) courses in transfers. However, these universities that offer BAAS degrees may accept technical courses. Students are advised to contact the receiving institution.

Public institutions of higher education shall follow these procedures to resolve credit transfer disputes involving lower-division courses:

1. 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. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives notice, as specified above, may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.

3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

4. 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 institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute regarding 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 of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Articulated Credit from High School

High school articulation is an agreement between San Jacinto Community College District and an ISD to award college credit toward workforce courses in a certificate or an associate of applied science (A.A.S.) degree. At the request of school districts, agreements are developed when Advanced Technical Credit (ATC)-qualified high school instructors and course curriculum matches that of SJCD credit workforce courses. Agreements are honored and students may apply for course credits under the condition that students meet all eligibility requirements. Articulated credit is awarded for credit workforce (WECM) courses only.

The student's official high school transcript is the official document college personnel review to determine student eligibility for credit. Texas Education Agency (TEA) and ATC require independent school districts to include the course type code "A" to indicate the student completed an articulated course. SJCD does not award credit without the "A."

Students must meet specific eligibility criteria in addition to general CPL criteria aforementioned:

- High school course marked with an "A" in the course type column on the high school transcript
- Students must enroll at SJCD within 15 months of their high school graduation date and petition for credit within 24 months of their high school graduation date
- Students must complete the high school course(s) with a grade of 80 or better
- Students must complete the high school course or course sequence during their 11th or 12th grade in high school
- The course(s) sought must be a part of or related to the student's college technical certificate or degree plan, including approved electives
- Student must transcript at least 3 semester credit hours of college credit courses prior to awarding the articulated credit

Credit by Examination

Each college and university has its own policy for credit earned by examination and any such credit allowed by one institution may not necessarily be accepted at another. The following policies are in affect at San Jacinto College:

- A student must have earned at least three credit hours of course work at San Jacinto College before the College will post credit for College Level Evaluation Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB) or internal examinations to the student's transcript.
- Credit for CLEP, AP, IB, internal examinations or a combination thereof may not exceed 30 credit hours.
- Credit will be awarded based on the Catalog in effect at the time the test was taken.
- A student who has previously received a grade (A, B, C, D, F, FX or I) in a course may not receive CLEP, AP, IB or internal examination credit for the same course.
- Grades and credit hours are assigned to credit earned by internal examinations; a minimum grade of C is required to earn credit. Term hours only are assigned to credit earned by CLEP, AP and IB examinations.
- Residence credit is not given for CLEP, AP, IB or internal examinations, and they are not included in GPA calculations.

STUDENT GRADES AND RECORDS

College Level Examination Program (CLEP)

San Jacinto College awards college credit for certain College Level Examination Program (CLEP) tests. Students should submit scores from completed tests to the admissions office for evaluation and posting of credit. Students taking one of the following CLEP exams and scoring 50 or better will be awarded the credit indicated in the chart below. For language exams, students must score 63 or better in order to receive credit for 2311/2312 courses.

San Jacinto College Central Campus, North Campus and South Campus have been designated as testing centers for CLEP examinations. Complete information about the CLEP program and credit by examination policies for San Jacinto College is available from the testing centers on all three campuses.

CLEP EXAM	COURSE	CREDIT
College Composition	ENGL 1301	3
American Literature	ENGL 2327 & 2328	6
English Literature	ENGL 2322 & 2323	6
College Algebra	MATH 1314	3
Chemistry	CHEM 1311/1111	4
Calculus	MATH 2413	4
French	FREN 2311/2312	6
French	FREN 1411/1412	8
German	GERM 2311/2312	6
German	GERM 1411/1412	8
Spanish	SPAN 2311/2312	8
Spanish	SPAN 1411/1412	8
American Government	GOVT 2305	3
History of the US I: Early Colonization to 1877	HIST 1301	3
History of the US II: 1865 to Present	HIST 1302	3
Principles of Macroeconomics	ECON 2301	3
Principles of Microeconomics	ECON 2302	3
Introductory Psychology	PSYC 2301	3
Introductory Sociology	SOCI 2301	3
Western Civilization I: Ancient Near East to 1648	HIST 2311	3
Western Civilization II: 1648 to Present	HIST 2312	3
Financial Accounting	ACCT 2301	3
Introductory Business Law	BUSI 2301	3

STUDENT GRADES AND RECORDS

Advanced Placement Program (AP)

San Jacinto College awards college credit for certain Advanced Placement (AP) program tests. Students should submit official scores from completed tests to the Educational Planning, Counseling & Completion office, who evaluates the scores and authorizes the posting of credit.

AP EXAM	MINIMUM SCORE	HOURS OF CREDIT	COURSE CREDIT
Art History	3	3	ARTS 1303
Biology	3	4	BIOL 1306/1106
	4	8	BIOL 1306/1106 and 1307/1107
Calculus AB	3	4	MATH 2413
Calculus AB Subscore	3	4	MATH 2413
Calculus BC	3	8	MATH 2413, 2414
Chemistry	3	4	CHEM 1311/1111
	4	8	CHEM 1311/1111 and 1312/1112
Chinese Language/Culture	3	8	CHIN 1411 and 1412
Computer Science A or AB	3	3	COSC 1336
Economics Macro	3	3	ECON 2301
Economics Micro	3	3	ECON 2302
English Language/Composition	3	3	ENGL 1301
English Literature/Composition	3	3	ENGL 1302
European History	3	3	HIST 2311
French Language	3	8	FREN 1411 and 1412
French Literature	3	8	FREN 1411 and 1412
German Language	3	8	GERM 1411 and 1412
Government and Politics-US	3	3	GOVT 2305
History-US	3	3	HIST 1301

STUDENT GRADES AND RECORDS

AP EXAM	MINIMUM SCORE	HOURS OF CREDIT	COURSE CREDIT
Human Geography	3	3	GEOG 1302
Music Theory (Aural Subscore)	3	2	MUSI 1216
Music Theory (Non-Aural Subscore)	3	2	MUSI 1211
Physics 1 (A)	3	4	PHYS 1301/1101
Physics 2 (B)	3	8	PHYS 1301/1101 and 1302/1102
Physics C- Electrical and Magnetic	3	4	PHYS 2426
Physics C- Mechanics	3	4	PHYS 2325 and 2125
Psychology	3	3	PSYC 2301
Spanish Language	3	8	SPAN 1411 and 1412
Spanish Literature	3	8	SPAN 1411 and 1412
Statistics	3	3	MATH 1342
Studio Art (2D Design)	3	3	ARTS 1311
Studio Art (3D Design)	3	3	ARTS 1312
Studio Art (Drawing or General)	3	3	ARTS 1316
World History	3	3	HIST 2321

STUDENT GRADES AND RECORDS

International Baccalaureate (IB) Examination Credit

San Jacinto College awards college credit for certain freshmen students who have completed International Baccalaureate (IB) Examinations with a score of 4 or above. In compliance with the Texas Higher Education Coordinating Board regulations, the College awards 24 semester hours or equivalent course credit in appropriate subject areas to those students who have completed the IB diploma program and who have achieved at least the minimum required score on each examination administered as part of the diploma program.

Students should submit scores from completed tests to the Admissions Office who evaluates the scores and authorizes the posting of credit. The current Texas Resident in-district tuition per credit hour fee is charged to record credit. Rules that apply to earning credit by any form of examination appear earlier in the Credit by Examination section of this catalog. Credit by IB examination may be earned in the following courses.

IB EXAMINATION	MINIMUM SCORE REQUIRED	SAN JACINTO COLLEGE COURSE	CREDIT
SPANISH			
Language A1 or A2 or B HL	4	SPAN 1411, 1412, 2311, and 2312	4, 4, 3, 3
Language B SL	4	SPAN 1411 and 1412	4, 4
Language AB	4	SPAN 1411	4
Geography	4	GEOG 1301	3
History (European)	4	HIST 2311	3
Information Technology	4	BCIS 1305	3
Math HL	4	MATH 2412 and 2413	4, 4
Math w/ further math SL	4	MATH 1342	3
Math Methods SL	4	MATH 1324	3
Math Studies SL	4	MATH 1332	3
Music	4	MUSI 1306	3
Philosophy	4	PHIL 1301	3
Physics SL	4	PHYS 1401	4
Physics HL	4	PHYS 1401 and 1402	4, 4
Psychology	4	PSYC 2301	3
Social Anthropology	4	ANTH 2346	3
Theater Arts	4	DRAM 1310	3
Visual Arts	4	ARTS 1301	3

STUDENT GRADES AND RECORDS

Credit by Internal Exams

Internal challenge exams are developed by the technical programs, approved by SJCD curriculum teams and administered by the campus testing centers or academic departments. A student must petition the College to receive credit by departmental examination. Internal (departmental) challenge exams can only be attempted once. The instructional dean must approve the petition and designate a faculty member to administer the exam. Before taking the exam the student must pay the business office a nonrefundable \$20 fee. The instructional dean evaluates the completed exam and authorizes the dean of Educational Planning, Counseling & Completion to authorize the posting of credit as appropriate. The credit will count for residency. The credit hours will count in hours used for financial aid decisions.

COURSE	TITLE	Hours of Credit
ABDR 1431	Basic Refinishing	4
ABDR 1519	Basic Metal Repair	5
ACNT 1303	Intro to Accounting I	3
AUMT 1407	Automotive Electrical Systems (lab course)	4
CDEC 1319	Child Guidance	3
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CETT 1302	Electricity Principles	3
CHEF 1401	Basic Food Preparation	4
CJSA 1308	Criminalistics	3
CJSA 1322	Introduction to Criminal Justice	3
CNBT 2342	Construction Management	3
CSME 1310	Introduction to Haircutting and Related Theory	3
CSME 1354	Artistry of Hair Design I	3
CSME 1501	Orientation to Cosmetology	5
CSME 1553	Chemical Reformation and Related Theory	5
DEMR 1301	Shop Safety and Procedures	3
DFTG 1305	Technical Drafting	3
DFTG 1409	Basic Computer-Aided Drafting	4
ELPT 1311	Basic Electrical Theory	3
HART 1407	Refrigeration Principles	4
HITT 1305	Medical Terminology I	3
HPRS 1206	Essentials of Medical Terminology	2
IFWA 1318	Nutrition for the Food Service Professional	3
ITNW 1325	Fundamentals of Networking Technologies	3

STUDENT GRADES AND RECORDS

COURSE	TITLE	HOURS OF CREDIT
ITSC 1319	Internet/Web Page Development	3
ITSC 1325	Personal Computer Hardware	3
ITSE 1329	Programming Logic and Design	3
MDCA 1309	Anatomy and Physiology	3
PHED* 1306	First Aid	3
PHRA 1305	Drug Classification	3
PHRA 1309	Pharmacy Math I	3
PHRA 1347	Pharmacy Mathematics II	3
RADR 1201	Introduction to Medical Radiography	2
RNSG 1105	Nursing Skills I	1
RNSG 1413	Foundations of Nursing Practice	4
VNSG 1320	Anatomy and Physiology for Allied Health	3
WLDG 1437	Introduction to Welding Metallurgy	4
WLDG 1528	Introduction to Shielded Metal Arc Welding	5

* Students must provide documentation for Red Cross CPR Certification and First Aid Certification prior to taking the exam.

STUDENT GRADES AND RECORDS

CPL by Licensure or Industry Certification

San Jacinto Community College District has established equivalent course credit for professional certificates and state or national licensure. Course credit is based on competencies demonstrated through successful completion of the professional certification or Texas state or national licensure examinations. Students must provide evidence of an official, current Texas or national licensure or professional certificate to receive credit. Credit is generally awarded for introductory level courses only and will not be awarded for core curriculum or general education courses. At least 25 percent of the credit hours required for the degree must be earned through instruction at San Jacinto College. Credit by licensure does not apply to academic courses. A student must request to have the credit posted. The credit will count as part of the residency requirement. The credit hours will count in hours used for financial aid decisions. To receive credit, students must:

- Provide evidence of successfully passing the professional certification exam and proof of current or active state of Texas licensure
- Verify licensure or certification provided has been approved for credit by the SJCD curriculum steering committee
- Official copy of licensure or certification provided with application

Before receiving credit, the student must pay the business office a nonrefundable \$20 fee per course.

Aeronautical Technology		
Course #	Course Name	Licensure or Industry Certification
AIRP 2250	Instrument Flight	FAA Instrument Rating Certification
AIRP 2239	Commercial Flight	FAA Commercial Rating Certification
AIRP 2251, or AIRP 2236, or AIRP 2242, or AIRP 2243	Multiengine Flight or Certified Flight Instructor-Airplane or Flight Instructor-Instrument Airplane or Flight Instructor-Multiengine Airplane	
Air Conditioning Technology		
Course #	Course Name	Licensure or Industry Certification
HART 1356	EPA Recovery Certification Preparation	EPA 608 Certification

STUDENT GRADES AND RECORDS

Automotive Technology		
Course #	Course Name	Licensure or Industry Certification
AUMT 1319	Automotive Engine Repair	A1: Engine Repair
AUMT 1345	Automotive Climate Control Systems	A7: Heating and Air Conditioning and ASE Refrigerant Recovery and Recycling Certification required
AUMT 1407	Automotive Electrical Systems	A6: Electrical/Electronic Systems
AUMT 1410	Automotive Brake Systems	A5: Brakes
AUMT 1416	Automotive Suspension and Steering Systems	A4: Steering and Suspension
AUMT 1419	Automotive Engine Repair	A1: Engine Repair
AUMT 1445	Automotive Climate Control Systems	A7: Heating and Air Conditioning and ASE Refrigerant Recovery and Recycling Certification required
AUMT 2413	Automotive Drivetrain and Axles	A3: Manual Drive Train and Axles
AUMT 2417	Automotive Engine Performance Analysis I	A8: Engine Performance
AUMT 2421	Automotive Electrical Diagnosis and Repair	A6: Electrical/Electronic Systems
AUMT 2425	Automotive Automatic Transmission and Transaxle	A2: Automatic Transmission/Transaxle
AUMT 2434	Automotive Engine Performance Analysis II	A8: Engine Performance
Business Office Technology		
Course #	Course Name	Licensure or Industry Certification
ACNT 1303	Introduction to Accounting I	Certified Administrative Professional (CAP)
POFT 1319	Records and Information Management I	Certified Administrative Professional (CAP)
Child Development		
Course #	Course Name	Licensure or Industry Certification
CDEC 1417	Child Development Associate Training I	Child Development Associate credential awarded by Council for Professional Recognition
CDEC 2422	Child Development Associate Training II	Child Development Associate credential awarded by Council for Professional Recognition
CDEC 2424	Child Development Associate Training III	Child Development Associate credential awarded by Council for Professional Recognition

STUDENT GRADES AND RECORDS

Computer Information Technology		
Course #	Course Name	Licensure or Industry Certification
ITCC 1314	CCNA 1: Introduction to Networks	Cisco Certified Network Associate (CCNA) Certification (completed in last 18 months)
ITCC 1440	CCNA 2: Routing and Switching Essentials	Cisco Certified Network Associate (CCNA) Certification (completed in last 18 months)
ITCC 2412	CCNA 3: Scaling Networks	Cisco Certified Network Associate (CCNA) Certification (completed in last 18 months)
ITCC 2413	CCNA 4: Connecting Networks	Cisco Certified Network Associate (CCNA) Certification (completed in last 18 months)
INTW 1325	Fundamentals of Networking	Net+ Certification (completed in last 3 years)
ITNW 1354	Implementing and Supporting Servers	Server + Certification
ITSC 1307	UNIX Operating System I	Linux + Certification
ITSC 1325	Personal Computer Software	A+ Certification
ITSY 1342	Information Technology Security	Security + Certification
Construction Management Technology		
Course #	Course Name	Licensure or Industry Certification
CNBT 1210	Basic Construction Safety	OSHA Safety Certification (30 or more hours General Industry Training course)
Cosmetology		
Course #	Course Name	Licensure or Industry Certification
CSME 2445	Instructional Theory and Clinical Operation	Cosmetology Operator Instructor
CSME 2544	Cosmetology Instructor IV	Cosmetology Operator Instructor
Criminal Justice		
Course #	Course Name	Licensure or Industry Certification
CJLE 1333	Traffic and Law Investigation	Texas Commission on Law Enforcement (TCLEOSE) licensing exam after 1983
CJSA 1348	Ethics in Criminal Justice	Texas Commission on Law Enforcement (TCLEOSE) licensing exam after 1983
CJSA 1351	Use of Force	Texas Commission on Law Enforcement (TCLEOSE) licensing exam after 1983

STUDENT GRADES AND RECORDS

Culinary Arts		
Course #	Course Name	Licensure or Industry Certification
CHEF 1205	Sanitation and Safety	ServSafe Certification
Diagnostic Medical Sonography		
Course #	Course Name	Licensure or Industry Certification
DMSO 1302	Basic Ultrasound Physics	American Registry of Diagnostic Medical Sonographers (ARDMS)
DMSO 1342	Intermediate Ultrasound Physics	American Registry of Diagnostic Medical Sonographers (ARDMS)
Emergency Medical Technician		
Course #	Course Name	Licensure or Industry Certification
EMSP 1160	Clinical – Emergency Medical Technician	TDH EMT- Basic Certification or higher
EMSP 1501	Emergency Medical Technician - Basic	TDH EMT- Basic Certification or higher

STUDENT GRADES AND RECORDS

Firefighter Certification		
Course #	Course Name	Licensure or Industry Certification
FIRS 1301	Firefighter Certification I	Texas Commission on Fire Protection (TCFP) Firefighter Basic Certification or higher
FIRS 1313	Firefighter Certification III	TCFP Firefighter Basic Certification or higher
FIRS 1319	Firefighter Certification IV	TCFP Firefighter Basic Certification or higher
FIRS 1323	Firefighter Certification V	TCFP Firefighter Basic Certification or higher
FIRS 1423	Firefighter Certification V	TCFP Firefighter Basic Certification or higher
FIRS 1329	Firefighter Certification VI	TCFP Firefighter Basic Certification or higher
FIRS 1333	Firefighter Certification VII	TCFP Firefighter Basic Certification or higher
FIRS 1433	Firefighter Certification VII	TCFP Firefighter Basic Certification or higher
FIRS 1407	Firefighter Certification II	TCFP Firefighter Basic Certification or higher
FIRT 1303	Fire Arson Investigation I	TCFP Fire or Arson Investigator Certification
FIRT 1315	Hazardous Materials I	TCFP HAZMAT Operations
FIRT 1342	Fire Officer I	TCFP Fire Officer I Certification
FIRT 1343	Fire Officer II	TCFP Fire Officer II Certification
FIRT 1345	Hazardous Materials II	TCFP HAZMAT Technicians
FIRT 1408	Inspector I	TCFP Fire Inspector Certification
FIRT 1440	Inspector II	TCFP Fire Inspector Certification
FIRT 2112	Hazardous Materials Incident Commander	TCFP HAZMAT Incident Commander
FIRT 2305	Fire Instructor I	TCFP Instructor I
FIRT 2333	Fire Arson Investigation II	TCFP Fire or Arson Investigator Certification
FIRT 2356	Fire Officer III	TCFP Fire Officer III
FIRT 2357	Fire Officer IV	TCFP Fire Officer IV
FIRT 2359	Fire Instructor III	TCFP Fire Instructor III

STUDENT GRADES AND RECORDS

Maritime Transportation		
Course #	Course Name	Licensure or Industry Certification
NAUT 1171	Medical Care Provider	U.S. Coast Guard Medical Care Provider Certificate
NAUT 1174	Maritime Regulation and Management	U.S. Coast Guard 100 Ton or above Master Certification
NAUT 1273	Engineering Familiarization	U.S. Coast Guard 100 Ton or above Master Certification
NAUT 1274	Marine Cargo Operations II	U.S. Coast Guard Tankerman Certification, or US Coast Guard 100 Ton Master Certification
NAUT 1276	Seamanship II	U.S. Coast Guard 100 Ton or above Master Certification
NAUT 1372	Seamanship I	U.S. Coast Guard Able Seaman Certification, and U.S. Coast Guard Vessel Security Officer Certification, and U.S. Coast Guard RFPNW Certification or U.S. Coast guard 200 Ton or above Master Certification
NAUT 1374	Basic Safety and Survival Training	U.S. Coast Guard Able Seaman Certification, or U.S. Coast guard 100 Ton or above Master Certification with STCW and lifeboatman endorsements
NAUT 2171	Upgrade to Apprentice Mate	U.S. Coast Guard Apprentice Mate, or higher towing license
NAUT 2272	Radar Observer Unlimited	U.S. Coast Guard Radar Unlimited
NAUT 2274	Basic Stability and Ship Construction	U.S. Coast Guard 500 Ton or above Master Certification
NAUT 2364	Practicum	U.S. Coast Guard Able Seaman Certification, or U.S. Coast guard 100 Ton or above Master Certification
NAUT 2365	Practicum	U.S. Coast Guard Able Seaman Certification, or U.S. Coast Guard 100 Ton or above Master Certification
NAUT 2471	Terrestrial & Coastal Navigation	U.S. Coast Guard 100 Ton or above Master Certification
NAUT 2472	Integrated Operation for the Master Mariner	U.S. Coast Guard Apprentice Mate, or higher towing license
Medical Assisting		
Course #	Course Name	Licensure or Industry Certification
MDCA 1254	Medical Assisting Credentialing Exam Review	Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)
Medical Laboratory Technology		
Course #	Course Name	Licensure or Industry Certification
PLAB 1223	Phlebotomy	American Society of Clinical Pathologists Certification

STUDENT GRADES AND RECORDS

Pharmacy Technician		
Course #	Course Name	Licensure or Industry Certification
PHRA 1243	Pharmacy Technician Certification Review	Certified Pharmacy Technician
Physical Education		
Course #	Course Name	Licensure or Industry Certification
PHED 1306	First Aid	Red Cross CPR Certification and First Aid Certification
Real Estate		
Course #	Course Name	Licensure or Industry Certification
RELE 1201	Principles of Real Estate I	Active Texas Real Estate Salesperson License
RELE 1238	Principles of Real Estate II	Active Texas Real Estate Salesperson License
RELE 1300	Contract Forms and Addenda	Active Texas Real Estate Salesperson License
RELE 1303	Real Estate Appraisal	Active Appraisal License
RELE 1319	Real Estate Finance	Active Mortgage Loan Originator License
RELE 1321	Real Estate Marketing	Current Graduate REALTORS® Institute (GRI) Designation
Surgical Technology		
Course #	Course Name	Licensure or Industry Certification
SRGT 2130	Professional Readiness	Certified Surgical Technologist (CST)
Vocational Nursing		
Course #	Course Name	Licensure or Industry Certification
VNSG 1170	Clinical Prep 1	Certified Nurse Aide
VNSG 1205	NCLEX-PN Review	Licensed Vocational Nurse (LVN)
VNSG 1323	Basic Nursing Skills*	Certified Nurse Aide

*students will also have to demonstrate skills

STUDENT GRADES AND RECORDS

Advanced Placement Without Credit

Many departments permit advanced placement without college credit. Students should contact the department chair for information.

Transcripts from San Jacinto College

The San Jacinto College transcript serves as the student grade report since no other printed grades are provided. Students may print an unofficial transcript online.

Students can obtain an official transcript at no charge by one of three ways: online, in person or in writing.

1. Go to www.sanjac.edu/soslogin, go to Student Records and Request Official Transcript.
2. To request a transcript in person, bring a photo ID to the Educational Planning, Counseling & Completion. These requests are normally filled immediately; however, there may be longer processing time during peak registration periods. If the student desires for someone else to pick up the transcript, that person needs the student's written permission (name, student's generated ID, number and signature plus the name of the authorized individual) as well as his/her own picture ID.
3. Students may send a written request to the Records Management Office for an official transcript. The request for an official transcript should include the student's name, name while enrolled at San Jacinto College, student's generated ID number or Social Security number, date of birth, dates of attendance, address to which the transcript is to be mailed, a signature and a copy of his/her picture ID. Except during registration periods, processing and mailing of transcripts should be completed within two work days of receipt of the request. There is no charge for transcripts.

Official transcripts will not be released if there are any outstanding admission requirements or financial obligations to the College. The College cannot provide official copies of any other college or high school transcripts held. Those should be requested directly from the issuing institutions.

Retention and Disposal of Student Records

San Jacinto College follows the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines and the U.S. Department of Education Local Retention Schedule Junior College as submitted to the Texas State Library and Archives Commission for keeping and disposing of records. The College electronically images and maintains official required documents.

Academic Status

A student's academic status is calculated each term (fall, spring and summer) based upon previous academic status, term grade point average (GPA) and cumulative grade point average. All credit courses taken at San Jacinto College including college preparatory courses are included in the calculation except that only the highest grades achieved in repeated courses are counted. No course work from other institutions is included in the San Jacinto College GPA.

Academic Suspension Period

Suspended students must sit out one long term (fall, spring or the entire summer session). After the student has sat out the suspension period, he or she must request re-admission and obtain advising with Educational Planning, Counseling & Completion before being eligible to enroll again. Students placed on academic suspension will be notified by mail or email that they have been suspended. Students may appeal their suspension as described below when extenuating circumstances exist.

Suspension Appeals

San Jacinto College students on academic suspension who have not completed their term of suspension may appeal for immediate reinstatement when truly extenuating circumstances exist. Request for Appeal of Suspension forms are available in the Educational Planning, Counseling & Completion office on each campus. If the Appeals Committee approves the request, the Committee will prescribe specific conditions for enrollment. These conditions may include limits on classes or the number of hours which may be taken, specific grades which must be attained (e.g., C or above; student may not withdraw), requirements for periodic progress reports from the teacher(s) involved and mandatory follow-up counseling. Students who agree to the conditions of enrollment as defined by the Committee will be allowed to re-enroll on suspension override. Failure to meet the terms of the contract will result in immediate execution of the suspension stipulations with no refund of tuition and fees and without further appeal. If the Committee on one campus denies the suspension appeal, the denial is effective on all three San Jacinto College campuses.

Re-enrollment After Suspension

Once the term of suspension has elapsed, students may apply for readmission. The academic status of Suspension will prevent registration until mandatory advising has been completed with Educational Planning, Counseling & Completion. Students enrolling after their suspension period on academic probation, who achieve an overall institution GPA of 2.0 or greater, will be considered in Good Standing. Students who achieve a term GPA of 2.0 or better but who do not raise their overall institution GPA of 2.0 or better will continue on academic probation.

Transfer Students on Probation or Suspension

Students admitted from other institutions on academic probation or academic suspension will be treated the same as students from San Jacinto College on probation or suspension as described above. Students who fail to report academic status which is less than Good Standing to gain admission may be immediately withdrawn without any refund of tuition and fees paid.

NOTE: Please see the Academic Probation and Suspension Table for more information.

Student Inquiries

Inquiries about student grades and records should be addressed to Educational Planning, Counseling & Completion at 281-998-6150.

Unattended Children on Campus

San Jacinto College occasionally offers classes and activities for children. At all other times children may not remain unattended on campus, nor may children attend classes with their parents.

Retention of Student Work

The College may indefinitely retain all work submitted to a professor in a course including, but not limited to, tests, term papers, reports and projects.

Student Intellectual Property

Students shall retain their intellectual property rights on projects produced as a result of their individual initiative with incidental use of College facilities and resources. If the student is working on a project initiated and funded by San Jacinto College, ownership resides with the College.

STUDENT GRADES AND RECORDS

Academic Probation and Suspension Table			
Both the term and the institution GPA are based on the completion of grades A, B, C, D or F at San Jacinto College.			
A student's academic status is calculated at the end of each fall, spring and summer term (Summer I and Summer II are combined).			
Good Standing	Academic Warning	Academic Probation	Academic Suspension
All students are expected to maintain an overall institution GPA of 2.0 or higher. At the conclusion of each term of enrollment, the student will remain in good standing if either of the following is true: 1) If the overall institution GPA is 2.0 or greater when the grades from the recently completed term are included. 2) If no grades of A, B, C, D, F or FX are reported for the term, there will be no recalculation of the overall institution GPA.	At the end of the first term in which the overall institution GPA is less than 2.0, the student will be placed on academic warning status. At the end of any term in which the student was on academic warning status, these are the possibilities: 1) If the overall institution GPA is 2.0 or higher, the student's status will revert to good standing. 2) If the overall institution GPA is less than 2.0, the student will be placed on academic probation.	At the end of any term in which the student is on academic warning and the overall institution GPA is less than 2.0, the student will be placed on academic probation. At the end of any term in which the student was on academic probation, these are the possibilities: 1) If the student's overall institution GPA is 2.0 or higher, the student's academic status will revert to good standing. 2) If the overall institution GPA is less than 2.0, but the GPA for the recently completed term is 2.0 or better, the student will remain on academic probation. 3) If both the student's overall institution GPA and the GPA from the recently completed term fall below 2.0, the student will be placed on academic suspension. <i>NOTE: Students will remain on academic probation after each term in which his/her overall institution GPA is less than 2.0, even though the most recent term GPA may be 2.0 or higher.</i>	At the end of any term in which the student is on academic probation and both the student's overall institution GPA and his/her GPA from that just completed term fall below 2.0, the student will be placed on academic suspension. Students on academic suspension will not be eligible to re-enroll until one term has passed. Students on academic suspension will be required to meet with an educational planner/counselor prior to re-enrollment.

NOTE: If at the end of any term when the overall institution GPA is recalculated a student's status reaches good standing, the sequence begins over. For example, if the student has been on academic warning but then raised his/her status to good standing, then the next term in which the overall institution GPA falls below 2.0, the student will again be placed on academic warning status.

Educational Programs

TABLE OF CONTENTS

Associate Transfer Degrees.....	134
Associate of Arts Degree.....	134
Associate of Arts in Teaching Degree.....	135
Associate of Arts in Music	136
Associate of Science Degree	137
Associate of Science in Engineering Degree	138
"The Basics" Core Curriculum/General	
Education Outcomes	139
Transfer Information	141
Field of Study	142
Technical Degrees and Certificates	142
Occupational Certificate.....	142
Certificate of Technology.....	142
Level 2 Certificate of Technology.....	142
Associate of Applied Science Degree.....	143
Enhanced Skills Certificate	143
Advanced Technical Certificate	143
Continuing and Professional Development	
Certificate Programs.....	143
Graduation	143
Catalog Selection for Graduation	143
Campus Selection for Graduation	144
Graduation Requirements for All Academic and Technical Awards (Degrees/Certificates)	144
Additional Associate Degrees	
(Second Degrees)	145
Awarding of Degrees and Certificates	145
Review for Academic Associate Degree Completion for Students Completing the State-mandated Core Curriculum	146
Awarding San Jacinto College Associate Degrees via Reverse Transfer/Articulation	146
Awarding Academic and Technical Degrees/ Certificates to Students not Applying for Graduation.....	146
Commencement.....	146

ASSOCIATE TRANSFER DEGREES

San Jacinto College offers a variety of certificates and degrees. Students are encouraged to complete the requirements of an associate degree at San Jacinto College even if they are planning to transfer to another college or university to complete a baccalaureate degree. One advantage of completing a degree is the fact that this action reflects commitment to a specific educational goal and success in meeting that goal. Earning an associate degree is evidence of taking one definable step beyond a high school diploma or the high school equivalency examination, and it is the minimum educational requirement for employment in certain positions in area businesses and industries. The associate of arts (A.A.) and the associate of science (A.S.) degrees are designed for students who plan to transfer to a four-year or upper-level college or university. This type of degree includes general education courses such as English, mathematics, history, and government, which are considered to be core requirements for most baccalaureate degree programs. Many students refer to these courses as "the basics." (See The Basics—Core Curriculum section).

An associate degree has three parts: a 42-semester credit hour (SCH) core curriculum, which provides general education; a 6-hour institutional option; and a 12-hour transfer path, which collectively leads to the 60-hour associate degree.

ASSOCIATE OF ARTS DEGREE

Four-year and upper-level colleges and universities offer majors within the baccalaureate degree. San Jacinto College offers many courses in the transfer path that would meet the requirements of a major. Students may prepare to transfer to a particular program at an upper-level institution by either (1) completing the core requirements of the associate degree at San Jacinto College and selecting courses in their transfer path that will lead to a major for the baccalaureate, or (2) selecting courses as specified in the transfer plans developed by San Jacinto College in cooperation with upper-level institutions to which students transfer. Those plans, which are available in the Educational Planning, Counseling & Completion office on each San Jacinto College campus, are designed to prepare students to transfer to a particular four-year or upper-level college or university by specifying the courses required to complete the first two years of a baccalaureate degree in a particular major. Students choosing to pursue an associate of arts degree should select from among general studies, social and behavioral science, business administration, fine arts, communication, or kinesiology.

Business (1BUSINESS)

12 SCH in any combination of ACCT, AGRI, BCIS, BUSI, ECON or MARA.

Communications (1COMM)

12 SCH in any combination of CHIN, COMM, ENGL, FREN, GERM, SGNL, SPAN or SPCH.

Fine Arts (1FINEARTS)

12 SCH in any combination of ARTS, DANC, DRAM, MUAP, MUEN or MUSI.

General Studies (1G-STUDY)

12 SCH of Academic courses

Kinesiology (1KINE)

12 SCH in PHED 1301, PHED 1304, PHED 1306 and PHED 1338.

Social & Behavioral Sciences (1SOC-BEHV)

12 SCH in any combination of ANTH, CRIJ, GEOG, GOVT, HIST, HUMA, PHIL, PSYC or SOCI.

ASSOCIATE OF ARTS IN TEACHING DEGREE

The Associate of Arts in Teaching (A.A.T.) is a Texas Higher Education Coordinating Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The A.A.T. degree, as defined by the Coordinating Board, is fully transferable to all Texas public universities. Because the A.A.T. fulfills the requirements of the field of study curriculum statutes and Coordinating Board rules, all Texas public universities must accept the A.A.T. curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification.

Students who complete the A.A.T. will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point averages and/or testing requirements.

Teaching - Early Childhood to 6th Grade (1TEACH-EC-6)

Completed core curriculum (42 SCH) plus
MATH 1350, MATH 1351, or equivalent (6 SCHs)
EDUC 1301, EDUC 2301 (6 SCHs)
Additional science beyond Life and Physical Science

Teaching - Grades 4 to 8, Early Childhood to 12th Grade Special Education (1TEACH-4SE)

Completed core curriculum (42 SCH) plus
MATH 1350, MATH 1351, or equivalent (6 SCHs)
EDUC 1301, EDUC 2301 (6 SCHs)
Additional science beyond Life and Physical Science

Teaching - Grades 8 to 12, Early Childhood to 12th Grade Special Education (1TEACH8-12)

Completed core curriculum (42 SCH) plus
EDUC 1301, EDUC 2301 (up to 6 SCHs)
Content area teaching fields/academic disciplines (up to 6 SCHs)

EDUCATIONAL PROGRAMS

ASSOCIATE OF ARTS IN MUSIC

Associate of Arts (A. A.) in Music

The Texas Higher Education Coordinating Board allows a community college to combine a Field of Study (FOS) and a portion of the core curriculum, including government and history, to create a 60 SCH degree. The Associate of Arts in Music is a combination of the Music FOS and the College core curriculum.

It has been designed to apply to Bachelor of Music (B.M.), Bachelor of Arts (B.A.), Bachelor of Music Education (B.M.Ed.) or other baccalaureate-level music degrees as deemed appropriate by the awarding institution. Courses in the field of study for music include the following:

MUSIC

Year 1

Fall

MUSI 1211	Theory I*	2
MUSI 1216	ET/SS I	2
MUEN	Ensemble	1
MUAP	Major instrument	2
CORE Curriculum (010)		3
EDUC/PSYC 1300		3
MUSI 1181	Class Piano I**	1
Semester Total		14

Spring

MUSI 1212	Theory II	2
MUSI 1217	ET/SS II	2
MUEN	Ensemble	1
MUAP	Major instrument	2
Core curriculum (010)		3
Core curriculum (020)		3
MUSI 1182	Class Piano II**	1
Semester Total		14

Summer

Core curriculum (030), (090)	4
Semester Total	4

Year 2

Fall

MUSI 2211	Theory III	2
MUSI 2216	ET/SS III	2
MUEN	Ensemble	1
MUAP	Major instrument	2
CORE Curriculum (040)		3
CORE Curriculum (060)		3
MUSI 2181	Class Piano III**	1
Semester Total		14

Spring

MUSI 2212	Theory IV	2
MUSI 2217	ET/SS IV	2
MUEN	Ensemble	1
MUAP	Major instrument	2
MUSI 1307	Music Literature (050)	3
Core curriculum (060)		3
MUSI 2182	Class Piano IV**	1
Semester Total		14

Degree Total **60**

* If music fundamental class is required, Theory I and ET/SS I may be taken in the spring semester with Theory II and ET/SS II taken in the summer term. Fundamentals may also be taken in the summer term before the first fall term.

** Private piano lessons may be taken by those with a substantial piano background, class piano not required for piano majors. Class piano prepares Music Majors for the Piano Proficiency exams they will face upon transfer because keyboard (piano) competency is a requirement for most baccalaureate degrees.

ASSOCIATE OF SCIENCE DEGREE

The associate of science degree (A.S.) is designed for students who plan to transfer to a four-year or upper-level college or university and major in mathematics, one of the sciences (biology, chemistry, geology, physics, biotechnology or related field), engineering, computer science or a baccalaureate degree in nursing. (See the Core Curriculum and Field of Study sections.) The associate of science degree differs from an associate of arts degree in the amount or level of mathematics and science required for degree completion. A minimum of 12 hours of mathematics, 12 hours in science, or 12 hours in computer sciences beyond the core requirement will be required for the degree. Please note the Field of Study associate of science degree options contain state-required courses recommended for the degree.

Students seeking an associate of science degree should take science courses designed for majors rather than courses for non-majors. Science courses designed for allied health students are not intended for academic transfer towards a science major.

Students choosing to pursue an associate of science degree should select from among life science, physical science, computer science or mathematics. However, courses designed for non-majors (BIOL 1308/1108, BIOL 1309/1109, and CHEM 1305/1105) do not apply to an A.S. degree. They are recommended for the associate of arts degrees.

Computer Science (2COSCI)

COSC 1336 and 1337; and 6 SCH from COSC 2336, 2325, MATH 2413, 2414 or PHYS 2325/2125 or 2326/2126

Life Sciences (2LIFESCI)

12 SCH in any BIOL or CHEM (except BIOL 1308/1108 and 1309/1109; CHEM 1305/1105)

Mathematics (2MATH)

12 SCH in MATH 2318, 2320, 2413, 2414 or 2415

Physical Sciences (2PHYSCI)

12 SCH in any CHEM, GEOL or PHYS (except CHEM 1305/1105; GEOL 1301/1101)

EDUCATIONAL PROGRAMS

ASSOCIATE OF SCIENCE IN ENGINEERING DEGREE

The Associate of Science in Engineering (A.S.E.) is a Texas Higher Education Coordinating Board-approved collegiate degree consisting of lower-division courses intended for transfer to baccalaureate programs that lead to an engineering degree. At this time, San Jacinto College offers the courses leading to transfer into mechanical engineering. The A.S.E, as defined by THECB, is fully transferrable to Texas public universities which participate in the Tuning In Texas articulation agreement (transfer compact).

Students who complete the A.S.E will be required to meet any and all entrance requirements of the receiving institution, including grade point averages and/or testing requirements.

Associate of Science in Engineering Degree (2ENGINEER)

First Semester

MATH 2413	Calculus I (020)
CHEM 1311	General Chemistry I (030)
CHEM 1111	General Chemistry I Laboratory (090)
ENGR 1201	Introduction to Engineering*
EDUC/PSYC 1300	Learning Framework
ENGL 1301	English Composition I (010)

Semester Total **16**

Second Semester

MATH 2414	Calculus II
PHYS 2325	University Physics I (030)
PHYS 2125	University Physics I Laboratory (090)
GOVT 2305	Federal Government (070)
ENGL 1302 or 2311	English Composition II or Technical Writing (Recommended) (010)
ENGR 1304 or CHEM 1312/1112	Engineering Graphics I General Chemistry II with Laboratory

Semester Total **17**

Third Semester

MATH 2415	Calculus III
PHYS 2326	University Physics II (090)
PHYS 2126	University Physics II Laboratory (090)
ENGR 2304	Programming for Engineers
HIST 1301	United States History I (060)
ENGR 2301 or CHEM 2323/2123	Engineering Mechanics: Statics Organic Chemistry I with Laboratory
COSC 1337	Fundamentals of Programming II

Semester Total

17

Fourth Semester

MATH 2320	Differential Equations
ENGR 2305/2105	Electrical Circuits I with Laboratory
HIST 1302	United States History II (060)
GOVT 2306	Texas Government (070)
ENGR 2302 or CHEM 2325/2125	Engineering Mechanics: Dynamics Organic Chemistry II with Laboratory
ENGR 2308	Engineering Economics

Semester Total

16

Degree Total

66

*This course meets the computer literacy requirement for engineering science degree.

As with all transfer degrees, students should contact the upper-level institution regarding baccalaureate degree requirements. The educational planners and academic advisors can assist with this.

“THE BASICS”

CORE CURRICULUM/ GENERAL EDUCATION

OUTCOMES

Texas law mandates that all state-supported colleges and universities have a core curriculum consisting of 42 semester credit hours (SCH) that will automatically transfer to all Texas public colleges and universities. Students often refer to these courses as “the basics.” Embedded within the 42-hour core curriculum are general education student learning outcomes signifying what students learn by earning an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T.). The requirements of the Associate of Science in Engineering (A.S.E.) include some, but not all, of the 42-hour core curriculum. Embedded in technical programs, leading to an Associate of Applied Science (A.A.S.), are 15 hours of general education drawn from courses found in the core curriculum. General education student learning outcomes represent the core objectives outlined by the Texas Higher Education Coordinating Board. San Jacinto College general education outcomes include the following:

- 1. Communication Skills** – Students will communicate ideas, express feelings, and support conclusions effectively in written, oral, and visual formats.
- 2. Critical Thinking Skills** – Students will develop habits of mind, allowing them to appreciate the processes by which scholars in various disciplines organize and evaluate data and use the methodologies of each discipline to understand the human experience.
- 3. Empirical and Quantitative Skills** – Students will develop quantitative and empirical skills to understand, analyze, and explain natural, physical, and social realms.
- 4. Teamwork** – Students will consider different points of view and work interdependently to achieve a shared purpose or goal.
- 5. Personal Responsibility** – Students will develop habits of intellectual exploration, personal responsibility, and physical wellbeing.
- 6. Social Responsibility** – Students will demonstrate a global perspective toward issues of culture, society, politics, environment, and sustainability.

Students must complete the 42-hour (SCH) core in the following areas: Communications (010); Mathematics (020); Life and Physical Science (030); Language, Philosophy, and Culture (040); Creative Arts (050); American History (060); Government/Political Science (070); Behavioral and Social Sciences (080); and Component Area Option (090)

Communications (2 courses)	6 SCH
ENGL 1301	Composition I (required)
ENGL 1302	Composition II
ENGL 2311	Technical Writing
Mathematics (1 course)	3 SCH
MATH 1314	College Algebra
MATH 1316	College Trigonometry
MATH 1324*	Finite Mathematics
MATH 1325*	Calculus with Applications
MATH 1332*	College Mathematics for Liberal Arts
MATH 1342**	Statistics
MATH 2318	Linear Algebra
MATH 2320	Differential Equations
MATH 2412	Pre-Calculus
MATH 2413	Calculus I
MATH 2414	Calculus II
<i>*MATH 1324, 1325, and 1332 are not recommended for students pursuing mathematics or science</i>	
<i>**MATH 1342 is required for a bachelor's degree in nursing</i>	
Life and Physical Sciences (Natural Science) (2 courses)	6 SCH
Students must be simultaneously co-enrolled in the co-requisite science lab.	
BIOL 1306	General Biology I
BIOL 1307	General Biology II
BIOL 1308*	Biology I for Non-Science Majors
BIOL 1309*	Biology II for Non-Science Majors
BIOL 1311	General Botany
BIOL 1313	General Zoology
BIOL 2301	Human Anatomy and Physiology I
BIOL 2302	Human Anatomy and Physiology II
CHEM 1305*	Introductory Chemistry I
CHEM 1311	General Chemistry I
CHEM 1312	General Chemistry II
ENVR 1301	Environmental Science I: Principles of Environmental Systems
GEOL 1301*	Earth Science I
GEOL 1303	Physical Geology
GEOL 1304	Historical Geology
GEOL 1305	Environmental Geology
GEOL 1347	Meteorology
PHYS 1301	College Physics I

EDUCATIONAL PROGRAMS

PHYS 1302	College Physics II	American History (2 courses)	6 SCH
PHYS 1303	Stars and Galaxies	HIST 1301	American History Before 1877
PHYS 1304	The Solar System	HIST 1302	American History After 1877
PHYS 2325	University Physics I	HIST 2301	History of Texas
PHYS 2326	University Physics II	HIST 2327	Mexican-American History I
*BIOL 1308, 1309 and CHEM 1305, 1307, and GEOL 1301 do not meet the requirements for science majors.		HIST 2328	Mexican-American History II
**BIOL 2301 and 2302 are designed for allied health majors and not for academic transfer as science majors.			
Language, Philosophy, and Culture (Humanities) (1 course)	3 SCH		
ENGL 2322	A Survey of Early British Literature	GOVT 2305*	Federal Government
ENGL 2323	A Survey of Later British Literature	GOVT 2306*	Texas Government
ENGL 2327	A Survey of Early American Literature	*Students who have taken GOVT 2301 or GOVT 2302, but not both, should check with an educational planner on how to complete the 6 SCH.	
ENGL 2328	A Survey of Later American Literature		
ENGL 2332	A Survey of Early World Literature	ECON 2301	Principles of Macroeconomics
ENGL 2333	A Survey of Later World Literature	ECON 2302	Principles of Microeconomics
ENGL 2341	Literature and Film	GEOG 1303	World Regional Geography
ENGL 2351	Mexican-American Literature	GOVT 2304	Introduction to Political Science
GEOG 1302	Cultural Geography	HIST 2311	History of Western Civilization Before 1660
HIST 2321	World Civilization I	HIST 2312	History of Western Civilization Since 1660
HIST 2322	World Civilization II	PSYC 2301	Psychology
HUMA 1301	Introduction to Humanities I	SOCI 1301	Introduction to Sociology
HUMA 1302	Introduction to Humanities II	SOCI 2319	Multi-Cultural Studies
PHIL 1301	Introduction to Philosophy		
PHIL 2306	Introduction to Ethics		
Creative Arts (Fine Arts) (1 course)	3 SCH		
ARTS 1301	Art Appreciation	SPCH 1311	2SCH in this option include the labs for science courses
ARTS 1303	Art History I	SPCH 1315	Introduction to Speech Communication
ARTS 1304	Art History II	SPCH 1318	Public Speaking
DANC 2303	Dance Appreciation	SPCH 1321	Interpersonal Communications
DRAM 1310	Theatre	PHED 1164	Business and Professional Speech
DRAM 2366	Film Appreciation I		Introduction to Physical Fitness and Wellness
MUSI 1306	Listening to Music	CHIN 1411	Beginning Chinese I
MUSI 1307	Survey of Music Literature	CHIN 1412	Beginning Chinese II
MUSI 1310	American Popular Music	FREN 1411	Beginning French I
		FREN 1412	Beginning French II
		GERM 1411	Beginning German I
		GERM 1412	Beginning German II
		SGNL 1401	American Sign Language I
		SGNL 1402	American Sign Language II
		SPAN 1411	Beginning Spanish I
		SPAN 1412	Beginning Spanish II

Other courses that may be used in this component may include any core curriculum course that has not been used to fulfill a previous component.

If a student successfully completes San Jacinto College's 42-hour core curriculum, that block of courses must be substituted for the receiving institution's core curriculum. A student may not be required to take additional core curriculum courses to meet the requirements of the core. Students who transfer without completing the core curriculum shall receive academic credit in the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the San Jacinto College core curriculum.

Students should plan core curriculum courses that would meet baccalaureate degree requirements at the four-year institution.

Institutional Option

6SCH

In addition to the 42-hour core curriculum, San Jacinto College requires six (6) hours of credit in the Institutional Option — a student success course and a computer literacy course. The College has determined that these courses improve student success in education and professional life. Students who are determined to be college-ready based on placement scores are required to take either EDUC 1300 Learning Framework or PSYC 1300 Learning Framework. Students who require college preparatory course work are required to take GUST 0305 College Student Success as part of their course work. A student who has completed GUST 0305 may choose to take an academic elective in lieu of EDUC 1300 or PSYC 1300 for 3 hours of the institutional option.

Students are required to take either BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications to complete the computer literacy requirement. Students can opt out of the computer literacy requirement by scoring more than 75 percent or higher on the computer literacy exam. Students are only allowed to take the test once. There is a \$20 exam fee. The computer literacy exam is administered by the Testing Center on each campus. Students who successfully pass the computer literacy exam may choose to take an elective that would apply towards their transfer degree. Credit-by-exam is not awarded for passing the computer literacy exam.

Student records reviewed for graduation as part of the reverse articulation state-mandated requirement will not be required to complete computer literacy. The completion of the course work at the partner university will fulfill the computer literacy requirement for graduation. These students will use any other academic elective to fulfill the Institutional Option hours.

12 SCH

Transfer Path

San Jacinto College offers academic transfer courses — that is, courses found in the *Academic Course Guide Manual (ACGM)* — for those students who wish to pursue a baccalaureate degree at a four-year or upper-level college or university. Before enrolling in academic transfer courses, students should discuss their career goals with an educational planner/counselor and explore the requirements for meeting those goals. Students should research the next level of their education and determine if lower-division academic transfer courses will meet the requirements of the baccalaureate institution. If a student accumulates additional hours beyond the core curriculum, those hours may apply to the transfer path and become part of the associate degree.

TRANSFER INFORMATION

Students should consider all options and should define the requirements for each option. Those considerations should include determining whether or not the college or university offers the program of study they plan to pursue, if they are eligible for the program, and if they are able to meet the enrollment and financial requirements.

Students should discuss TSI-required test scores with an educational planner/counselor and understand what the test scores mean and how they may affect the selection of courses. While college preparatory courses are important for student success, these courses do not transfer for college credit applied to a degree. The Course Descriptions section of the Catalog notes that many courses have reading, writing, or mathematics skill requirements, which are determined by the placement tests students take upon entry.

Admissions advisors, educational planners and/or counselors are available to help students determine which and how many courses they should take. The normal load in a Spring or Fall term is 15 or 16 credit hours; however, students who work more than 10 hours a week, have family obligations, or commute long distances should take fewer hours.

After talking with an educational planner or counselor, students should consider other steps involved in selecting and completing degree requirements. They should consider taking review courses or college preparatory courses if their backgrounds are weak in certain subjects or if a long period of time has passed since they studied a particular subject. Students should take courses in the proper sequence. Some courses have course prerequisites, meaning that certain courses must be completed prior to enrolling in more advanced courses.

Students who have completed college credit at another accredited college or university prior to enrolling at San Jacinto College must submit official transcripts to the Admissions office. Students pursuing a degree at San Jacinto College must request that those transcripts be evaluated in order to determine which courses will transfer and apply to the majors which they have selected at San Jacinto College.

FIELD OF STUDY

Field of study curricula were mandated in Senate Bill 148 of the 75th Texas Legislature (1997). Core curricula and field of study curricula are intended to facilitate free transferability of lower-division academic courses among Texas public colleges and universities, if a student successfully completes a field of study curriculum. Fields of study are developed by the Texas Higher Education Coordinating Board, but not for all majors. The block of courses in the field of study may be transferred to a general academic teaching institution in Texas and must be substituted for that institution's lower-division (freshman and sophomore level) requirements for the degree program in that field of study. The student will receive full academic credit toward the degree program for the block of courses transferred.

A student who transfers from one institution of higher education to another, without completing all courses in the field of study curriculum at the sending institution, will receive academic credit in the field of study curriculum of the receiving institution for each of the courses that the student has successfully completed. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the field of study curriculum at the receiving institution. A student concurrently enrolled at more than one institution of higher education should follow the field of study curriculum requirements of the institution at which the student is classified as a degree-seeking student.

TECHNICAL DEGREES AND CERTIFICATES

Students may begin with an Associate of Applied Science (A.A.S.) or they may pursue a career pathway in increments, beginning with an occupational certificate and proceed through levels of certificates of technology. Some technical programs provide education beyond the A.A.S. degree.

All A.A. S. degree plans include one or more courses designed to meet each the Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) requirements. Students successfully complete the curricula requirements of a technical program have passed courses which demonstrate competency in the basic use of computers.

Completion of the semester credit hours for an occupational certificate does not qualify students to participate in the commencement ceremony. For information, see Graduation.

Occupational Certificate

The occupational certificate is awarded to students who satisfactorily complete the required technical courses at least 15-23 semester credit hour program, including credit-by-exam or credit-by-certification.

Certificate of Technology

The certificate of technology is awarded to students who complete the required sequence of technical courses of at least 24 and no more than 42 semester credit hours.

Level 2 Certificate of Technology

A level two certificate consists of at least 30 and no more than 51 semester credit hours. Students in all level two certificates shall be subject to the requirements of the TSI.

ASSOCIATE OF APPLIED SCIENCE DEGREE

An A.A.S. degree is awarded to students who complete 60 semester credit hours of technical requirements as outlined in the Technical Programs section of the Catalog, including 15 semester credit hours of general education courses. Programs may only exceed 60 SCH with an exemption from the Texas Higher Education Coordinating Board (THECB).

Enhanced Skills Certificate

The Enhanced Skills Certificate is considered to be a continuation of the associate of applied science degree program. Therefore, in order to qualify for the Enhanced Skills Certificate, the student must complete all of the A.A.S. requirements for the degree as well as at least 6 and no more than 12 semester credit hours required for the certificate. A course for which credit has been earned may not fulfill a requirement for both the degree and certificate. Each course earned can fulfill only one course requirement in the continuum of courses required, and no single course will count for both degree and certificate purposes. For courses which may be repeated multiple times for credit, the course may be utilized, as appropriate, as many times as credit is earned. Substitution for specified courses required in the enhanced skills certificate is not allowed. Completion of an Enhanced Skills Certificate does not qualify students to participate in the commencement ceremony.

Advanced Technical Certificate

An advanced technical certificate is a certificate that has a defined associate or baccalaureate degree as a prerequisite, consisting of at least 16 and no more than 45 semester credit hours. It is focused and clearly related to the prerequisite degree, and meets industry or external agency requirements. An advanced technical certificate is attached to an A.A.S. degree in the same program area as the A.A.S. degree. An A.A.S. degree program provides a shortened track for students who already hold a related degree.

Continuing and Professional Development Certificate Programs

A Continuing and Professional Development (CPD) certificate program is a grouping of related Continuing and Professional Development courses which, when successfully completed, provide a level of technical and occupational skills acceptable by the industry standard for that field. A Continuing Education Unit Certificate (CEU) is 360-779 contact hours and has a coherent sequence of technical CEU courses.

GRADUATION

Catalog Selection for Graduation

A student becomes eligible to graduate by completing the degree and/or certificate requirements as set forth in the San Jacinto Community College District Catalog. These graduation requirements change periodically to meet the various needs of transfer universities, business and industry (employers), and/or cancellation of courses and programs. The guidelines listed below have been established to assist students in identifying the specific requirements which apply to their chosen programs of study and to identify the available catalog selection options for graduation.

Students are eligible to graduate under the program requirements of any catalog academic year in which they were enrolled in at least one term or the most current catalog at the time they apply for graduation even if they were not enrolled. Enrollment in an academic year is defined as registration, payment, and the posting of a grade on the official San Jacinto College district transcript within the academic year. San Jacinto College must still be authorized by the Texas Higher Education Coordinating Board to award the degree or certificate.

For nursing and other specialized programs, the term of acceptance into the program determines the catalog year. When the elapsed time from initial enrollment to program completion is extended, individual courses may have been replaced or canceled.

Students must consult the new catalog each year to confirm whether their chosen programs have been revised or will be replaced, or if a new program has been introduced, which may be more appropriate for meeting their education objectives. Educational planners, counselors, or admissions advisors will assist students in the selection of the appropriate catalog and courses.

EDUCATIONAL PROGRAMS

Campus Selection for Graduation

Students may choose to graduate from the campus of their choice provided they meet the following requirements:

1. The student has completed course work at the campus chosen.
2. The campus offers the program in which the degree or certificate is sought.

Students who have not completed all course requirements, but have completed the residency requirements for a degree from San Jacinto College, may fulfill their course requirements at another regionally accredited or committee approved institution and transfer the credits to San Jacinto College. The applicable catalog for graduation will be in accordance with the provisions listed above.

Students whose technical program has been discontinued by the College will be provided an opportunity to graduate under a catalog in accordance with the above provisions provided their graduation dates are within the time period in which the College is authorized by the State of Texas to award the degree. Students whose technical programs are discontinued on one campus, but are continued on another campus, are expected to complete their programs on the other campus or they may attempt to earn other degrees.

GRADUATION REQUIREMENTS FOR ALL ACADEMIC AND TECHNICAL AWARDS (DEGREES/CERTIFICATES)

Awards include the Associate of Arts (A.A.), Associate of Arts in Teaching Degree (A.A.T.), Associate of Science Degree (A.S.) and Associate of Science in Engineering (A.S.E.).

The Associate of Applied Science degree (A.A.S.), Certificate of Technology (Level II), Certificate of Technology (Level I), Occupational Certificate (Level I), *Enhanced Skills Certificate (Level III) and *Advanced Technical Certificate (Level IV).

San Jacinto College confers the awards above upon students who meet the general requirements for graduation as listed below.

- Meet high school graduation requirement for unconditional admission (must be a high school graduate or the equivalent)
- Meet the completion of 25 percent of the award requirements in residence at San Jacinto College. Residence hours include the college-level courses taken at San Jacinto College that are required and applied to the award. It also includes internal credit-by-exam and credit-by-certification courses taken at San Jacinto College and applied to the award. Courses in the following areas that may appear on the award check are not included in the calculation of the 25 percent residence hours including Electives, Attempted: Withdrawn, Not Passed, or Retaken, or Attempted, Not Counted.
- Meet the minimum final award grade point average (GPA) of 2.0 (C average) which includes all courses used in the award as identified above. Courses in the following areas that may appear on the award check are not included in the calculation of the award GPA requirement including Electives, Attempted: Withdrawn, Not Passed, or Retaken, or Attempted, Not Counted.
- The award GPA is displayed only on the My San Jac GPS award evaluation (graduation catalogs Fall 2013 and forward) or CAPP award evaluation (graduation catalogs prior to Fall 2013).

- To be awarded the Level II Certificates, Enhanced Skill Certificates, Advanced Technical Certificates, and all Associate Degrees, the student must have met the TSI standard of being college-ready in all areas.
- Meet the provisions as described in the section titled Transfer of Credit when transfer credit is to be applied toward an award. (Note: transfer credit is not considered as residence hours)
- Meet with a counselor or educational planner to verify award completion.
- Make formal application for graduation at the Educational Planning, Counseling & Completion office. (See Academic Calendar for deadline dates.)

*Requires additional requirements. See Catalog area.

Additional Associate Degrees (Second Degrees)

Students who have completed a degree at San Jacinto College should obtain academic advising before enrolling in another associate's degree. With the following stipulations, students may obtain additional associate's degrees.

- A student who has received an A.S. or an A.S.E. may obtain an A.A. or A.A.T, but not two A.S. degrees, by completing a minimum of 12 applicable hours that did not apply to the previous degree.
- A student who has received an A.A.T. may obtain an A.S. or an A.S.E., but not another A.A.T. or A.A. degree, by completing a minimum of 12 applicable hours that did not apply to the previous degree.
- A student who has received an A.A.T. may obtain an A.S. or an A.S.E., but not another A.A.T. or A.A. degree, by completing a minimum of 12 applicable hours that did not apply to the previous degree.

- A student who has received an A.A.S. may obtain an A.A. or A.A.T, or A.S. or an A.S.E. by completing all degree requirements.
- A student who has received an A.A.S. may obtain an additional A.A.S. in a different six-digit CIP (Classification of Instructional Programs), by completing all degree requirements.
- Students who have received an A.A., A.S., A.S.E. or A.A.T degree may obtain an A.A.S. degree by completing the required technical courses in the program.

Awarding of Degrees and Certificates

Upon completion of degree and/or certificate requirements, the student must apply for graduation for the credential(s) to be awarded. There is no fee to apply for graduation. Participation in commencement is not a requirement for graduation. Students apply to participate in commencement separately.

1. Degree Evaluation: The student first completes a Degree Evaluation online using SOS and selecting MySanJacGPS or CAPP. Confirm that all requirements for the degree or certificate are completed or in progress. Print a copy and bring it to the Educational Planning, Counseling & Completion office by the application deadline date and submit Request for Final Graduation Verification.

2. Transcripts: Following the end-of-term posting of grades, the College verifies that all requirements in progress have been completed and posts the degrees to the student's records. Transcripts may be requested by the student approximately two weeks after the posting of final grades for the term.

3. Diplomas: Diplomas are normally available for pick-up in the Educational Planning, Counseling & Completion office about three weeks following the posting of final grades for the term.

4. Reverse articulation: Students who have not completed all course requirements, but have completed the residency requirements for a degree from San Jacinto College (i.e., 16 semester credit hours), may fulfill their course requirements at another regionally accredited or committee approved institution with which San Jacinto College has an agreement and transfer the credits to San Jacinto College. The applicable catalog for graduation will be in accordance with the provisions listed above.

EDUCATIONAL PROGRAMS

Review for Academic Associate Degree Completion for Students Completing the State-mandated Core Curriculum

Each academic year the Texas Higher Education Coordinating Board requires San Jacinto College to report the students who have completed the state-mandated Core Curriculum which is approximately two-thirds of the hours required for an associate degree. When these students are reported as completing the Core Curriculum, they will then be reviewed by San Jacinto College to determine if they have also completed all the requirements for an associate degree. If all degree requirements are met, the students will be awarded an Associate of Arts degree in General Studies and the degree posted to the official transcript. The students will be notified via the last known email address that the degree has been awarded. The students are eligible to attend the next planned commencement ceremony, and they will receive a graduation diploma.

Awarding San Jacinto College Associate Degrees via Reverse Transfer/Articulation

San Jacinto College participates in the reverse transfer/articulation process with several universities in Texas. This process allows the university to identify transfer students who have completed a minimum of 16 college-level hours in residence at San Jacinto College and send official transcripts showing the course-work completed at the university. San Jacinto College evaluates the transfer work and runs a degree compliance to review the student's record to determine whether the student has met the requirements to be awarded an associate degree. If so, the Associate of Arts in General Studies degree will be awarded and posted to the official transcript. The students will be notified via the last known email address that the degree has been awarded.

Awarding Academic and Technical Degrees/Certificates to Students not Applying for Graduation

Each student is expected to run a degree check via MY SANJAC GPS to determine if he or she has met degree or certificate requirements for a particular program; then the student should apply for graduation at the appropriate College office.

College staff may evaluate the records of students who did not apply but appear to have completed all certificate or degree requirements in previous terms. Their records may be evaluated by College staff. The College staff will review the records to determine if a student is eligible to be awarded a certificate or degree. If a student has met the requirements, the certificate or degree will be awarded and posted to the official transcript. The student will then be notified that the degree has been awarded via the last known email address.

This does not release students from the individual responsibility of officially applying for graduation in order to attend the commencement ceremony. This process is designed for students who did not apply. It does not guarantee that all degrees and certificates will be identified and awarded.

Commencement

Students may express their desire to participate in commencement when they submit the Request for Final Graduation Verification form, but commencement is not a requirement for graduation.

Students who complete a certificate of technology, a level 2 certificate or an associates degree may participate in commencement.

Cap and gown for commencement are ordered through the campus bookstore. Honors program graduates, members of Phi Theta Kappa and members of National Technical Honor Society should speak to the program director or club advisor regarding specialty regalia for graduation. Veterans should speak with the Veterans Coordinator on their campus concerning Honor Cards for veterans.

Technical Programs

TABLE OF CONTENTS

Accounting	153
Aeronautical Technology	155
Air Conditioning Technology	157
Applied Computer Electronics Technology	160
Art and Design	161
Audio Engineering.....	162
Automotive Collision Repair Technology	163
Automotive Technology.....	167
Biomedical Clinical Equipment Technician.....	178
Business Management.....	181
Business Office Technology	186
Child Development/Early Childhood Education.....	189
Commercial Art.....	192
Computer Information Technology.....	193
Programming.....	195
Desktop Support and Microsoft	
Network Administration	197
Information Technology Security	199
Simulation and Game Programming	
Certificate Program.....	201
Network Administration - CISCO	203
Web Development.....	205
Construction Management.....	207
Cosmetology	209
Criminal Justice.....	213
Culinary Arts	216
Diesel Technology.....	222
Dietetics	224
Electrical Technology	225
Electronics Technology	228
Emergency Medical Technology.....	230
Engineering Design Graphics	232
Environmental Health and Safety Technology....	241
Eye Care Technology.....	243
Fire Protection Technology	245
Health Information Management	248
Health Science	252
Instrumentation Technology	254
Interior Design.....	256
International Business Logistics and Maritime ...	258
Long Term Care Administration	260
Maritime	261
Massage Therapy	263
Medical Assisting	264
Medical Imaging	265
Medical Laboratory Technology.....	274
Mental Health Services	277
Music.....	281
Non-Destructive Testing Technology	284
Nursing	287
Vocational Nursing (VN)	291
Occupational Therapy	292
Paralegal	293
Pharmacy Technician.....	294
Physical Education Personal Trainer	295
Physical Therapist Assistant	296
Pipefitting Technology.....	298
Process Technology	299
Restaurant Management	301
Real Estate	302
Respiratory Care	305
Surgical Technology	307
Welding Technology	310
CONTINUING AND PROFESSIONAL DEVELOPMENT	
Plumbing and Pipefitting	313
Truck Driving (Commercial)	314
Welding	314



TECHNICAL PROGRAMS

Major Codes	Technical Programs
5ACNT	Accounting Level 2 Certificate
3ACNT	Accounting Associate of Applied Science
AERO-PDP	Aeronautical Technology-Pilot Development Program Associate of Applied Science
6AIRC-C	Commercial Air Conditioning Occupational Certificate
4AIRC-C	Commercial Air Conditioning Certificate of Technology
5AIRC-C	Commercial Air Conditioning Level 2 Certificate
3AIRC-C	Commercial Air Conditioning Technology Associate of Applied Science
6AIRC-R	Residential Air Conditioning Occupational Certificate
4AIRC-R	Residential Air Conditioning Certificate of Technology
3AIRC-R	Residential Air Conditioning Technology Associate of Applied Science
6ART-DSN	Art and Design Occupational Certificate
4ART-DSN	Art and Design Certificate of Technology
3ART-DSN	Art and Design Associate of Applied Science
6ACRT-AST	Automotive Collision Repair Assistant Occupational Certificate
6ACRT-PNT	Automotive Painting Occupational Certificate
4ABCR-MGT	Automotive Collision Repair Management Specialty Certificate of Technology
3ABCR-MGT	Automotive Collision Repair Management Specialty Associate of Applied Science
4ABCR-CR	Automotive Collision Repair Technology Certificate of Technology
3ABDR-CR	Automotive Collision Repair Technology Associate of Applied Science
4ABCR-NC	Automotive Collision Repair Non-Collision Certificate of Technology
5AUTO	Automobile Technology Level 2 Certificate
3AUTO	Automotive Technology Associate of Applied Science

Major Codes	Technical Programs
5AUTO-C	Automotive Technology - Mopar College Automotive Program (CAP) Level 2 Certificate
3AUTO-C	Automotive Technology-Mopar College Automotive Program (CAP) Associate of Applied Science
5AUTO-F	Automotive Technology-Ford Level 2 Certificate
3AUTO-F	Automotive Technology-Ford Associate of Applied Science
3AUTO-G	Automotive Technology-GM Associate of Applied Science
5AUTO-H	Automotive Technology-Honda Level 2 Certificate
3AUTO-H	Automotive Technology-Honda Associate of Applied Science
5AUTO-TTEN	Automotive Technology-Toyota Technician Training & Education Network (TTEN) Level 2 Certificate
3AUTO-TTEN	Automotive Technology-Toyota Technician Training & Education Network (TTEN) Associate of Applied Science
6BIOMD-CET	Biomedical Clinical Equipment Technician Occupational Certificate
4BIOMD-CET	Biomedical Clinical Equipment Technician Certificate of Technology
5BIOMD-CET	Biomedical Clinical Equipment Technician Level 2 Certificate
3BIOMD-CET	Biomedical Clinical Equipment Technician Associate of Applied Science
4BMGT-ENTR	Business Management Entrepreneur Certificate of Technology
5BMGT-ENTR	Business Management-Entrepreneurship Level 2 Certificate
3BMGT-ENTR	Business Management Entrepreneur Associate of Applied Science
6BMGT-MGMT	Business Management-Management Occupational Certificate



TECHNICAL PROGRAMS

Major Codes	Technical Programs
4BMGT-MGMT	Business Management-Management Specialty Certificate of Technology
5BMGT-MGMT	Business Management Level 2 Certificate
3BMGT-MGMT	Business Management Associate of Applied Science
6BMGT-MRKG	Business Management-Foundations of Marketing Occupational Certificate
4BMGT-RTLM	Business Management-Retail Management Certificate of Technology
6BOFT-E	Business Office Technology-Executive Administrative Assistant Occupational Certificate
4BOFT-E	Business Office Technology-Executive Administrative Assistant Certificate of Technology
5BOFT-E	Business Office Technology-Executive Administrative Level 2 Certificate
3BOFT-EXE	Business Office Technology-Executive Administrative Assistant Associate of Applied Science
EBOTM	Business Office Technology Medical Office Support Enhanced Skills Certificate
3CHID-ECE	Child Development/Early Child Education Associate of Applied Science
4CHID-ECE	Child Development/Early Child Education Certificate of Technology
4CHID-TA	Child Development Teacher Aide Certificate of Technology
6CHID-ADM	Child Development Child Care Administrator's Credential Occupational Certificate
6CHID-DIR	Child Development Association Training for Director Occupational Certificate
6IT-FNDLS	Computer Information Technology- Foundations Occupational Certificate
6IT-BC	Computer Information Technology-Begin Network CISCO Occupational Certificate
6IT-AITS	Computer Information Technology- Advanced Information Technology Security Occupational Certificate

Major Codes	Technical Programs
4IT-APPL	Computer Information Technology- Applications Programming Certificate of Technology
3IT-APPL	Computer Information Technology- Applications Programming Specialty Associate of Applied Science
4IT-DSMN	Computer Information Technology- Desktop Support and Microsoft Network Administration Certificate of Technology
3IT-DSMN	Computer Information Technology- Desktop Support and Microsoft Network Administration Associate of Applied Science
4IT-ITS	Computer Information Technology- Information Technology Security Certificate of Technology
3IT-ITS	Computer Information Technology- Information Technology Security Associate of Applied Science
6IT-GAME	Computer Information Technology- Introduction Game Design and Development Occupational Certificate
4IT-GAMS	Computer Information Technology- Simulation & Game Design Certificate of Technology
5IT-GAMS	Computer Information Technology- Advanced Simulation & Game Design Level 2 Certificate
4IT-NW-C	Computer Information Technology- Network Administrative-CISCO Certificate of Technology
3IT-NW-C	Computer Information Technology- Network Administrative-CISCO Associate of Applied Science
4IT-WBDI	Computer Information Technology- Web Design/Implement Certificate of Technology
4IT-WBDV	Computer Information Technology- Web Application Development Certificate of Technology
3IT-WBDV	Computer Information Technology- Web Application Development Associate of Applied Science

TECHNICAL PROGRAMS

Major Codes	Technical Programs
4CSTR-MGMT	Construction Management Technology Certificate of Technology
3CSTR-MGMT	Construction Management Technology Associate of Applied Science
6COSM-NAI	Cosmetology Nail Technician Occupational Certificate
4COSM-FAC	Cosmetology Facial Certificate of Technology
4COSM-OHPS	Cosmetology High School Operator Dual Credit Certificate of Technology
4COSM-OP	Cosmetology Operator Certificate of Technology
3COSM-OP	Cosmetology Operator Associate of Applied Science
6COSM-INST	Cosmetology Instructor Occupational Certificate
4COSM-INST	Cosmetology Instructor Certificate of Technology
3COSM-INST	Cosmetology Instructor Associate of Applied Science
6CRIJ-CORE	Criminal Justice Core Occupational Certificate
4CRIJ	Criminal Justice Certificate of Technology
5CRIJ	Criminal Justice Level 2 Certificate
3CRIJ	Criminal Justice Associate of Applied Science
4CULA	Culinary Arts Certificate of Technology
3CULA	Culinary Arts Associate of Applied Science
4CULA-C	Culinary Arts-Chef Training Certificate of Technology
3CULA-C	Culinary Arts-Chef Training Associate of Applied Science
4CULA-PC	Culinary Arts-Pastry Chef Specialty Certificate of Technology
3CULA-PC	Culinary Arts-Pastry Chef Specialty Associate of Applied Science

Major Codes	Technical Programs
4CULA-RSTR	Culinary Arts-Restaurant Management Certificate of Technology
3CULA-RSTR	Culinary Arts-Restaurant Management Associate of Applied Science
4DEMR	Diesel Technology Certificate of Technology
3DEMR	Diesel Technology Associate of Applied Science
6DIET-SFSV	Dietetics-School Food Service Specialty Occupational Certificate
4DIET-FSVC	Dietetics-Food Service Management Certificate of Technology
6ELEC-TEC	Electrical Technology Occupational Certificate
4ELEC-TEC	Electrical Technology Certificate of Technology
5ELEC-TEC	Electrical Technology Level 2 Certificate
3ELEC	Electrical Technology Associate of Applied Science
EELEC	Electrical Technology Enhanced Skills Certificate
EELEC-CAE	Electrical Technology Communication and Alternative Energy Enhanced Skills Certificate
6ELCTRN-COMM	Electronics Communications Technology Occupational Certificate
4ELECTRON	Electronics Technology Certificate of Technology
5ELEC	Electronics Technology Level 2 Certificate
3ELECTRON	Electronics Technology Associate of Applied Science
5EMT	Emergency Medical Technology Level 2 Certificate
3EMT	Emergency Medical Technology Associate of Applied Science
4DFT-A	Engineering Design Graphics- Architectural/Civil/Structural Certificate of Technology
5DFT-A	Engineering Design Graphics- Architectural/Civil/Structural Specialty Level 2 Certificate
3DFT-A	Engineering Design Graphics- Architectural/Civil/Structural Specialty Associate of Applied Science



TECHNICAL PROGRAMS

Major Codes	Technical Programs
4DFT-M	Engineering Design Graphics-Mechanical Specialty Certificate of Technology
5DFT-M	Engineering Design Graphics Mechanical Specialty Level 2 Certificate
3DFT-M	Engineering Design Graphics-Mechanical Specialty Associate of Applied Science
4DFT-PI	Engineering Design Graphics-Petro/ Industrial Specialty Certificate of Technology
5DFT-PI	Engineering Design Graphics-Petro/ Industrial Specialty Level 2 Certificate
3DFT-PI	Engineering Design Graphics-Petro/ Industrial Specialty Associate of Applied Science
5ENVR-HLTH	Environmental Health and Safety Technology Level 2 Certificate
3ENVR-HLTH	Environmental Health and Safety Technology Associate of Applied Science
6EYE-PREP	Optician Preparatory Occupational Certificate
4EYE	Eye Care Technology Certificate of Technology
3EYE	Eye Care Technology Associate of Applied Science
4FIREFTG	Fire Protection Technology Certificate of Technology
3FIRE-PROT	Fire Protection Technology-Firefighting Associate of Applied Science
EFIRE-CHOF	Chief Officer Enhanced Skills Certificate
4HITT-MDBC	Health Information Management-Medical Bill/Coding Certificate of Technology
5HITT-MDC	Health Information Management-Medical Coding Level 2 Certificate
3HITT-INF	Health Information Management Associate of Applied Science
3HITT-CAN	Health Information Management-Cancer Data Management Specialty Associate of Applied Science
AHITT-CAN	Health Information Management-Cancer Data Management Advanced Technical Certificate
3HSC-LVN	Health Science Vocational Nursing Pathway
3HSC-MDAST	Health Science Medical Assisting Pathway

Major Codes	Technical Programs
3HSC-PHAR	Health Science Pharmacy Technician Pathway
5INST	Instrumentation Level 2 Certificate
3INST	Instrumentation Technology Associate of Applied Science
EINST	Instrumentation Technology Enhanced Skills Certificate
5INTD-DSGN	Interior Design Pre-Professional Level 2 Certificate
3INT-DSGN	Interior Design Associate of Applied Science
6INTL-MAR	International Business and Logistics and Maritime Occupational Certificate
4INTL-MAR	International Business and Logistics and Maritime Certificate of Technology
3INTL-MAR	International Business and Logistics and Maritime Associate of Applied Science
ALTRM-CARE	Long-Term Care Administration Advanced Technical Certificate
6MAR-CI	Maritime Career Interest Occupational Certificate
3MARITIME	Maritime Transportation Associate of Applied Science
6MASG-THPY	Massage Therapy Occupational Certificate
4MED-ASST	Medical Assisting Certificate of Technology
3MED-INCRV	Medical Imaging-Invasive Cardiovascular Technology Associate of Applied Science
AMED-INCRV	Medical Imaging-Invasive Cardiovascular Technology Advanced Technical Certificate
3MED-RAD	Medical Imaging-Medical Radiography Associate of Applied Science
3MED-SONO	Medical Imaging-Diagnostic Medical Sonography Associate of Applied Science
AMRAD-MRI	Medical Imaging-Magnetic Resonance Imaging Advanced Technical Certificate
EMRAD-CT	Medical Imaging-Computed Tomography (CT) Enhanced Skills Certificate
EMRAD-MAMM	Medical Imaging-Mammography Enhanced Skills Certificate

TECHNICAL PROGRAMS

Major Codes	Technical Programs
3MED-LABT	Medical Laboratory Technology Associate of Applied Science
AMLABT-MTA	Medical Laboratory Technology- Microscopic Tissue Anatomy Advanced Technical Certificate
6MH-SAC	Mental Health Services-Mental Health Substance Abuse Counseling Occupational Certificate
5MH-SAC	Mental Health Services-Substance Abuse Counseling Level 2 Certificate
6MH-SAPS	Mental Health Services-Substance Abuse Prevention Specialist Occupational Certificate
5MH-TECH	Mental Health Services-Mental Health Technician Level 2 Certificate
3MH-PSYC	Mental Health Services-Mental Health Clinical and Counseling Psychology Associate of Applied Science
6MUS-SOUND	Music-Sound Recording Occupational Certificate
4MUS-BRCST	Music-Audio Broadcast Certificate of Technology
4MUS-AUDI	Music-Techniques-Audio Engineering Certificate of Technology
3MUS-RCRD	Music Recording Associate of Applied Science
6WLD-QAT	Non-Destructive Testing Technology- Quality Improvement Associate Occupational Certificate
4WLD-NDT	Non-Destructive Testing Technology Certificate of Technology
5WLD-NDT	Non-Destructive Testing Technology Level 2 Certificate
3WLD-NDT	Non-Destructive Testing Technology Associate of Applied Science
EWLD-FXEOP	Non-Destructive Testing-Fixed Equipment Specialist Enhanced Skills Certificate
EWLD-NDT	Non-Destructive Testing-Quality Analyst Enhanced Skills Certificate
5NUR-LVN	Vocational Nursing Level 2 Certificate
3NUR-ADN	Nursing RN Associate of Applied Science
3NUR-LNTRN	LVN/Paramedic to RN Transition Nursing Associate of Applied Science
3NUR-PMTRN	LVN/Paramedic to RN Transition Nursing Associate of Applied Science

Major Codes	Technical Programs
3PARA-LGL	Paralegal Associate of Applied Science
4PHAR	Pharmacy Technician Certificate of Technology
4PHED-PT	Physical Education-Personal Trainer Certificate of Technology
3PH-THR PY	Physical Therapy Assistant Associate of Applied Science
6PIPEFIT	Pipefitting/Fabrication Technician Occupational Certificate
5PROT	Process Technology Level 2 Certificate
3PROT	Process Technology Associate of Applied Science
EPROT-CT	Process Technology Chemical Technician Enhanced Skills Certificate
EPROT-PT	Process Technology Power Technician Enhanced Skills Certificate
6REAL	Real Estate Occupational Certificate
4REAL	Real Estate Certificate of Technology
5REAL	Real Estate Advanced Level 2 Certificate
3REAL	Real Estate Associate of Applied Science
3RESP	Respiratory Care Associate of Applied Science
4SUR T	Surgical Technology Certificate of Technology
3SUR T	Surgical Technology Associate of Applied Science
6WLD-ART	Welding-Art Welding Occupational Certificate
6WLD-STI	Welding-Stick Pipe Occupational Certificate
4WLD-C	Welding-Combination Welder Certificate of Technology
4WLD-GAS	Welding-Gas Shielded Arc Certificate of Technology
5WLD-IW	Welding-Industrial Welder Level 2 Certificate
3WLD	Welding Technology Associate of Applied Science
Major Codes	Continuing Education Programs
CE-PIPEFT	Pipefitting Technology
---	Plumbing and Pipefitting Technology
---	Truck Driving (Commercial)
CE-WLDG	Combination Welding
CE-WLDSM	Sheet Metal Welder





Accounting

The two-year technical accounting program is for individuals preparing for immediate entry into the accounting field. Students pursuing a bachelor's degree in accounting should refer to the information about the associate of arts degree in the Transfer Program section of the catalog and see a counselor prior to registration.

Accounting (5ACNT)

Level 2 Certificate

Central and North Campuses

The Accounting Level 2 Certificate provides specialized accounting courses to prepare students for entry into an accounting career.

All of the courses required for this Accounting Level 2 Certificate also apply toward the Associate of Applied Science Degree in Accounting.

First Term

Credit

ACCT 2301 Principles of Financial Accounting	3
ACNT 1329 Payroll and Business Tax Accounting	3
ACNT 1311 Introduction to Computerized Accounting.....	3
BCIS 1305 Business Computer Applications.....	3
BUSI 1301 Business Principles.....	3
Subtotal	15

Second Term

Credit

ACCT 2302 Principles of Managerial Accounting	3
ACNT 1331 Federal Income Tax Individual.....	3
BUSI 2301 Business Law.....	3
ENGL 1301 Composition I.....	3
Speech.....	3

Subtotal

15

Third Term

Credit

ACNT 2303 Intermediate Accounting I.....	3
ACNT 2345 Technical Writing for Acnt	3
ACNT 2309 Cost Accounting	3
ACNT 1313 Computerized Accounting Applications	3
ACNT 2366Practicum (or Field Experience) - Accounting.....	3

Subtotal

15

Level 2 Certificate Total

45

Capstone Experience: ACNT 2366

TECHNICAL PROGRAMS

Accounting (3ACNT)

Associate of Applied Science Degree Central and North Campuses

First Term	Credit
ACCT 2301 Principles of Financial Accounting	3
BUSI 1301 Business Principles.....	3
ACNT 1329 Payroll and Business Tax Accounting	3
ACNT 1311 Introduction to Computerized Accounting.....	3
BCIS 1305 Business Computer Applications.....	3
Subtotal	15
Second Term	Credit
ACCT 2302 Principles of Managerial Accounting	3
ACNT 1331 Federal Income Tax: Individual.....	3
ENGL 1301 Composition I.....	3
BUSI 2301 Business Law	3
Speech.....	3
Subtotal	15

Third Term

Credit
ACNT 2345 Technical Writing for Accountants
ACNT 2303 Intermediate Accounting I.....
ACNT 2309 Cost Accounting
ACNT 1313 Computerized Accounting
ACNT 2366 Practicum (or Field Experience) - Accounting.....

Subtotal	15
-----------------	-----------

Fourth Term

Credit
ACNT 2304 Intermediate Accounting II.....
*Humanities or Fine Arts.....
*Economics or Psychology or Sociology.....
**MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....
ACNT 2302 Accounting Capstone

Subtotal	15
-----------------	-----------

Associate of Applied Science Degree Total

60

Verification of workplace competencies;

Capstone Experience: ACNT 2302

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

**Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.





Aeronautical Technology

Central Campus

Students must have the approval of the aeronautical program director or department chair before enrolling in flight courses. Fees for flight courses will be in addition to normal College tuition and fees and are subject to contractual and federal aviation regulation changes.

To be eligible for the associate of applied science degree, students will complete their flight courses through the College-approved flight contractor for College credit. However, the following exceptions apply:

Students who have obtained a commercial, instrument, multiengine and/or flight instructor rating may apply for credit by certification. All flight course requirements must be verified by a submission of the licenses.

The College may withdraw any student from a flight course for the following reasons:

- a. Student's failure to conform to published FAA regulations.
- b. Student's failure to conform to the flight contractor's College approved course syllabus.
- c. Student's involvement in one or more FAA reportable accidents or incidents.

The College may, upon the flight contractor's recommendation, refuse to enroll a student in a subsequent flight course. A student who is denied enrollment in or is withdrawn from a flight course may appeal this decision by following the sequence specified for grade appeal process in the SJC Student Handbook. Aviation students must maintain a grade point average of at least 2.0 in all aviation courses. Students enrolled in flight courses must earn a grade of C or above in order to progress to the next flight course.

For information about Hazlewood Tuition Exemption (Section 54.203, Education Code), see VA Counselor in the Financial Aid Office for details.

The possession of an FAA Private Pilot's Certificate is a requirement for admission into the Associate of Applied Science (AAS) Professional Pilot Program (3AERO-PDP). All students entering this degree program will be required to present FAA Private Pilot Certification or higher, prior to acceptance and registration.

NOTE: San Jacinto College is not accepting any new students into this degree program at this time.

TECHNICAL PROGRAMS

Professional Pilot Program (3AERO-PDP)

Associate of Applied Science Degree

Central Campus

The Professional Pilot Program (PDP) at San Jacinto College prepares qualified students to enter the aviation industry. The professional pilot program is designed to meet the needs of student who plan for a career as a pilot. Students have the opportunity to earn Federal Aviation Administration (FAA) certifications in instrument ratings, commercial ratings and multiengine ratings.

The possession of an FAA Private Pilot's Certificate is a requirement for admission into the Associate of Applied Science (AAS) Professional Pilot Program (3AERO-PDP). All students entering this degree program will be required to present FAA Private Pilot Certification or higher, prior to acceptance and registration. First-semester courses serve as a bridge between the private pilot certification and instrument ratings.

For additional information contact the Aeronautical Technology program director or department chair.

NOTE: San Jacinto College is not accepting any new students into this degree program at this time.

First Term	Credit
AIRP 1305 Aircraft Science	3
AIRP 1313 Introduction to Aviation	3
AIRP 1347 Human Factors in Aviation	3
AIRP 1291 Special Topics Aircraft Pilot	2
ENGL 1301 Composition I	3
Subtotal	14

Second Term	Credit
AIRP 2250 Instrument Flight	2
AIRP 1341 Advanced Air Navigation	3
AIRP 1451 Instrument Ground School	4
AIRP 2331 Advanced Meteorology	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	15

PostY1Summer	Credit
AVIM 1301 Introduction to Aviation Management	3
Subtotal	3

Third Term Credit

AIRP 2337 Commercial Ground School	3
AIRP 2239 Commercial Flight	2
AIRP 1343 Aerodynamics	3
AIRP 2333 Aircraft Systems	3
**Social or Behavioral Sciences	3

Subtotal	14
-----------------	-----------

Fourth Term Credit

AIRP 2251 Multiengine Flight or	
AIRP 2236 Certified Flight Instructor - Airplane or	
AIRP 2242 Flight Instructor - Instrument Airplane or	
AIRP 2243 Flight Instructor - Multiengine Airplane	2
AIRP 2357 Turbine Aircraft Systems Ground School	3
**Humanities or Fine Arts	3
Speech.....	3
ENGL 2311 Technical and Business Writing	3

Subtotal	14
-----------------	-----------

Associate of Applied Science Degree Total

60

Verification of workplace competencies.

Capstone Experience: AIRP 2251 or AIRP 2236 or AIRP 2242 or AIRP 2243

*College Preparatory courses (those courses beginning with 0) do not apply toward the associate degree.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

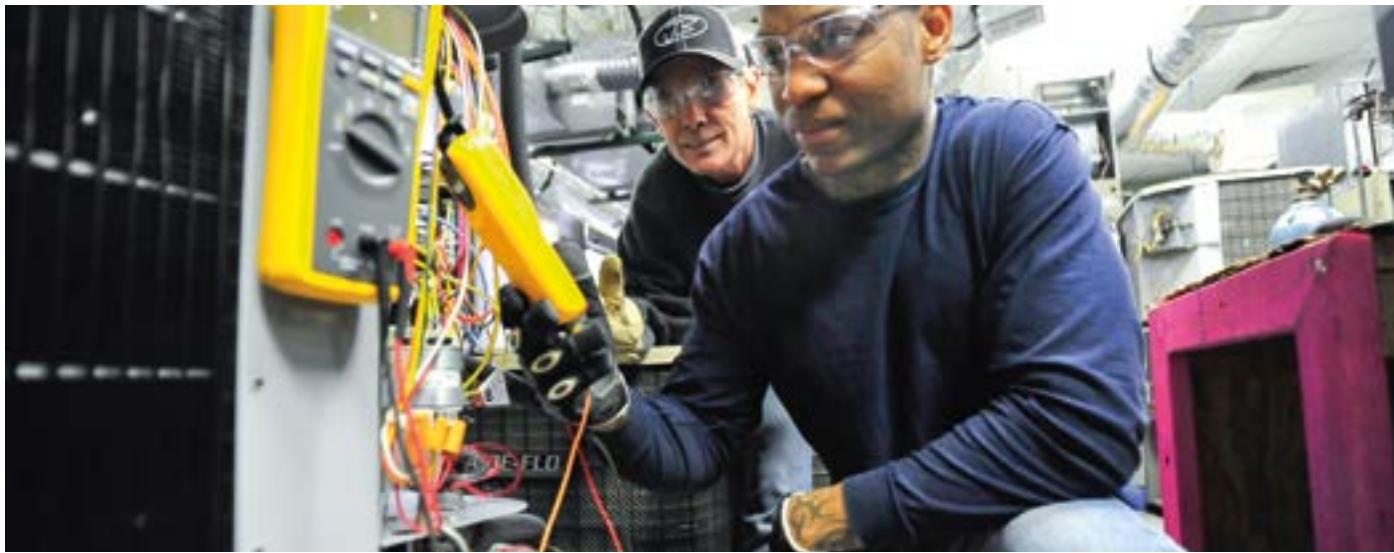
Notes

1. Hours indicated for flight courses are flying hours and do not reflect the hours of oral instruction.

2. The completion of AIRP 2337 prepares the student to take the FAA Commercial Pilot written examination.

3. The completion of AIRP 1451 prepares the student to take the FAA Instrument Pilot written examination.





Air Conditioning Technology

The Commercial Air Conditioning program is offered at the San Jacinto College North campus. The Residential Air Conditioning program is offered at the San Jacinto College South Campus. Both programs offer an occupational certificate, a certificate of technology, and an associate of applied science. The North Campus offers the Level 2 certificate. All courses in each certificate apply to the commercial or residential associate of applied science.

Commercial Air Conditioning Technology (6AIRC-C)

Occupational Certificate North Campus

The Commercial Air Conditioning Occupational Certificate is a fast-track training option that provides an opportunity to enter the commercial air conditioning industry with a Federal EPA 608 Universal License after only one semester. Students can be registered and certified through the Texas Department of License and Regulations in air conditioning technology. All courses in this certificate program apply to the associate of applied science degree for those students wishing to continue their education.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1445 Gas and Heating Electrical Heating	4
HART 2441 Commercial Air Conditioning	4
Occupational Certificate Total	16

Capstone Experience: HART 2441

Commercial Air Conditioning Technology (4AIRC-C)

Certificate of Technology North Campus

The Commercial Air Conditioning Certificate of Technology is comprised of 32 semester credit hours and is designed for those wanting to complete the technical air conditioning technology courses required for a degree but want to enter the job market as soon as possible. All courses on this certificate apply to the associate of applied science degree.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 2441 Commercial Air Conditioning	4
HART 1445 Gas and Electrical Heating	4
Subtotal	16

Second Term	Credit
HART 2331 Advanced Electricity for HVAC	3
HART 2336 Air Conditioning Troubleshooting	3
HART 2358 Testing Adjusting, and Balancing HVAC Systems or HART 2301 Air Conditioning and Refrigeration Codes	3
HART 2442 Commercial Refrigeration	4
HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician or HART 2338 Air Conditioning Installation and Startup	3
Subtotal	16

Certificate of Technology Total **32**

Capstone Experience: HART 2368 or HART 2338

TECHNICAL PROGRAMS

Commercial Air Conditioning Technology (5AIRC-C)

Level 2 Certificate

North Campus

The Commercial Air Conditioning Level 2 Certificate is comprised of 45 semester credit hours and is designed for those wanting to complete the technical air conditioning technology courses required for a degree but want to enter the job market as soon as possible. All courses on this certificate apply to the associate of applied science degree.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1445 Gas Electrical Heating	4
<u>HART 2441 Commercial Air Conditioning</u>	<u>4</u>
Subtotal	16
Second Term	Credit
HART 2331 Advanced Electricity for HVAC	3
HART 2336 Air Conditioning Troubleshooting	3
HART 2358 Testing Adjusting, and Balancing HVAC Systems or HART 2301 Air Conditioning and Refrigeration Codes	3
HART 2442 Commercial Refrigeration	4
HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician or HART 2338 Air Conditioning Installation and Startup	3
Subtotal	16
Third Term	Credit
HART 2302 Commercial Air Conditioning System Design	3
HART 2343 Industrial Air Conditioning	3
HART 2357 Specialized Commercial Refrigeration	3
HART 2434 Advanced Air Conditioning Controls	4
Subtotal	13
Level II Certificate Total	45

Capstone Experience: HART 2368 or HART 2338

Commercial Air Conditioning Technology (3AIRC-C)

Associate of Applied Science Degree

North Campus

The air conditioning technology program on the North Campus is designed to train students with entry-level Heating Ventilation Air Conditioning and Refrigeration (HVAC/R) skills required for the field of commercial and industrial air conditioning, refrigeration and heating. The greater Houston Gulf Coast area is generally considered to be the most air conditioned region in the world. Graduates will complete their training in the new Center for Industrial Technology and may use their knowledge and ability to become a state licensed independent business owner or find employment with the many companies looking for qualified technicians. Training includes the installation, repair and maintenance of commercial and industrial air conditioning, refrigeration and heating equipment.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1445 Gas and Electrical Heating	4
<u>HART 2441 Commercial Air Conditioning</u>	<u>4</u>
Subtotal	16
Second Term	Credit
HART 2331 Advanced Electricity for HVAC	3
HART 2336 Air Conditioning Troubleshooting	3
HART 2358 Testing Adjusting, and Balancing HVAC Systems or HART 2301 Air Conditioning and Refrigeration Codes	3
HART 2442 Commercial Refrigeration	4
HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician or HART 2338 Air Conditioning Installation and Startup	3
Subtotal	16



Third Term	Credit
HART 2302 Commercial Air Conditioning	
System Design	3
HART 2343 Industrial Air Conditioning	3
HART 2357 Specialized Commercial Refrigeration	3
HART 2434 Advanced Air Conditioning Controls	4
Subtotal	13

Fourth Term	Credit
ENGL 1301 Composition I	3
*Social and Behavioral Sciences	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or	
MATH 1314 College Algebra or Higher	3
Speech	3
*Humanities or Fine Arts	3
Subtotal	15

Associate of Applied Science Degree Total **60**

Capstone Experience: HART 2368 or HART 2338

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

Residential Air Conditioning Technology (6AIRC-R)

Occupational Certificate South Campus

The Residential Air Conditioning Occupational Certificate program is designed to provide students with foundational knowledge, skills, and abilities for entry-level employment in the residential and light commercial heating, ventilation, air conditioning and refrigeration. The purpose of this certificate is to provide short-term training, usually completed in one semester, for the student to move quickly into the air conditioning and refrigeration career field. Students are eligible for the certificate indicated upon completion of the designated courses. All the courses in this certificate apply toward the certificate of technology and the associate of applied science degree.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1441 Residential Air Conditioning	4
HART 1445 Gas and Electrical Heating	4
Occupational Certificate Total	16

Capstone Experience: HART 1441

Residential Air Conditioning Technology (4AIRC-R)

Certificate of Technology South Campus

The Residential Air Conditioning Certificate of Technology builds on the Residential Occupational Certificate to provide students with more advanced residential and light commercial Heating Ventilation Air Conditioning and Refrigeration (HVAC/R) knowledge, skills and abilities in electrical and mechanical controls and systems, refrigeration, installation and customer service. Graduates with this award can seek entry-level employment as air conditioning and refrigeration installers, HVAC/R salespersons, service technicians and/or air conditioning contractors. All courses on this certificate apply to the associate of applied science degree.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1441 Residential Air Conditioning	4
HART 1445 Gas and Electrical Heating	4
Subtotal	16

Second Term	Credit
HART 2331 Advanced Electricity for HVAC	3
HART 2434 Advanced Air Conditioning Controls	4
HART 2442 Commercial Refrigeration	4
EECT 1300 Technical Customer Service	3
Approved Elective	3
Subtotal	17

PostY1Summer	Credit
HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician or HART 2338 Air Conditioning Installation and Startup	3
Subtotal	3

Certificate of Technology Total **36**

Capstone Experience: HART 2368 or HART 2338

Approved Electives:
HART 2301 HART 2336 HART 2345 HART 2349

TECHNICAL PROGRAMS

Residential Air Conditioning Technology (3AIRC-R)

Associate of Applied Science South Campus

The Air Conditioning Technology program is designed to provide students with a study of electrical and mechanical knowledge, skills and abilities needed for employment in today's residential and light commercial Heating Ventilation Air Conditioning and Refrigeration (HVAC/R) careers. These skills help prepare students for employment as installers, salespersons and technicians in residential and light commercial air conditioning, refrigeration and heating. A graduate of this program will have a good foundational knowledge in the principles of air conditioning, heating and refrigeration, with main emphasis on installation, troubleshooting and customer service. Related topics of energy conservation, air systems design and analysis, advanced HVAC/R controls and air conditioning codes are thoroughly covered. While this degree provides the student with 45 credit hours of HVAC/R specific courses, it also provides the student with 15 credit hours of general education courses should the student look to pursue a higher degree in the future.

First Term	Credit
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1441 Residential Air Conditioning	4
HART 1445 Gas and Electrical Heating	4
Subtotal	16

Second Term	Credit
HART 2331 Advanced Electricity for HVAC	3
HART 2434 Advanced Air Conditioning Controls	4
HART 2442 Commercial Refrigeration	4
EECT 1300 Technical Customer Service	3
HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician or HART 2338 Air Conditioning Installation and Startup	3
Subtotal	17

Third Term	Credit
HART 2345 Residential Air Conditioning System Design	3
HART 2349 Heat Pumps	3
HART 2301 Air Conditioning and Refrigeration Codes	3
Speech	3
*Social and Behavioral Sciences	3

Subtotal	15
-----------------	-----------

Fourth Term	Credit
HART 2336 Air Conditioning Troubleshooting	3
ENGL 1301 Composition I	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Humanities or Fine Arts	3

Subtotal	12
-----------------	-----------

Associate of Applied Science Total	60
---	-----------

Capstone Experience: HART 2336

* Courses which satisfy this requirement are listed in in Humanities and Fine Arts, and Social and Behavioral Sciences sections of the Transfer Core Curriculum.

Applied Computer Electronics Technology

See Electronics Technology





Art and Design

The Art and Design technical curriculum is designed to provide basic preparation for entry-level employment within the greater design industry. The program will develop basic skills across a variety of design concepts and applications, including design communications, digital media, web design, photography and video.

Art and Design (6ART-DSN)

Occupational Certificate

South Campus

This occupational certificate is designed to enable students to quickly build a broad foundation of design techniques and applications. All courses required for the Art and Design Occupational Certificate may be used in completing the Art and Design Certificate of Technology and the Art and Design Associate of Applied Science degree.

First Term	Credit
-------------------	---------------

ARTC 1325 Introduction to Computer Graphics	3
IMED 1301 Introduction to Digital Media.....	3
PHTC 1311 Fundamentals of Photography.....	3
ARTV 1351 Digital Video	3

Subtotal	12
-----------------	-----------

Second Term	Credit
--------------------	---------------

ARTC 1302 Digital Imaging I.....	3
IMED 1316 Web Page Design I.....	3
ARTC 1327 Typography	3

Subtotal	9
-----------------	----------

Occupational Certificate Total	21
---------------------------------------	-----------

Capstone Experience: ARTC 1327

Art and Design (4ART-DSN)

Certificate of Technology

South Campus

This certificate of technology is designed to meet the needs of students who desire to enter the design workforce with a more developed skillset. Building off the occupational certificate, students will complete additional courses in design communications, animation and portfolio development. All courses required for the certificate of technology may be used in completing the Art and Design Associate of Applied Science degree.

First Term	Credit
ARTC 1325 Introduction to Computer Graphics	3
IMED 1301 Introduction to Digital Media.....	3
PHTC 1311 Fundamentals of Photography	3
ARTV 1351 Digital Video	3
Subtotal	12

Second Term	Credit
ARTC 1302 Digital Imaging I.....	3
IMED 1316 Web Page Design I.....	3
ARTC 1327 Typography	3
ARTC 1317 Design Communication I	3
Subtotal	12

Third Term	Credit
ARTV 1303 Basic Animation	3
ARTC 2347 Design Communication II	3
ARTC 2335 Portfolio Development for Graphic Design or ARTC 2366 Practicum (or Field Experience) - Commercial and Advertising Art.....	3
Subtotal	9

Certificate of Technology Total	33
--	-----------

Capstone Experience: ARTC 2335 or ARTC 2366

TECHNICAL PROGRAMS

Art and Design (3ART-DSN)

Associate of Applied Science Degree

South Campus

The associate of applied science degree is for students who want to earn a two-year degree while preparing for jobs in the design industry. Building off the certificate of technology, students will complete additional courses in drawing, design and art history to further strengthen their skillset.

First Term	Credit
ARTC 1325 Introduction to Computer Graphics	3
IMED 1301 Introduction to Digital Media.....	3
PHTC 1311 Fundamentals of Photography.....	3
ARTV 1351 Digital Video	3
ENGL 1301 Composition I.....	3
Subtotal	15

Second Term	Credit
ARTC 1302 Digital Imaging I.....	3
IMED 1316 Web Page Design I.....	3
ARTC 1327 Typography	3
ARTS 1311 Design I.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning).....	3
Subtotal	15

Third Term

Credit

ARTC 1317 Design Communication I	3
IMED 2315 Web Page Design II.....	3
ARTS 1304 Art History II (14th Century to Present).....	3
ARTS 1316 Drawing I.....	3
SPCH 1315 Public Speaking.....	3

Subtotal 15

Fourth Term

Credit

ARTV 1303 Basic Animation	3
ARTC 2347 Design Communication II.....	3
ARTC 2335 Portfolio Development for Graphic Design or ARTC 2366 Practicum (or Field Experience) - Commercial and Advertising Art.....	3
ARTS 1317 Drawing II.....	3
SOCI 1301 Introduction to Sociology.....	3

Subtotal 15

Can anyone experience APTC 2325 or APTC 2366

**College Preparatory courses (those courses which have numbers beginning with 0) do not apply toward the associate of applied science degree. Technical courses do not transfer to a senior institution. See an Art and Design Department Counselor for information.*

Audio Engineering

See Music





Automotive Collision Repair Technology

Repair Assistant (6ACRT-AST)

Occupational Certificate

North Campus

First Term

	Credit
ABDR 1303 Vehicle Design and Structural Analysis	3
ABDR 1519 Basic Metal Repair	5
<u>ABDR 1307 Collision Repair Welding</u>	<u>3</u>

Subtotal **11**

Second Term

	Credit
ABDR 2541 Major Collision Repair and Panel Replacement	5
ABDR 1315 Vehicle Trim and Hardware	3

Subtotal **8**

Occupational Certificate Total **19**

Capstone Experience: ABDR 2541

Automotive Painting Specialty (6ACRT-PNT)

Occupational Certificate

North Campus

First Term

	Credit
ABDR 1431 Basic Refinishing	4
ABDR 1558 Intermediate Refinishing	5
ABDR 2551 Specialized Refinishing Techniques	5
ABDR 2549 Advanced Refinishing	5

Occupational Certificate Total **19**

Capstone Experience: ABDR 2551

TECHNICAL PROGRAMS

Automotive Collision Repair Technology Management Specialty (4ABCR-MGT)

Certificate of Technology

North Campus

First Term	Credit
ABDR 1307 Collision Repair Welding	3
ABDR 1519 Basic Metal Repair	5
ABDR 1431 Basic Refinishing	4
ABDR 1303 Vehicle Design and Structural Analysis	3
Subtotal	15

Second Term	Credit
ABDR 2541 Major Collision Repair and Panel Replacement	5
ABDR 1441 Structural Analysis and Damage Repair I	4
ABDR 2353 Color Analysis and Paint Matching	3
ABDR 1315 Vehicle Trim and Hardware	3
Subtotal	15

Third Term	Credit
ABDR 2502 Auto Body Mechanical and Electrical Service	5
ABDR 2255 Collision Repair Estimating	2
ABDR 2257 Collision Repair Shop Management	2
ABDR 1323 Front and Rear Wheel Alignment or ABDR 2380 Cooperative Education - Autobody/Collision and Repair Technology/Technician	3
Subtotal	12

Certificate of Technology Total	42
Capstone Experience: ABDR 2257	

Automotive Collision Repair Technology Management Specialty (3ABCR-MGT)

Associate of Applied Science Degree

North Campus

First Term	Credit
ABDR 1307 Collision Repair Welding	3
ABDR 1519 Basic Metal Repair	5
ABDR 1431 Basic Refinishing	4
ABDR 1303 Vehicle Design and Structural Analysis	3
Subtotal	15

Second Term	Credit
ABDR 2541 Major Collision Repair and Panel Replacement	5
ABDR 1441 Structural Analysis and Damage Repair I	4
ABDR 2353 Color Analysis and Paint Matching	3
ABDR 1315 Vehicle Trim and Hardware	3
Subtotal	15

Third Term	Credit
ENGL 1301 Composition I	3
ABDR 2255 Collision Repair Estimating	2
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Social and Behavioral Sciences	3
Subtotal	11

Fourth Term	Credit
ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing	3
*Humanities or Fine Arts	3
Speech	3
ABDR 1323 Front and Rear Wheel Alignment or ABDR 2380 Cooperative Education - Autobody/Collision and Repair Technology/Technician	3
ABDR 2502 Auto Body Mechanical and Electrical Service	5
ABDR 2257 Collision Repair Shop Management	2
Subtotal	19

Associate of Applied Science Degree Total	60
Capstone Experience: ABDR 2257	

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.



TECHNICAL PROGRAMS

Automotive Collision Repair (4ABCR-CR)

Certificate of Technology

North Campus

First Term	Credit
ABDR 1307 Collision Repair Welding	3
ABDR 1519 Basic Metal Repair	5
ABDR 1431 Basic Refinishing	4
ABDR 1303 Vehicle Design and Structural Analysis	3
Subtotal	15
Second Term	Credit
ABDR 2541 Major Collision Repair and Panel Replacement	5
ABDR 1441 Structural Analysis and Damage Repair I	4
ABDR 2353 Color Analysis and Paint Matching	3
ABDR 1315 Vehicle Trim and Hardware	3
Subtotal	15
Third Term	Credit
ABDR 1449 Automotive Plastic Repair and Sheet Molding Compound Repair	4
ABDR 2502 Auto Body Mechanical and Electrical Service	5
ABDR 2380 Cooperative Education - Autobody/Collision and Repair Technology/Technician or ABDR 1323 Front and Rear Wheel Alignment	3
Subtotal	12
Certificate of Technology Total	42

Capstone Experience: ABDR 2380 or ABDR 1323

Automotive Collision Repair Technology (3ABDR-CR)

Associate of Applied Science Degree

North Campus

First Term	Credit
ABDR 1519 Basic Metal Repair	5
ABDR 1307 Collision Repair Welding	3
ABDR 1431 Basic Refinishing	4
ABDR 1303 Vehicle Design and Structural Analysis	3
Subtotal	15
Second Term	Credit
ABDR 2541 Major Collision Repair and Panel Replacement	5
ABDR 2353 Color Analysis and Paint Matching	3
ABDR 1315 Vehicle Trim and Hardware	3
ABDR 1441 Structural Analysis and Damage Repair I	4
Subtotal	15
Third Term	Credit
*Social and Behavioral Sciences	3
ENGL 1301 Composition I	3
ABDR 1449 Automotive Plastic and Sheet Molding Compound Repair	4
Speech	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	16
Fourth Term	Credit
ABDR 2380 Cooperative Education - Autobody/Collision and Repair Technology/Technician or ABDR 1323 Front and Rear Wheel Alignment	3
*Humanities or Fine Arts	3
ABDR 2502 Auto Body Mechanical and Electrical Service	5
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II	3
Subtotal	14
Associate of Applied Science Degree Total	60

Capstone Experience: ABDR 2380 or ABDR 1323

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

TECHNICAL PROGRAMS

Automotive Non-Collision Repair (4ABCR-NC)

Certificate of Technology

North Campus

First Term	Credit
ABDR 1519 Basic Metal Repair	5
ABDR 1558 Intermediate Refinishing	5
<u>ABDR 1431 Basic Refinishing</u>	<u>4</u>
Subtotal	14

Second Term	Credit
ABDR 1555 Non-Structural Metal Repair	5
ABDR 1303 Vehicle Design and Structural Analysis	3
<u>ABDR 2549 Advanced Refinishing</u>	<u>5</u>
Subtotal	13

Certificate of Technology Total **27**

Capstone Experience: ABDR 2549





Automotive Technology

Future Automotive Service Technicians (FAST) Program

Automotive Technology (5AUTO)

Level 2 Certificate of Technology

Central Campus

The Automotive Technology Future Automotive Service Technicians (FAST) Program prepares individuals for employment as automotive service technicians. San Jacinto College can provide the training you need. Today's automobiles are equipped with multiple computers and extensive electronics. Servicing vehicles equipped with active suspension, satellite guidance systems and computer controlled, multi-valve engines requires highly specialized training. Upon the completion of this curriculum, students should be prepared to take the Automotive Service Excellence (ASE) certification exams and be ready for full-time employment in the automotive service industry. Students interested in the Automotive Technology FAST Level 2 Certificate program must meet with the FAST coordinator or department chair before registering for automotive classes.

First Term

Credit

AUMT 1272 Automotive Maintenance and Repair.....	2
AUMT 1407 Automotive Electrical Systems.....	4
AUMT 1410 Automotive Brake Systems.....	4
Subtotal	10

Second Term

Credit

AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2288 Internship - Automotive Technology	2
Subtotal	10

PostY1Summer

Credit

AUMT 1419 Automotive Engine Repair.....	4
AUMT 2417 Automotive Engine Performance Analysis I	4
Subtotal	8

Third Term

Credit

AUMT 1345 Automotive Climate Control Systems.....	3
AUMT 2434 Automotive Engine Performance Analysis II	4
AUMT 2288 Internship - Automotive Technology	2
Subtotal	9

Fourth Term

Credit

AUMT 2413 Manual Drivetrain and Axles.....	4
AUMT 2425 Automotive Automatic Transmission and Transaxles.....	4
Subtotal	8

Level 2 Certificate Total

45

Capstone Experience: Eligible for credentialing exams

#For automotive technology degree/certificate programs, NOTE:

Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

TECHNICAL PROGRAMS

Future Automotive Service Technicians (FAST) Program

Automotive Technology (3AUTO)

Associate of Applied Science Degree

Central Campus

The Automotive Technology Future Automotive Service Technicians (FAST) Program prepares individuals for employment as entry level automotive service technicians. San Jacinto College can provide the training you need. Today's automobiles are equipped with multiple computers and extensive electronics. Servicing vehicles equipped with active suspension, satellite guidance systems and computer controlled, multi-valve engines requires highly specialized training. Upon the completion of this curriculum, students should be prepared to take the Automotive Service Excellence (ASE) certification exams.

First Term	Credit
AUMT 1272 Automotive Maintenance and Repair.....	2
AUMT 1407 Automotive Electrical Systems	4
AUMT 1410 Automotive Brake Systems.....	4
Speech.....	3
Subtotal	13

Second Term	Credit
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2288 Internship - Automotive Technology	2
Humanities or Fine Arts.....	3
Subtotal	13

PostY1Summer	Credit
AUMT 1419 Automotive Engine Repair.....	4
AUMT 2417 Automotive Engine Performance Analysis I	4
Subtotal	8

Third Term	Credit
AUMT 1345 Automotive Climate Control Systems.....	3
AUMT 2434 Automotive Engine Performance Analysis II	4
AUMT 2288 Internship - Automotive Technology	2
ENGL 1301 Composition I.....	3
Subtotal	12

Fourth Term	Credit
AUMT 2413 Manual Drivetrain and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxles.....	4
Social and Behavioral Sciences	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
Subtotal	14

Associate of Applied Science Degree Total **60**

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/Technician

Eligible for credentialing exams

tFor automotive technology degree/certificate programs

NOTE: Applicants must meet the admission requirements for SJC and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

***Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*



TECHNICAL PROGRAMS

Mopar College Automotive Program (CAP) (5AUTO-C)

Level 2 Certificate of Technology

Central Campus

The Mopar CAP Level 2 certificate prepares individuals for entry level employment as automotive service technicians. San Jacinto College can provide the training you need. Today's automobiles are equipped with multiple computers and extensive electronics. Servicing vehicles equipped with active suspension, satellite guidance systems and computer controlled, multi-valve engines require highly specialized training. Upon the completion of this curriculum, students should be prepared to take the Automotive Service Excellence (ASE) Certification exams and be ready for full-time employment in the automotive service industry. Students interested in the Mopar CAP Level 2 Certificate Program must meet with the CAP coordinator or department chair before registering for automotive classes.

First Term	Credit
AUMT 1407 Automotive Electrical Systems	4
AUMT 2417 Automotive Engine Performance	
Analysis I	4
AUMT 2288 Internship - Automotive Technology	2
Subtotal	10

Second Term		Credit
AUMT 1410 Automotive Brake Systems	4	
AUMT 1416 Automotive Suspension and Steering Systems	4	
AUMT 2188 Internship - Automotive Technology	1	
Subtotal		9

PostY1Summer	Credit
AUMT 2313 Manual Drivetrain and Axles	3
<u>AUMT 1345 Automotive Climate Control Systems</u>	<u>3</u>
Subtotal	6

Third Term

Credit

AUMT 2288 Internship - Automotive Technology	2
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 2425 Automotive Automatic Transmission and Transaxles	4
Subtotal	10

Fourth Term

Credit

AUMT 2288 Internship - Automotive Technology	2
AUMT 1419 Automotive Engine Repair	4
AUMT 2434 Automotive Engine Performance Analysis II	4

Subtotal

10

Level 2 Certificate total

45

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/ Technician; Eligible for credentialing exams

For automotive technology degree/certificate programs
NOTE: Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

TECHNICAL PROGRAMS

Mopar College Automotive Program (CAP) (3AUTO-C)

Associate of Applied Science Degree Central Campus

Mopar College Automotive Program (CAP) streamlines the path to becoming a highly trained automotive technician to less than two years. In Mopar CAP you will alternate between San Jacinto College, a Mopar CAP College and hands-on work experience at your sponsoring dealership. Mopar CAP instructors are Mopar Group LLC trained and in touch with the latest automotive trends. You will learn from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles. Mopar Group LLC requires Mopar CAP instructors to have the latest high-tech training available. Mopar CAP colleges are ready to provide the most current training available in the industry. As a Mopar CAP student, you will complete between 80-100 percent of the Mopar training required to become a Mopar, Jeep and Ram certified technician. The more you train, the more valuable you become as an employee. Mopar Group LLC donates new vehicles to its Mopar CAP colleges. This ensures that you are training on the latest vehicle technology. If you are training on 10-year-old vehicles your training is 10 years out of date. All Mopar CAP programs including San Jacinto College are accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. All Mopar CAP instructors must be certified by the National Institute for Automotive Service Excellence (ASE) before they are allowed to teach in any Mopar CAP classroom. You deserve to be trained by the best. Students interested in the Mopar CAP program are required to meet with the CAP coordinator or department chair before registering for automotive classes.

First Term	Credit
AUMT 1407 Automotive Electrical Systems	4
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2288 Internship - Automotive Technology	2
Speech	3
Subtotal	13
Second Term	Credit
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Automotive Suspension and Steering Systems	4
AUMT 2188 Internship - Automotive Technology	1
*Social and Behavioral Sciences	3
*Humanities or Fine Arts	3
Subtotal	15

PostY1Summer	Credit
AUMT 2313 Manual Drivetrain and Axles	3
AUMT 1345 Automotive Climate Control Systems	3
Subtotal	6

Third Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 2425 Automotive Automatic Transmission and Transaxle	4
ENGL 1301 Composition I	3
Subtotal	13

Fourth Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 1419 Automotive Engine Repair	4
AUMT 2434 Automotive Engine Performance Analysis II	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	13

Associate of Applied Science Degree Total 60

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/Technician; Eligible for credentialing exam

For automotive technology degree/certificate programs
NOTE: Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

*Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.



Ford Automotive Student Educational Training (ASSET) Program (5AUTO-F)

Level 2 Certificate

Central Campus

The Ford ASSET Level 2 certificate prepares individuals for entry-level employment as automotive service technicians. San Jacinto College provides the training you need. Today's automobiles are equipped with multiple computers and extensive electronics. Servicing vehicles equipped with active suspension, satellite guidance systems and computer controlled, multi-valve engines requires highly specialized training. Upon the completion of this curriculum, students should be prepared to take the Automotive Service Excellence (ASE) Certification exams and be ready for full-time employment in the automotive service industry. Students interested in the Ford Level 2 Certificate program must meet with the ASSET coordinator or department chair before registering for automotive classes.

First Term	Credit
-------------------	---------------

AUMT 1407 Automotive Electrical Systems	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
Subtotal	10

Second Term	Credit
--------------------	---------------

AUMT 1416 Automotive Suspension and Steering Systems	4
AUMT 1410 Automotive Brake Systems	4
Subtotal	9

PostY1Summer	Credit
---------------------	---------------

AUMT 1345 Automotive Climate Control Systems	3
AUMT 1319 Automotive Engine Repair	3
Subtotal	6

Third Term

Credit	
AUMT 2288 Internship - Automotive Technology 2	
AUMT 2417 Automotive Engine Performance Analysis I 4	
AUMT 2434 Automotive Engine Performance Analysis II 4	
Subtotal	10

Fourth Term

Credit	
AUMT 2288 Internship - Automotive Technology 2	
AUMT 2413 Automotive Drivetrain and Axles 4	
AUMT 2425 Automotive Automatic Transmission and Transaxle 4	
Subtotal	10

Level 2 Certificate Total

45

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/Technician; Eligible for credentialing exam

For automotive technology degree/certificate programs
NOTE: Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

TECHNICAL PROGRAMS

Ford Automotive Student Educational Training (ASSET) Program (3AUTO-F)

Associate of Applied Science Degree Central Campus

Ford ASSET Program streamlines the path to becoming a highly trained automotive technician to less than two years. In the Ford ASSET Program you will alternate between San Jacinto College, a Ford ASSET College and hands-on work experience at your sponsoring dealership. Ford ASSET instructors are Ford trained and in touch with the latest automotive trends. You will be learning from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles. Ford Motor Company requires Ford ASSET instructors to have the latest high tech training available. Ford ASSET colleges are ready to provide the most current training available in the industry. As a Ford ASSET student you will complete between 80-100% of the Ford training required to become a Ford certified technician. The more you train, the more valuable you become as an employee. Ford Motor Company donates new vehicles to its Ford ASSET colleges. This ensures that you are training on the latest vehicle technology. If you are training on 10 year old vehicles your training is already 10 years out of date. All Ford ASSET Programs including San Jacinto College are accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. All Ford ASSET instructors must be certified by the National Institute for Automotive Service Excellence (ASE) before they are allowed to teach in any Ford ASSET classroom. Students interested in the Ford ASSET program are required to meet with the ASSET coordinator or department chair before registering for automotive classes.

First Term	Credit
AUMT 1407 Automotive Electrical Systems	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 2288 Internship - Automotive Technology	2
Speech	3
Subtotal	13

Second Term	Credit
AUMT 1416 Automotive Suspension and Steering Systems	4
AUMT 1410 Automotive Brake Systems	4
AUMT 2188 Internship - Automotive Technology	1
*Social and Behavioral Sciences	3
*Humanities or Fine Arts	3
Subtotal	15

PostY1Summer	Credit
AUMT 1345 Automotive Climate Control Systems	3
AUMT 1319 Automotive Engine Repair	3
Subtotal	6

Third Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
ENGL 1301 Composition I	3
Subtotal	13

Fourth Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2413 Manual Drivetrain and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxles	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	13

Associate of Applied Science Degree Total	60
---	----

Capstone Experience: AUMT 2288 Internship Automotive/Automotive Mechanics Technology/ Technician; Eligible for credentialing exam

For automotive technology degree/certificate programs
NOTE: Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*



TECHNICAL PROGRAMS

General Motors Automotive Service Educational Program (ASEP) (3AUTO-G)

Associate of Applied Science Degree Central Campus

GM ASEP streamlines the path to becoming a highly trained automotive technician to less than two years. In GM ASEP you will alternate between San Jacinto College, a GM ASEP College, and hands-on work experience at your sponsoring dealership. GM ASEP instructors are GM trained and in touch with the latest automotive trends. You will learn from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles. General Motors requires GM ASEP instructors to have the latest high tech training available. GM ASEP colleges are ready to provide the most current training available in the industry. As a GM ASEP student you will complete between 80-100 percent of the GM training required to become a GM certified technician. The more you train, the more valuable you become as an employee. GM donates new vehicles to its GM ASEP colleges. This ensures that you are training on the latest vehicle technology. If you are training on 10-year-old vehicles your training is 10 years out of date. All GM ASEP programs including San Jacinto College are accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. All GM ASEP instructors must be certified by the National Institute for Automotive Service Excellence before they are allowed to teach in any GM ASEP classroom. In fact, many of these instructors have gone on to achieve GM World Class status, the highest achievement for a GM technician. You deserve to be trained by the best. Students interested in the GM ASEP program are required to meet with the ASEP coordinator or department chair before registering for automotive classes.

First Term	Credit
AUMT 1407 Automotive Electrical Systems	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
AUMT 2288 Internship - Automotive Technology	2
Speech	3
Subtotal	13
Second Term	Credit
AUMT 1419 Automotive Engine Repair	4
AUMT 1410 Automotive Brake Systems	4
AUMT 2188 Internship - Automotive Technology	1
*Humanities and Fine Arts	3
*Social and Behavioral Sciences	3
Subtotal	15

PostY1Summer	Credit
AUMT 1345 Automotive Climate Control Systems	3
AUMT 1316 Automotive Suspension and Steering	3
Subtotal	6

Third Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2413 Manual Drivetrain and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxles	4
ENGL 1301 Composition I	3
Subtotal	13

Fourth Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	13

Associate of Applied Science Degree Total	60
--	-----------

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/ Technician; Eligible for credentialing exam

For automotive technology degree/certificate programs
NOTE: Applicants must meet the admission requirements for San Jacinto College and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

TECHNICAL PROGRAMS

Honda Professional Automotive Career Training (PACT) Program (5AUTO-H)

Level 2 Certificate

Central Campus

The Honda PACT Level 2 certificate is designed to teach technical competence and professional level skills to incoming technicians. The curriculum has been co-designed by Honda and San Jacinto College. San Jacinto College can provide the training you need. The program requires the student to work at a Honda or Acura dealership as well as attend San Jacinto College classroom and laboratory classes, where the student will work on Honda and Acura donated training vehicles. Upon the completion of this curriculum, students should be prepared to take the Automotive Service Excellence (ASE) certification exams and be ready for full-time employment in the automotive service industry. San Jacinto College is accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. Students interested in the Honda Level 2 Certificate program must meet with the PACT coordinator or department chair before registering for automotive classes.

First Term

Credit

AUMT 1271 Manufacturer Maintenance and Pre-Delivery	2
AUMT 1407 Automotive Electrical Systems.....	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
Subtotal	10

Second Term

Credit

AUMT 1410 Automotive Brake Systems.....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2188 Internship-Automobile/Automotive Mechanics Technology/Technician	1
Subtotal	9

PostY1Summer

Credit

AUMT 1345 Auto Climate Control Systems.....	3
AUMT 1319 Automotive Engine Repair.....	3
Subtotal	6

Third Term

Credit

AUMT 2288 Internship-Automobile/Automotive Mechanics Technology/Technician	2
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
Subtotal	10

Fourth Term

Credit

AUMT 2288 Internship-Automobile/Automotive Mechanics Technology/Technician	2
AUMT 2413 Manual Drivetrain and Axles	4
AUMT 2425 Automotive Automatic Transmission and Transaxles Lab	4
Subtotal	10

Level 2 Certificate Total

45

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/Technician; Eligible for credentialing exam

†For automotive technology degree/certificate programs,

NOTE: *Applicants must meet the admission requirements for SJC and achieve minimum scores on assessments for mechanical comprehension and reading.*

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).



Honda Professional Automotive Career Training (PACT) Program (3AUTO-H)

Associate of Applied Science Degree Central Campus

Honda PACT streamlines the path to becoming a highly trained automotive technician to less than two years. In Honda PACT you will alternate between San Jacinto College, a Honda PACT College and hands-on work experience at your sponsoring dealership. Honda PACT instructors are Honda trained and in touch with the latest automotive trends. You will be learning from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles. American Honda Motor Co. Inc. requires Honda PACT instructors to have the latest high tech training available. Honda PACT colleges are ready to provide the most current training available in the industry. As a Honda PACT student you will complete between 80-100 percent of the Honda training required to become a Honda certified technician. The more you train, the more valuable you become as an employee. American Honda Motor Co. Inc. donates new vehicles to its Honda PACT colleges. This ensures that you are training on the latest vehicle technology. If you are training on 10-year-old vehicles your training is already 10 years out of date. All Honda PACT programs including San Jacinto College are accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. All Honda PACT instructors must be certified by the National Institute for Automotive Service Excellence (ASE) before they are allowed to teach in any Honda PACT classroom. You deserve to be trained by the best. Students interested in the Honda PACT program are required to meet with the PACT coordinator or department chair before registering for automotive classes.

First Term	Credit
AUMT 1271 Manufacturer Maintenance and Pre-Delivery	2
AUMT 1407 Automotive Electrical Systems.....	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
Speech.....	3
Subtotal	13

Second Term	Credit
AUMT 1410 Automotive Brake Systems.....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2188 Internship - Automotive Technology	1
*Social and Behavioral Sciences	3
*Humanities or Fine Arts.....	3
Subtotal	15

PostY1Summer	Credit
AUMT 1345 Automotive Climate Control Systems	3
AUMT 1319 Automotive Engine Repair.....	3
Subtotal	6

Third Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
ENGL 1301 Composition I.....	3

Subtotal	13
-----------------	-----------

Fourth Term	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2413 Manual Drivetrain and Axles.....	4
AUMT 2425 Automotive Automatic Transmission and Transaxles.....	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3

Subtotal	13
-----------------	-----------

Associate of Applied Science Degree Total	60
--	-----------

Capstone Experience: AUMT 2288 Internship Automotive/Automotive Mechanics Technology/ Technician; Eligible for credentialing exam.

#For automotive technology degree/certificate programs,

NOTE: *Applicants must meet the admission requirements for SJC and achieve minimum scores on assessments for mechanical comprehension and reading.*

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

TECHNICAL PROGRAMS

Toyota Technician & Education Network Program (T-TEN)

Toyota Technical and Education Network (T-TEN) streamlines the path to becoming a highly trained automotive technician to less than two years. In Toyota T-TEN you will alternate between San Jacinto College, a Toyota T-TEN College and hands-on work experience at your sponsoring dealership. Toyota T-TEN instructors are Toyota trained and in touch with the latest automotive trends. You will be learning from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles. Toyota Motor Sales, U.S.A., Inc. requires Toyota T-TEN instructors to have the latest high-tech training available. Toyota T-TEN colleges are ready to provide the most current training available in the industry. The more you train, the more valuable you become as an employee. Toyota Motor Sales, U.S.A., Inc. donates new vehicles to its Toyota T-TEN colleges. This ensures that you are training on the latest vehicle technology. If you are training on 10-year-old vehicles your training is already 10 years out of date. All Toyota T-TEN programs including San Jacinto College are accredited by the National Automotive Technicians Education Foundation (NATEF). This accreditation ensures that your training will meet or exceed industry standards. All Toyota T-TEN instructors must be certified by the National Institute for Automotive Service Excellence (ASE) before they are allowed to teach in any Toyota T-TEN classroom. You deserve to be trained by the best. Students interested in the Toyota TTEN program are required to meet with the T-TEN coordinator or department chair before registering for automotive classes.

Toyota Technician Training & Education Network (T-TEN) Program (5AUTO-TTEN)

Level 2 Certificate

Central Campus

First Term	Credit
AUMT 1271 Manufacturer Maintenance and Pre-Delivery	2
AUMT 1407 Automotive Electrical Systems.....	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
Subtotal	10

Second Term	Credit
AUMT 1410 Automotive Brake Systems.....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2188 Internship - Automotive Technology	1
Subtotal	9

PostY1Summer

AUMT 1345 Automotive Climate Control Systems.....3

AUMT 1319 Automotive Engine Repair.....3

Subtotal 6

Third Term Credit

AUMT 2288 Internship - Automotive Technology2

AUMT 2417 Automotive Engine Performance

Analysis I4

AUMT 2434 Automotive Engine Performance

Analysis II4

Subtotal 10

Fourth Term Credit

AUMT 2288 Internship - Automotive Technology2

AUMT 2413 Manual Drivetrain and Axles4

AUMT 2425 Automotive Automatic Trans and Transaxles Lab.....4

Subtotal 10

Level 2 Certificate Total 45

Capstone Experience: AUMT 2288 Internship - Automobile/Automotive Mechanics Technology/Technician; Eligible for credentialing exam



TECHNICAL PROGRAMS

Toyota Technician Training & Education Network (T-TEN) Program (3AUTO-TTEN)

Associate of Applied Science Degree

Central Campus

First Term

	Credit
AUMT 1271 Manufacturer Maintenance and Pre Delivery.....	2
AUMT 1407 Automotive Electrical Systems.....	4
AUMT 2421 Automotive Electrical Diagnosis and Repair	4
Speech.....	3
Subtotal	13

Second Term

	Credit
AUMT 1410 Automotive Brake Systems.....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 2188 Internship - Automotive Technology	1
*Social and Behavioral Sciences	3
*Humanities or Fine Arts.....	3
Subtotal	15

PostY1Summer

	Credit
AUMT 1345 Auto Climate Control Systems.....	3
AUMT 1319 Automotive Engine Repair.....	3

Subtotal

Credit

13

Third Term

	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2434 Automotive Engine Performance Analysis II	4
ENGL 1301 Composition I.....	3

Subtotal

13

Fourth Term

	Credit
AUMT 2288 Internship - Automotive Technology	2
AUMT 2413 Manual Drivetrain and Axles.....	4
AUMT 2425 Automotive Automatic Transmission and Transaxles Lab	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3

Subtotal

13

Associate of Applied Science Degree Total

60

Capstone Experience: AUMT 2288 Internship Automobile/Automotive Mechanics Technology/Technician; Eligible for credentialing exam

tFor automotive technology degree/certificate programs:

NOTE: Applicants must meet the admission requirements for SJC and achieve minimum scores on assessments for mechanical comprehension and reading.

All new students are required to attend automotive orientation.

Department-specific courses must be taken in sequence and may have a prerequisite course.

Exceptions must be approved in writing by the department chair.

Students are required to furnish their own tools. (See a program instructor, program coordinator or the department chair for required tool list).

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*



Biomedical Clinical Equipment Technician

The Biomedical Clinical Equipment Technician curriculum is designed to provide basic training for students to enter and/or advance in the occupations associated with medical equipment maintenance and repair. A Biomedical Equipment Technician must possess the skills necessary to repair and replace parts on medical equipment, test and calibrate equipment, perform and record preventative maintenance, procure and track inventory and facilitate training sessions on the equipment. A graduate in this program will gain the theoretical knowledge needed to understand the equipment as well as the practical (hands-on) skills to operate and repair the equipment. Employment of medical equipment repairers is projected to grow 31 percent from 2010 to 2020, much faster than the average for all occupations. Greater demand for health care services and the use of increasingly complex medical equipment will drive this employment growth. Those who have associate degrees in biomedical equipment technology should have the best job opportunities. Biomedical equipment repair technicians are most commonly employed by hospitals or clinics, private companies and the military. Biomedical equipment repair technicians must be able to interact with health care professionals, administrators, patients and vendors to perform their jobs. Although some medical equipment repairers are trained to fix a variety of equipment, others specialize in repairing one or a small number of machines. For less complicated equipment, such as electric hospital beds, workers make repairs as needed. You can become a Certified Biomedical Equipment Repair Technician (CBET) through the Association for the Advancement of Medical Instrumentation (AAMI) by sitting for the exam administered by the International Certification Commission (ICC). Additional credentials are also offered by the AAMI. Eligibility requirements vary depending on your level of education and work experience. Once you have completed an associate degree in Biomedical Equipment Repair Technology and gained two years of work experience in the field, you are eligible for certification.

As with most technology, advances in medical equipment are constantly evolving. Because of this, you are required to complete continuing education activities in order to keep your skills and equipment knowledge up to date.

The student that begins the program in the occupational certificate will start to build a foundation for developing an understanding in medical equipment, computer, and electronics operation and repair. The next two certificates (certificate of technology and the level 2 certificate) build upon these foundation classes with more specialized biomedical equipment classes to provide the student with more theoretical and practical industry expertise and the chance for an internship. All of these certificates are stackable and lead directly to the associate of applied science. Some students with previous biomedical equipment repair experience can enter the workplace with the certificates while students with no previous experience are directed to complete the associate of applied science degree.

Biomedical Clinical Equipment Technician (6BIOMD-CET)

Occupational Certificate South Campus

First Term	Credit
BIOM 1309 Applied Biomedical Equipment Technology ..	3
BIOM 2301 Safety in Health Care Facilities	3
CETT 1302 Electricity Principles	3
ITNW 1325 Fundamentals of Networking Technologies ...	3
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3
Occupational Certificate Total	15

Capstone Experience: BIOM 2301



TECHNICAL PROGRAMS

Biomedical Clinical Equipment Technician (4BIOMD-CET)

Certificate of Technology South Campus

First Term	Credit
BIOM 1309 Applied Biomedical Equipment Technology ...	3
BIOM 2301 Safety in Health Care Facilities	3
CETT 1302 Electricity Principles	3
ITNW 1325 Fundamentals of Networking Technologies	3
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3

Subtotal 15

Second Term	Credit
BIOM 1315 Medical Equipment Networks	3
BIOM 1341 Medical Circuits Troubleshooting	3
BIOM 1350 Diagnostic Ultrasound Imaging System	3
BIOM 1355 Medical Electronic Applications	3
BIOM 2311 General Medical Equipment I	3

Subtotal 15

PostY1Summer

BIOM 2389 Internship-Biomedical Technology/Technician	3
--	---

Subtotal 3

Certificate of Technology Total 33

Capstone Experience: BIOM 2389

Biomedical Clinical Equipment Technician (5BIOMD-CET)

Level 2 Certificate South Campus

First Term	Credit
BIOM 1309 Applied Biomedical Equipment Technology ...	3
BIOM 2301 Safety in Health Care Facilities	3
CETT 1302 Electricity Principles	3
ITNW 1325 Fundamentals of Networking Technologies	3
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3

Subtotal 15

Second Term	Credit
BIOM 1315 Medical Equipment Networks	3
BIOM 1341 Medical Circuits Troubleshooting	3
BIOM 1350 Diagnostic Ultrasound Imaging System	3
BIOM 1355 Medical Electronic Applications	3
BIOM 2311 General Medical Equipment I	3

Subtotal 15

PostY1Summer

BIOM 2389 Internship-Biomedical Technology/Technician	3
--	---

Subtotal 3

Third Term

Credit
BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems
BIOM 2315 Physiological Instruments I
BIOM 2343 General Medical Equipment II
ENGL 1301 Composition I

Subtotal 12

Level 2 Certificate Total 45

Capstone Experience: BIOM 2343

TECHNICAL PROGRAMS

Biomedical Clinical Equipment Technician (3BIOMD-CET)

Associate of Applied Science Degree

South Campus

First Term

Credit

BIOM 1309 Applied Biomedical Equipment Technology ..	3
BIOM 2301 Safety in Health Care Facilities	3
CETT 1302 Electricity Principles	3
ITNW 1325 Fundamentals of Network Tech	3
ITSC 1309 Integrated Software Applications I or BCIS 1305 Business Computer Applications	3

Subtotal	15
-----------------	-----------

Second Term

Credit

BIOM 1315 Medical Equipment Networks	3
BIOM 1341 Medical Circuits Troubleshooting	3
BIOM 1350 Diagnostic Ultrasound Imaging System	3
BIOM 1355 Medical Electronic Applications	3
BIOM 2311 General Medical Equipment I	3

Subtotal	15
-----------------	-----------

PostY1Summer

Credit

BIOM 2389 Internship-Biomedical Technology/ Technician	3
Subtotal	3

Third Term

Credit

BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems	3
BIOM 2315 Physiological Instruments I	3
BIOM 2343 General Medical Equipment II	3
ENGL 1301 Composition I	3
*Social or Behavioral Sciences	3

Subtotal	15
-----------------	-----------

Fourth Term

Credit

ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II	3
Speech	3
*Humanities or Fine Arts	3
MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or Life and Physical Sciences (Lec & Lab)	3
Subtotal	12

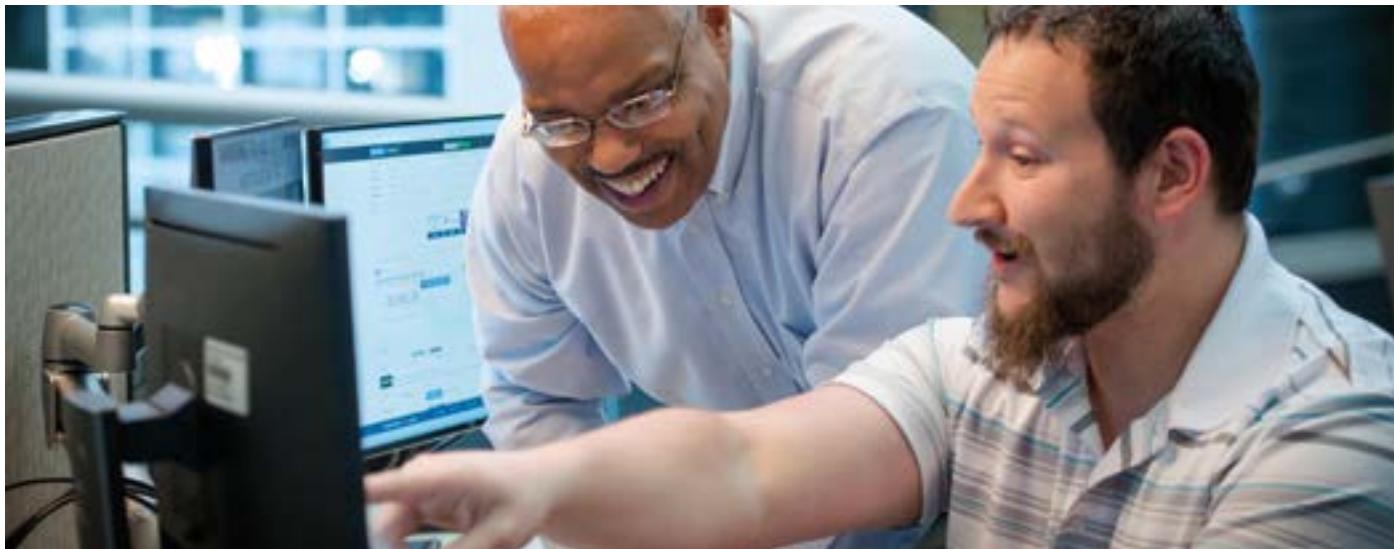
Associate of Applied Science Total

60

Capstone Experience: BIOM 2343

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*





Business Management

Business management is a two-year supervisory training program that combines classroom management theory with practical on-the-job training. The program leads to the associate of applied science in Business Management. The business management curriculum includes courses designed to provide a practical, comprehensive program covering certain managerial activities. The program is designed to meet the needs of people preparing for careers in business and industry such as retailing, wholesaling, industrial management, small business, and human resources. The business management program supports the theory that there is no substitute for world-of-work experience in the learning process. Management course work includes studies in basic principles of management, human relations, group dynamics, motivation of individuals and groups, leadership development, organization of work and people, study of supervisory functions, and many other management interests, including international business and trade.

A Contemporary Approach to Management Training

Concurrent with the business management courses, the supervision major or the small business entrepreneur major is required to take a practicum that coordinates job training with classroom theory. One of the requirements of the practicum course is that a student work a minimum of 20 hours per week at a training station approved by a business management coordinator. Designed as a development tool, the practicum requires that the business management coordinator, the employer and the student agree on a tentative training outline or personal development plan which, according to specific guidelines, must improve, enhance and demonstrate personal and professional managerial skills of the student at work.

NOTE: Students taking the practicum courses should be counseled by a business management coordinator or the department chair prior to registration. BMGT 2368 can be taken more than once for credit; consequently, the credit for this course, when taken more than once, may be applied toward the certificate of technology and toward the degree. This practicum helps the student receive practical training and experience compatible with his or her management career objective.

Business Management - Retail Management (4BMGT-RTLM)

Certificate of Technology

All Campuses

The Retail Management Certificate of Technology program is designed for students who desire to work in leadership roles in the retail industry. This certificate is cross-walked with the retail industry recognized retail management industry certification. Most of the courses required for the certificate of technology apply toward an associate of applied science degree in Business Management.

First Term	Credit
HRPO 1311 Human Relations.....	3
BMGT 1327 Principles of Management.....	3
MRKG 1311 Principles of Marketing	3
BCIS 1305 Business Computer Applications.....	3
Subtotal	12

Second Term	Credit
HRPO 2301 Human Resources Management.....	3
ACNT 1303 Introduction to Accounting I	3
SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speaking	3
MRKG 1302 Principles of Retailing	3
Subtotal	12

Certificate of Technology Total **24**

Capstone Experience: MRKG 1302

TECHNICAL PROGRAMS

Business Management - Entrepreneur (4BMGT-ENTR)

Certificate of Technology

All Campuses

The Business Management Entrepreneur Certificate of Technology program is designed for students who desire to earn a credential after one year of study. All courses required for the certificate of technology may apply toward the Business Management Entrepreneur Associate of Applied Science.

First Term	Credit
BCIS 1305 Business Computer Applications	3
HRPO 1311 Human Relations	3
BMGT 1327 Principles of Management	3
MRKG 1311 Principles of Marketing	3
ACCT 2301 Principles of Financial Accounting or ACNT 1303 Introduction to Accounting I.....	3
Subtotal	15
Second Term	Credit
MRKG 2333 Principles of Selling	3
BUSI 2304 Business Communications	3
BMGT 1301 Supervision	3
BUSG 1341 Small Business Financing	3
ACNT 1311 Introduction to Computerized Accounting or ACCT 2302 Principles of Managerial Accounting	3
Subtotal	15
Certificate of Technology Total	30
Capstone Experience: MRKG 2333	

Business Management - Entrepreneurship (5BMGT-ENTR)

Level 2 Certificate

All Campuses

First Term	Credit
BCIS 1305 Business Computer Applications	3
HRPO 1311 Human Relations	3
MRKG 1311 Principles of Marketing	3
ACNT 1303 Introduction to Accounting I or ACCT 2301 Principles of Financial Accounting	3
Subtotal	15

Second Term	Credit
BUSI 2304 Business Communications	3
MRKG 2333 Principles of Selling	3
BMGT 1301 Supervision	3
BUSG 1341 Small Business Financing	3
ACNT 1311 Introduction to Computerized Accounting or ACCT 2302 Principles of Managerial Accounting	3
Subtotal	15

Third Term	Credit
BUSG 2309 Small Business Management	3
BUSI 2301 Business Law	3
BMGT 1313 Principles of Purchasing	3
BMGT 2309 Leadership	3
BMGT 2368 Practicum (or Field Experience) - Business Administration and Management, General	3
Subtotal	15

Level 2 Certificate Total **45**

Capstone Experience: BUSG 2309



Business Management - Entrepreneur (3BMGT-ENTR)

Associate of Applied Science Degree

All Campuses

The Business Management Entrepreneur Associate of Applied Science is suitable for anyone who desires to own or manage a small business. This two-year degree program has been recommended by an advisory committee of small business owners. Students pursuing a bachelor's degree should see a counselor or the business department chair prior to registration.

First Term	Credit
MRKG 1311 Principles of Marketing	3
ACCT 2301 Principles of Financial Accounting or ACNT 1303 Introduction to Accounting I.....	3
BCIS 1305 Business Computer Applications.....	3
BMGT 1327 Principles of Management.....	3
HRPO 1311 Human Relations.....	3
Subtotal	15
Second Term	Credit
ACCT 2302 Principles of Managerial Accounting or ACNT 1311 Introduction to Computerized Accounting.....	3
BMGT 1301 Supervision.....	3
BUSI 2304 Business Communications.....	3
BUSG 1341 Small Business Financing	3
MRKG 2333 Principles of Selling	3
Subtotal	15

Third Term	Credit
BMGT 1313 Principles of Purchasing.....	3
BMGT 2309 Leadership	3
BMGT 2368 Practicum (or Field Experience) - Business Administration and Management, General	3
BUSI 2301 Business Law.....	3
BUSG 2309 Small Business Management.....	3
Subtotal	15

Fourth Term	Credit
*Economics or Psychology or Sociology.....	3
ENGL 1301 Composition I.....	3
**MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
Speech.....	3
*Humanities or Fine Arts.....	3
Subtotal	15

Associate of Applied Science Degree Total **60**

Capstone Experience: BUSG 2309

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

*** Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.*

TECHNICAL PROGRAMS

Business Management (6BMGT-MGMT)

Occupational Certificate

All Campuses

First Term	Credit
HRPO 1311 Human Relations	3
BMGT 1327 Principles of Management	3
MRKG 1311 Principles of Marketing	3
BCIS 1305 Business Computer Applications	3
ACCT 2301 Principles of Financial Accounting or ACNT 1303 Introduction to Accounting I	3

Subtotal	15
-----------------	-----------

Second Term	Credit
BUSI 2304 Business Communications	3
Subtotal	3

Occupational Certificate Total	18
---------------------------------------	-----------

Capstone Experience: HRPO 1311

Management Specialty (4BMGT-MGMT)

Certificate of Technology

All Campuses

The Management Specialty Certificate of Technology program is designed for students who desire to earn a credential after one year of study. All courses required for the certificate of technology apply toward an associate of applied science degree in Business Management.

First Term	Credit
BCIS 1305 Business Computer Applications	3
HRPO 1311 Human Relations	3
MRKG 1311 Principles of Marketing	3
ACNT 1303 Introduction to Accounting I or ACCT 2301 Principles of Financial Accounting	3
BMGT 1327 Principles of Management	3

Subtotal	15
-----------------	-----------

Second Term	Credit
HRPO 2301 Human Resources Management	3
BUSI 2304 Business Communications	3
BMGT 1309 Information and Project Management	3
IBUS 2341 Intercultural Management	3
BMGT 2368 Practicum (or Field Experience) - Business Administration and Management, General	3

Subtotal	15
-----------------	-----------

Certificate of Technology Total	30
--	-----------

Capstone Experience: BMGT 2368

Business Management (5BMGT-MGMT)

Level 2 Certificate

All Campuses

First Term	Credit
BMGT 1327 Principles of Management	3
HRPO 1311 Human Relations	3
BCIS 1305 Business Computer Applications	3
MRKG 1311 Principles of Marketing	3
ACNT 1303 Introduction to Accounting I or ACCT 2301 Principles of Financial Accounting	3

Subtotal	15
-----------------	-----------

Second Term	Credit
IBUS 2341 Intercultural Management	3
BMGT 1309 Information and Project Mgmt	3
HRPO 2301 Human Resources Management	3
BUSI 2304 Business Communications	3
BMGT 2368 Practicum (or Field Experience) - Business Administration and Management, General	3

Subtotal	15
-----------------	-----------

Third Term	Credit
BMGT 2369 Practicum (or Field Experience) - Business Administration and Management, General	3
BUSG 2309 Small Business Management	3
BMGT 1313 Principles of Purchasing	3
BMGT 2309 Leadership	3
BUSI 2301 Business Law	3

Subtotal	15
-----------------	-----------

Level 2 Certificate Total	45
----------------------------------	-----------

Capstone Experience: BMGT 2369





Business Office Technology

Executive Administrative Assistant (6BOFT-E)

Occupational Certificate

All Campuses

The Executive Administrative Assistant Occupational Certificate is designed to provide students with entry-level office skills, which include analyzing, classifying, and recording business transactions in a manual and computerized environment.

All courses in this certificate also apply toward the certificate of technology, level 2 certificate, and the associate of applied science degree in the business office technology program.

First Term	Credit
ACNT 1303 Introduction to Accounting I	3
BCIS 1305 Business Computer Applications	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
POFT 1319 Records and Information Management I	3
POFT 1325 Business Math Using Technology	3

Occupational Certificate Total **18**

Capstone Experience: POFT 1319

Executive Administrative Assistant (4BOFT-E)

Certificate of Technology

All Campuses

These courses are required for the Executive Administrative Assistant Certificate of Technology and also qualify as the first two terms of the level 2 certificate and associate of applied science degree in the business office technology program.

After successfully completing the following courses, contact the office of Enrollment Services to apply to receive this certificate of technology.

First Term	Credit
ACNT 1303 Introduction to Accounting I	3
BCIS 1305 Business Computer Applications	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
<u>POFT 1319 Records and Information Management I</u>	<u>3</u>
Subtotal	15

Second Term	Credit
POFT 1325 Business Math Using Technology	3
ACNT 1304 Introduction to Accounting II	3
POFI 1341 Computer Applications II	3
POFT 1328 Business Presentations	3
<u>POFT 2301 Intermediate Keyboarding</u>	<u>3</u>
Subtotal	15

Certificate of Technology Total **30**

Capstone Experience: POFT 2301



TECHNICAL PROGRAMS

Executive Administrative Assistant (5BOFT-E)

Level 2 Certificate

All Campuses

These courses are required for the Executive Administrative Level 2 Certificate and also qualify as the first three terms of the associate of applied science degree in the business office technology program.

After successfully completing the following courses, contact the office of Enrollment Services to apply to receive this level 2 certificate.

First Term	Credit
ACNT 1303 Introduction to Accounting I	3
BCIS 1305 Business Computer Applications	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
POFT 1319 Records and Information Management I	3
Subtotal	15

Second Term

Credit
POFT 1325 Business Math Using Technology
ACNT 1304 Introduction to Accounting II
POFI 1341 Computer Applications II
POFT 1328 Business Presentations
POFT 2301 Intermediate Keyboarding

Subtotal	15
-----------------	-----------

Third Term

Credit
BUSI 1301 Business Principles
BUSI 2304 Business Communications
HRPO 1311 Human Relations
BMGT 1309 Information and Project Management
POFT 2364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General or POFT 1313 Professional Workforce Preparation

Subtotal	15
-----------------	-----------

Level 2 Certificate Total	45
----------------------------------	-----------

Capstone Experience: POFT 2364 or POFT 1313

TECHNICAL PROGRAMS

Executive Administrative Assistant (3BOFT-EXE)

Associate of Applied Science Degree

All Campuses

This two-year business office technology program leading to an associate of applied science degree is for students preparing for jobs as executive administrative assistants in current and future office environments. Students desiring a baccalaureate degree should see a counselor or the Business Office Technology department chair prior to registration.

Keyboarding proficiency is recommended for this degree as well as all the certificates in the Business Office Technology program. After successfully completing the following courses, contact the office of Enrollment Services to apply to receive this associate of applied science degree.

First Term Credit

ACNT 1303 Introduction to Accounting I	3
BCIS 1305 Business Computer Applications	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
POFT 1319 Records and Information Management I	3

Subtotal 15

Second Term Credit

POFT 1325 Business Math Using Technology	3
ACNT 1304 Introduction to Accounting II	3
POFI 1341 Computer Applications II	3
POFT 1328 Business Presentations	3
POFT 2301 Intermediate Keyboarding	3

Subtotal 15

Third Term Credit

BUSI 1301 Business Principles	3
BUSI 2304 Business Communications	3
HRPO 1311 Human Relations	3
BMGT 1309 Information and Project Management	3
POFT 2364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General or POFT 1313 Professional Workforce Preparation	3

Subtotal 15

Fourth Term

ENGL 1301 Composition I	3
*Psychology or Sociology	3
SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communications or SPCH 1321 Business & Professional Speech	3
**MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Humanities or Fine Arts	3

Subtotal 15

Associate of Applied Science Degree Total

60

Capstone Experience: POFT 2364 or POFT 1313

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

*** Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.*

Medical Office Support (EBOTM)

Enhanced Skills Certificate

All Campuses

The Medical Office Support Enhanced Skills Certificate is designed for students who have completed the Executive Administrative Assistant Associate of Applied Science Degree. This certificate is intended to prepare students for entry-level positions in medical office administrative/billing positions.

Fifth Term Credit

HPRS 2302 Medical Terminology for Allied Health	3
MRMT 1307 Medical Transcription I	3
POFM 1327 Medical Insurance or MDCA 1343 Medical Insurance	3
POFM 1317 Medical Administrative Support	3
Enhanced Skills Certificate Total	12

Capstone Experience: POFM 1317





Child Development/Early Childhood Education

Child Development/Early Childhood Education (3CHID-ECE)

Associate of Applied Science Degree

This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschools and child care centers.

CDEC and TECA Student:

The 80th Texas Legislature passed a law, Senate Bill 758, that as of Sept. 1, 2007, requires a Federal Bureau of Investigation (FBI) fingerprint check for anyone who is currently required to have a background check in a child care center. This includes any person(s), including volunteers, who are counted in the child/caregiver ratio. Child care center employees/volunteers will have to have the background fingerprints once every two (2) years. Similar legislation, Senate Bill 9, passed setting 2011 as the deadline for public school districts to be in compliance. FBI fingerprinting allows the state to check an individual's criminal record in 50 states, rather than just checking for a record within the state of Texas, which is all that our current system allows us to do. Additionally, it addresses concerns with individuals using fake names and social security numbers.

After some preliminary clarification, we have found that no student can be in any one location more than two (2) days a month, in which case they would not be a "frequent" in-contact person in the classroom. Our experience indicates that the area school districts are implementing criminal background checks in a variety of ways. A fee is required but may vary depending upon the center, program and school district. Based upon this information, it is the student's responsibility as a future teacher of children in the state of Texas to understand and comply with the requirements of each institution in which they may observe and/or intern.

For further clarification, discuss any concerns or issues with your professor, counselor and/or department chair.

TECHNICAL PROGRAMS

First Term	Credit
TECA 1354 Child Growth and Development	3
CDEC 1319 Child Guidance	3
CDEC 1458 Creative Arts for Early Childhood	4
ENGL 1301 Composition I	3
CDEC 1359 Children with Special Needs or Approved Elective	3
Subtotal	16
Second Term	Credit
CDEC 1356 Emergent Literacy for Early Childhood	3
TECA 1311 Educating Young Children	3
CDEC 1413 Curriculum Resources for Early Childhood Programs	4
*Humanities or Fine Arts	3
CDEC 1323 Observation and Assessment	3
Subtotal	16
Third Term	Credit
CDEC 2407 Math and Science for Early Child	4
TECA 1303 Family, School and Community	3
SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communication	3
MATH 1314 College Algebra or Higher or MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	3
CDEC 2326 Administration of Programs for Children I	3
Subtotal	16
Fourth Term	Credit
TECA 1318 Wellness of the Young Child	3
CDEC 2328 Administration Programs for Children II	3
CDEC 2366 Practicum (or Field Experience) Child Care Provider/Assistant	3
*Social and Behavioral Sciences	3
Subtotal	12
Associate of Applied Science Degree Total	60

Capstone Experience: CDEC 2366

*Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

Child Development/Early Childhood Education (4CHID-ECE)

Certificate of Technology Central and North Campuses

First Term	Credit
TECA 1354 Child Growth and Development	3
CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1413 Curriculum Resources for Early Childhood Programs	4
Subtotal	16
Second Term	Credit
TECA 1318 Wellness of the Young Child	3
CDEC 2407 Math and Science for Early Childhood	4
CDEC 1458 Creative Arts for Early Childhood	4
CDEC 2326 Administration of Programs for Children I or CDEC 2328 Administration of Programs for Children II	3
Subtotal	14
Third Term	Credit
TECA 1303 Family, School and Community	3
CDEC 1323 Observation and Assessment	3
CDEC 1359 Children with Special Needs or Approved Elective	3
CDEC 2366 Practicum (or Field Experience)- Child Care Provider/Assistant	3
Subtotal	12

Certificate of Technology Total

42

Capstone Experience: CDEC 2366

Approved Electives
CDEC 1321 CDEC 1417 CDEC 2341 CDEC 2422
CDEC 2424



TECHNICAL PROGRAMS

Association Training for Director (6CHID-DIR)

Occupational Certificate Central and North Campuses

The Child Development Association Training for Director Occupational Certificate program has been designed to provide educational training for persons interested in teaching young children and/or directing child care centers. The certificate requires completion of 18 semester credit hours. Upon successful completion of the courses and upon receiving the Child Development Associate National Credential (CDA) from the Council of Early Childhood Recognition in Washington, D.C., the student meets director qualifications as set forth in the Texas Department of Protective and Regulatory Services MINIMUM STANDARDS and GUIDELINES.

First Term	Credit
CDEC 1417 Child Development Associate Training I	4
CDEC 2422 Child Development Associate Training II	4
CDEC 2424 Child Development Associate Training III	4
CDEC 2326 Administrative Programs for Children I.....	3
<u>CDEC 2328 Administrative Programs for Children II.....</u>	<u>3</u>
Occupational Certificate Total	18

Capstone Experience: CDEC 2328

Commercial Art

See Arts and Design





Computer Information Technology

The computer information technology program is designed primarily for students seeking an occupational certificate, certificate of technology or associate of applied science degree. It is recommended that most students complete the 21 credit hour computer information technology (CIT) foundations occupational certificate before continuing into a certificate of technology or associate of applied science degree. The classes in this occupational certificate will apply toward most of the other CIT certificates and A.A.S. degrees.

The computer information technology (CIT) curriculum prepares graduates for employment with organizations that use computers to process, manage and communicate information. The College offers certificates and/or associate of applied science degrees in the following areas: applications programming, Web applications development, desktop support and Microsoft network administration, network administration Cisco, and information technology security. Several degree specialties are available to the student based on his/her primary area of interest. In the applications programming specialty, emphasis is placed on the use of computer languages in the solution of business and scientific problems. The Web application development specialty addresses the design and development of webpages for use on the World Wide Web. In desktop support and Microsoft network administration, a student can choose between a track with emphasis on desktop computer hardware and software support, or one with focus on the installation and maintenance of networks. In the network administration Cisco specialty, emphasis is on the design, implementation and administration of local and wide area router networks.

Two of the newer programs, CIT simulation and game programming and the CIT industry certification programs require students to apply for admission by contacting the department chair.

The CIT simulation and game programming certificate of technology is designed for students who are interested in advanced programming areas, as in simulations, game programming, program testing or multimedia programming.

The CIT industry certification program is intended for students with industry experience in one or more of the following areas of study: beginning network administration - Cisco and advance information technology security. These certificates enable students to supplement their current job skills and obtain industry certifications, if desired. Each industry certificate consists of only the courses required to obtain a specific certification.

Note for transfer students: Due to variations in requirements at four year colleges and universities, students desiring a bachelor's degree in computer science are strongly advised to consult a CIT department chair at San Jacinto College and at the institution to which they wish to transfer. This communication regarding transfer degree plans with both computer department heads will help to ensure the transition process is as smooth as possible. The computer science field of study located elsewhere in the Catalog may also be appropriate.

TECHNICAL PROGRAMS

Computer Information Technology Foundations (6IT-FNDLS)

Occupational Certificate

All Campuses

First Term

	Credit
ITSC 1309 Integrated Software Applications I	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1325 Personal Computer Hardware.....	3
ITCC 1314 CCNA 1: Introduction to Networks or ITNW 1325 Fundamentals of Networking Technologies	3

Subtotal	12
-----------------	-----------

Second Term	Credit
ITSC 1321 Intermediate PC Operating Systems	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming ..	3
ITSY 1342 Information Technology Security.....	3

Subtotal	9
-----------------	----------

Occupational Certificate Total	21
---------------------------------------	-----------

Capstone Experience: ITSC 1325

Computer Information Technology Industry Certification Program

The CIT industry certification program is intended for students with industry experience in one or more of the following areas of study:

- Web page design and E-commerce
- Beginning and advanced network administration - Microsoft
- Beginning and advanced network administration - CISCO
- Advanced information technology security
- Database administration
- Computer hardware support

These certificates enable students to supplement their current job skills and obtain industry certifications, if desired. Each industry certificate consists of only the courses required to obtain a specific certification.

Beginning Network Administration CISCO Specialty (6IT-BC)

Occupational Certificate

All Campuses

First Term

ITCC 1314 CCNA 1: Introduction to Networks.....	3
ITCC 1440 CCNA 2: Routing and Switching Essentials	4
ITCC 2412 CCNA 3: Scaling Networks.....	4
ITCC 2413 CCNA 4: Connecting Networks.....	4

Occupational Certificate Total	15
---------------------------------------	-----------

Capstone Experience: ITCC 2410

Advanced Information Technology Security Specialty (6IT-AITS)

Occupational Certificate

All Campuses

First Term

ITSY 2300 Operating System Security	3
ITSY 2301 Firewalls and Network Security	3
ITSY 2341 Security Management Practices	3

Subtotal	9
-----------------	----------

Second Term

ITSY 2342 Incident Response and Handling	3
ITSY 2343 Computer System Forensics	3
ITSY 2345 Network Defense and Countermeasures	3

Subtotal	9
-----------------	----------

Occupational Certificate Total	18
---------------------------------------	-----------

Capstone Experience: ITSY 2345





Programming

Applications Programming (4IT-APPL)

Certificate of Technology

All Campuses

The Applications Programming Certificate of Technology is designed for students who desire to earn a credential after one year of study. All courses required for this certificate apply toward the Applications Programming Associate of Applied Science degree.

The following curriculum provides the student with basic application programming development skills. A common job title for this certificate is Entry Level Programmer.

First Term	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSE 1329 Programming Logic and Design.....	3
Subtotal	12

Second Term	Credit
ITSE 1331 Introduction to Visual Basic Programming	3
ITSE 1307 Introduction to C++ Programming	3
ITSW 1307 Introduction to Database	3
Subtotal	9

Third Term	Credit
ITSE 2317 Java Programming.....	3
ITSE 2331 Advanced C++ Programming.....	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3
Subtotal	9

Certificate of Technology Total 30

Capstone Experience: ITSE 2331

Approved Electives
GAME 1303 ITSC 1307 ITSE 1345

TECHNICAL PROGRAMS

Applications Programming Specialty (3IT-APPL)

Associate of Applied Science Degree

All Campuses

Most employers require an associate degree for an entry-level positions in this field. A common job for this degree is entry-level programmer.

First Term	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSE 1329 Programming Logic and Design.....	3
ITSE 1331 Introduction to Visual Basic Programming	3

Subtotal **15**

Second Term	Credit
ITSC 1319 Internet/Web Page Development	3
ITSE 1307 Introduction to C++ Programming	3
ITSW 1307 Introduction to Database	3
ENGL 1301 Composition I.....	3
Speech.....	3

Subtotal **15**

Third Term	Credit
ITSE 2331 Advanced C++ Programming.....	3
Approved Elective.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Sciences (Lec & Lab).....	3
*Humanities or Fine Arts.....	3
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II.....	3

Subtotal **15**

Fourth Term

Credit
*Social and Behavioral Sciences
ITSC 1325 Personal Computer Hardware.....
Approved Elective
ITSE 2317 Java Programming.....
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective

Subtotal **15**

Associate of Applied Science Degree Total

60

Capstone Experience: ITSE 2317

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

Approved Electives

GAME 1303 ITSC 1307 ITSE 1345

***Students must be Texas Success initiative (TSI) complete in order to graduate: Math level 9.*





Desktop Support and Microsoft Network Administration

All Campuses

The desktop support curriculum is designed to provide students with skills in desktop computer hardware and software support, and prepare them for exams leading to industry certifications such as A+, Net+ and Microsoft Office Specialist (MOS). Students will learn to install, maintain, repair, replace and upgrade desktop computers. Common job titles for this certificate include: Desktop Support Specialist, Helpdesk Support and PC Technician.

The Microsoft network administration curriculum is designed to provide students with basic skills needed to work as Microsoft computer network service technicians. Emphasis is placed upon the installation and maintenance of networks. A graduate will be able to administer and troubleshoot data and communication networks. These courses can lead to the Microsoft Certified Professional (MCP) and/or Microsoft Certified Systems Engineer (MCSE), Net+ and Server+ certifications. Common job titles for this certificate include network technician, network administrator, server administrator and network operations specialist.

Desktop Support and Microsoft Network Administration (4IT-DSMN)

Certificate of Technology

All Campuses

First Term	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming ..	3
Subtotal	12
Second Term	Credit
ITSC 1325 Personal Computer Hardware.....	3
ITNW 1354 Implementing and Supporting Servers	3
ITSC 2339 Personal Computer Help Desk Support	3
ITSW 1307 Introduction to Database	3
Subtotal	12
Third Term	Credit
ITNW 1313 Computer Virtualization.....	3
ITSY 1342 Information Technology Security.....	3
ITSC 1321 Intermediate PC Operating Systems	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3
Subtotal	12
Certificate of Technology Total	36

Capstone Experience: ITNW 1313

Approved Electives
ITCC 1440 ITSE 1307

TECHNICAL PROGRAMS

Desktop Support and Microsoft Network Administration (3IT-DSMN)

Associate of Applied Science Degree

All Campuses

First Term

	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITSC 1325 Personal Computer Hardware.....	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
Speech.....	3
Subtotal	15

Second Term

	Credit
ITSC 1321 Intermediate PC Operating Systems	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming ..	3
ITNW 1354 Implementing and Supporting Servers	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Sciences (Lec & Lab).....	3
ENGL 1301 Composition I.....	3
Subtotal	15

Third Term

	Credit
ITSC 1307 UNIX Operating System I or Approved Elective	3
ITSW 1307 Introduction to Database	3
ITSY 1342 Information Technology Security.....	3
ITSC 2339 Personal Computer Help Desk Support	3
ENGL 2311 Technical and Business Writing or ENGL1302 Composition II.....	3
Subtotal	15

Fourth Term

	Credit
ITSY 2300 Operating System Security	3
ITNW 1313 Computer Virtualization.....	3
*Social and Behavioral Sciences	3
*Humanities or Fine Arts.....	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3
Subtotal	15

Associate of Applied Science Degree Total

60

Capstone Experience: ITNW 1313

*Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

Approved Electives

ITCC 1440 ITSE 1307

**Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.





Information Technology Security

With this certificate or associate of applied science degree, graduates can work in the network security field to help keep hackers, viruses and terrorists from intruding and damaging computers. Common job titles include: information technology security officer, network operations specialist, VPN engineer, and chief security officer.

Information Technology Security Specialty (4IT-ITS)

Certificate of Technology

All Campuses

First Term

Credit

ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSY 1342 Information Technology Security.....	3

Subtotal 12

Second Term

Credit

ITNW 1354 Implementing and Supporting Servers	3
ITSC 1307 UNIX Operating System I	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming ..	3
ITSY 2300 Operating System Security.....	3

Subtotal 12

	Credit
ITSY 2301 Firewalls and Network Security	3
ITSY 2341 Security Management Practices.....	3
ITSW 1307 Introduction to Database	3
Subtotal	9
Certificate of Technology Total	33
Capstone Experience: ITSY 2341	

TECHNICAL PROGRAMS

Information Technology Security Specialty (3IT-ITS)

Associate of Applied Science Degree All Campuses

First Term	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSY 1342 Information Technology Security.....	3
ENGL 1301 Composition I.....	3
Subtotal	15
Second Term	Credit
ITSC 1307 UNIX Operating System I	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming ..	3
ITSW 1307 Introduction to Database	3
ITSY 2300 Operating System Security.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Sciences (Lec & Lab).....	3
Subtotal	15

Third Term	Credit
ITNW 1354 Implementing and Supporting Servers	3
ITSY 2301 Firewalls and Network Security	3
ITSY 2341 Security Management Practices.....	3
*Humanities or Fine Arts.....	3
Speech.....	3
Subtotal	15

Fourth Term	Credit
ITSY 2342 Incident Response and Handling	3
ITSY 2343 Computer System Forensics	3
ITSY 2345 Network Defense and Countermeasures	3
ENGL 2311 Technical and Business Writing or ENGL1302 Composition II.....	3
*Social or Behavioral Sciences	3
Subtotal	15

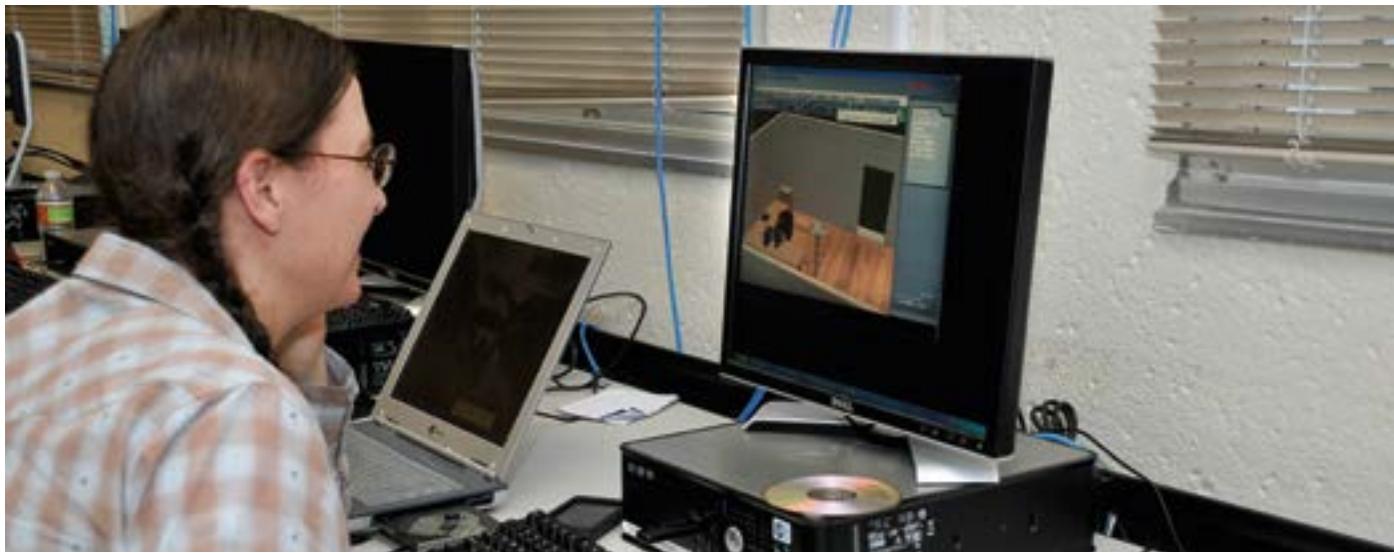
Associate of Applied Science Degree Total: **60**

Capstone Experience: **ITSY 2345**

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

**Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.





Simulation and Game Programming Certificate Program

Students must apply for admission to this program by contacting the department chair and verifying that they have the appropriate interest and drive to succeed in this program's certificates.

The CIT simulation and game programming certificate program is designed for students who are interested in advanced programming areas, as in simulations, game programming, program testing and/or multimedia programming.

Introductory Game Design and Development (6IT-GAME)

Occupational Certificate

All Campuses

First Term Credit

ITSE 1329 Programming Logic and Design.....	3
GAME 1303 Introduction to Game Design and Development	3

Subtotal	9
----------	---

Second Term Credit

ITSE 1307 Introduction to C++ Programming	3
INEW 2340 Object-Oriented Design - Game Design	3
IMED 1341 Interface Design with Photoshop.....	3

Subtotal	9
----------	---

Occupational Certificate Total: 18

Capstone Experience: INEW 2340

Simulation and Game Design (4IT-GAMS)

Certificate of Technology

All Campuses

First Term Credit

ITSE 1329 Programming Logic and Design.....	3
ITSC 1319 Internet/Web Page Development	3
GAME 1303 Introduction to Game Design and Development	3
ITSE 1307 Introduction to C++ Programming	3
INEW 2340 Object - Oriented Design - Game Design	3

Subtotal	15
----------	----

Second Term Credit

GAME 1304 Level Design.....	3
ITSE 2331 Advanced C++ Programming.....	3
IMED 1341 Interface Design with Photoshop.....	3
GAME 2341 Game Scripting	3
ITSE 1359 Introduction to Scripting Languages	3

Subtotal	15
----------	----

Third Term Credit

ITSE 1333 Mobile Applications Development	3
GAME 1343 Game and Simulation Programming I.....	3
GAME 2332 Project Development I	3
ITSE 2313 Web Authoring or ITSE 2317 Java Programming	3
Subtotal	12

Certificate of Technology Total: 42

Capstone Experience: GAME 2332

TECHNICAL PROGRAMS

Advanced Simulation and Game Design (5IT-GAMS)

Level 2 Certificate

All Campuses

First Term Credit

ITSE 1329 Programming Logic and Design.....	3
GAME 1303 Introduction to Game Design and Development.....	3
ITSC 1319 Internet/Web Page Development	3
ITSE 1307 Introduction to C++ Programming	3
INEW 2340 Object - Oriented Design - Game Design	3

Subtotal 15

Second Term Credit

GAME 1304 Level Design.....	3
ITSE 2331 Advanced C++ Programming.....	3
GAME 2341 Game Scripting	3
ITSE 1359 Introduction to Scripting Languages	3

Subtotal 12

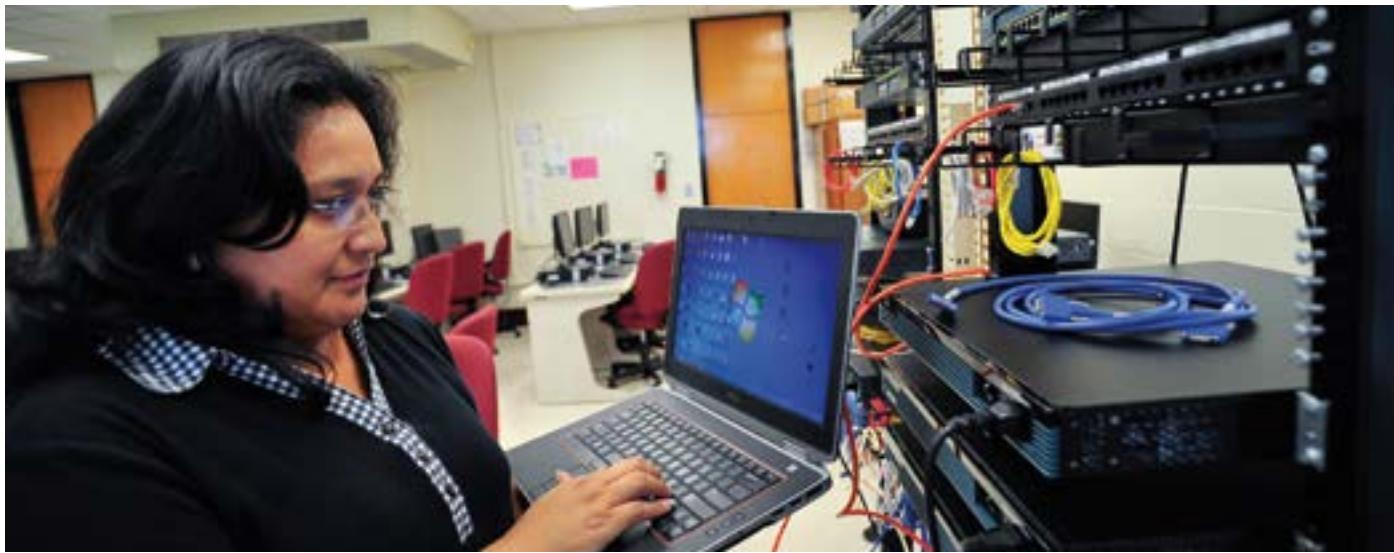
Third Term	Credit
GAME 1343 Game and Simulation Programming I.....	3
ITSE 1333 Mobile Applications Development	3
GAME 2332 Project Development I	3
IMED 1341 Interface Design with Photoshop.....	3
Subtotal	12

Fourth Term	Credit
ITSE 2313 Web Authoring or ITSE 2317 Java Programming	3
GAME 2359 Game and Simulation Group Project.....	3
Subtotal	6

Level 2 Certificate Total 45

Capstone Experience: GAME 2359





Network Administration - CISCO

The following curriculum is designed to provide the student with the skills needed to work as a Cisco network technician. Emphasis is placed upon the installation and maintenance of networks in business and industry. The graduate will be able to administer and troubleshoot Cisco networking equipment and networking infrastructure. The Cisco courses can lead to the certifications of Certified Cisco Network Associate (CCNA), Certified Cisco Network Professional (CCNP), and Comptia Net+. Common job titles for graduates of the certificate and/or degree include network technician, Cisco service representative, technical support specialist, and network system administration.

Network Administration CISCO Specialty (4IT-NW-C)

Certificate of Technology

All Campuses

First Term	Credit
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1309 Integrated Software Applications I	3
ITCC 1314 CCNA 1: Introduction to Networks.....	3
ITSC 1325 Personal Computer Hardware.....	3
Subtotal	12

Second Term	Credit
ITCC 1440 CCNA 2: Routing and Switching Essentials	4
ITSC 1321 Intermediate PC Operating Systems	3
ITNW 1354 Implementing and Supporting Servers	3
ITSW 1307 Introduction to Database	3
Subtotal	13

Third Term	Credit
ITCC 2412 CCNA 3: Scaling Networks.....	4
ITCC 2413 CCNA 4: Connecting Networks.....	4
ITSE 1329 Programming Logic and Design.....	3
Subtotal	11

Certificate of Technology Total **36**

Capstone Experience: ITCC 2410

TECHNICAL PROGRAMS

Network Administration CISCO Specialty (3IT-NW-C)

Associate of Applied Science Degree

All Campuses

First Term

	Credit
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSC 1309 Integrated Software Applications I	3
ITSC 1325 Personal Computer Hardware.....	3
ITCC 1314 CCNA 1: Introduction to Networks.....	3

Subtotal	12
-----------------	-----------

	Credit
--	--------

ITCC 1440 CCNA 2: Routing and Switching Essentials	4
ITSC 1321 Intermediate PC Operating Systems	3
ITSE 1329 Programming Logic and Design or ITSE 1331 Introduction to Visual Basic Programming.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Sciences (Lec or Lab)	3
Speech.....	3

Subtotal	16
-----------------	-----------

Third Term

	Credit
ITCC 2412 CCNA 3: Scaling Networks.....	4
ITSW 1307 Introduction to Database	3
ITNW 1354 Implementing and Supporting Servers	3
*Social and Behavioral Sciences	3
ENGL 1301 Composition I.....	3

Subtotal	16
-----------------	-----------

Fourth Term

	Credit
ITCC 2413 CCNA 4: Connecting Networks.....	4
ITSY 1342 Information Technology Security.....	3
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II.....	3
*Humanities or Fine Arts.....	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3

Subtotal	16
-----------------	-----------

Associate of Applied Science Degree Total

60

Capstone Experience: ITCC 2410

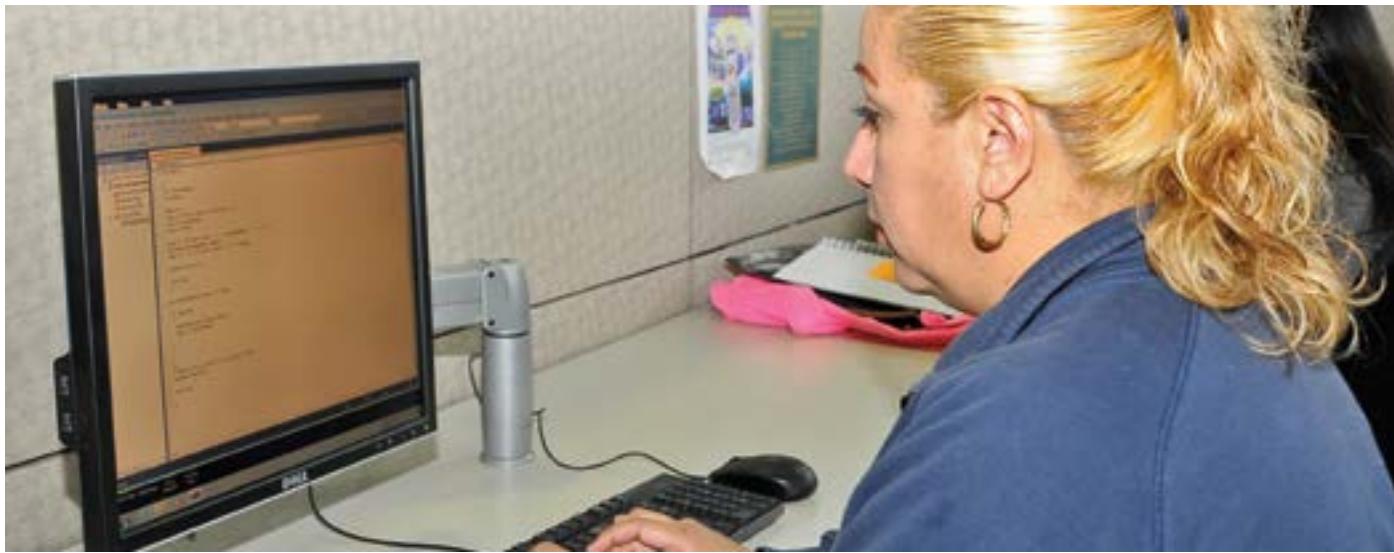
* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

Approved Electives:

ITNW 1345 ITSE 1307 ITSC 2339

** Students must be Texas Success Initiative (TSI) complete in order to graduate:
Math Level 9





Web Development

Web development is divided into two major areas: web page programming and web page design. Web page programming focuses on connecting webpages to data sources and back-end data servers. Web page design focuses on the aesthetic layout and artistic style of the website.

Web Page Design and Implementation Specialty (4IT-WBDI)

Certificate of Technology

All Campuses

The following trans-departmental curriculum between computer information technology and art is designed to provide the student with basic web applications development skills. Emphasis is placed on artistic and graphic design with basic programming skills. Common job titles for this certificate include webmaster, web specialist, web applications developer and web designer.

First Term

	Credit
ITSC 1319 Internet/Web Page Development	3
IMED 1301 Introduction to Digital Media.....	3
ARTC 1325 Introduction to Computer Graphics	3

Subtotal 9

Second Term

	Credit
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2313 Web Authoring.....	3
IMED 1316 Web Design I.....	3
IMED 1341 Interface Design with Photoshop.....	3
ARTV 1303 Basic Animation or ARTV 1351 Digital Video	3

Subtotal

15

Third Term

	Credit
IMED 2311 Portfolio Development.....	3
ITSE 1356 Extensible Markup Language (XML)	3
IMED 2315 Web Page Design II.....	3
ITSE 1333 Mobile Applications Development	3

Subtotal

12

Certificate of Technology Total:

36

Capstone Experience: IMED 2311

TECHNICAL PROGRAMS

Web Applications Development Specialty (4IT-WBDV)

Certificate of Technology

All Campuses

The Web Applications Development Certificate of Technology is designed for students who desire to earn a credential after one year of study. All courses required for this certificate apply toward the Web Applications Development Associate of Applied Science degree. The following curriculum is designed to provide the student with basic web applications development skills. Emphasis is placed upon designing web applications to communicate with data sources and business systems. Common job titles for this certificate include webmaster, web specialist, web application developer and web designer.

First Term	Credit
ITSC 1309 Integrated Software Applications I	3
ITSC 1319 Internet/Web Page Development	3
ITSW 1307 Introduction to Database	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
Subtotal	12

Second Term	Credit
IMED 1341 Interface Design with Photoshop.....	3
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2313 Web Authoring.....	3
ITSC 1305 Introduction to PC Operating Systems.....	3
Subtotal	12

Third Term	Credit
ITSE 1356 Extensible Markup Language (XML)	3
IMED 2311 Portfolio Development.....	3
ITSE 1333 Mobile Apps Development	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3
Subtotal	12

Certificate of Technology Total	36
---------------------------------	----

Capstone Experience: IMED 2311

Approved Electives
GAME 1303 ITSC 1307

Web Applications Development Specialty (3IT-WBDV)

Associate of Applied Science Degree

All Campuses

The following degree is designed to provide the student with basic Web applications development skills. Common job titles for this degree include webmaster, web specialist, web applications developer or web designer.

First Term	Credit
ITSW 1307 Introduction to Database	3
ITSC 1309 Integrated Software Applications I	3
ITNW 1325 Fundamentals of Networking Technologies or ITCC 1314 CCNA 1: Introduction to Networks	3
ITSC 1319 Internet/Web Page Development	3
Speech.....	3
Subtotal	15

Second Term	Credit
IMED 1341 Interface Design with Photoshop.....	3
ITSC 1305 Introduction to PC Operating Systems.....	3
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2313 Web Authoring.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Sciences (Lec & Lab).....	3
Subtotal	15

Third Term	Credit
ITSE 1356 Extensible Markup Language (XML)	3
IMED 2311 Portfolio Development.....	3
ITSE 1333 Mobile Apps Development	3
ENGL 1301 Composition I.....	3
*Social and Behavioral Sciences	3
Subtotal	15

Fourth Term	Credit
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II.....	3
ITSE 1345 Introduction to Oracle SQL or Approved Elective	3
*Humanities or Fine Arts.....	3
ITSY 1342 Information Technology Security.....	3
ITSC 2364 Practicum (or Field Experience) - Computer and Information Sciences, General or Approved Elective	3
Subtotal	15

Associate of Applied Science Degree Total	60
---	----

Capstone Experience: IMED 2311

*Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

Approved Electives
GAME 1303 ITSC 1307 ITSE 1345

**Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.





Construction Management

The purpose of the construction management program is to prepare graduates in the field of commercial and industrial construction management. Graduates will assist in the planning, direction and coordination of activities concerned with the construction and maintenance of commercial and industrial structures and facilities. They will participate in the conceptual development and organization of a construction project, pricing and procurement, scheduling and overseeing of its organization, estimating and the implementation of the project. This includes material familiarization; specialized construction fields such as civil, carpentry, mechanical and piping and plumbing systems; electrical/ electronic; building envelopes; legal contracts; codes; and permit processes through state and local identities with an understanding of the green elements of each.

The program will also prepare students to sit for the Occupational Health and Safety Administration (OSHA) 10-hour certification exam and the U.S. Green Building Council LEED (Leadership in Energy and Environmental Design) Green Associate Certification Exam.

Construction Management (4CSTR-MGMT)

Certificate of Technology

North Campus

First Term

Credit

CNBT 1210 Basic Construction Safety	2
CNBT 1311 Construction Methods & Materials I	3
CNBT 2310 Commercial/Industrial Blueprint Reading	3
CNBT 2342 Construction Management I	3
Subtotal	11

Second Term

Credit

CNBT 1315 Field Engineering I	3
CNBT 1446 Construction Estimating I	4
CNBT 2315 Construction Specifications and Contracts	3
CNBT 1442 Building Codes and Inspections	4
Subtotal	14

Third Term

Credit

CNBT 2435 Computer-Aided Construction Scheduling	4
CNBT 2440 Mechanical, Plumbing, and Electrical Systems in Construction II	4
CNBT 2366 Practicum-Construction Technology or CNBT 2344 Construction Management II	3
Subtotal	11

Certificate of Technology Total

36

Capstone Experience: CNBT 2366 or CNBT 2344

TECHNICAL PROGRAMS

Construction Management Technology (3CSTR-MGMT)

Associate of Applied Science Degree

North Campus

Prerequisite

ITSC 1309 Applications I or

BCIS 1305 Business Computer Applications 3

Subtotal 3

First Term

Credit

MATH 1332 Contemporary Mathematics

(Quantitative Reasoning) or

MATH 1314 College Algebra or Higher 3

CNBT 1210 Basic Construction Safety 2

CNBT 1311 Construction Methods and Materials I 3

CNBT 2310 Commercial/Industrial Blueprint Reading 3

CNBT 2342 Construction Management I 3

Subtotal 14

Second Term

Credit

CNBT 1315 Field Engineering I 3

CNBT 2315 Construction Specifications and Contracts 3

CNBT 1446 Construction Estimating I 4

ENGL 1301 Composition I 3

Subtotal 13

Third Term

Credit

CNBT 2435 Computer-Aided Construction Scheduling 4

CNBT 2440 Mechanical, Plumbing and
Electrical Systems in Construction II 4

CNBT 1442 Building Codes and Inspections 4

CNBT 2366 Practicum-Construction Technology or
CNBT 2344 Construction Management II 3

Subtotal 15

Fourth Term

Credit

Speech 3

*Social and Behavioral Sciences 3

*Humanities or Fine Arts 3

BMGT 1301 Supervision 3

ENGL 2311 Technical and Business Writing 3

Subtotal 15

Associate of Applied Science Degree Total

60

Capstone Experience: CNBT 2366 or CNBT 2344

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*





Cosmetology

Nail Technician (6COSM-NAI)

Occupational Certificate

Central Campus

The nail technician occupational certificate program is designed to provide the student with the basic manicuring skills and knowledge required to pass the Texas Department of Licensing and Regulation Examination for licensing and to gain entry-level employment in a professional salon. Emphasis is on the application of all learned skills and theoretical knowledge in a simulated salon. All key aspects of the nail profession are addressed.

First Term	Credit
CSME 1330 Orientation to Nail Technology	3
CSME 1531 Principles of Nail Technology I	5
CSME 1541 Principles of Nail Technology II	5
<u>CSME 2430 Nail Enhancement</u>	<u>4</u>
Occupational Certificate Totals	17

Verification of Workplace Competencies: Eligible for the Credentialing Exam – Texas Department of Licensing and Regulation Manicurist License Examination

Facial Specialist (4COSM-FAC)

Certificate of Technology

North Campus

The Facial Specialist Certificate of Technology is designed to prepare the student with the skills and knowledge required for an entry level position in the facial/esthetics profession. Students must pass all six (6) courses to be eligible to take the Texas Department of Licensing and Regulation Esthetician (Facial) License Examination for licensure.

First Term	Credit
CSME 1520 Orientation to Facial Specialist	5
CSME 1421 Principles of Facial and Skin Care Technology I	4
CSME 1302 Applications of Facial and Skin Care Technology I	3
Subtotal	12
Second Term	Credit
CSME 1545 Principles of Facial and Skin Care Technology II	5
CSME 2431 Principles of Skin Care Technology III	4
CSME 2333 Applications of Facial and Skin Care Technology II	3
Subtotal	12
Certificate of Technology Total	24

Verification of workplace competencies: Eligible for the credentialing exam – Texas Department of Licensing and Regulation Esthetician/Facial Specialist Licensure Examination

TECHNICAL PROGRAMS

Cosmetology High School Operator Dual Credit (4COSM-OHHS)

Certificate of Technology

All Campuses

The cosmetology high school operator dual credit certificate of technology program is a course of study designed to meet the needs of high school students who desire to enter the beauty industry in a minimum of time. The program will provide the student with the technical background and experience necessary to develop the skills and theoretical knowledge required to pass the Texas Department of Licensing and Regulations Examination for licensing and to gain entry-level employment in professional salons. Part-time students can complete the certificate of technology in two years. All key aspects of the cosmetology profession are addressed.

First Term Credit

CSME 1310 Introduction to Haircutting Related Theory ...	3
CSME 1505 Fundamentals of Cosmetology	5

Subtotal	8
-----------------	----------

Second Term Credit

CSME 1553 Chemical Reformation and Related Theory ...	5
CSME 1354 Artistry of Hair Design I	3

Subtotal	8
-----------------	----------

Third Term Credit

CSME 1355 Artistry of Hair Design II	3
CSME 2501 Principles of Hair Coloring and Related Theory	5

Subtotal	8
-----------------	----------

Fourth Term Credit

CSME 2310 Advanced Haircutting and Related Theory	3
CSME 2350 Preparation for the State Licensing Written Examination	3

CSME 2251 Preparation for the State Licensing Practical Examination	2
---	---

Subtotal	8
-----------------	----------

Certificate of Technology Totals 32

Verification of workplace competencies; Eligible for the credentialing exam – Texas Department of Licensing and Regulation Cosmetology Operator Licensure Examination

Cosmetology Operator (4COSM-OP)

Certificate of Technology

All Campuses

The Cosmetology Operator Certificate of Technology is a course of study designed to meet the needs of those students who desire to enter the beauty industry in a minimum amount of time. The program will provide the student with the technical background and experience necessary to develop the skills and theoretical knowledge required to pass the Texas Department of Licensing and Regulations Examination for licensing and to gain entry-level employment in professional salons. Full-time students can earn the certificate of technology in one year. All key aspects of the cosmetology profession are addressed.

First Term Credit

CSME 1310 Introduction to Haircutting Related Theory ...	3
CSME 1354 Artistry of Hair Design I	3

CSME 1501 Orientation to Cosmetology or CSME 1505 Fundamentals of Cosmetology	5
CSME 1553 Chemical Reformation and Related Theory ...	5

Subtotal	16
-----------------	-----------

Second Term Credit

CSME 1248 Principles of Skin Care	2
CSME 2310 Advanced Haircutting and Related Theory	3

CSME 2501 Principles of Hair Coloring and Related Theory	5
CSME 2350 Preparation for the State Licensing Written Examination.....	3

CSME 1355 Artistry of Hair Design II or CSME 2337 Advanced Cosmetology Techniques	3
---	---

Subtotal	16
-----------------	-----------

Third Term Credit

CSME 2251 Preparation for the State Licensing Practical Examination	2
CSME 2343 Salon Development	3

CSME 2539 Advanced Hair Design	5
--------------------------------------	---

Subtotal	10
-----------------	-----------

Certificate of Technology Total 42

Verification of Workplace Competencies: Eligible for the credentialing exam – Texas Department of Licensing and Regulation Cosmetology Operator Examination



TECHNICAL PROGRAMS

Cosmetology Operator (3COSM-OP)

Associate of Applied Science Degree

All Campuses

The cosmetology operator curriculum is designed to provide the student with basic knowledge and skills required to pass the Texas Department of Licensing and Regulations Examination for licensing and for entry-level employment in professional salons. Emphasis is placed on using these skills and knowledge in a simulated salon. All key aspects of the beauty profession are addressed.

First Term

Credit

CSME 1310 Introduction to Haircutting Related Theory ..	3
CSME 1354 Artistry of Hair Design I	3
CSME 1501 Orientation to Cosmetology or CSME 1505 Fundamentals of Cosmetology	5
CSME 1553 Chemical Reformation and Related Theory ..	5
Subtotal	16

Second Term

Credit

CSME 1248 Principles of Skin Care	2
CSME 1355 Artistry of Hair Design II	3
CSME 2310 Advanced Haircutting and Related Theory ...	3
CSME 2350 Preparation for the State Licensing Written Examination	3
CSME 2501 Principles of Hair Coloring and Related Theory	5
Subtotal	16

PostY1Summer

Credit

CSME 2251 Preparation for the State Licensing Practical Examination.....	2
CSME 2343 Salon Development	3
CSME 2539 Advanced Hair Design	5
Subtotal	10

Third Term

Credit

BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I	3
ENGL 1301 Composition I	3
Subtotal	6

Fourth Term

Credit

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Speech	3
Humanities or Fine Arts	3
Social and Behavioral Sciences	3
Subtotal	12

Associate of Applied Science Degree Total

60

Verification of Workplace Competencies; Eligible for the credentialing exam – Texas Department of Licensing and Regulation Cosmetology Operator Examination

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*

Cosmetology Instructor (6COSM-INST)

Occupational Certificate

South Campus

The cosmetology instructor occupational certificate program is the fast track to enter the world of education. The program will provide the student with the training necessary to provide innovative classroom management, curriculum development and preparation for the Texas Department of Licensing and Regulation (TDLR) Cosmetology Instructor licensure exam.

Before registering for the cosmetology instructor courses listed below, the student must have a valid Texas Department of Licensing and Regulation Cosmetology Operator License and must provide evidence of a high school diploma or GED equivalent. Two years of cosmetology work experience or department chair approval.

First Term

Credit

CSME 1435 Orientation to the Instruction of Cosmetology	4
CSME 1534 Cosmetology Instructor I	5
Subtotal	9

Second Term

Credit

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

Occupational Certificate Total

18

Capstone Experience: CSME 2544

Verification of Workplace Competencies: Eligible for the Credentialing Exam – Texas Department of Licensing and Regulation Cosmetology Instructor License Examination.

TECHNICAL PROGRAMS

Cosmetology Instructor (4COSM-INST)

Certificate of Technology

All Campuses

The cosmetology instructor certificate of technology program is designed to meet the needs of those students who desire to enter the world of education in a minimum amount of time. This program will provide the student with the training necessary to provide proper instruction in varied classroom situations. Emphasis will be on classroom management, curriculum development, evaluation methods and the use of media in the classroom.

Before registering for the cosmetology instructor courses listed below, the student must have a valid Texas Department of Licensing and Regulation License and must provide evidence of a high school diploma or GED equivalent. It is preferred that students have two years of work experience.

First Term Credit

CSME 1435 Orientation to the Instruction of Cosmetology	4
CSME 1534 Cosmetology Instructor I	5
Subtotal	9

Second Term Credit

CSME 2414 Cosmetology Instructor II	4
CSME 2549 Cosmetology Instructor III	5
Subtotal	9

Third Term Credit

CSME 2445 Instructional Theory and Clinic Operations	4
CSME 2544 Cosmetology Instructor IV	5
Subtotal	9

Certificate of Technology Totals Credit

Verification of workplace competencies: Eligible for the Texas Cosmetology Commission Instructor Licensure Exam Program

Cosmetology Instructor (3COSM-INST)

Associate of Applied Science Degree

All Campuses

This program is designed to provide classroom management and instructional training for licensed cosmetologists, manicurists, or facialists who already possess skills in their respective fields. This program will train students for professional positions as cosmetology instructors in the private and public sectors of education.

To enroll in the cosmetology instructor courses listed below, the student must be 18 years of age, have a valid Texas Department of Licensing and Regulation license and provide evidence of a high school diploma or GED equivalent. Two years work experience is preferred.

First Term

	Credit
CSME 1435 Orientation to Cosmetology	4
CSME 1534 Cosmetology Instructor I	5
ENGL 1301 Composition I	3
Speech	3
BUSG 2309 Small Business Management	3

Subtotal	18
-----------------	-----------

Second Term

	Credit
CSME 2414 Cosmetology Instructor II	4
CSME 2549 Cosmetology Instructor III	5
HRPO 1311 Human Relations or Free Elective	3
ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing	3

Subtotal	15
-----------------	-----------

Third Term

	Credit
CSME 2445 Instructional Theory and Clinic Operation	4
CSME 2544 Cosmetology Instructor IV	5
ITSC 1309 Integrate Software Applications I or BCIS 1305 Business Computer Applications	3
Subtotal	12

Fourth Term	Credit
--------------------	---------------

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Social and Behavioral Sciences	3
Approved Electives	3
*Humanities or Fine Arts	3
Approved Electives	3
Subtotal	15

Associate of Applied Science Degree Total	60
--	-----------

Verification of workplace competencies: Eligible for the credentialing exam – Texas Department of Licensing and Regulation Cosmetology Instructor License Examination

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

Approved Electives

ARTS 1316	BMGT 1301	CSME 1308	CSME 1330
CSME 1409	CSME 1421	CSME 1457	CSME 1507
CSME 1520	CSME 1531	CSME 1541	CSME 1545
CSME 1552	CSME 2430	CSME 2431	





Criminal Justice

Central and North Campuses

Criminal justice is an interdisciplinary program with enough flexibility to permit students to pursue diverse interest within the system. For example, an associate of arts (A.A.) allows students interested in social work probation, parole, law or law enforcement to have a foundational understanding before transfer to the university for a bachelor of arts (B.A.) degree. Students directed toward probation, parole or corrections work are advised to select courses from the transfer core. Students seeking an associate of applied science (A.A.S.) in Criminal Justice have the opportunity to earn three certificates on the pathway to that degree. The A.A.S. transfers to a bachelor of applied arts and science (B.A.A.S.) degree at many universities.

Criminal Justice

Associate of Arts Degree

University Transfer Plan Central and North Campuses

Students pursuing a four-year bachelor of arts (B.A.) degree should enroll in the associate of arts (A.A.) degree plan for a maximum of transferable credit. The A.A. is a 60-credit hour program, which may include the following courses in the major:

CRIJ 1301	CRIJ 1306	CRIJ 1310	CRIJ	2313
CRIJ 2328				

All students considering transfer should consult with a counselor regarding the specific requirements of various universities for this major.

Criminal Justice Core (6CRIJ-CORE)

Occupational Certificate

Central and North Campuses

The criminal justice department at San Jacinto Community College District has voluntarily implemented the Peace Officer Training Articulation Advisory committee (POTAAC) agreement to articulate 18 hours of college credit for licensed peace officers in Texas that meet the following qualifications:

Successfully completed an approved 560-hour law enforcement training program.

Successfully passed the Texas Commission on Law Enforcement (TCOLE) licensing exam after 1983.

Successfully completed six (6) semester hours of criminal justice at San Jacinto Community College District.

Interested and qualified students should contact the department chair prior to enrollment.

The law enforcement option is for those students planning careers in criminal law, federal, state or local law enforcement, and for other students interested in learning about the operation of the criminal justice system.

First Term	Credit
CRIJ 1301 or CJS 1322 Introduction to Criminal Justice ...	3
CRIJ 1306 or CJS 1313 Court Systems and Practices.....	3
CRIJ 1310 or CJS 1327 Fundamentals Criminal of Law	3
CRIJ 2328 or CJS 1359 Police Systems and Practices	3
CRIJ 2313 or CJCR 1307 Correctional Systems and Practices	3
Occupational Certificate Total	15

Capstone Experience: CRIJ 1306 or CJS 1313

TECHNICAL PROGRAMS

Criminal Justice (4CRIJ)

Certificate of Technology Central and North Campuses

First Term	Credit
CRIJ 1301 or CJS 1322 Introduction to Criminal Justice ...	3
CRIJ 1306 or CJS 1313 Court Systems and Practices.....	3
CRIJ 1310 or CJS 1327 Fundamentals Criminal Law	3
CRIJ 2313 or CJCR 1307 Correctional Systems and Practices	3
CRIJ 2328 or CJS 1359 Police Systems and Practices	3
Subtotal	15
Second Term	Credit
CRIJ 1307 or CJS 1312 Crime in America.....	3
CJLE 1327 Interviewing and Report Writing for Criminal Justice Professions.....	3
CRIJ 2323 or CJS 2300 Legal Aspects of Law Enforcement.....	3
CRIJ 2314 or CJS 1342 Criminal Investigations	3
CJS 1348 Ethics in Criminal Justice	3
Subtotal	15
Certificate of Technology Total	30

Capstone Experience: CRIJ 2323 or CJS 2300

Criminal Justice (5CRIJ)

Level 2 Certificate of Technology Central and North Campuses

First Term	Credit
CRIJ 1301 or CJS 1322 Introduction to Criminal Justice ...	3
CRIJ 1306 or CJS 1313 Court Systems and Practices.....	3
CRIJ 1310 or CJS 1327 Fundamentals of Criminal Law	3
CRIJ 2313 or CJCR 1307 Correctional Systems & Practices	3
CRIJ 2328 or CJS 1359 Police Systems and Practices	3
Subtotal	15

Second Term	Credit
CRIJ 1307 or CJS 1312 Crime in America.....	3
CJLE 1327 Interviewing and Report Writing for Criminal Justice Professions	3
CRIJ 2323 or CJS 2300 Legal Aspects of Law Enforcement.....	3
CRIJ 2314 or CJS 1342 Criminal Investigation	3
CJS 1348 Ethics in Criminal Justice	3
Subtotal	15

Third Term	Credit
BCIS 1305 Business Computer Applications.....	3
CJS 1308 Criminalistics I.....	3
CRIJ 1313 Juvenile Systems and Practices or CJS 1317 Juvenile Justice System	3
CJS 1351 Use of Force	3
CRIJ 2301 Community Resources in Corrections or CJLE 1333 Traffic Law and Investigation.....	3
Subtotal	15

Level 2 Certificate of Technology Total **45**

Capstone Experience: CRIJ 2323 or CJS 2300



TECHNICAL PROGRAMS

Criminal Justice (3CRIJ)

Associate of Applied Science Degree Central and North Campuses

First Term	Credit
CJLE 1301 or CRIJ 1322 Introduction to Criminal Justice....	3
CRIJ 1306 or CJSA 1313 Court Systems and Practices.....	3
CRIJ 1310 or CJSA 1327 Fundamentals of Criminal Law	3
CRIJ 2328 or CJSA 1359 Police Systems and Practices	3
CRIJ 2313 or CJCR 1307 Correctional Systems and Practices	3
Subtotal	15
Second Term	Credit
CRIJ 1307 or CJSA 1312 Crime in America.....	3
CJLE 1327 Interviewing and Report Writing for Criminal Justice Professions.....	3
CRIJ 2323 or CJSA 2300 Legal Aspects of Law Enforcement.....	3
CRIJ 2314 or CJSA 1342 Criminal Investigation.....	3
CJSA 1348 Ethics in Criminal Justice	3
Subtotal	15

Third Term

Credit
BCIS 1305 Business Computer Applications.....
CJSA 1308 Criminalistics I.....
CJSA 1351 Use of Force
CRIJ 1313 or CJSA 1317 Juvenile Justice System
CJLE 1333 Traffic Law and Investigation or CRIJ 2301 Community Resources in Corrections

Subtotal 15

Fourth Term

Credit
SOCI 1301 Introduction to Sociology.....
HUMA 1301 Introduction to the Humanities I.....
ENGL 1301 Composition I.....
Speech.....
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher

Subtotal 15

Associate of Applied Science Degree Total

60

Capstone: CRIJ 2323 or CJSA 2300

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

TECHNICAL PROGRAMS



CULINARY ARTS

The culinary arts program provides basic education and training for cooks and apprentice chefs. Sequential courses provide for development of technical food preparation and service skills, understanding of the principles of food and beverage composition, experience in the use and maintenance of professional food service equipment and basic development of supervisory skills.

Culinary Arts (4CULA)

Certificate of Technology

North Campus

The North Campus culinary arts program is ACF (American Culinary Federation) certified, and is currently the only culinary arts program with this certification at the community college level in the greater Houston area. The ACF is widely recognized as the most prestigious accreditation in the nation for a culinary education program. Upon graduation, students will be certified ACF culinarians.

First Term

	Credit
RSTO 1313 Hospitality Supervision.....	3
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
PSTR 1301 Fundamentals of Baking	3
IFWA 2446 Quantity Procedures	4
Subtotal	16

Second Term

	Credit
CHEF 1345 International Cuisine	3
RSTO 2431 Food Service Management	4
RSTO 2301 Principles of Food and Beverage Controls.....	3
CHEF 2302 Saucier	3
CHEF 1314 A La Carte Cooking.....	3
Subtotal	16

PostY1Summer

	Credit
IFWA 1318 Nutrition for the Food Service Professional.....	3
CHEF 1410 Garde Manger	4

CHEF 2365 Practicum (or Field Experience)-Culinary	3
--	---

	Credit
Subtotal	10

Certificate of Technology Total	42
--	-----------

Verification of workplace competencies: External Field Experience - CHEF 2365



TECHNICAL PROGRAMS

Culinary Arts (3CULA)

Associate of Applied Science Degree

North Campus

The culinary arts program provides basic education and training for student chefs. Culinary courses teach development of technical food preparation and service skills. Student chefs also learn principles of food and beverage composition, experience use and maintenance of commercial restaurant equipment and develop basic supervisory skills.

North Campus' culinary arts program is ACF (American Culinary Federation) certified, and is currently the only culinary arts program with this certification at the community college level in the greater Houston area. The ACF is widely recognized as the most prestigious accreditation in the nation for a culinary education program. Upon graduation, students will be certified ACF culinarians.

First Term	Credit
RSTO 1313 Hospitality Supervision.....	3
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation.....	4
PSTR 1301 Fundamentals of Baking	3
IFWA 2446 Quantity Procedures	4
Subtotal	16

Second Term	Credit
CHEF 1345 International Cuisine	3
RSTO 2431 Food Service Management	4
RSTO 2301 Principles of Food and Beverage Controls.....	3
CHEF 2302 Saucier	3
CHEF 1314 A La Carte Cooking.....	3
Subtotal	16

PostY1Summer	Credit
IFWA 1318 Nutrition for Food Service Professional	3
CHEF 1410 Garde Manger	4
CHEF 2365 Practicum (or Field Experience)-Culinary Arts/Chef Training.....	3
Subtotal	10

Third Term

Credit
ENGL 1301 Composition I.....
Speech.....
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher
*Social and Behavioral Sciences

Subtotal 12

Fourth Term

Credit
*Humanities or Fine Arts.....
ITSC 1309 Integrated Software or BCIS 1305 Business Computer Applications

Subtotal 6

Associate of Applied Science Degree Total 60

Verification of workplace competencies: External Field Experience - CHEF 2365

**Courses which satisfy this requirement are listed in the Humanities and Fine Arts and Social and Behavioral Sciences sections of the Transfer Core Curriculum.*

Culinary Arts - Chef Training (4CULA-C)

Certificate of Technology

Central Campus

First Term	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
PSTR 1301 Fundamentals of Baking	3
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
Subtotal	12

Second Term	Credit
RSTO 1313 Hospitality Supervision	3
CHEF 2302 Saucier	3
RSTO 2301 Principles of Food and Beverage Controls	3
CHEF 1402 Principles of Healthy Cuisine	4
Subtotal	13

Third Term	Credit
RSTO 1325 Purchasing for Hospitality Operations	3
IFWA 2341 Specialized Food Preparation	3
PSTR 2431 Advanced Pastry Shop	4
PSTR 2350 Wedding Cakes	3
RSTO 2405 Management of Food Production and Service	4
Subtotal	17

Certificate of Technology Total 42

Capstone Experience: RSTO 2405

TECHNICAL PROGRAMS

Culinary Arts - Chef Training (3CULA-C)

Associate of Applied Science Degree

Central Campus

Certification from the American Culinary Federation is one of the most prestigious honors that a learning culinarian can obtain. Our programs offered on the Central Campus, including Culinary Arts-Chef Training and Restaurant Management, are recognized as a few of the select programs in the Houston area that have obtained the accreditation. Our goal is to provide the highest level of instruction to give students knowledge, skills and behaviors needed to transition into the next level of education or a beneficial career in the ever-growing hospitality industry. The accreditation received from the American Culinary Federation Educational Foundation allows us to adhere to the standards set forth by today's leading chefs and restaurant operators and also allows students who graduate to do so with the official title of certified culinarian.

First Term	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
PSTR 1301 Fundamentals of Baking	3
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
ENGL 1301 Composition I	3
Subtotal	15

Second Term	Credit
RSTO 1313 Hospitality Supervision	3
CHEF 2302 Saucier	3
RSTO 2301 Principles of Food and Beverage Controls	3
CHEF 1402 Principles of Healthy Cuisine	4
**Humanities or Fine Arts	3
Subtotal	16

PostY1Summer	Credit
Speech	3
Subtotal	3

Third Term	Credit
RSTO 1325 Purchasing for Hospitality Operations	3
IFWA 2341 Specialized Food Preparation	3
PSTR 2431 Advanced Pastry Shop	4
**Social and Behavioral Sciences	3
Subtotal	13

Fourth Term	Credit
PSTR 2350 Wedding Cakes	3
RSTO 2405 Management of Food Production and Service	4
CHEF 2365 Practicum (or Field Experience) Culinary Arts/Chef Training	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	13

Associate of Applied Science Degree Total **60**

Capstone Experience: CHEF 2365

* College Preparatory courses (those courses which have numbers beginning with zero (0)) do not apply toward the associate degree.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

***Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.



Culinary Arts - Pastry Chef Specialty (4CULA-PC)

Certificate of Technology

North Campus

The pastry chef program provides students an opportunity to specialize in baking and pastry. Courses in cake decorating, chocolates and confection sugars, and bakeshop production are just some of the exciting and challenging classes you will take on your road to becoming a pastry chef. As a pastry chef student, you will spend time learning from our award-winning chef instructors as you learn and operate in our state of the art kitchen and bakery.

North Campus' culinary arts program is American Culinary Federation (ACF) certified and is currently the only pastry chef program with this certification at the community college level in the greater Houston area. The ACF is widely recognized as the most prestigious accreditation in the nation for a culinary education program. Upon graduation, students will be certified ACF pastry culinarians.

First Term	Credit
CHEF 1205 Sanitation and Safety	2
RSTO 1313 Hospitality Supervision.....	3
PSTR 1306 Cake Decorating I	3
PSTR 1301 Fundamentals of Baking	3
PSTR 1342 Quantity Bakeshop Production.....	3
Subtotal	14

Second Term	Credit
PSTR 2301 Chocolates and Confections.....	3
PSTR 2307 Cake Decorating II	3
RSTO 2301 Principles of Food and Beverage Controls.....	3
PSTR 2365 Practicum (or Field Experience) - Baking and Pastry Arts/Baker/Pastry Chef	3
PSTR 2331 Advanced Pastry Shop.....	3
Subtotal	15

PostY1Summer	Credit
CHEF 1410 Garde Manger	4
IFWA 1318 Nutrition for the Food Service Professional.....	3
Subtotal	7

Certificate of Technology Total	36
--	-----------

Capstone Experience: PSTR 2365

Culinary Arts - Pastry Chef Specialty (3CULA-PC)

Associate of Applied Science Degree

North Campus

The purpose of the pastry chef program is to provide students with an opportunity to specialize their degree plan in baking and pastry. Program graduates will acquire relevant knowledge and skills that will prepare them to work in this exciting industry. Pastry chef students will learn cake decorating, chocolates and confection sugars, bakeshop production, plate presentation, fundamentals of baking, food and beverage cost control, nutritional components of food and desserts, and basic supervisory skills.

First Term	Credit
CHEF 1205 Sanitation and Safety	2
RSTO 1313 Hospitality Supervision.....	3
PSTR 1306 Cake Decorating I	3
PSTR 1301 Fundamentals of Baking	3
PSTR 1342 Quantity Bakeshop Production	3
Subtotal	14

Second Term	Credit
PSTR 2301 Chocolates and Confections.....	3
PSTR 2307 Cake Decorating II	3
RSTO 2301 Principles of Food and Beverage Controls.....	3
PSTR 2365 Practicum (or Field Experience) - Baking and Pastry Arts/Baker/Pastry Chef.....	3
PSTR 2331 Advanced Pastry Shop.....	3
Subtotal	15

PostY1Summer	Credit
IFWA 1318 Nutrition for the Food Service Professional.....	3
CHEF 1410 Garde Manger	4
Subtotal	7

Third Term	Credit
ENGL 1301 Composition I.....	3
SPCH 1321 Business and Professional Speech.....	3
MATH 1314 College Algebra or Higher or MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	3
*Humanities or Fine Arts.....	3
Subtotal	12

Fourth Term	Credit
*Social and Behavioral Sciences	3
MRKG 1311 Principles of Marketing	3
BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I.....	3
ENGL 2311 Technical and Business Writing	3
Subtotal	12

Associate of Applied Science Degree Total	60
--	-----------

Capstone Experience: PSTR 2365

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

TECHNICAL PROGRAMS

Culinary Arts - Chef Training/Restaurant Management (6CULA-CTRM)

Occupational Certificate

Central Campus

First Term

	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
PSTR 1301 Fundamentals of Baking	3
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
RSTO 1313 Hospitality Supervision	3

Occupational Certificate Total	15
---------------------------------------	-----------

Capstone Experience: RSTO 1313

Restaurant Management (4CULA-RSTR)

Certificate of Technology

Central Campus

Certification from the American Culinary Federation is one of the most prestigious honors that a learning chef can obtain. Our programs offered on the Central Campus, including Culinary Arts-Chef Training and Restaurant Management are recognized as a few of the select programs in the Houston area that have obtained the accreditation. Our goal is to provide the highest level of instruction to give students knowledge, skills and behaviors needed to transition to the next level of education or a beneficial career in the ever-growing hospitality industry. The accreditation received from the American Culinary Federation Educational Foundation allows us to adhere to the standards set forth by today's leading chefs and restaurant operators, and also allows students who graduate to do so with the official title of certified chef.

First Term

	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
PSTR 1301 Fundamentals of Baking	3
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
Subtotal	12

Second Term

	Credit
RSTO 1313 Hospitality Supervision	3
CHEF 2302 Saucier	3
RSTO 2301 Principles of Food and Beverage Controls	3
CHEF 1402 Principles of Healthy Cuisine	4
Subtotal	13

Third Term

	Credit
HAMG 1340 Hospitality Legal Issues	3
HAMG 1319 Computers in Hospitality	3
IFWA 1205 Food Service Equipment and Planning	2
RSTO 1304 Dining Room Service	3
RSTO 1325 Purchasing for Hospitality Operations	3
<u>ACNT 1303 Introduction to Accounting I</u>	3
Subtotal	17

Certificate of Technology Total	42
--	-----------

Capstone Experience: RSTO 1325



TECHNICAL PROGRAMS

Restaurant Management (3CULA-RSTR)

Associate of Applied Science Degree

Central Campus

The restaurant management program provides training that will qualify graduates for supervisory positions in commercial food service. Courses are structured to cover the various operations of restaurants, hotel food service, cafeterias, coffee shops, catering and other areas of food service specialty.

Certification from the American Culinary Federation is one of the most prestigious honors that a learning culinarian can obtain. Our programs offered on Central Campus, including Culinary Arts-Chef Training and Restaurant Management, are recognized as a few of the select programs in the Houston area that have obtained the accreditation. Our goal is to provide the highest level of instruction to give students knowledge, skills and behaviors needed to transition into the next level of education or a beneficial career in the ever-growing hospitality industry. The accreditation received from the American Culinary Federation Educational Foundation allows us to adhere to the standards set forth by today's leading chefs and restaurant operators and also allows students who graduate to do so with the official title of certified culinarian.

First Term	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation.....	4
PSTR 1301 Fundamentals of Baking	3
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
ENGL 1301 Composition I.....	3
Subtotal	15

Second Term	Credit
RSTO 1313 Hospitality Supervision.....	3
CHEF 2302 Saucier	3
RSTO 2301 Principles of Food and Beverage Controls.....	3
CHEF 1402 Principles of Healthy Cuisine	4
**Humanities or Fine Arts.....	3
Subtotal	16

PostY1Summer

Credit	3
Speech.....	3

Subtotal

Credit	3

Third Term

Credit	3
HAMG 1340 Hospitality Legal Issues.....	3
HAMG 1319 Computers in Hospitality.....	3
IFWA 1205 Food Service Equipment and Planning	2
RSTO 1304 Dining Room Service	3
**Social and Behavioral Sciences	3
Subtotal	14

Fourth Term

Credit	3
RSTO 1325 Purchasing for Hospitality Operations	3
RSTO 2365 Practicum (or Field Experience)-Restaurant, Culinary, and Catering Management/Manager.....	3
ACNT 1303 Introduction to Accounting I	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
Subtotal	12

Associate of Applied Science Degree Total

60

Capstone Experience: RSTO 2365

* College Preparatory courses (those courses which have numbers beginning with (0) do not apply toward the associate of applied science degree.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

*** Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.

TECHNICAL PROGRAMS



Diesel Technology

Diesel Technology (4DEMR)

Certificate of Technology

North Campus

First Term

Credit

DEMR 1306 Diesel Engine I	3
DEMR 1410 Diesel Engine Testing and Repair I	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1423 Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4

Subtotal

15

Second Term

Credit

DEMR 2412 Diesel Engine Testing and Repair II	4
DEMR 1421 Power Train I	4
DEMR 1317 Basic Brake Systems.....	3
DEMR 2432 Electronic Controls.....	4

Subtotal

15

Third Term

Credit

DEMR 1301 Shop Safety and Procedures	3
DEMR 1413 Fuel Systems.....	4
DEMR 2334 Advanced Diesel Tune-up and Troubleshooting.....	3

DEMR 2266 Field Experience-Diesel Engine Mechanic and Repair or *DEMR 1229 Preventive Maintenance	2
---	---

Subtotal

12

Certificate of Technology Total

42

Capstone Experience: DEMR 2266 or DEMR 2334

* DEMR 1229 is offered as a substitute course for DEMR 2266, if jobs are not available.



Diesel Technology (3DEMR)

Associate of Applied Science Degree

North Campus

Diesel technology is a course of study designed to prepare the student for a career in the repair and maintenance of diesel engines, heavy truck transmissions, brakes and differentials.

A graduate of this two-year program is awarded the associate of applied science degree.

First Term	Credit
-------------------	---------------

DEMR 1306 Diesel Engine I	3
DEMR 1410 Diesel Engine Testing and Repair I	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1423 Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	4
Subtotal	15

Second Term	Credit
--------------------	---------------

DEMR 2412 Diesel Engine Testing and Repair II	4
DEMR 1421 Power Train I	4
DEMR 1317 Basic Brake Systems.....	3
DEMR 2432 Electronic Controls.....	4
Subtotal	15

Third Term

Credit
DEMR 1301 Shop Safety and Procedures
3
DEMR 1413 Fuel Systems.....
4
DEMR 2334 Advanced Diesel Tune-up and Troubleshooting.....
3
DEMR 2266 Practicum - Diesel Mechanics Technology/Technician or
2
ENGL 1301 Composition I.....
3
Subtotal
15

Fourth Term

Credit
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or
3
MATH 1314 College Algebra or Higher.....
3
ENGL 2311 Technical and Business Writing or
3
ENGL 1302 English Composition II
3
*Social and Behavioral Sciences
3
*Humanities or Fine Arts.....
3
SPCH 1321 Business and Professional Speech.....
3
Subtotal
15

Associate of Applied Science Degree Total **60**

Capstone Experience: DEMR 2266 DEMR 2334

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*



Dietetics

School Food Service Specialty (6DIET-SFSV)

Occupational Certificate Central Campus

First Term	Credit
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition & Diet Therapy	3
RSTO 1313 Hospitality Supervision.....	3
CHEF 1401 Basic Food Preparation	4
Subtotal	10
Second Term	Credit
CHEF 1313 Food Service Operation/Systems.....	3
RSTO 2405 Management of Food Production and Service	4
Subtotal	7
Occupational Certificate Total	17

Food Service Management (4DIET-FSVC)

Certificate of Technology Central Campus

First Term	Credit
CHEF 1205 Sanitation and Safety	2
CHEF 1401 Basic Food Preparation	4
CHEF 1313 Food Service Operation/Systems	3
DITA 1400 Dietary Manager I	4
RSTO 1313 Hospitality Supervision	3
Subtotal	16
Second Term	Credit
IFWA 1318 Nutrition for the Food Service Professional or HECO 1322 Nutrition and Diet Therapy	3
RSTO 1325 Purchasing for Hospitality Operations	3
RSTO 2365 Practicum (or Field Experience) - Restaurant, Culinary, and Catering Management/Manager or CHEF 2365 Practicum (or Field Experience) - Culinary Arts/Chef Training	3
RSTO 2301 Principles of Food and Beverage Controls	3
RSTO 2405 Management of Food Production and Service	4
Subtotal	16
Certificate of Technology Total	32

Capstone Experience: RSTO 2365 or CHEF 2365





Electrical Technology

The electrical technology curriculum is designed to provide basic training for students to fill entry-level positions in the fields of construction, maintenance, design, marketing, residential, industrial, commercial and other electrical-related industries.

The program will also allow electrical workers to upgrade their skills as they gain on-the-job experience.

Electrical Technology (6ELEC-TEC)

Occupational Certificate Central and North Campuses

First Term	Credit
ELPT 1215 Electrical Calculations I	2
CETT 1302 Electricity Principles	3
ELPT 1325 National Electric Code I	3
ELPT 1345 Commercial Wiring	3
ELPT 1429 Residential Wiring	4
Occupational Certificate Total	15

Capstone Experience: ELPT 1345

Electrical Technology (4ELEC-TEC)

Certificate of Technology Central and North Campuses

First Term	Credit
ELPT 1215 Electrical Calculations I	2
CETT 1302 Electricity Principles	3
ELPT 1325 National Electric Code I	3
ELPT 1429 Residential Wiring	4
ELPT 1345 Commercial Wiring	3
Subtotal	15

Second Term	Credit
ELPT 1351 Electrical Machines	3
ELPT 1441 Motor Controls	4
ELPT 2215 Electrical Calculations II	2
ELPT 2325 National Electric Code II	3
ELPT 2343 Electrical Systems Design	3
Subtotal	15

Third Term	Credit
ELPT 1357 Industrial Wiring	3
ELPT 2305 Motors and Transformers	3
ELPT 2301 Journeyman Electrician Exam Review or ELPT 2364 Practicum (or Field Experience) - Electrical and Power Transmission Installation/ Installer, General	3
Subtotal	9

Certificate of Technology Total **39**

Capstone Experience: ELPT 2301 or ELPT 2364

TECHNICAL PROGRAMS

Electrical Technology (5ELEC-TEC)

Level 2 Certificate

Central and North Campuses

First Term	Credit
ELPT 1215 Electrical Calculations I	2
CETT 1302 Electricity Principles	3
ELPT 1325 National Electrical Code I	3
ELPT 1429 Residential Wiring	4
ELPT 1345 Commercial Wiring	3
Subtotal	15

Second Term

Credit	
ELPT 1351 Electrical Machines	
ELPT 1441 Motor Controls	
ELPT 2215 Electrical Calculations II	
ELPT 2305 Motors and Transformers	
ELPT 2337 Electrical Planning and Estimating	
Subtotal	15

PostY1Summer

Credit	
ELPT 2325 National Electrical Code II	
Subtotal	3

Third Term

Credit	
ELPT 2343 Electrical Systems Design	
ELPT 2319 Programmable Logic Controllers I	
ELPT 1357 Industrial Wiring	
ELPT 2301 Journeyman Electrician Exam Review or ELPT 2364 Practicum (or Field Experience) - Electrical and Power Transmission Installation/Installer, General	
Subtotal	12

Level 2 Certificate Total

45

Capstone Experience: ELPT 2301 or ELPT 2364

Electrical Technology (3ELEC)

Associate of Applied Science Degree

Central and North Campuses

First Term	Credit
ELPT 1215 Electrical Calculations I	2
CETT 1302 Electricity Principles	3
ELPT 1325 National Electric Code I	3
ELPT 1429 Residential Wiring	4
ENGL 1301 Composition I	3
Subtotal	15

Second Term

Credit	
ELPT 1345 Commercial Wiring	
ELPT 1351 Electrical Machines	
ELPT 1441 Motor Control	
ELPT 2215 Electrical Calculations II	
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	
Subtotal	15

PostY1Summer

Credit	
ELPT 2325 National Electric Code II	
Subtotal	3

Third Term

Credit	
ELPT 2343 Electrical Systems Design	
ELPT 1357 Industrial Wiring	
ELPT 2305 Motors and Transformers	
ELPT 2337 Electrical Planning and Estimating	
*Social and Behavioral Sciences	
Subtotal	15

Fourth Term

Credit	
ELPT 2319 Programmable Logic Controllers I	
ELPT 2301 Journeyman Electrician Exam Review or ELPT 2364 Practicum (or Field Experience) - Electrical and Power Transmission Installation/Installer, General	
Speech	
*Humanities or Fine Arts	
Subtotal	12

Associate of Applied Science Degree Total

60

Capstone Experience: ELPT 2301 or ELPT 2364

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.



Electrical Technology (EELEC)

Enhanced Skills Certificate

Central and North Campuses

The enhanced skills certificate in Electrical Technology is designed for students who have completed the Electrical Technology Associate of Applied Science Degree.

First Term	Credit
ELPT 2449 Industrial Automation	4
ELPT 1440 Master Electrician Exam Review I	4
Enhanced Skills Certificate Total	8

Electrical Technology Communications and Alternative Energy (EELEC-CAE)

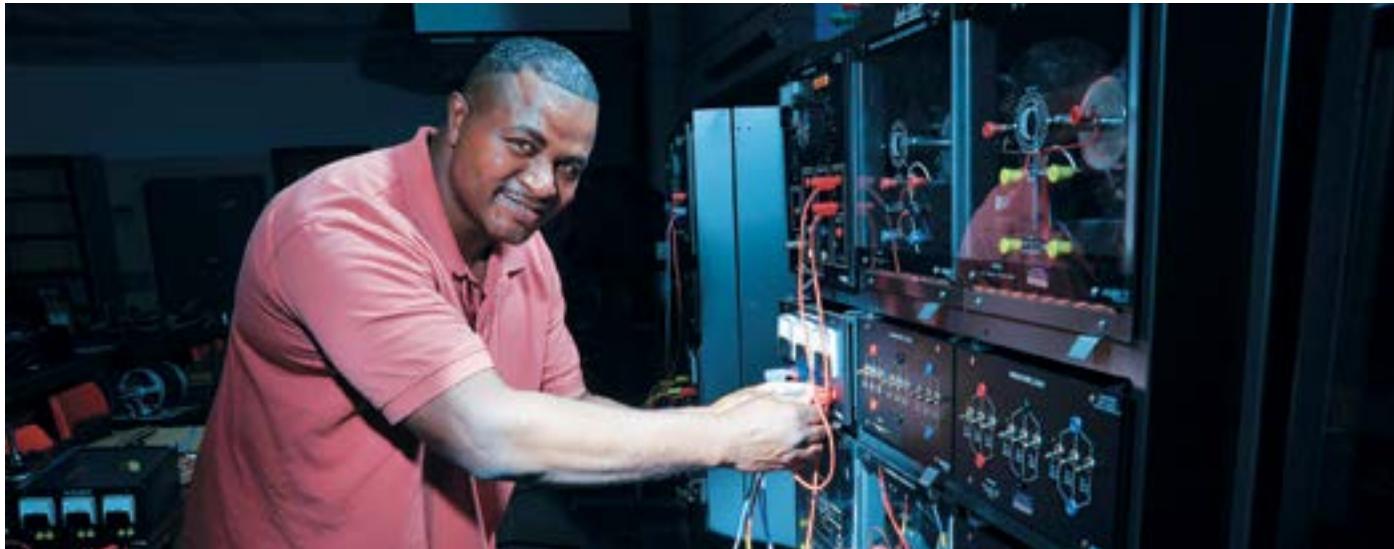
Enhanced Skills Certificate

Central and North Campuses

The enhanced skills certificate in electrical technology communications and alternative energy is designed for students who have completed the Electrical Technology Associate of Applied Science.

First Term	Credit
EECT 1340 Telecommunications Transmission Media	3
RBPT 2345 Onsite Power Generation and Renewable Energy	3
Enhanced Skills Certificate Total	6

TECHNICAL PROGRAMS



Electronics Technology

The applied computer electronics technology curriculum is designed to provide basic training for entry-level jobs in a variety of occupations in the field of electronics, telecommunications, automation, sensors and computer engineering technology. A graduate of this program will have a good foundation in the principles of electronics with an emphasis on digital electronics and computers. The program provides training in advanced microprocessor applications and basic automation and robotics.

Graduates from this program should be capable of completing technical assignments in the fields of digital electronics, analog electronics, communications and computer maintenance. The computer maintenance components of this program conform to the A+ and Net+ certification guidelines.

Electronics Technology (6ELCTRN-COMM)

Occupational Certificate Central Campus

The student in electronics communication technology builds an understanding of basic analog and digital communication circuits used in radio and telephone systems. The student will be able to apply techniques for installing and troubleshooting these systems to the fields associated with radio, telephone, data-relay and other communications systems.

First Term	Credit
CETT 1303 DC Circuits	3
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
CETT 1349 Digital Systems	3
ITSC 1325 Personal Computer Hardware	3
Occupational Certificate Total	15

Electronics Technology (4ELECTRON)

Certificate of Technology

Central Campus

The Certificate of Technology in Electronics Technology satisfies the basic technical requirements for a technician in support of electronics installation, fabrication and troubleshooting associated with communications and embedded electronics applications. The student will design, build and troubleshoot basic analog and digital circuits, as well as interface these circuits to systems using microprocessors and micro controllers.

First Term	Credit
CETT 1303 DC Circuits	3
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
CETT 1349 Digital Systems	3
ITSC 1325 Personal Computer Hardware	3
Subtotal	15
Second Term	Credit
CETT 1329 Solid State Devices	3
CETT 1357 Linear Integrated Circuits	3
RBTC 1355 Sensors and Automation	3
ELMT 2337 Electronic Troubleshooting, Service, and Repair	3
Subtotal	12
Certificate of Technology Total	27
Capstone Experience: ELMT 2337	



TECHNICAL PROGRAMS

Electronics Technology (5ELEC)

Level 2 Certificate

Central Campus

First Term	Credit
CETT 1303 DC Circuits	3
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
CETT 1349 Digital Systems	3
ITSC 1325 Personal Computer Hardware	3
Subtotal	15

Second Term	Credit
--------------------	---------------

CETT 1329 Solid State Devices	3
CETT 1357 Linear Integrated Circuits	3
RBTC 1355 Sensors and Automation	3
ELMT 2337 Electronic Troubleshooting, Service, and Repair	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	15

Third Term	Credit
-------------------	---------------

FCEL 1305 Fuel Cell and Alternative/Renewable Energy ..	3
EECT 2339 Communications Circuits	3
ELMT 1305 Basic Fluid Power	3
ENGL 1301 Composition I	3
ELMT 2335 Certified Electronics Technician Training or EECT 2367 Practicum (or Field Experience)-Electrical, Electronic and Communications Engineering Technology/Technician	3
Approved Elective	3
Subtotal	18

Level 2 Certificate Total	48
----------------------------------	-----------

Capstone Experience: ELMT 2337, or ELMT 2335 or EECT 2367

Approved Electives

ELMT 2333 ELMT 2341

*Students planning to pursue a baccalaureate degree should enroll in MATH 1314.

Electronics Technology (3ELECTRON)

Associate of Applied Science Degree

Central Campus

First Term	Credit
CETT 1303 DC Circuits	3
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
CETT 1349 Digital Systems	3
ITSC 1325 Personal Computer Hardware	3
Subtotal	15

Second Term	Credit
--------------------	---------------

CETT 1329 Solid State Devices	3
CETT 1357 Linear Integrated Circuits	3
RBTC 1355 Sensors and Automation	3
ELMT 2337 Electronic Troubleshooting, Service, and Repair	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Subtotal	15

Third Term	Credit
-------------------	---------------

FCEL 1305 Fuel Cell and Alternative/Renewable Energy ..	3
EECT 2339 Communications Circuits	3
ELMT 1305 Basic Fluid Power	3
ENGL 1301 Composition I	3
**Humanities or Fine Arts	3
Subtotal	15

Fourth Term	Credit
--------------------	---------------

ELMT 2335 Certified Electronics Technician Training or EECT 2367 Practicum (or Field Experience)-Electrical, Electronic, and Communications Engineering Technology/Technician	3
**Social and Behavioral Sciences	3
Speech	3
Approved Elective	3
Approved Elective	3
Subtotal	15

Associate of Applied Science Degree Total	60
--	-----------

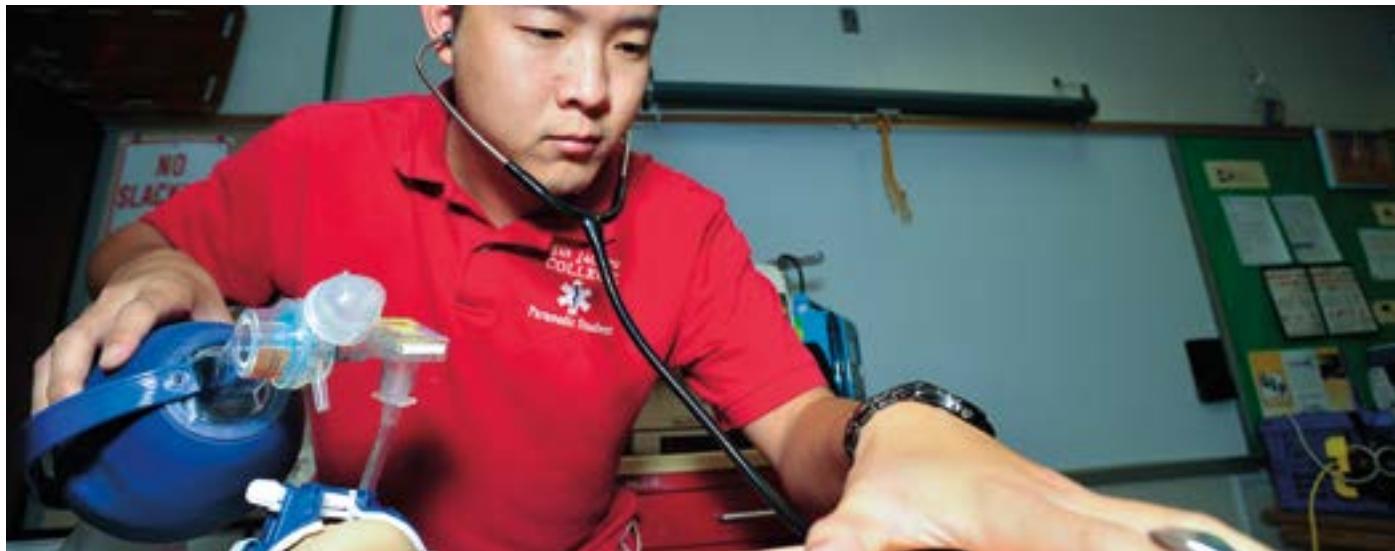
Capstone Experience: ELMT 2335, ELMT 2337 or EECT 2367

Approved Electives

EECT 2367 ELMT 2333 ELMT 2335 ELMT 2341

* Students planning to pursue a baccalaureate degree should enroll in MATH 1314.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.



Emergency Medical Technology

The goal of the EMT program at SJC is to prepare competent entry-level emergency medical technician-paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains, with exit points at the emergency medical technician-intermediate, and emergency medical technician-basic levels. The emergency medical technology (EMT) curriculum includes a combination of class lectures, skills training and clinical training in hospital and ambulance settings. The EMT program at San Jacinto Community College District meets Texas Department of State Health Services (TDSHS) and the National Registry of EMT requirements for certification eligibility. Upon successful completion of the program, students registering for the emergency medical technology program must meet TDSHS requirements and be eligible to take the National Registry of EMT certification examination. Any applicant convicted of a felony and/or misdemeanor offense may be ineligible for clinical participation and/or state certification.

North Campus is accredited by:

Texas Department of State Health Services EMS and Trauma Systems
1100 West 49th Street
Austin, TX 78765-3199
Office: (512) 458-7111

and

Commission on Accreditation of Allied Health Education Programs (CAAHEP), through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)

8301 Lakeview Parkway, Suite 111-312
Rowlett, Texas 75088
Office: 214-703-8445
Fax: 214-703-8992.

Central Campus is accredited by:

Texas Department of State Health Services EMS and Trauma Systems
1100 West 49th Street
Austin, TX 78765-3199
Office: (512) 458-7111

Program Enrollment

A criminal background check and/or drug screening is required of all health science students attending clinical courses or practicums and may be required prior to admission to the program.

Students must meet all program requirements for eligibility to take the National Registry certification examination. A fee is charged by the TDSHS and the National Registry of EMT for certification and/or examinations. There may also be additional charges for field experiences.

For information on course offerings and enrollment requirements, contact the emergency medical technology program director on North or Central Campus.

Emergency Medical Technology (5EMT)

Level 2 Certificate

Central and North Campuses

First Term	Credit
EMSP 1501 Emergency Medical Technician.....	5
EMSP 1160 Clinical-Emergency Medical Technician.....	1
BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab)	4
Subtotal	10
Second Term	Credit
EMSP 1338 Introduction to Advanced Practice.....	3
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment an Airway Management ..	3
EMSP 1260 Clinical - Advanced Emergency Medical Technology	2
BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)	4
Subtotal	15
Third Term	Credit
EMSP 2444 Cardiology	4
EMSP 2206 Emergency Pharmacology.....	2
EMSP 2137 Emergency Procedures	1
Subtotal	7
Fourth Term	Credit
EMSP 2434 Medical Emergencies.....	4
EMSP 2330 Special Populations	3
EMSP 2262 Clinical EMT Paramedic II.....	2
Subtotal	9
PostY2Summer	Credit
EMSP 2243 Assessment Based Management.....	2
EMSP 2268 Emergency Medical Technician Paramedic Practicum.....	2
Subtotal	4
Level 2 Certificate Total	45

Capstone Experience: EMSP 2268

NOTE: Students must pass each course listed in the degree or certificate for Emergency Medical Technology with a grade of C or higher to be eligible to receive a degree or certificate.

Emergency Medical Technology (3EMT)

Associate of Applied Science Degree

Central and North Campuses

First Term	Credit
EMSP 1501 Emergency Medical Technician.....	5
EMSP 1160 Clinical - Emergency Medical Technician.....	1
BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab)	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or higher	3
Subtotal	13
Second Term	Credit
EMSP 1338 Introduction to Advanced Practice.....	3
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment and Airway Management.....	3
EMSP 1260 Clinical - Advanced Emergency Medical Technician.....	2
BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)	4
Subtotal	15
Third Term	Credit
EMSP 2444 Cardiology	4
EMSP 2206 Emergency Pharmacology.....	2
EMSP 2137 Emergency Procedures	1
PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
Subtotal	13
Fourth Term	Credit
EMSP 2434 Medical Emergencies.....	4
EMSP 2330 Special Populations	3
EMSP 2262 Clinical - EMT Paramedic II	2
ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing.....	3
Subtotal	12
PostY2Summer	
Credit	
EMSP 2243 Assessment Based Management.....	2
EMSP 2268 Practicum Paramedic.....	2
EMSP 2352 Emergency Medical Services Research	3
Subtotal	7
Associate of Applied Science Degree Total	60
Capstone Experience: EMSP 2268	
NOTE: Students must pass each course listed in the degree or certificate for Emergency Medical Technology with a grade of C or higher to be eligible to receive a degree or certificate.	



Engineering Design Graphics

Engineering Design Graphics Architectural/ Civil/Structural Specialty (4DFT-A)

Certificate of Technology

All Campuses

A certificate of technology focuses on 29 semester credit hours of technical course work. This is a fast-track award for those wishing to concentrate their studies in engineering design graphics and enter the job market as soon as possible. San Jacinto College offers three certificates of technology, including:

Architectural/Civil/Structural, Mechanical and Petro-Industrial.

Prerequisite Credit

DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
Subtotal	7

First Term Credit

ARCE 1421 Architectural Illustration or ARCE 1452 Structural Drafting or DFTG 2421 Topographical Drafting.....	4
DFTG 1417 Architectural Drafting-Residential	4
ARCE 1421 Architectural Illustration or ARCE 1452 Structural Drafting or DFTG 2421 Topographical Drafting.....	4

Subtotal	12
-----------------	-----------

Second Term

DFTG 2317 Descriptive Geometry.....	3
DFTG 2428 Architectural Drafting-Commercial or DFTG 2431 Advanced Technologies in Architectural Design and Drafting	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or DFTG 2338 Final Project - Advanced Drafting.....	3
Subtotal	10

Certificate of Technology Total

Certificate of Technology Total	29
--	-----------

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during, or after, the term in which the last required and elective engineering design graphics courses are completed.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Certificates in multiple engineering design graphics specialties WILL NOT be awarded.



Engineering Design Graphics Architectural/Civil/Structural Specialty (5DFT-A)

Level 2 Certificate

All Campuses

San Jacinto College offers three Level 2 Certificates, including: Architectural/Civil/Structural, Mechanical and Petro/Industrial. The Level 2 Certificate is comprised of 45 semester credit hours of Engineering Design Graphics (EDG) technical coursework, three (3) semester credit hours of mathematics and three (3) semester credit hours of English. This is a fast-track award for those wishing to concentrate their studies in EDG and enter the job market as soon as possible.

First Term	Credit
-------------------	---------------

DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
ARCE 1421 Architectural Illustration	4
ENGL 1301 Composition I.....	3
Subtotal	14

Second Term	Credit
--------------------	---------------

Engineering Design Graphics Elective.....	4
DFTG 2317 Descriptive Geometry.....	3
DFTG 1417 Architectural Drafting - Residential	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
Subtotal	14

Third Term	Credit
DFTG 2421 Topographical Drafting	4
ARCE 1452 Structural Drafting	4
DFTG 2428 Architectural Drafting - Commercial	4

Subtotal	12
-----------------	-----------

Fourth Term	Credit
Engineering Design Graphics Elective.....	4
DFTG 2431 Advanced Technologies in Architectural Design and Drafting	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or	
DFTG 2338 Final Project - Advanced Drafting.....	3

Subtotal	11
-----------------	-----------

Level 2 Certificate Total	51
----------------------------------	-----------

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during or after, the term in which the last required and elective engineering design graphics course are completed.

Courses DO NOT have to be taken in this order, unless a course has a prerequisite. See Catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Level 2 Certificates in multiple engineering design graphics courses WILL NOT be awarded.

Engineering Design Graphics Electives (Two Required):

DFTG 1445	DFTG 2402	DFTG 2406	DFTG 2407
DFTG 2408	DFTG 2423	DFTG 2432	DFTG 2435
DFTG 2440	DFTG 2445	DFTG 2457	DFTG 2458

Any DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an A.A.S. or Level 2 Certificate.

TECHNICAL PROGRAMS

Engineering Design Graphics Architectural/Civil/Structural Specialty (3DFT-A)

Associate of Applied Science Degree

All Campuses

Engineering Design Graphics (EDG) is a technical field where engineering data is communicated through drawings and three-dimensional models. Drafters provide support to designers, architects and all types of engineers, preparing documentation and creating finished drawings for production in the engineering, construction or manufacturing industries. Drafters translate the ideas of engineers and architects from rough sketches, design layouts, specifications and calculations into working drawings, maps, plans, illustrations and 3D models which are used in producing marketable products. They prepare drawings and/or 3D models using computer aided drafting, design, and 3D modeling software in the fields of mechanical, petrochemical, architectural, civil and structural.

The EDG department provides two certificate levels and associate of applied science degree options. Working with local industry, courses have been clustered into specialty disciplines which provide concentration in specific areas of study. They include: Architectural/Civil/Structural, Mechanical and Petro/Industrial.

First Term	Credit
DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
ENGL 1301 Composition I.....	3
ARCE 1421 Architectural Illustration	4
Subtotal	14

Second Term	Credit
DFTG 2317 Descriptive Geometry.....	3
DFTG 1417 Architectural Drafting-Residential	4
Engineering Design Graphics Elective.....	4
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II or SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speech	3
Subtotal	14

Third Term	Credit
ARCE 1452 Structural Drafting	4
DFTG 2428 Architectural Drafting-Commercial	4
DFTG 2421 Topographical Drafting	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3

Subtotal	15
-----------------	-----------

Fourth Term	Credit
*Social and Behavioral Sciences	3
*Humanities or Fine Arts.....	3
Engineering Design Graphics Elective.....	4
DFTG 2431 Advanced Technologies in Architectural Design and Drafting	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or DFTG 2338 Final Project - Advanced Drafting	3

Subtotal	17
-----------------	-----------

Associate of Applied Science Degree Total	60
--	-----------

+ Capstone Experience: DFTG 2386 or DFTG 2338

+ The course selected to satisfy the Capstone Experience (DFTG 2386 or DFTG 2338) can only be taken during, or after the term in which the last required and elective engineering design graphics courses are completed.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See course catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Associate of Applied Science in multiple engineering design graphics specialties WILL NOT be awarded.

Engineering Design Graphics Electives (Two Required):

DFTG 1445	DFTG 2402	DFTG 2406	DFTG 2407
DFTG 2408	DFTG 2423	DFTG 2432	DFTG 2435
DFTG 2440	DFTG 2445	DFTG 2457	DFTG 2458

Any DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an AAS or Level II Certificate.



TECHNICAL PROGRAMS

Engineering Design Graphics Mechanical Specialty (4DFT-M)

Certificate of Technology

All Campuses

A Certificate of Technology focuses on 29 semester credit hours of technical course work. This is a fast-track award for those wishing to concentrate their studies in engineering design graphics and enter the job market as soon as possible. San Jacinto College offers three certificates of technology, including: Architectural/Civil/Structural, Mechanical and Petro-Industrial.

Prerequisite	Credit
DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
Subtotal	7

First Term	Credit
DFTG 1445 Parametric Modeling and Design.....	4
DFTG 2317 Descriptive Geometry.....	3
DFTG 2402 Machine Drafting.....	4
Subtotal	11

Second Term

Credit
DFTG 2406 Machine Design4
DFTG 2440 Solid Modeling/Design or DFTG 2435 Advanced Technologies in Mechanical Design and Drafting4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or DFTG 2338 Final Project - Advanced Drafting.....3
Subtotal

Subtotal	11
-----------------	-----------

Certificate of Technology Total

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during, or after, the term in which the last required and elective Engineering Design Graphics courses are completed.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Certificates in multiple engineering design graphics specialties WILL NOT be awarded.

TECHNICAL PROGRAMS

Engineering Design Graphics Mechanical Specialty (5DFT-M)

Level 2 Certificate

All Campuses

San Jacinto College offers three Level 2 Certificates, including: Architectural/Civil/Structural, Mechanical and Petro/Industrial. The Level 2 Certificate is comprised of 45 semester credit hours of engineering design graphics (EDG) technical coursework, three (3) semester credit hours of mathematics and three (3) semester credit hours of English. This is a fast track award for those wishing to concentrate their studies in EDG and enter the job market as soon as possible.

First Term

	Credit
DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
<u>DFTG 1445 Parametric Modeling and Design.....</u>	<u>4</u>

Subtotal **11**

Second Term

	Credit
DFTG 2317 Descriptive Geometry.....	3
DFTG 2402 Machine Drafting.....	4
DFTG 2406 Machine Design	4
<u>Engineering Design Graphics Elective.....</u>	<u>4</u>

Subtotal **15**

Third Term

	Credit
DFTG 2440 Solid Modeling/Design	4
DFTG 2435 Advanced Technologies in Mechanical Design and Drafting	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or	
MATH 1314 College Algebra or Higher.....	3

Subtotal **11**

Fourth Term

	Credit
DFTG 2458 Advanced Machine Design or Engineering Design Graphics Elective	4
Engineering Design Graphics Elective.....	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or	
DFTG 2338 Final Project - Advanced Drafting	3
<u>ENGL 1301 Composition I.....</u>	<u>3</u>
Subtotal	14
Level 2 Certificate Total	51

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during, or after, the Term in which the last required and elective Engineering Design Graphics courses are completed.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See course catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Level 2 certificates in multiple engineering design graphics specialties WILL NOT be awarded.

Any ARCE or DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an A.A.S. or Level 2 Certificate.

Engineering Design Graphics electives: (Two Required)

ARCE 1421	ARCE 1452	DFTG 1417	DFTG 2407
DFTG 2408	DFTG 2421	DFTG 2423	DFTG 2428
DFTG 2431	DFTG 2432	DFTG 2445	DFTG 2457



TECHNICAL PROGRAMS

Engineering Design Graphics Mechanical Specialty (3DFT-M)

Associate of Applied Science Degree

All Campuses

Engineering design graphics (EDG) is a technical field where engineering data is communicated through drawings and three-dimensional models. Drafters provide support to designers, architects and all types of engineers, preparing documentation and creating finished drawings for production in the engineering, construction or manufacturing industries. Drafters translate the ideas of engineers and architects from rough sketches, design layouts, specifications and calculations into working drawings, maps, plans, illustrations and 3D models which are used in producing marketable products. They prepare drawings and/or 3D models using computer aided drafting, design and 3D modeling software in the fields of mechanical, petrochemical, architectural, civil, and structural.

The EDG department provides two certificate levels and A.A.S. degree options. Working with local industry, courses have been clustered into specialty disciplines which provide concentration in specific areas of study. They include: Architectural/Civil/Structural, Mechanical and Petro/Industrial.

First Term

Credit

DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1445 Parametric Modeling and Design.....	4
ENGL 1301 Composition I.....	3

Subtotal

14

Second Term

Credit

DFTG 2317 Descriptive Geometry.....	3
DFTG 2402 Machine Drafting.....	4
DFTG 2406 Machine Design	4
ENGL 2311 Technical and Business Writing or ENGL 1302 Composition II or SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speech	3

Subtotal

14

Third Term

Credit

Engineering Design Graphics Elective.....	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
DFTG 2440 Solid Modeling/Design	4
DFTG 2435 Advanced Technologies in Mechanical Design and Drafting	4
Subtotal	15

Fourth Term

Credit

DFTG 2458 Advanced Machine Design or Engineering Design Graphics Elective	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or DFTG 2338 Final Project - Advanced Drafting	3
Engineering Design Graphics Elective.....	4
*Humanities or Fine Arts.....	3
*Social and Behavioral Sciences	3
Subtotal	17

Associate of Applied Science Degree Total

60

+ Capstone Experience: DFTG 2386 or DFTG 2338

+ The course selected to satisfy the Capstone Experience (DFTG 2386 or DFTG 2338) can only be taken during, or after, the term in which the last required and elective Engineering Design Graphics courses are completed.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See course catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

A.A.S. Degrees in multiple engineering design graphics specialties WILL NOT be awarded.

Any ARCE or DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an A.A.S. or Level 2 Certificate.

Engineering Design Graphics Electives: (Two Required)

ARCE 1421	ARCE 1452	DFTG 1417	DFTG 2407
DFTG 2408	DFTG 2421	DFTG 2423	DFTG 2428
DFTG 2431	DFTG 2432	DFTG 2445	DFTG 2457

TECHNICAL PROGRAMS

Engineering Design Graphics Petro/Industrial Specialty (4DFT-PI)

Certificate of Technology

All Campuses

A certificate of technology focuses on 29 semester credit hours of technical coursework. This is a fast-track award for those wishing to concentrate their studies in engineering design graphics and enter the job market as soon as possible. San Jacinto College offers three certificates of technology, including: architectural/civil/structural, mechanical and petro-industrial.

Prerequisite Credit

DFTG 1305 Technical Drafting 3

DFTG 1409 Basic Computer-Aided Drafting 4

Subtotal 7

First Term Credit

ARCE 1452 Structural Drafting or

DFTG 2408 Instrumentation Drafting or

DFTG 2421 Topographical Drafting 4

DFTG 2423 Pipe Drafting 4

ARCE 1452 Structural Drafting or

DFTG 2408 Instrumentation Drafting or

DFTG 2421 Topographical Drafting 4

Subtotal 12

Second Term

Credit

DFTG 2317 Descriptive Geometry 3

DFTG 2457 Advanced Technologies in Pipe Design and

Drafting or DFTG 2445 Advanced Pipe Drafting 4

+ DFTG 2386 Internship - Drafting Design Technology/

Technician, General or

DFTG 2338 Final Project - Advanced Drafting 3

Subtotal

10

Certificate of Technology Total

29

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during or after the term in which the last required and elective engineering design graphics courses are completed.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See catalog for descriptions.

Courses may only be applied ONCE toward a Certificate of Technology.

For more detailed information on this program, contact the department chair or faculty.

Certificates in multiple engineering design graphics specialties WILL NOT be awarded.



Engineering Design Graphics Petro/Industrial Specialty (5DFT-PI)

Level 2 Certificate

All Campuses

San Jacinto College offers three Level 2 Certificates, including: architectural/civil/structural, mechanical, and petro/industrial. The Level 2 Certificate is comprised of 45 semester credit hours of engineering design graphics (EDG) technical coursework, three (3) semester credit hours of mathematics and three (3) semester credit hours of English. This is a fast-track award for those wishing to concentrate their studies and enter the job market as soon as possible.

First Term	Credit
-------------------	---------------

DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
ENGL 1301 Composition I.....	3

Subtotal	10
-----------------	-----------

Second Term	Credit
--------------------	---------------

ARCE 1452 Structural Drafting	4
DFTG 2317 Descriptive Geometry.....	3
DFTG 2407 Electrical Drafting.....	4
DFTG 2423 Pipe Drafting	4

Subtotal	15
-----------------	-----------

Third Term	Credit
-------------------	---------------

DFTG 2421 Topographical Drafting	4
DFTG 2445 Adv Pipe Drafting CADWorx.....	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or	
MATH 1314 College Algebra or Higher.....	3

Subtotal	11
-----------------	-----------

Fourth Term

Credit

Engineering Design Graphics Elective.....	4
DFTG 2457 Advanced Technologies in Pipe Design and Drafting	4
+ DFTG 2386 Internship - Drafting and Design Technology/Technician, General or	
DFTG 2338 Final Project - Advanced Drafting.....	3
DFTG 2408 Instrumentation Drafting	4

Subtotal	15
-----------------	-----------

Level 2 Certificate Total

51

+ Capstone Experience: DFTG 2338 or DFTG 2386

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during, or after, the term in which the last required and elective engineering design graphics courses are completed.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Level 2 Certificates in multiple engineering design graphics specialties WILL NOT be awarded.

Any ARCE or DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an A.A.S. or Level 2 Certificate.

Engineering Design Graphics electives: (One Required)

ARCE 1421	DFTG 1417	DFTG 1445	DFTG 2402
DFTG 2406	DFTG 2428	DFTG 2431	DFTG 2432
DFTG 2435	DFTG 2440	DFTG 2458	

TECHNICAL PROGRAMS

Engineering Design Graphics Petro/Industrial Specialty (3DFT-PI)

Associate of Applied Science Degree

All Campuses

Engineering design graphics (EDG) is a technical field where engineering data is communicated through drawings and three-dimensional models. Drafters provide support to designers, architects and all types of engineers, preparing documentation and creating finished drawings for production in the engineering, construction or manufacturing industries. Drafters translate the ideas of engineers and architects from rough sketches, design layouts, specifications and calculations into working drawings, maps, plans, illustrations and 3D models, which are used in producing marketable products. They prepare drawings and/or 3D models using computer aided drafting, design, and 3D modeling software in the fields of mechanical, petrochemical, architectural, civil and structural.

The EDG department provides two certificate levels and A.A.S. degree options. Working with local industry, courses have been clustered into specialty disciplines which provide concentration in specific areas of study, they include: Architectural/Civil/Structural, Mechanical and Petro/Industrial.

First Term	Credit
DFTG 1305 Technical Drafting	3
DFTG 1409 Basic Computer-Aided Drafting	4
ENGL 1301 Composition I.....	3
*Humanities or Fine Arts.....	3
*Social and Behavioral Sciences	3
Subtotal	16

Second Term	Credit
ARCE 1452 Structural Drafting	4
DFTG 2317 Descriptive Geometry.....	3
DFTG 2423 Pipe Drafting	4
ENGL2311 Technical and Business Writing or ENGL 1302 Composition II or SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speech.....	3
Subtotal	14

Third Term	Credit
DFTG 2421 Topographical Drafting	4
DFTG 2408 Instrumentation Drafting	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
DFTG 2445 Adv Pipe Drafting CADWorx.....	4
Subtotal	15

Fourth Term	Credit
Engineering Design Graphics Elective.....	4
DFTG 2407 Electrical Drafting.....	4
DFTG 2457 Advanced Technologies in Pipe Design and Drafting	4
+DFTG 2386 Internship - Drafting and Design Technology/ Technician, General or DFTG 2338 Final Project - Advanced Drafting.....	3
Subtotal	15
Associate of Applied Science Degree Total	60
+ Capstone Experience: DFTG 2338 or DFTG 2386	

+ The course selected to satisfy the Capstone Experience (DFTG 2338 or DFTG 2386) can only be taken during, or after, the term in which the last required and elective engineering design graphics courses are completed.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

Courses DO NOT have to be taken in this order unless a course has a prerequisite. See catalog for descriptions.

For more detailed information on this program, contact the department chair or faculty.

Degrees in multiple engineering design graphics specialties WILL NOT be awarded.

Any ARCE or DFTG course may be used as an EDG elective. Courses may only be applied ONCE toward an A.A.S. or Level 2 Certificate.

Engineering Design Graphics Electives: (One Required)

ARCE 1421	DFTG 1417	DFTG 1445	DFTG 2402
DFTG 2406	DFTG 2428	DFTG 2431	DFTG 2432
DFTG 2435	DFTG 2440	DFTG 2458	





Environmental Health and Safety Technology

Environmental health and safety technology (EHST) is a specialized branch of the health professions focusing on the environment of workers. Professionals in this field strive to find and eliminate conditions in the workplace that may result in occupational injury or disease. This is achieved through a process of anticipation, recognition, evaluation and control of the various stresses that contribute to unsafe working environments.

The environmental health and safety technology program is multi-disciplinary in nature, providing students with relevant exposure to biological, chemical, physical, mathematical and health sciences as well as a thorough introduction to environmental health and safety concepts. Common occupational safety concerns deal with safety hazards involved with confined space entry, hazardous energy control, hazard communication and compliance with safety standards, environmental protection and other areas. Environmental health and safety personnel are expected to perform the following functions: identify and analyze accident and loss-producing conditions; develop accident prevention and loss control methods, procedures and programs; communicate accidents and loss control data to individuals on a need-to-know basis; and measure and evaluate the effectiveness of accident and loss control systems.

The curriculum is modeled from guidelines of the American Board of Industrial Hygiene (ABIH) and the Board of Certified Safety Professionals (BCSP). The ABIH and BCSP began a jointly sponsored certification program through The Council on Certification of Health, Environmental, and Safety Technologist (CCHEST). CCHEST will administer the testing. Students who pass the certification examination and pay the required fees, are authorized to use the title Environmental Health and Safety Technologist (OHST), and to use the initials OHST after their names. The students may complete curriculum at the upper-level universities leading toward Certified Safety Professional and/or Certified Industrial Hygienist.

Program Entry

Environmental Health and Safety Technology (EHST) candidates (new or returning) must attend a mandatory EHST program orientation before being allowed to register for program-related courses (does not apply to academic courses). Fall entry (August) orientations are held between April and May. Spring entry (January) orientations are held between November and December. No new students will be allowed to enter the EHST program during the summer. Please contact the Public Safety and Security Department for upcoming orientation dates at 281.998.6150, ext. 3686.

TECHNICAL PROGRAMS

Environmental Health and Safety Technology (5ENVR-HLTH)

Level 2 Certificate

Central Campus

First Term

	Credit
EPCT 1307 Introduction to Environmental Safety and Health	3
OSHT 1309 Physical Hazards Control	3
EPCT 1301 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training & Related Topics	3
OSHT 1307 Construction Site Safety and Health	3
EPCT 1311 Introduction to Environmental Science	3

Subtotal	15
-----------------	-----------

	Credit
--	---------------

OSHT 1313 Accident Prevention, Inspection, and Investigation	3
OSHT 2309 Safety Program Management	3
OSHT 2320 Safety Training Presentation Techniques	3
OSHT 2401 OSHA Regulations - General Industry	4
EPCT 1305 Environmental Regulations Overview	3
Major Elective	3

Subtotal	19
-----------------	-----------

Level 2 Certificate Total	34
----------------------------------	-----------

Capstone Experience: OSHT 2309

Approved Electives

EMSP 1501* and EMSP 1160*

EPCT 1313 OSHT 1321 OSHT 2380

*Both courses are required if used to satisfy the elective requirement for Environmental Health and Safety Technology and must be taken concurrently.

Environmental Health and Safety Technology (3ENVR-HLTH)

Associate of Applied Science Degree

Central Campus

	Credit
--	---------------

EPCT 1307 Introduction to Environmental Safety and Health	3
OSHT 1309 Physical Hazards Control	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra or Higher	3
CHEM 1311 General Chemistry I (Lec) and CHEM 1111 General Chemistry I (Lab)	4

Subtotal	16
-----------------	-----------

Second Term

OSHT 1313 Accident Prevention, Inspection, and Investigation	3
OSHT 2320 Safety Training Presentation Techniques	3
Speech	3
*CHEM 1312 General Chemistry II (Lec) and CHEM 1112 General Chemistry II (Lab) or BIOL 1306 Biology for Science Majors I (Lec) and BIOL 1106 Biology for Science Majors I (Lab) or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) ... 4	4

Subtotal	13
-----------------	-----------

Third Term

	Credit
EPCT 1341 Principles Industrial Hygiene	3
OSHT 2305 Ergonomics and Human Factors in Safety	3
OSHT 1307 Construction Site Safety and Health	3
ENGL 2311 Technical and Business Writing	3
**Humanities or Fine Arts	3

Subtotal	15
-----------------	-----------

Fourth Term

	Credit
EPCT 2333 Environmental Toxicology	3
OSHT 2401 OSHA Regulations-General Industry	4
OSHT 2309 Safety Program Management	3
Approved Elective	3
**Social and Behavioral Sciences	3

Subtotal	16
-----------------	-----------

Associate of Applied Science Degree Total

60

Capstone Experience: OSHT 2309

*Students desiring to obtain a baccalaureate degree should take CHEM 1312/1112.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

Approved Electives

EMSP 1160* and EMSP 1501*

EPCT 1305 EPCT 1311 EPCT 1313 OSHT 2380

*Both courses required if used to satisfy the elective requirement for Environmental Health and Safety Technology and must be taken concurrently.





Eye Care Technology

Central Campus

A criminal background check and/or drug screening is required for all health science students attending clinical courses or practicum, and may be required prior to admission to the program.

Our eye care technology department consists of three levels of preparation. Students may obtain an Occupational Certificate, a Certificate of Technology or an Associate of Applied Science degree. This program is designed to correlate classroom and laboratory experience with clinical experience in ophthalmic offices and clinics.

The eye care technology program is accredited by the Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP). Those graduates of the Associate of Applied Science degree are eligible to petition for examination through the Joint Commission on Allied Health Personnel in Ophthalmology at the certified ophthalmic technician level. Graduates of any of the three levels are eligible to petition for examination through the American Board of Opticianry for certification as an optician and/or the National Contact Lens Examiner.

The program requires formal entry into the program via departmental interview. Only those students who have been officially admitted to the College and have met all College admission criteria will be considered. The eye care technology department accepts new students each fall term. Students who miss the fall entry may discuss spring or summer alternate entry options with the program director. The program offers both day and evening as well as hybrid and online courses.

After acceptance into the program, the student must have a physical examination by a licensed professional and documentation of updated immunizations. A valid Health Care Provider CPR card must be submitted as well.

Eye care technology students must earn a C or better in all eye care courses and maintain an overall cumulative GPA of at least 2.0 in order to remain in and/or graduate from the program. Any student earning a grade of D, W or F in any eye care technology course must repeat the course and pass with a grade of C or higher. A second earned grade of less than C will result in the student being dismissed from the program. To re-enter into the program, the student must submit a written petition to the eye care technology admission committee and satisfy the re-admission criteria specified by the committee.

Optician Preparatory (6EYE-PREP)

Occupational Certificate

Central Campus

First Term	Credit
OPTS 1401 Ophthalmic Dispensing	4
OPTS 1311 The Visual System	3
Subtotal	7
Second Term	Credit
OPTS 2431 Advanced Ophthalmic Dispensing	4
OPTS 1167 Practicum (or Field Experience) Opticianry/ Ophthalmic Dispensing Optician	1
Subtotal	5
Third Term	Credit
OPTS 2167 Practicum (or Field Experience) Opticianry/ Ophthalmic Dispensing Optician	1
OPTS 1309 Ophthalmic Laboratory I	3
Subtotal	4
Occupational Certificate Total	16

Capstone Experience: OPTS 2167

TECHNICAL PROGRAMS

Eye Care Technology (4EYE)

Certificate of Technology

Central Campus

First Term

Credit

OPTS 1311 Visual System	3
OPTS 2441 Ophthalmic Techniques	4
HPRS 2200 Pharmacology for Health Professions	2
HPRS 1106 Essentials of Medical Terminology	1

Subtotal

10

Second Term

Credit

OPTS 1401 Ophthalmic Dispensing	4
OPTS 1315 Basic Contact Lenses	3
HPRS 1105 Essentials of Medical Law and Ethics for Health Professionals	1
OPTS 1266 Practicum (or Field Experience) - Optician/Ophthalmic Dispensing Optician	2
Subtotal	10

PostY1Summer

Credit

OPTS 2350 Ophthalmic Surgical Techniques	3
OPTS 2445 Advanced Ophthalmic Techniques	4
OPTS 2266 Practicum (or Field Experience) - Optician/Ophthalmic Dispensing Optician	2

Subtotal

9

Certificate of Technology Total

29

Capstone Experience: OPTS 2266

Eye Care Technology (3EYE)

Associate of Applied Science Degree

Central Campus

First Term

Credit

OPTS 1311 The Visual System	3
OPTS 2441 Ophthalmic Techniques	4
OPTS 1191 Special Topics In Opticianry/ Dispensing Optician	1
HPRS 2200 Pharmacology for Health Professions	2
HPRS 1106 Essentials of Medical Terminology	1
Subtotal	11

Second Term

Credit

OPTS 1371 Anatomy and Physiology for Eye Care Technology	3
OPTS 1401 Ophthalmic Dispensing	4
OPTS 1315 Basic Contact Lenses	3
OPTS 1266 Practicum (Field Experience) - Optician/Ophthalmic Dispensing/Optician	2
MATH 1314 College Algebra or higher	3
Subtotal	15

PostY1Summer

Credit

HPRS 1105 Essentials of Medical Law and Ethics for Health Professionals	1
OPTS 2350 Ophthalmic Surgical Techniques	3
POFM 1327 Medical Insurance	3
OPTS 1166 Practicum (or Field Experience) - Optician/Ophthalmic Dispensing Optician	1

Subtotal

8

Third Term

Credit

OPTS 2445 Advanced Ophthalmic Techniques	4
OPTS 1392 Special Topics in Optical Technician/Assistant ..	3
OPTS 2266 Practicum (or Field Experience) - Optician/Ophthalmic Dispensing Optician	2
Speech	3
Subtotal	12

Fourth Term

Credit

HPRS 2210 Basic Health Profession Skills II	2
OPTS 2366 Practicum (or Field Experience) Optician/Ophthalmic Dispensing Optician	3
*Humanities or Fine Arts	3
ENGL 1301 Composition I	3
PSYC 2301 General Psychology	3
Subtotal	14

Associate of Applied Science Degree Total

60

Capstone Experience: OPTS 2366

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*





Fire Protection Technology

The fire protection technology department of San Jacinto Community College District offers three different educational programs for aspiring firefighters and current firefighters.

For aspiring firefighters, the College offers the Firefighter Training Academy. The academy meets and exceeds all state requirements for paid/career firefighters. Students seeking an entry-level firefighter position should begin here. See below for further information regarding the Firefighter Training Academy.

For academy graduates and current firefighters, the College offers an associate of applied science degree in firefighting. This program provides additional fire-related education and certification opportunities as well as courses in general education.

Students in the fire protection technology program must be potentially eligible to participate in certification examinations for firefighters upon successful completion of the prescribed course work. An applicant who has been convicted of a felony, implicated in substance abuse, or involved in activities considered inappropriate by the Texas Commission on Fire Protection may be ineligible to participate in the certification examination. Such an applicant should contact the Texas Commission on Fire Protection in Austin, Texas, for guidance in petitioning the Commission for a decision of eligibility. A copy of the Commission's statement of eligibility should be submitted to San Jacinto Community College District's fire protection technology chief training officer.

Firefighter Training Academy

Central Campus

The following courses meet and exceed the Texas Commission on Fire Protection's curriculum requirements for Basic Fire Suppression Certification. Students who are not currently certified as an Emergency Medical Technician- Basic or higher will also need to complete the Emergency Medical Technician- Basic course. Please contact the fire protection program at 281-476-1834 for further information.

FIRS 1301–Firefighter Certification I	3
FIRS 1407–Firefighter Certification II	4
FIRS 1313–Firefighter Certification III	3
FIRS 1319–Firefighter Certification IV	3
FIRS 1423–Firefighter Certification V	4
FIRS 1329–Firefighter Certification VI	3
FIRS 1433–Firefighter Certification VII	4
Firefighter Training Academy Total	24

Academy Information

New academy classes begin each summer and fall semester. Please contact the fire protection technology office for specific schedules and registration information. It is suggested that students contact the fire protection technology office a term in advance of anticipated enrollment, as classes fill quickly.

Firefighter Training Academy cadets must undergo a medical examination and physical performance test as defined in NFPA 1582, and submit approval documentation to the department's chief training officer. Students not completing, or failing, the medical examination or the physical performance test are not eligible to continue in the academy and will be withdrawn. Students failing the medical examination or the physical performance test will be eligible for a 100 percent refund in accordance with the current refund policy if officially withdrawn in the registrar's office on or before the 12th class day.

Administrative withdrawal from any San Jacinto Community College District course due to disciplinary action shall result in administrative withdrawal from the Firefighter Training Academy.

Certification Information

San Jacinto Community College District fire protection courses fulfill the educational requirements for numerous fire service certifications. Please contact the fire protection technology department on the Central Campus for specific information.

TECHNICAL PROGRAMS

Firefighting (4FIREFTG)

Certificate of Technology

Central Campus

First Term	Credit
FIRS 1301 Firefighter Certification I	3
FIRS 1407 Firefighter Certification II	4
FIRS 1313 Firefighter Certification III	3
FIRS 1423 Firefighter Certification V	4
Subtotal	14
Second Term	Credit
FIRS 1319 Firefighter Certification IV.....	3
FIRS 1329 Firefighter Certification VI.....	3
FIRS 1433 Firefighter Certification VII.....	4
EMSP 1501 Emergency Medical Technician.....	5
EMSP 1160 Clinical-Emergency Medical Technician.....	1
Subtotal	16
Certificate of Technology Total	30

Capstone Experience: Eligibility to sit for the Texas Commission on Fire Protection - Basic Fire Suppression exam.

Firefighter - EMT (5FIRE-EMT)

Level 2 Certificate

Central Campus

First Term	Credit
FIRS 1301 Firefighter Certification I	3
FIRS 1407 Firefighter Certification II	4
FIRS 1313 Firefighter Certification III	3
FIRS 1323 Firefighter Certification V	3
FIRS 1103 Firefighter Agility and Fitness Preparation	1
Subtotal	14
Second Term	Credit
EMSP 1501 Emergency Medical Technician	5
EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	1
FIRS 1319 Firefighter Certification IV	3
FIRS 1329 Firefighter Certification VI	3
FIRS 1333 Firefighter Certification VII	3
FIRS 1103 Firefighter Agility and Fitness Preparation	1
Subtotal	16
Level 2 Certificate Total	30

Verification of workplace competencies: Eligible for Credential Exams - Texas Commission on Fire Protection Basic Fire Suppression



TECHNICAL PROGRAMS

Firefighting (3FIRE-PROT)

Associate of Applied Science Degree

Central Campus

Persons who are currently certified by the Texas Commission on Fire Protection may enter the program with special permission from the department chair. Under this provision, Firefighter-Basic Certification is accepted in lieu of completion of the following Fire Protection courses:

FIRS 1301	FIRS 1313	FIRS 1319	FIRS 1329
FIRS 1407	FIRS 1423	FIRS 1433	

Prospective students must satisfy the general admission requirements of the College and provide satisfactory evidence of basic firefighter certification to the fire protection technology department chair and the registrar.

First Term **Credit**

FIRS 1301 Firefighter Certification I	3
FIRS 1407 Firefighter Certification II	4
FIRS 1313 Firefighter Certification III	3
FIRS 1423 Firefighter Certification V	4

Subtotal	14
-----------------	-----------

Second Term **Credit**

FIRS 1319 Firefighter Certification IV.....	3
FIRS 1329 Firefighter Certification VI.....	3
FIRS 1433 Firefighter Certification VII.....	4

Subtotal	10
-----------------	-----------

Third Term **Credit**

ENGL 1301 Composition I.....	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Humanities or Fine Arts.....	3
FIRT 1327 Building Construction for the Fire Service	3
Approved Elective.....	3

Subtotal	15
-----------------	-----------

Fourth Term

Credit
ENGL 2311 Technical and Business Writing 3
Speech..... 3
FIRT 2305 Fire Instructor I..... 3
Approved Elective..... 3
Approved Elective

Subtotal	15
-----------------	-----------

PostY2Summer

Credit
*Social or Behavioral Sciences 3
FIRT 1319 Firefighter Health and Safety..... 3

Subtotal	6
-----------------	----------

Associate of Applied Science Degree Total

60

Verification of workplace competencies: Eligible for Credential Exams - Texas Commission on Fire Protection Basic Fire Suppression

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

Approved Electives

FIRT 1303	FIRT 1315	FIRT 1338	FIRT 1342
FIRT 1343	FIRT 1345	FIRT 1370	FIRT 1408
FIRT 1440	FIRT 2309	FIRT 2331	FIRT 2333
FIRT 2345	FIRT 2351	FIRT 2370	

Chief Officer (EFIRE-CHOF)

Enhanced Skills Certificate

Central Campus

The chief officer enhanced skills certificate is designed for students who have completed the Firefighting Associate of Applied Science Degree.

First Term **Credit**

FIRT 2356 Fire Officer III	3
FIRT 2359 Fire Instructor III	3

Subtotal	6
-----------------	----------

Second Term **Credit**

FIRT 2357 Fire Officer IV	3
FIRT 2112 Hazardous Materials Commander	1

Subtotal	4
-----------------	----------

Enhanced Skills Certificate Total

10

TECHNICAL PROGRAMS



Health Information Management

Medical Billing and Coding (4HITT-MDBC)

Certificate of Technology

North Campus

First Term	Credit
HITT 1305 Medical Terminology I	3
ITSC 1309 Integrated Software Applications I	3
HPRS 2301 Pathophysiology	3
HITT 1378 Medical Insurance	3
HITT 1301 Health Data Content and Structure	3
Subtotal	15

Second Term	Credit
HITT 1341 Coding and Classification Systems	3
HITT 1311 Health Information Systems	3
HITT 2346 Advanced Medical Coding	3
HITT 1353 Legal and Ethical Aspects of Health Information	3
Subtotal	12

Third Term	Credit
HITT 1377 Clinical-Billing and Coding	3
Subtotal	3

Certificate of Technology Total **30**

External Learning Experience: HITT 1377

NOTE: Students must pass each HITT and HPRS course listed in all health information management A.A.S. degrees, and certificate plans with a grade of C to be eligible to receive either the degree or any of the certificates.

Medical Coding (5HITT-MDC)

Level 2 Certificate

North Campus

First Term	Credit
HITT 1305 Medical Terminology I	3
HITT 1301 Health Data Content and Structure	3
ITSC 1309 Integrated Software Applications I	3
HITT 1374 Anatomy and Physiology	3
HPRS 2301 Pathophysiology	3
HITT 1341 Coding and Classification Systems	3
Subtotal	18

Second Term	Credit
HITT 1345 Health Care Delivery Systems	3
HITT 2335 Coding and Reimbursement Methodologies ..	3
HITT 1353 Legal and Ethical Aspects of Health Information	3
HITT 2346 Advanced Medical Coding	3
HITT 1311 Health Information Systems	3
Subtotal	15

Third Term	Credit
HITT 2245 Coding Certification Exam Review	2
HITT 1360 Clinical - Health Information/Medical Records Technology/Technician	3
Subtotal	5

Level 2 Certificate Total **38**

External Work Experience: HITT 1360

NOTE: Students must pass each HITT and HPRS course listed in the health information management associate of applied science (A.A.S.) degrees, and certificate plans with a grade of C to be eligible to receive either the degree or any of the certificates.



Health Information Management (3HITT-INF)

Associate of Applied Science Degree North Campus

The associate degree program in health information management is designed to train health information management personnel to perform a variety of technical functions including organizing, analyzing, coding and technically evaluating health information. Health information technicians work to ensure that complete and accurate records are kept for each patient in a health care facility.

The Associate of Applied Science (A.A.S.) degree in Health Information Management Program of San Jacinto College is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Upon graduation, students are eligible to apply to take the national examination to become a registered health information technician (RHIT) through the American Health Information Management Association (AHIMA.org).

First Term	Credit
HITT 1305 Medical Terminology I	3
ENGL 1301 Composition I	3
HITT 1301 Health Data Content and Structure	3
HPRS 2301 Pathophysiology	3
ITSC 1309 Integrated Software Applications I	3
Subtotal	15

Second Term	Credit
HITT 1345 Health Care Delivery Systems	3
HITT 1374 Anatomy and Physiology	3
HITT 1341 Coding and Classification Systems	3
SPCH 1315 Public Speaking or SPCH 1321 Business and Professional Speech	3
Subtotal	12

PostY1Summer	Credit
*Humanities or Fine Arts	3
HITT 1353 Legal and Ethical Aspects of Health Information	3
Subtotal	6

Third Term	Credit
BIOL 1308 Biology for Non-Science Majors (Lec) and BIOL 1108 Biology for Non-Science Majors (Lab)	4
HITT 2335 Coding and Reimbursement Methodologies ..	3
HITT 1311 Health Information Systems	3
HITT 2346 Advanced Medical Coding	3
Subtotal	13

Fourth Term	Credit
HITT 2343 Quality Assessment and Performance Improvement	3
HITT 2361 Clinical - Health Information/Medical Records Technology/Technician	3
HITT 2339 Health Information Organization and Supervision	3
HITT 2249 RHIT Competency Review	2
PSYC 2301 General Psychology	3
Subtotal	14

Associate of Applied Science Degree Total **60**

External Learning Experience: HITT 2361

Certification Exam: Registered Health Information Technician (RHIT) National Certification Exam

NOTE: Students must pass each HITT and HPRS course listed in the health information management A.A.S. degrees, and certificate of technology plans with a grade of C to be eligible to receive either the degree or any of the certificates.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

**Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.

TECHNICAL PROGRAMS

Cancer Data Management Specialty (3HITT-CAN)

Associate of Applied Science Degree North Campus

First Term	Credit
HITT 1301 Health Data Content and Structure	3
ITSC 1309 Integrated Software Applications I	3
HITT 1305 Medical Terminology I	3
ENGL 1301 Composition I	3
Speech	3
Subtotal	15

Second Term	Credit
HITT 1341 Coding and Classification Systems	3
HPRS 2301 Pathophysiology	3
HITT 1345 Health Care Delivery Systems	3
HITT 1374 Anatomy and Physiology	3
Subtotal	12

PostY1Summer	Credit
HITT 1353 Legal and Ethical Aspects of Health Information	3
Subtotal	3

Third Term	Credit
HITT 1311 Health Information Systems	3
HITT 1307 Cancer Data Management I	3
PSYC 2301 General Psychology	3
BIOL 1308 Biology for Non-Science Majors (Lec) and BIOL 1108 Biology for Non-Science Majors (Lab)	4
Subtotal	13

Fourth Term	Credit
HITT 2343 Quality Assessment and Performance Improvement	3
HITT 2307 Cancer Data Management II	3
HITT 2339 Health Information Organization and Supervision	3
HITT 2370 Cancer Data Management III	3
*Humanities or Fine Arts	3

Subtotal **15**

PostY2Summer	Credit
HITT 1361 Clinical - Cancer Data Management	3
Subtotal	3

Associate of Applied Science Degree Total **61**

External Learning Experience: HITT 1361

Certification Exam: CTR National Certification Exam

NOTE: Students must pass each HITT and HPRS course listed in the health information management A.A.S. degrees, and certificate plans with a grade of C to be eligible to receive either the degree or any of the certificates.

***NOTE:** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

****Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9.**



Cancer Data Management (AHITT-CAN)

Advanced Technical Certificate

North Campus

Program Description:

This advanced technical certificate is designed to teach all aspects of the cancer registry, including survey processes, data collection/retrieval-abstracting, coding, staging and reporting; and how the cancer registry is a vital part of the health care delivery system.

Prerequisites:

To be eligible to complete this advanced technical certificate, the student must have at least a minimum of an associate degree and a medical science basic science or Biology/Introduction to Medicine course.

Cancer Data Management Accreditation:

The Associate of Applied Science in Cancer Data Management and the advanced certificate of technology are fully accredited by the National Cancer Registrars Association (NCRA).

Upon completion of this program, the student is eligible to apply to take the national certification examination for certified tumor registrar (CTR) from the National Cancer Registrars Association.

First Term

Credit

HITT 1307 Cancer Data Management I	3
ITSC 1309 Integrated Software Applications I	3
HITT 1301 Health Data Content and Structure	3
HITT 1305 Medical Terminology I	3
HPRS 2301 Pathophysiology	3

Subtotal

15

Second Term

Credit

HITT 1374 Anatomy and Physiology	3
HITT 2307 Cancer Data Management II	3
HITT 1311 Health Information Systems	3
HITT 2370 Cancer Data Management III	3

Subtotal

12

PostY1Summer

Credit

HITT 1361 Clinical - Cancer Data Management	3
Subtotal	3

External Work Experience: HITT 1361

Advanced Technical Certificate Total

30

TECHNICAL PROGRAMS



Health Science

Associate of Applied Science Degree

All Campuses

The Associate of Applied Science (A.A.S.) in a Health Science is a career path for persons who have completed the following certificate programs: medical assisting, pharmacy technician or vocational nursing. The 60 semester credit hour degrees for these programs are designed for health science professionals to meet education goals, to transfer into four-year university health care administration or health care service programs, and to attain possible promotion from entry-level to more advanced level office positions.

Health Science Medical Assisting Pathway (3HSC-MDAST)

Associate of Applied Science Degree

All Campuses

Prerequisite	Credit
HPRS 1201 Introduction to Health Professions	2
HPRS 1304 Basic Health Profession Skills.....	3
Subtotal	5
First Term	Credit
HPRS 2302 Medical Terminology for Allied Health	3
POFT 1301 Business English	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
MDCA 1321 Administrative Procedures.....	3
MDCA 1343 Medical Insurance	3
Subtotal	15

Second Term

	Credit
MDCA 1205 Medical Law and Ethics	2
MDCA 1302 Human Disease/Pathophysiology	3
MDCA 1348 Pharmacology and Administration of Medications	3
MDCA 1310 Medical Assistant Interpersonal and Communication Skills	3
MDCA 1417 Procedures in a Clinical Setting.....	4
Subtotal	15

PostY1Summer

	Credit
MDCA 1254 Medical Assisting Credentialing Exam Review	2
MDCA 1560 Clinical - Medical/Clinical Assistant.....	5
Subtotal	7

Third Term

	Credit
MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
*Humanities or Fine Arts.....	3
SPCH 1311 Introduction to Speech or SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communications or SPCH 1321 Business and Professional Speech.....	3
BCIS 1305 Business Computer Applications.....	3
Subtotal	18

Associate of Applied Science Degree Total

60

To be eligible for this degree, the student must have completed the Medical Assisting certificate program.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.



Health Science Pharmacy Technician Pathway (3HSC-PHAR)

Associate of Applied Science Degree

All Campuses

First Term	Credit
HPRS 1206 Essential Medical Terminology	2
PHRA 1202 Pharmacy Law	2
PHRA 1305 Drug Classification.....	3
PHRA 1309 Pharmaceutical Mathematics I.....	3
PHRA 1313 Community Pharmacy Practice I	3
Subtotal	13
Second Term	Credit
PHRA 1441 Pharmacy Drug Therapy and Treatment.....	4
PHRA 1347 Pharmaceutical Mathematics II.....	3
PHRA 1345 Compounding Sterile Preparations and Aseptic Technique	3
PHRA 1349 Institutional Pharmacy Practice	3
Subtotal	13
Third Term	Credit
PHRA 1243 Pharmacy Technician Certification Review	2
PHRA 1261 Clinical Pharmacy Technician I	2
PHRA 2261 Clinical Pharmacy Technician II	2
Subtotal	6
Fourth Term	Credit
MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
*Humanities or Fine Arts.....	3
SPCH 1311 Introduction to Speech or SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communications or SPCH 1321 Business and Professional Speech	3
Subtotal	15
Fifth Term	Credit
ENGL 1302 Composition II	3
BIOL 1306 Biology for Science Majors I (Lec) and BIOL 1106 Biology for Science Majors I (Lab).....	4
BCIS 1305 Business Computer Applications.....	3
HIST 1301 United States History I.....	3
Subtotal	13
Associate of Applied Science Degree Total	60

To be eligible for this degree, the student must have completed the Pharmacy Technician certificate program.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.

Health Science Vocational Nursing Pathway (3HSC-LVN)

Associate of Applied Science Degree

All Campuses

First Term	Credit
VNSG 1331 Pharmacology	3
HECO 1322 Nutrition and Diet Therapy	3
VNSG 1420 Anatomy and Physiology for Allied Health, or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) and BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)	4
VNSG 1327 Essentials of Medication Administration.....	3
VNSG 1423 Basic Nursing Skills	4
VNSG 2431 Advanced Nursing Skills.....	4
VNSG 1260 Clinical I.....	2
Subtotal	23
Second Term	Credit
VNSG 1429 Medical-Surgical Nursing I.....	4
VNSG 1261 Clinical II	2
VNSG 1301 Mental Health and Mental Illness.....	3
VNSG 1226 Gerontology.....	2
VNSG 1162 Clinical III	1
Subtotal	12
Third Term	Credit
VNSG 1332 Medical Surgery Nursing II	3
VNSG 1230 Maternal-Neonatal Nursing.....	2
VNSG 1234 Pediatrics.....	2
VNSG 2160 Clinical IV	1
VNSG 2161 Clinical V	1
VNSG 1119 Leadership and Professional Development	1
Subtotal	10
Fourth Term	Credit
MATH 1314 Algebra.....	3
PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
*Humanities or Fine Arts.....	3
SPCH 1311 Introduction to Speech or SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communications or SPCH 1321 Business and Professional Speech	3
Subtotal	15
Associate of Applied Science Degree Total	60

To be eligible for this degree, the student must have completed the Vocational Nursing certificate program.

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.



Instrumentation Technology

Instrumentation technology training at San Jacinto College falls into three categories: instrumentation installation, general instrument maintenance, and control systems technology.

Instrumentation technology is arguably the most technologically challenging field in industry today. Highly trained instrument technicians are responsible for installing, calibrating and troubleshooting individual process instruments as well as complete control systems. They are expected to understand the workings of a process as well as the complexity of the control system.

Computer control in the processing industry provides a platform for more sophisticated control strategies, and requires connecting intelligent devices together through various networking systems and protocols.

Key facilities of the instrumentation technology program at San Jacinto College are a fully equipped pneumatic control lab and an analog electronic lab control. We also have a 10-station SLC 5/03 Programmable Logic Controller (PLC) lab and a 10-station Emerson Process Management DeltaV Distributed Control System (DCS) lab with 10 fully-operational flowing process instrumented stations. In addition, we have access to a full-sized functioning distillation (ethylene glycol and water separation) unit to explore maintenance issues and control strategies.

Our primary focus is in providing the local processing industry with good, trainable entry-level technicians. However, our students will have the latitude of working in other related areas such as oil exploration and production, municipal water treatment facilities for cross-country pipeline companies, electrical power plants and in manufacturer field technician positions.

Instrumentation Technology (5INST)

Level 2 Certificate

Central Campus

First Term	Credit
ENER 1240 Employee Success in Energy Industry	2
CETT 1302 Electricity Principles	3
INCR 1302 Physics of Instrumentation	3
*TECM 1301 Industrial Mathematics or Higher	3
ENER 1330 Basic Mechanical Skills for Energy	3
Subtotal	14

Second Term	Credit
OSHT 1320 Energy Industrial Safety	3
INTC 1322 Analog Controls I	3
INTC 2310 Principles of Industrial Measurements II	3
INTC 1355 Unit Operations	3
INTC 1315 Final Control Elements	3
Subtotal	15



TECHNICAL PROGRAMS

Third Term	Credit
**ETWR 1302 Introduction to Technical Writing	3
ELPT 2319 Programmable Logic Controllers I	3
INTC 2330 Instrumentation Systems Troubleshooting or INTC 2388 Internship-Instrumentation Technology/Technician	3
INTC 2359 Distributed Control Systems	3
INTC 2333 Instrumentation Systems Installation	3
Subtotal	15

Level 2 Certificate Total **44**

Capstone Experience: INTC 2330 or INTC 2388

Verification of workplace competencies.

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra. Students entering this program with MATH 1314 or higher may substitute the higher Math course for TECM 1301.

** Students who have successfully completed ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing may receive credit for ETWR 1302.

Instrumentation Technology (3INST)

Associate of Applied Science Degree
Central Campus

First Term	Credit
ENER 1240 Employee Success in Energy Industry	2
CETT 1302 Electricity Principles	3
INCR 1302 Physics of Instrumentation	3
*TECM 1301 Industrial Mathematics or Higher	3
Speech	3
Subtotal	14

Second Term	Credit
ENER 1330 Basic Mechanical Skills for Energy	3
OSHT 1320 Energy Industrial Safety	3
INTC 1322 Analog Controls I	3
INTC 2310 Principles of Industrial Measurements II	3
***Humanities or Fine Arts	3
Subtotal	15

PostY1Summer	Credit
**ETWR 1302 Introduction to Technical Writing	3
ENGL 1301 Composition I	3
Subtotal	6

Third Term	Credit
INTC 1355 Unit Operations	3
INTC 1315 Final Control Elements	3
ELPT 2319 Programmable Logic Cont. I	3
***Social and Behavioral Sciences	3
Subtotal	12

Fourth Term	Credit
INTC 2330 Instrumentation Systems Troubleshooting or INTC 2388 Internship-Instrumentation Technology/Technician	3
INTC 2359 Distributed Control Systems	3
INTC 2333 Instrumentation Systems Installation	3
CHEM 1305 Introductory Chemistry I (Lec) and CHEM 1105 Introductory Chemistry I (Lab)	4
Subtotal	13

Associate of Applied Science Degree Total **60**

Capstone Experience: INTC 2330 or INTC 2388;
Verification of workplace competencies

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra. Students entering this program with MATH 1314 or higher may substitute the higher Math course for TECM 1301.

** Students who have successfully completed ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing may receive credit for ETWR 1302.

*** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.

Instrumentation Technology (EINST)

Enhanced Skills Certificate
Central Campus

The enhanced skills certificate in instrumentation technology is designed for students who have completed the instrumentation technology associate of applied science degree.

First Term	Credit
INTC 1375 Sample Systems	3
INTC 1348 Analytical Instrumentation	3
Subtotal	6

Second Term	Credit
INTC 2345 Advanced Analyzers	3
INTC 2374 Physical Properties Analyzers	3
Subtotal	6

Enhanced Skills Certificate Total **12**

TECHNICAL PROGRAMS



Interior Design

Interior Design (5INTD-DSGN)

Pre-Professional Level 2 Certificate

Central Campus

First Term	Credit
INDS 1311 Fundamental of Interior Design.....	3
INDS 1319 Technical Drawing.....	3
INDS 1351 History of Interiors I	3
INDS 2307 Textiles for Interior Design	3
Subtotal	12
Second Term	Credit
INDS 1315 Materials Methods Estimating.....	3
INDS 1349 Fundamentals of Space Planning	3
INDS 1352 History of Interiors II	3
DFTG 1409 Basic Computer-Aided Drafting	4
Subtotal	13

Third Term	Credit
INDS 1345 Commercial Design I	3
INDS 2313 Residential Design I	3
INDS 2321 Presentation Drawing	3
Subtotal	9

Fourth Term	Credit
INDS 2237 Portfolio Presentation.....	2
INDS 2325 Professional Practices for Interior Designers	3
INDS 2335 Residential Design II	3
INDS 2386 Internship - Interior Design.....	3
Subtotal	11

Level 2 Certificate Total **45**

Capstone Experience: INDs 2313



Interior Design (3INT-DSGN)

Associate of Applied Science Degree

Central Campus

This program is designed to develop the ability to identify, research and creatively solve problems relative to interior spaces, including programming, design analysis and space planning. The students will work with commercial and residential spaces, prepare presentations, and learn business procedures used by interior designers.

The course work for the associate of applied science degree is offered over a five semester period, which includes one summer term. The curriculum provides a balance of technical, creative and business training necessary for a career in interior design.

NOTE: Students who begin their interior design education after Sept 1, 2006 will not be allowed by the Texas Board of Architectural Examiners (TBAE) to register with the State of Texas to become a Registered Interior Designer unless they graduate from a four-year program that is approved by the Council for Interior Design Accreditation (CIDA). Please keep in mind that registration in the state of Texas is completely voluntary and that you can practice interior design without being registered with TBAE. However, a student graduating from a two-year institution can apply for certification by NCIDQ (National Council for Interior Design Qualifications) to be NCIDQ certified with a two-year degree and 5280 hours of qualified interior design coursework. Please see NCIDQ's website for details www.ncidq.org.

First Term

Credit

INDS 1311 Fundamental of Interior Design	3
INDS 1319 Technical Drawing.....	3
INDS 1351 History of Interiors I	3
INDS 2307 Textiles for Interior Design	3
ENGL 1301 Composition I.....	3
Subtotal	15

Second Term

Credit

INDS 1315 Materials Methods Estimating	3
INDS 1349 Fundamentals of Space Planning	3
INDS 1352 History of Interiors II	3
DFTG 1409 Basic Computer-Aided Drafting	4
Subtotal	13

PostY1Summer

Credit

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
Speech.....	3
Subtotal	6
Third Term	Credit
INDS 1345 Commercial Design I	3
INDS 2313 Residential Design I	3
INDS 2321 Presentation Drawing	3
*Social and Behavioral Sciences	3
Subtotal	12

Fourth Term

Credit

INDS 2237 Portfolio Presentation	2
INDS 2325 Professional Practices for Interior Designers	3
INDS 2335 Residential Design II	3
INDS 2386 Internship - Interior Design.....	3
Arts	3
Subtotal	14

Associate of Applied Science Degree Total

60

Capstone Experience: INDs 2386

** Courses which satisfy this requirement are listed in the Social and Behavioral Sciences sections of the Transfer Core Curriculum.*



International Business Logistics and Maritime

The international business, logistics and maritime program is designed to prepare students for careers in international trade and maritime shipping administration. Graduates will work within all modes of transportation and intermodal carriage and be overall subject matter experts in export and import management, maritime business, shipping agency and international contracts, terminal transloading, oil and gas/offshore supply chain operations, customs regulations, purchasing and sourcing of materials, international marketing and cross-cultural management, tug/barge and ship management, port operations and implementation of asset tracking and reporting technology.

Most industries use logistics and supply chain management skills in organization operations and strategic planning. Students who successfully complete the international business program can move into hospital and health care operations, wholesale and retail management, cruise and passenger shipping, warehousing and distribution, parts and equipment logistics and military logistics and supply chain.

International Business Logistics and Maritime (6INTL-MAR)

Occupational Certificate

North Campus

First Term	Credit
MART 1371 Introduction to Ships and Shipping	3
IBUS 1301 Principles of Exports	3
IBUS 1300 Global Logistics Management	3
IBUS 1354 International Marketing Management	3
LMGT 1345 Economics of Transportation and Distribution	3

Occupational Certificate Total 15

Capstone Experience: LMGT 1345



TECHNICAL PROGRAMS

International Business Logistics and Maritime (4INTL-MAR)

Certificate of Technology North Campus

First Term	Credit
MART 1371 Introduction to Ships and Shipping	3
IBUS 1301 Principles of Exports	3
IBUS 1300 Global Logistics Management	3
IBUS 1354 International Marketing Management	3
LMGT 1345 Economics of Transportation and Distribution	3
Subtotal	15

Second Term	Credit
IBUS 2335 International Business Law	3
IBUS 1341 Global Supply Chain Management	3
LMGT 1325 Warehouse and Distribution Center Management	3
LMGT 1321 Introduction to Materials Handling	3
Subtotal	12

PostY1Summer	Credit
IBUS 2345 Import Customs Regulations	3
IBUS 2367 Practicum (or Field Experience) - International Business/Trade/Commerce or	
IBUS 2332 Global Business Simulation	3
Subtotal	6

Certificate of Technology Total	33
--	-----------

Capstone Experience: IBUS 2367 or IBUS 2332

International Business Logistics and Maritime (3INTL-MAR)

Associate of Applied Science Degree North Campus

First Term	Credit
MART 1371 Introduction to Ships and Shipping	3
IBUS 1301 Principles of Exports	3
IBUS 1300 Global Logistics Management	3
IBUS 1354 International Marketing Management	3
LMGT 1345 Economics of Transportation and Distribution	3
Subtotal	15

Second Term	Credit
IBUS 2335 International Business Law	3
IBUS 1341 Global Supply Chain Management	3
LMGT 1325 Warehouse and Distribution Center Management	3
LMGT 1321 Introduction to Materials Handling	3
Subtotal	12

PostY1Summer	Credit
IBUS 2345 Import Customs Regulations	3
IBUS 2367 Practicum (or Field Experience) - International Business/Trade/Commerce or	
IBUS 2332 Global Business Simulation	3
Subtotal	6

Third Term	Credit
*MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or	
MATH 1314 College Algebra or Higher	3
**Economics or Psychology or Sociology	3
BCIS 1305 Business Computer Applications or	
ITSC 1309 Integrated Software Applications I	3
ENGL 1301 Composition I	3
GEOG 1303 World Regional Geography	3
Subtotal	15

Fourth Term	Credit
ACNT 1303 Introduction to Accounting I or	
ACCT 2301 Principles of Financial Accounting	3
ENGL 1302 Composition II or	
ENGL 2311 Technical and Business Writing	3
SPCH 1321 Business & Professional Speech	3
**Humanities or Fine Arts	3
Subtotal	12

Associate of Applied Science Degree Total	60
--	-----------

Capstone Experience: IBUS 2367 or IBUS 2332

**Students desiring to obtain a baccalaureate degree should take Math 1314 College Algebra.*

*** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*

TECHNICAL PROGRAMS



Long Term Care Administration

Long Term Care Administration (ALTRM-CARE)

Advanced Technical Certificate

Central Campus

Long term care of the elderly, physically ill and mentally ill is a rapidly growing field with increasing demand for licensed administrators. As the U.S. population ages, the need for quality long term care increases, and employment opportunities are expected to grow at a faster rate than many other areas of business management. Nursing home administrators are responsible for the daily operations of nursing homes that comply with federal, state and local governmental agency requirements. They are responsible for patient admissions, facility operations, personnel management, accounting, budget planning, insurance regulations and more. The Advanced Technical Certificate in the long term care administration (LTCA) program offered by San Jacinto College Central Campus will develop the leadership and critical thinking skills students need to succeed in this unique business environment while also focusing on the practical aspects of long term care. As healthcare continues to follow a more businesslike approach, business degrees have become a professional necessity.

The LTCA program is designed to equip students for successful careers as the administrators of Long Term Care in Texas. The state licensing exam is offered through the Texas Department of Aging and Disability Services (DADS). The requirements to take the state exam include successful completion of 15 credit hours of course work as well as completing a 1,000-hour administrator-in-training (AIT) internship with a DADS-approved preceptor in a licensed nursing home with a minimum of 60 beds. The LTCA program includes the required coursework and internship hours to apply to take the licensing exam required by the State of Texas. In addition to the state licensing exam,

Texas also requires that students successfully complete a national exam for licensure in the state of Texas. The national exam is administered by DADS on behalf of the National Association of Boards of Examiners for Long-Term Care Administration (NAB). Questions regarding licensure and state exam requirements should be directed to the Texas Department of Aging and Disability Services (DADS) at 512-438-3011 or www.dads.state.tx.us.

The LTCA advanced technical certificate program is open to anyone who already holds a minimum of a bachelor's degree conferred by an accredited educational institution. The degree should be in business, business management, healthcare administration, nursing, or some other closely related discipline.

First Term	Credit
LTCA 2314 Long Term Care Law	3
LTCA 2315 Financial Management of Long Term Care Facilities	3
LTCA 2488 Internship - Hospital and Health Care Facilities Adm./Mgmt.	4
Subtotal	10
Second Term	Credit
LTCA 1312 Resident Care in Long Term Care Facility	3
LTCA 1313 Organization and Management of Long Term Care Facilities	3
LTCA 2489 Internship - Hospital and Health Care Facilities Adm./Mgmt.	4
Subtotal	10
Third Term	Credit
LTCA 2310 Environment of Long Term Care Facility	3
LTCA 2388 Internship - Hospital and Health Care Facilities Adm./Mgmt.	3
Subtotal	6
Advanced Technical Certificate Total	26





Maritime

The maritime transportation program was developed at the request of an advisory committee comprised of members from the maritime industry. Maritime is a semester credit hour program that incorporates U.S. Coast Guard approved training into the semester credit courses. This training provides instruction to prepare students for a future career as a mariner on board vessels. As part of the associate of applied science degree in maritime transportation, students must complete two Practicums during summer terms. This typically means working as a deckhand or crew member on a commercial vessel. Students will obtain a Transportation Worker's Identification Credential (TWIC) during the first semester.

All U.S. Merchant Mariners are credentialed by a branch of the U.S. Coast Guard- National Maritime Center. It is important that students be able to obtain a Merchant Mariner Credential. Students must be able to pass security screening, medical and professional standard requirements set by the U.S. Coast Guard.

All maritime transportation courses with NAUT rubric are held at the Maritime Campus located at 3700 Old Highway 146, La Porte, TX 77571. Call the Maritime Campus for additional information at 281-974-2200. Press 1 for Maritime.

Note that additional fees are required as part of this program. These fees will be located in the Tuition and Fees section of the catalog or on sanjac.edu website under the Apply and Register menu tab/ Paying for College.

Maritime Career Interest (6MAR-CI)

Occupational Certificate

Central Campus

First Term	Credit
NAUT 1372 Seamanship I	3
IBUS 1300 Global Logistics Management	3
Subtotal	6

Second Term	Credit
NAUT 1273 Engineering Familiarization	2
BCIS 1305 Applications Integrated Software or ITSC 1309 Integrated Software Applications I.....	3
Subtotal	5

Third Term	Credit
NAUT 1274 Marine Cargo Operations II	2
NAUT 1374 Basic Safety and Survival	3
Subtotal	5

Fourth Term	Credit
NAUT 1276 Seamanship II	2
NAUT 1272 Marine Cargo Operations I	2
Subtotal	4

Occupational Certificate Total **20**

Capstone Experience: NAUT 1276

TECHNICAL PROGRAMS

Maritime Transportation (3Maritime)

Associate of Applied Science Degree

Central Campus

First Term

Credit

NAUT 1372 Seamanship I	3
NAUT 1374 Basic Safety and Survival Training	3
NAUT 1471 Introduction to Ships and Shipping	4
PHED 1142 Fitness Swimming or PHED 1105 Beginning and Intermediate Swimming	1
ENGL 1301 Composition I	3

Subtotal

14

Second Term

Credit

NAUT 1272 Marine Cargo Operations I	2
NAUT 1274 Marine Cargo Operations II	2
NAUT 1273 Engineering Familiarization	2
NAUT 1276 Seamanship II	2
**NAUT 2364 Practicum	3
MATH 1314 College Algebra or Higher	3

Subtotal

14

Third Term

Credit

NAUT 1171 Medical Care Provider	1
NAUT 2471 Terrestrial and Coastal Navigation	4
NAUT 1174 Maritime Regulation and Management	1
NAUT 2274 Basic Stability and Ship Construction	2
BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I	3
*Humanities or Fine Arts	3

Subtotal

14

Fourth Term

Credit

NAUT 2472 Integrated Operations for the Master Mariner	4
NAUT 2171 Upgrade to Apprentice Mate	1
NAUT 2278 Bridge Resource Management and Shiphandling	2
NAUT 2272 Radar Observer Unlimited	2
*Social and Behavioral Sciences	3
ENGL 2311 Technical and Business Writing	3
**NAUT 2365 Practicum	3

Subtotal

18

Associate of Applied Science Degree Total

60

Capstone Experience: NAUT 2365

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Science in the core curriculum.*

***Practicums are internships on commercial vessels offered during the Post Yr1 and Post Yr2 summer term of the program.*





Massage Therapy

Massage Therapy (6MASG-THPY)

Occupational Certificate

Central Campus

The Massage Therapy Occupational Certificate is a course of study designed to meet the needs of those students desiring to enter the massage therapy profession. Our program prepares students with the technical knowledge, lab skills and hands-on-training to successfully complete national licensing exams and gain licensure for the State of Texas as a licensed massage therapist. Full-time students can earn the occupational certificate in two (2) semesters. All key aspects of the massage therapy profession are addressed. Applicants must agree to be screened for criminal history as required by the Texas Department of State Health Services.

First Term	Credit
MSSG 1105 Hydrotherapy	1
MSSG 1109 Health and Hygiene	1
MSSG 1411 Massage Therapy Fundamentals I	4
MSSG 1413 Anatomy and Physiology for Massage	4
BMGT 1341 Business Ethics	3
Subtotal	13
Second Term	Credit
MSSG 2311 Massage Therapy Fundamentals II	3
MSSG 2314 Pathology for Massage	3
MSSG 2313 Kinesiology for Massage	3
MSSG 2186 Internship-Massage Therapy/ Therapeutic Massage	1
Subtotal	10
Occupational Certificate Total	23

TECHNICAL PROGRAMS



Medical Assisting

The medical assisting program is designed to train medical assistant personnel to perform both administrative and clinical duties and to report directly to an office manager, physician or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing and bookkeeping. Clinical duties vary according to state law but can include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting physicians during examination.

Upon completion of the medical assisting program, the student is granted a certificate of technology, is eligible to sit for the AAMA Certification Examination and earn the AAMA credential of Certified Medical Assistant (CMA-AAMA).

The San Jacinto College medical assisting program is accredited by:

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Medical Assistant (4MED-ASST)

Certificate of Technology

North Campus

Prerequisite	Credit
HPRS 1201 Introduction to Health Professions	2
HPRS 1304 Basic Health Profession Skills	3
Subtotal	5

First Term	Credit
HPRS 2302 Medical Terminology for Allied Health	3
POFT 1301 Business English	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
MDCA 1321 Administrative Procedures	3
MDCA 1343 Medical Insurance	3
Subtotal	15

Second Term	Credit
MDCA 1205 Medical Law and Ethics	2
MDCA 1302 Human Disease/Pathophysiology	3
MDCA 1348 Pharmacology and Administration of Medications	3
MDCA 1310 Medical Assistant Interpersonal and Communication Skills	3
MDCA 1417 Procedures in a Clinical Setting	4
Subtotal	15

PostY1Summer	Credit
MDCA 1254 Medical Assisting Credentialing Exam Review	2
MDCA 1560 Clinical - Medical/Clinical Assistant	5
Subtotal	7

Certificate of Technology Total **42**

External Experience: MDCA 1560

NOTE: Students must pass each course listed in the certificate for Medical Assistant with a grade of C or higher to be eligible to receive a certificate of technology.





Medical Imaging

Central Campus

Medical imaging technology consists of three associate of applied science degrees and four certificate programs. The degree programs are medical radiography, diagnostic medical sonography and invasive cardiovascular technology. The certificate programs are the computed tomography, invasive cardiovascular technology, magnetic resonance imaging and mammography. Students selected for any of the medical imaging programs are required to submit a physical exam prior to admission. This physical exam must be consistent with the requirements of the teaching hospitals and agencies the students are assigned during clinical assignments and the performance standards required to function as student imaging technologists. The exam will also include documentation of any communicable diseases along with immunity to rubella, measles, mumps and varicella. Completion of the Hepatitis B series along with updated Tetanus, an annual TB screening and flu vaccine are required. In addition to meeting all other requirements, students entering a medical imaging program will be required to submit a criminal background check and drug screening completed by designated companies, and show proof of health insurance and CPR (American Heart Association - Health Care Provider) certification.

A criminal background check and drug screening are required for all health science students attending imaging courses and are required prior to admission to the imaging programs.

Medical Radiography

Purpose Statement:

The purpose of the medical radiography program is to educate and train students for entry level employment in radiography.

The program curriculum is a balance of general education and technical courses as well as supervised clinical/practicum experience at local hospitals and clinics. The radiography courses utilize both theory and competency-based educational components designed to prepare the student to become a radiologic technologist specializing in radiography. A radiographer utilizes radiation to produce images of anatomical structures in the body.

Upon completion of the medical radiography program, the student is granted an associate of applied science degree, is eligible to apply for the certification examination given by the American Registry of Radiologic Technologists (ARRT) and may obtain a license from the Texas Medical Board.

The Medical Radiography Program at San Jacinto College is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive Suite 2850
Chicago, Illinois 60606
Phone: 312-704-5300
Email: mail@jrcert.org
Web: www.jrcert.org

TECHNICAL PROGRAMS

The program effectiveness goals of the Medical Radiography Program are as follows:

1. Graduates will pass the national certification examination on the 1st attempt.
2. Graduates will be gainfully employed.
3. Students will complete the program within two years of acceptance.
4. Employers will be satisfied with program graduates.
5. Graduates will be satisfied with the quality of their education received.

The student goals for the Medical Radiography Program are as follows:

1. Students will be clinically competent.
2. Students will possess critical thinking skills.
3. Students will communicate effectively.
4. Students will demonstrate professionalism.

The student learning outcomes for the Medical Radiography Program are as follows:

1. Students will demonstrate appropriate patient care.
2. Students will accurately adjust technical factors for radiographic examinations.
3. Students will properly position patients for radiographic examinations.
4. Students will demonstrate proper radiation safety.
5. Students will demonstrate ability to modify imaging examinations for non-routine patients.
6. Students will critique images for diagnostic quality.
7. Students will demonstrate effective oral communication skills.
8. Students will demonstrate effective written communication skills.
9. Students will demonstrate professional behavior.
10. Students will demonstrate ethical behavior.

Program Admission Criteria

This is a selective admission program. A limited number of students are admitted into the program bi-annually. Class size is determined by the availability of clinical space. Limited enrollment ensures a quality laboratory and clinical experience needed to become a competent entry level radiographer. To be considered for selection to the Medical Radiography Program, the following steps must be completed:

1. Be admitted to San Jacinto College. Visit our website at www.sanjac.edu/apply-register/overview/apply-now
2. Provide Official Transcripts
 - A. High School Diploma or GED Certificate required.
 - B. Students with any transfer credits MUST have college transcripts analyzed by San Jacinto College (enrollment services transcript evaluation) prior to submitting an application.
 - C. Medical imaging department chair has final approval of all transferred courses that apply toward the degree in Medical Radiography.
 - D. Transcripts from other colleges must be official and sent to:
 - a) Office of Enrollment Services and b) Medical Radiography Office
3. Completion of all of the following prerequisite courses with a minimum of a "C" before admission to the program.
 - BIOL 2404 Introduction to Anatomy and Physiology or
 - BIOL 2301 Anatomy & Physiology I (Lec) and BIOL 2101 (Lab), and
 - BIOL 2302 Anatomy & Physiology II (Lec) and BIOL 2102 (Lab)
 - ENGL 1301 Composition I
 - RADR 1201 Introduction to Radiography
 - MATH 1314 College Algebra

Any of the following support courses requires a minimum of a C also, and if not achieved, the course must be retaken until successful.

- Social and Behavioral Sciences
- Humanities or Fine Arts



In order for credit earned in a required biology course to be applied to the radiography technology program, credit must have been earned within five (5) years of the first term in which the student enrolls in the program and with an earned grade of C or above. In order for credit earned in a required RADR 1201 course to be applied to the radiography technology program, credit must have been earned within three (3) years of the first term in which the student enrolls in the program and with an earned grade of a C or above.

When applying to the radiography program, students must be in good academic standing (minimum GPA of at least 2.0).

Higher level math such as calculus may be evaluated for possible substitution if a student was placed out of college algebra. A higher level English course may be evaluated for possible substitution if a student has placed into a higher level English. Substitutions must be approved by the department chair and dean of health sciences.

4. Completion of the program required entrance examination (HESI A2) must be submitted with application. A cumulative score of 70 percent and a score of 70 percent in each section is highly recommended.

5. Computer Literacy

Students must be deemed computer literate before being accepted into the medical radiography program by either completing the computer literacy skills test at San Jacinto College with a score of 75 or better, by successfully completing ITSC 1309 or BCIS 1305 with a C or better or course approved by the department chair. To schedule the computer literacy test please contact computer information technology at 281-476-1501 ext. 2025 or contact the medical imaging department by calling 281-476-1871 for more details.

6. Attend a MANDATORY information meeting as posted on the San Jacinto College Website or by calling 281-476-1871 for dates.

7. Receive and complete a medical imaging application by deadline of June 1 or Oct. 15.

Selection Criteria

1. Students who apply for admission to the medical radiography program will be selected based on the total score on the application rubric to include both GPA and HESI A2 entrance examination scores. Meeting minimal entry requirements does not guarantee program admission.

Application Periods

The medical radiography program accepts applicants twice a year. Application periods are April 1 through June 1, for fall admission; and Sept. 1 through Oct. 15, for spring admission.

Applicants will be notified regarding their selection for admission into the medical radiography program. Applicants not selected for admission must re-apply to be considered for future admission. Applicants who are selected for admission into the medical radiography program, but do not accept the position or do not complete the enrollment process must also re-apply. It is the student's responsibility to stay current with any changes in program requirements.

Transfer Students:

Course work from another radiography program will be evaluated on an individual basis by the department chair and the Admission Appeals Committee. A grade of C or better is required on all transferred prerequisite, general education and program specific courses. The student requesting transfer must submit a request to the Medical Radiography Admission Appeals Committee and be granted an interview. Transfer students from another program will be admitted on a space-available basis.

Student Progression:

If a student earns a grade of D, W or F in a medical imaging (RADR) course, the student will not be permitted to continue or to graduate from the program until that course has been repeated and a grade of C or above has been earned. Three grades of D, F or W in any combination from a RADR course will cause permanent suspension from the medical radiography program. A student may appeal his or her suspension with the Medical Radiography Appeals Committee.

TECHNICAL PROGRAMS

Medical Radiography (3MED-RAD)

Associate of Applied Science Degree

Central Campus

Prerequisite	Credit
RADR 1201 Introduction to Radiography	2
ENGL 1301 Composition I.....	3
BIOL 2404 Introduction to Anatomy and Physiology or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) and BIOL 2302 Anatomy and Physiology II (Lec) and BIOL 2102 Anatomy and Physiology II (Lab)	4
MATH 1314 College Algebra.....	3
Subtotal	12

First Term	Credit
RADR 1203 Patient Care.....	2
RADR 1166 Practicum I.....	1
RADR 1202 Radiographic Image Evaluation I	2
RADR 1411 Basic Radiographic Procedures.....	4
RADR 2209 Radiographic Imaging Equipment	2
Subtotal	11

Second Term	Credit
RADR 2401 Intermediate Rad Procedures.....	4
RADR 2236 Special Patient Applications.....	2
RADR 1313 Principles of Radiographic Imaging I.....	3
RADR 1266 Practicum II.....	2
Subtotal	11

Third Term	Credit
RADR 1267 Practicum III.....	2
RADR 1250 Radiographic Image Evaluation II	2
RADR 2331 Advanced Radiographic Procedures.....	3
RADR 2305 Principles of Radiographic Imaging II.....	3
Subtotal	10

Fourth Term

	Credit
RADR 2233 Advanced Medical Imaging	2
RADR 2313 Radiation Biology and Protection.....	3
RADR 2266 Practicum IV	2
PSYC 2301 General Psychology.....	3

Subtotal	10
-----------------	-----------

Fifth Term

	Credit
RADR 2267 Practicum V	2
*Humanities or Fine Arts.....	3
RADR 2335 Radiologic Technology Seminar	3
RADR 2217 Radiographic Pathology.....	2
Subtotal	10

Associate of Applied Science Degree Total	64
--	-----------

Capstone Experience: Eligible for American Registry of Radiologic Technologists National Certification Exam.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.*



Diagnostic Medical Sonography (3MED-SONO)

Associate of Applied Science Degree Central Campus

A medical sonographer is a person qualified to provide patient imaging using ultrasound under the supervision of a medical doctor. The diagnostic medical sonography program prepares students to work in entry-level positions in hospitals and other health care facilities. Upon completion of the diagnostic medical program the student is granted an associate of applied science degree and is eligible to apply to take exams for the American Registry of Diagnostic medical Sonographers (ARDMS) and/or the American Registry of Radiologic Technologists (ARRT).

Diagnostic Medical Sonography Program Goals:

1. Graduates will be clinically competent sonographers.
2. Graduates will be eligible to apply for, take and pass the American Registry of Diagnostic Medical Sonography certification exams upon completion of the program.
3. Graduates will be able to find employment.
4. Graduates will be satisfied with their education.
5. Employers will be satisfied with program graduates.

Admission Criteria:

Students are admitted annually into the diagnostic medical sonography program. Because clinical space is limited, students are admitted on a competitive basis. In addition to the general admission requirements of San Jacinto College, all prerequisite courses must be completed prior to acceptance into the diagnostic medical sonography program. Preference will be given to applicants who meet one of the following when applying to the program: (a) Graduate of a two-(2) year patient-related allied health care program (radiography, respiratory, paramedic, nursing, occupational therapy or surgical technology); (b) bachelor's degree (any major); (c) Licensed Vocational Nurse (LVN) graduate; (d) Certified Nurse Aide (CNA) plus two years work experience; or (e) three or more years of direct patient care work experience.

Computer proficiency is recommended for the sonography program. Students who do not have computer proficiency are encouraged to take BCIS 1305 or ITSC 1309. Students meeting the above criteria will be awarded points for these sections on the Sonography Applicant Ranking Worksheet.

The applicant must submit a current résumé, official transcripts and two letters of recommendation. The applicant must complete and submit an application to the medical imaging department. Applicants must attend a mandatory information meeting as posted on the San Jacinto College website or by calling 281-476-1871 for dates. The applicant must also submit required health records, proof of health insurance, CPR (American Heart Associate- Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see section directly under medical imaging technology and Central Campus for an explanation of requirements. Acceptance into the sonography program is determined after review of the application and completion of all requirements.

Prospective applicants should call the medical imaging department at 281-476-1871 for additional information.

Prerequisite	Credit
PSYC 2301 General Psychology.....	3
*Humanities or Fine Arts.....	3
ENGL 1301 Composition I.....	3
BIOL 2404 Introduction to Anatomy and Physiology or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab)	4
MATH 1314 College Algebra or higher	3
RADR 2209 Radiographic Imaging Equipment or PHYS 1301 College Physics I (Lec) and PHYS 1101 College Physics I (Lab)	2
SPCH 1315 Public Speaking or SPCH 1318 Interpersonal Communications.....	3
Subtotal	21

First Term	Credit
DMSO 1166 Practicum I - Diagnostic Medical Sonography	1
RADR 1203 Patient Care.....	2
DMSO 1110 Introduction to Sonography.....	1
DMSO 1302 Basic Ultrasound Physics.....	3
DMSO 1441 Abdominopelvic Sonography.....	4
DMSO 1251 Sonographic Sectional Anatomy	2
Subtotal	13

Second Term	Credit
DMSO 1266 Practicum II - Diagnostic Medical Sonography	2
DMSO 2405 Sonography of Obstetrics/Gynecology	4
DMSO 2253 Sonography Superficial Structures	2
DMSO 1355 Sonographic Pathophysiology	3
<u>DMSO 1342 Intermediate Ultrasound Physics.....</u>	<u>3</u>
Subtotal	14

Third Term	Credit
DMSO 1267 Practicum III - Diagnostic Medical Sonography	2
DMSO 2245 Advanced Sonography Practices	2
DMSO 2342 Sonography of High Risk Obstetrics	3
DMSO 2343 Advanced Ultrasound Physics.....	3
Subtotal	10

Fourth Term	Credit
DMSO 2230 Advanced Ultrasound Review.....	2
DMSO 1367 Practicum IV - Diagnostic Medical Sonography	3
Subtotal	5

Associate of Applied Science Degree Total **63**

Capstone Experience: DMSO 1367

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.

TECHNICAL PROGRAMS

Invasive Cardiovascular Technology (3MED-INCRV)

Associate of Applied Science Degree Central Campus

An invasive cardiovascular technologist is a health care professional who, through the use of specific high-technology equipment and at the direction of a qualified physician, performs procedures on patients leading to the diagnosis and treatment of congenital and acquired heart disease and peripheral vascular disease. The invasive cardiovascular technology program (ICVT) prepares students to work in cardiac catheterization laboratories and other cardiac facilities. During clinical assignments, students will assist in performing diagnostic and interventional cardiac catheterization, angiography procedures, and measuring cardiovascular parameters. The ICVT program leads to an associate of applied science (A.A.S.) degree and encompasses a four-semester course of study requiring a total of 60 semester credit hours. Graduates of the program are eligible to sit for the examination to earn a Registered Cardiovascular Invasive Specialist (RCIS) credential offered by Cardiovascular Credentialing International (CCI) after satisfying the examination qualification prerequisite for RCIS235-2013. The website for this exam is: www.cci-online.org/content/registered-cardiovascular-invasive-specialist-rcis.

Invasive Cardiovascular Technology

Student Goals:

1. Students will be proficient in oral and written communication skills.
2. Students will provide basic patient care and comfort.
3. Students will be clinically competent by performing diagnostic invasive cardiovascular procedures.
4. Students will demonstrate professional/ethical behavior by adhering to professional standards and scope of practice.
5. Students will possess critical thinking skills by demonstrating the ability to recognize, identify and document abnormal anatomic structures.

Admission Criteria:

A limited number of students are admitted into the program annually. Class size is determined by the availability of clinical space. All applicants must have completed the prerequisite courses prior to admission to the program. The applicant must submit a current résumé, official transcripts and two letters of recommendation. The applicant must complete and submit an application to the medical imaging department for the invasive cardiovascular technology program. Applicants must attend a mandatory information meeting (dates available on website). The applicant must also submit required health records, CPR certification (American Heart Associate- Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see medical imaging technology and Central Campus section for an explanation of requirements. Acceptance into the invasive cardiovascular technology program is determined after review of the application and completion of all requirements.

Prospective applicants should call the medical imaging department at 281-476-1871 for additional information.



Prerequisite Credit

CVTT 1201 Introduction to Cardiovascular Technology ...	2
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
BIOL 2404 Introduction to Anatomy and Physiology or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) and BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab) ..	4

Subtotal	12
-----------------	-----------

First Term Credit

CVTT 1472 Patient Care in Invasive Cardiovascular Technology	4
CVTT 1304 Cardiovascular Anatomy and Physiology	3
CVTT 1307 Cardiovascular Instrumentation	3
CVTT 1313 Catheterization Lab Fundamentals I	3
CVTT 1110 Cardiac Catheterization I	1

Subtotal	14
-----------------	-----------

Second Term Credit

CVTT 1360 Clinical I - Cardiovascular Technology/Technologist	3
CVTT 1350 Cardiac Catheterization II	3
CVTT 1153 Catheterization Lab Fundamentals II	1
RADR 2313 Radiation Biology and Protection or CVTT 1471 Principles of Radiologic Science	3
Subtotal	10

Subtotal	10
-----------------	-----------

Third Term Credit

CVTT 2461 Clinical II - Cardiovascular Technology/Technologist	4
CVTT 1340 Cardiovascular Pathophysiology	3
CVTT 2330 Advanced Cardiovascular Instrumentation	3
*Humanities or Fine Arts	3
Subtotal	13

Subtotal	13
-----------------	-----------

Fourth Term Credit

CVTT 2562 Clinical III - Cardiovascular Technology/Technologist	5
CVTT 2350 Cardiovascular Professional Transition	3
PSYC 2301 General Psychology	3
Subtotal	11

Associate of Applied Science Total	60
---	-----------

Capstone Experience: CVTT 2350

* Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.



Invasive Cardiovascular Technology (AMED-INCRV)

Advanced Technical Certificate Central Campus

The Advanced Technical Certificate in Invasive Cardiovascular Technology encompasses a three-semester course of study requiring a total of 33 semester credit hours. Admission is limited to American Registry of Radiologic Technologist Credentialed applicants. Graduates of the Medical Radiography Associate of Applied Science degree may apply to the program when registry eligible. Completion of the prescribed curriculum will help prepare the student for the Cardiac-Interventional (CI) Radiography Certification Examination administered by the American Registry of Radiologic Technologists.

Admission Criteria:

A limited number of students are admitted into the program annually. Class size is determined by the availability of clinical space. All applicants must have completed the prerequisite courses prior to admission to the program. The applicant must submit official transcripts, and two letters of recommendation (one from an instructor or clinical personnel). The applicant must complete and submit an application to the medical imaging department for the invasive cardiovascular technology program. Applicants must attend a mandatory information meeting (dates available on website). The applicant must also submit required health records, CPR certification (American Heart Associate-Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see section directly under medical imaging technology and Central Campus for an explanation of requirements. Acceptance into the invasive cardiovascular technology program is determined after review of the application and completion of all requirements.

Prospective applicants should call the medical imaging department at 281-476-1871 for additional information.

First Term	Credit
CVTT 1110 Cardiac Catheterization I	1
CVTT 1373 Essential Principles of Invasive Cardiovascular Technology	3
CVTT 1304 Cardiovascular Anatomy and Physiology	3
CVTT 1313 Catheterization Lab Fundamentals I	3
CVTT 2260 Clinical I - Cardiovascular Technology/Technologist	2
Subtotal	12
Second Term	Credit
CVTT 2461 Clinical II - Cardiovascular Technology/Technologist	4
CVTT 1350 Cardiac Catheterization II	3
CVTT 1153 Catheterization Lab Fundamentals II	1
CVTT 1340 Cardiovascular Pathophysiology	3
Subtotal	11
Third Term	Credit
CVTT 2350 Cardiovascular Professional Transition	3
CVTT 2462 Clinical III - Cardiovascular Technology/Technologist	4
Subtotal	10
Advanced Technical Certificate Total	33

Capstone Experience: CVTT 2350

TECHNICAL PROGRAMS

Magnetic Resonance Imaging (AMRAD-MRI)

Advanced Technical Certificate Central Campus

The MRI program builds a foundation of general principles for learning to operate magnetic resonance imaging equipment. The program focuses on building a sound understanding of the underlying scientific theory and routine clinical practice leading to the MRI certification exam. The MRI program also emphasizes the fundamental principle of magnetism and interaction of living matter with magnetic fields as well as introducing the concepts and scientific principles employed in MRI.

Minimum program admission criteria:

Applicants must be American Registry of Radiologic Technologies (ARRT) registered in one of the following: radiography, nuclear medicine, or radiation therapy or registry eligible and hold a Texas Medical Board Medical Radiologic Technologist License. The applicant must complete and submit an application to the medical imaging department. The applicant must also submit required health records, proof of health insurance, CPR certification (American Heart Association - Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see section directly under medical imaging technology and Central Campus for an explanation of requirements. Acceptance into the MRI program is determined after review of the application and completion of requirements. Prospective participants should call the medical imaging department at 281-476-1871 for additional information.

First Term	Credit
MRIT 2330 Principles of Magnetic Resonance Imaging	3
MRIT 2334 Magnetic Resonance Equipment and Methodology	3
MRIT 2360 Clinical - Radiologic Technology/Science - Radiographer	3
MRIT 2461 Clinical - Radiologic Technology/Science - Radiographer	4
RADR 2340 Sectional Anatomy for Med Imag	3
Advanced Technical Certificate Total	16

Capstone Experience: MRIT 2461

Computed Tomography (EMRAD-CT)

Enhanced Skills Certificate

Central Campus

The computed tomography (CT) program includes advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. While enrolled in the CT Program practical experience is simultaneously related to theory.

Minimum program admission criteria:

Applicants must be American Registry of Radiologic Technologists (ARRT) registered in either radiography or nuclear medicine and hold a Texas Medical Board Medical Radiologic Technologist License. The student must complete and submit an application to the medical imaging department. The applicant must also submit required health records, proof of health insurance, CPR certification (American Heart Associate- Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see section directly under medical imaging technology and Central Campus for an explanation of requirements. Acceptance into the computed tomography program is determined after review of the application and completion of requirements. Prospective participants should call the medical imaging department at 281-476-1871 for additional information.

First Term	Credit
RADR 2340 Sectional Anatomy for Medical Imaging	3
CTMT 2336 Computed Tomography Equipment and Med	3
CTMT 2360 Clinical I-Computed Tomography Technology/Technician	3
CTMT 2361 Clinical II-Computed Tomography Technology/Technician	3
Enhanced Skills Certificate Total	12

Capstone Experience: CTMT 2361



Mammography (EMRAD-MAMM)

Enhanced Skills Certificate

Central Campus

The mammography program is designed to prepare the registered radiologic technologist to enter the advanced field of mammography. The objective of the program is to provide the registered radiologic technologist with the training, knowledge and skills needed to prepare for and successfully pass the mammography post primary examination offered by ARRT; in addition for entry-level employment in mammography.

A mammographer uses specialized x-ray equipment to obtain diagnostic breast images and breast tissue biopsies. This specialized technologist is pivotal in the diagnosis of breast tissue abnormalities in both men and women. Students will learn to position patients and manipulate equipment to provide quality images. Furthermore, students will develop an understanding of anatomy, pathology, communication skills and specialty equipment.

The mammography courses are offered each spring and fall semesters. The entire program length is 16 weeks. Lecture and laboratory are offered the first eight weeks as evening classes. Clinical rotations are offered the second eight weeks as day time rotations, averaging 20 hours a week.

Minimum program admission criteria:

Applicants must be American Registry of Radiologic Technologists (ARRT) registered in radiography and hold a Texas Medical Board Medical Radiologic Technologist License. The applicant must complete and submit an application to the medical imaging department. Acceptance into the mammography program is determined after review of the application and completion of requirements. The applicant must also submit required health records, proof of health insurance, CPR certification (American Heart Association - Health Care Provider), criminal background check and drug screen as stated for all medical imaging students – see section directly under medical imaging technology and Central Campus for an explanation of requirements. Acceptance into the mammography program is determined after review of the application and completion of requirements. Prospective participants should call the medical imaging department at 281-476-1871 for additional information.

First Term	Credit
MAMT 2333 Essentials of Mammography	3
MAMT 2363 Clinical - Mammography Technology/Technician	3
Enhanced Skills Certificate Total	6

Capstone Experience: MAMT 2363



Medical Laboratory Technology

Central Campus

A criminal background check and/or alcohol and drug screening is required of all health science students attending clinical courses or practicums and may be required prior to admission to the program.

The medical laboratory technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Ave., Suite 670, Chicago, Illinois, 60631, 773.714.8880. Upon completion of the program, the student is granted an associate of applied science degree and is eligible to apply for the certification examination given by the Board of Registry of the American Society of Clinical Pathologists and/or the National Certification Agency for Medical Laboratory Personnel.

The program curriculum is a balance of general education and technical courses as well as supervised practicum work at area hospitals. This provides the student an opportunity for educational development as well as skill competency.

Prior to entering the medical laboratory technology program, students need to take prerequisite courses: BIOL 2404 and MATH 1314 or higher.

Medical laboratory technology students must earn a grade of C or above in each medical laboratory technology course and required science courses and maintain an overall grade point average of at least 2.0 in order to graduate from the medical laboratory technology program.

If a student earns a grade of D, W, or F in a medical laboratory technology or science course, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a grade of C or better in order to progress.

Clinical practicum absences must be made up within the term in which they occur.

Because clinical practicum space is limited, students are admitted on a competitive basis. Applicants or those seeking additional information should contact the medical laboratory program director or the department chair for allied health. Applications for admission to the fall term class are accepted beginning in January.

Students are required to purchase uniforms and accessories. Each student is responsible for his/her own transportation to the clinical areas. Each student who registers for medical laboratory technology is required to purchase student liability insurance the term he/she starts the clinical laboratory practicum.

Philosophy

The philosophy of the Department of Clinical Laboratory Science (CLS) parallels the philosophy of San Jacinto Community College District. Medical laboratory technology is that allied health care field which performs laboratory test procedures and analyses used in the diagnosis, treatment and prognosis of disease, as well as the maintenance of health. Medical laboratory technicians practice their specialty under the direction of licensed physicians in various settings which include hospitals, private and public health clinics and industrial laboratories.

The medical laboratory technician must be able to apply the knowledge acquired through academic studies and student labs to the clinical setting so that meaningful test results will be obtained to report to the patient's physician. Graduates of the medical laboratory technology program will be prepared to practice medical laboratory technology in all major areas of the clinical laboratory as contributing members of the health care team.

Program Admission Criteria

Students who apply for admission to the program of medical laboratory technology (MLT) will be selected on the basis of their highest ACT/SAT test scores or their highest grade point average at San Jacinto Community College District, dependent upon the option under which they apply (Option A or Option B following).

TECHNICAL PROGRAMS

Option A: SAT score of 680 or above on test taken prior to April 1995 or a score of 810 or above on an SAT taken on or after April 1, 1995; or an ACT composite score of 18 or above (ACT composite score of 15 or above if taken before October 1989).

Option B: Applicants must complete 10 semester hours at San Jacinto Community College District, as specified below, with no grade lower than C.

BIOL 2401, ENGL 1301, and MATH 1314 or higher

Applicants seeking admission by Option B may petition the admission coordinator to take a more advanced biology, mathematics or English course if they have completed the above-stated courses with a grade of C or above at another accredited institution.

Students must apply for admission to the program of medical laboratory technology by submitting a formal application and all required official documents to the Office of Enrollment Services.

Applicants to the medical laboratory technology program will be notified by mail regarding their program admission status. Applicants who are not selected for admission to the medical laboratory technology program must re-apply before the next term. Applicants who are accepted for admission to the medical laboratory technology program but who do not enroll must re-apply. Applicants must meet the College's general admission requirements as well as the program admission criteria.

After acceptance into the program, an applicant must have a physical examination by a licensed physician (M.D., D.O.) and an orientation with a member of the department of clinical laboratory science.

Students are required to purchase uniforms and accessories.

Medical Laboratory Technology (3MED-LABT)

Associate of Applied Science Degree Central Campus

Prerequisite	Credit
BIOL 2404 Introduction to Anatomy and Physiology (Lec & Lab)	4
MATH 1314 College Algebra or Higher.....	3
Subtotal	7

First Term	Credit
ENGL 1301 Composition I.....	3
MLAB 1101 Introduction to Clinical Laboratory Science	1
PLAB 1223 Phlebotomy.....	2
MLAB 1415 Hematology.....	4
MLAB 1311 Urinalysis and Body Fluids.....	3
Subtotal	13

Second Term	Credit
MLAB 1227 Coagulation	2
MLAB 1235 Immunology/Serology	2
MLAB 2434 Clinical Microbiology.....	4
SCIT 1395 Special Topics in Analytical Chemistry.....	3
Subtotal	11

PostY1Summer

Credit

MLAB 2166 Practicum I - Medical Laboratory Technician...	1
MLAB 1231 Parasitology/Mycology.....	2
Subtotal	3

Third Term	Credit
MLAB 2431 Immunohematology	4
MLAB 2401 Clinical Chemistry	4
BCIS 1305 Business Computer Applications.....	3
Speech.....	3
MLAB 2266 Practicum II -Medical Laboratory Technician...	2
Subtotal	16

Fourth Term	Credit
MLAB 2238 Advanced Topics in Medical Laboratory	
Technician	2
MLAB 2267 Practicum III - Medical Laboratory	
Technician	2
PSYC 2301 General Psychology.....	3
**Humanities or Fine Arts.....	3
Subtotal	10

Associate of Applied Science Degree Total **60**

Capstone Experience: MLAB 2238

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.

TECHNICAL PROGRAMS

Microscopic Tissue Anatomy (AMLABT-MTA)

Advanced Technical Certificate Central Campus

The medical laboratory technician must be able to apply the knowledge acquired through academic studies and student labs to the clinical setting so that meaningful test results can be reported to the patient's physician. Graduates from the medical laboratory technology program will be prepared to practice medical laboratory technology in all major areas of the clinical laboratory as contributing members of the health care team.

While an associate of applied science provides a firm foundation for the entry-level clinical laboratory technician, the addition of an advanced technical certificate enhances the student's compatibility to any employer. Pathologists frequently seek enthusiastic histology technicians to join their teams. An introduction to the healthcare environment and the histology laboratory includes laboratory safety and infection control, healthcare professions introduction, medical terminology, basic anatomy and physiology, chemistry, laboratory mathematics, communication, ethics, legality and professional judgment.

A criminal background check and/or alcohol and drug screening are required by all health science students attending clinical courses or practicum and may be required prior to admission.

Upon successful completion of the program, the student is granted an advanced technical certificate and is eligible to apply for the certification examination given by the Board of Registry of the American Society of Clinical Pathologists and or/ the National Accrediting Agency for Clinical Laboratory Scientists.

The program curriculum is a balance of general education and technical courses as well as supervised practicum work at area hospitals. This provides the student an opportunity for educational development as well as skill competency.

Prior to entering the anatomic tissue microscopy advanced technical certificate program, the student must have completed an associate of applied science in medical laboratory technology and have made application to take the American Society of Clinical Pathologists examination for medical laboratory technicians.

The clinical laboratory technology profession invites advanced skilled technicians to join medical organizations to assist in disease and diagnostic procedures that arrest clinical symptoms. The combination of the Medical Laboratory Technology Associate of Applied Science degree and Advanced Technical Certificate in Histotechnician separates your skill set from those who have not discovered this important pathway to a productive career in healthcare.

This advanced technical certificate is designed for students who have completed the Medical Laboratory Technology Associate of Applied Science degree.

First Term	Credit
HLAB 1401 Introduction to Histotechnology	4
HLAB 1402 Histotechnology I	4
HLAB 1405 Functional Histology I	4
HLAB 1460 Clinical I - Histologic Technology/Histotechnologist	4
Subtotal	16
Second Term	Credit
HLAB 1443 Histotechnology II	4
HLAB 1446 Functional Histology II	4
HLAB 1461 Clinical II - Histologic T echnology/Histotechnologist	4
Subtotal	12
Third Term	Credit
HLAB 1462 Clinical III - Histologic Technology/ Histotechnologist	4
HLAB 2341 Registry Review	3
Subtotal	7
Advanced Technical Certificate Total	35

Capstone Experience: HLAB 2341





Mental Health Services

Mental health technician training prepares students to care for mentally impaired or emotionally disturbed individuals following physician instructions and hospital procedures. Potential work opportunities include:

- Aides within inpatient/outpatient psychiatric facilities
- Day treatment centers
- Counseling centers
- Rehabilitation facilities

The mental health services program is designed to train mental health technicians and prepare individuals to meet the requirements for testing as a Licensed Chemical Dependency Counselor (L.C.D.C.). Each program offers a practicum class which allows students to apply classroom skills in a treatment setting.

The Mental Health Technician (Psychiatric Aide/Technician) Certificate of Technology prepares students to work with disturbed individuals following physician instructions and hospital procedures. Psychiatric aides and technicians observe and record patient behavior and present findings to counselors, nurses and other professional staff. They intervene in crisis situations, actively moderate client behavior and assist with feeding, moving, dressing patients, personal hygiene and activities of daily living.

The Substance Abuse Counseling Certificate of Technology prepares individuals to enter the field of human services and provide specialized services to individuals and their families experiencing the effects of substance abuse. Graduates will be able to identify appropriate assessments, diagnosis and treatment of individuals who are, or have been, engaged in substance abuse. The program, plus 4,000 hours of paid work experience, provides individuals with the necessary educational and employment requirements to become eligible for testing as a L.C.D.C.

The combination of the certificates of technology and general education leads to an associate of applied science in mental health clinical and counseling psychology. Students who do not have an associate degree (or higher) in a behaviorally related field will not be eligible for full licensure in the State of Texas. An associate degree (or higher) is required for full licensure. A student can complete the certificate of technology course work, enter the workforce as a counseling intern and continue course work towards an associate degree before receiving their L.C.D.C.

In addition to the certificates listed above, we are now offering the Substance Abuse Prevention Specialist Occupational Certificate. This 20-hour certificate enables students to obtain a license as a Texas Certified Prevention Specialist (CPS), and the curriculum is approved by the Texas Department of Health Services. The coursework, combined with the capstone experience at a prevention approved training center enables students to work in the area of drug prevention in a variety of settings that include: community agencies, school districts, out-patient centers and various others in the greater Houston area. Once coursework is completed, students will need to enroll in the capstone prevention practicum (200 hours) and pass a state exam in order to obtain their license as a Certified Prevention Specialist (CPS).

TECHNICAL PROGRAMS

Mental Health-Substance Abuse Counseling (6MH-SAC)

Occupational Certificate

North Campus

First Term	Credit
DAAC 1311 Counseling Theories.....	3
DAAC 2341 Counseling Alcohol and Other Drug Addictions	3
PSYT 1371 Mental Health Legal and Ethical Issues.....	3
Subtotal	9
DAAC 1304 Pharmacology of Addiction.....	3
CMSW 1341 Behavior Modification and Cognitive Disorder or DAAC 2307 Addicted Family Intervention or SCWK 2301 Assessment and Case Management.....	3
DAAC 2366 Practicum-Substance Abuse/ Addiction Counseling	3
Subtotal	9
Occupational Certificate Total	18

Capstone Experience: DAAC 2366

Approved Electives

CMSW 1341 DAAC 2307 SCWK 2301

NOTE: Students must pass each course listed in the degree or certificate for Mental Health Services with a grade of C or higher to be eligible to receive a degree or certificate.

Substance Abuse Prevention Specialist (6MH-SAPS)

Occupational Certificate

North Campus

First Term	Credit
DAAC 1319 Sub Rel and Addictive Disor	3
DAAC 2306 Substance Abuse Prevention I	3
PSYT 1371 Menth Hlth Legal & Ethical Iss.....	3
Subtotal	9
Second Term	Credit
DAAC 2353 Substance Abuse Prevention II.....	3
DAAC 1304 Pharmacology of Addiction.....	3
SCWK 1313 Introduction to Social Work.....	3
Subtotal	9
PostY1Summer	Credit
DAAC 1264 Practicum Substance Abuse.....	2
Subtotal	2
Occupational Certificate Total	20
Capstone Experience: DAAC 1264	



Substance Abuse Counseling (5MH-SAC)

Level 2 Certificate

North Campus

First Term	Credit
SOCW 2361 Introduction to Social Work	3
DAAC 1311 Counseling Theories	3
DAAC 1304 Pharmacology of Addiction	3
PSYC 2301 General Psychology	3
PSYT 1371 Mental Health Legal and Ethical Issues	3
Subtotal	15

Second Term	Credit
PSYT 2331 Abnormal Psychology	3
DAAC 2307 Addicted Family Intervention	3
CMSW 1341 Behavior Modification with Cognitive Disorder	3
SCWK 2301 Assessment and Case Management	3
DAAC 2341 Counseling Alcohol and Other Drug Addictions	3
Subtotal	15

Third Term	Credit
DAAC 2366 Practicum - Substance Abuse/ Addiction Counseling	3
Subtotal	3

Level 2 Certificate Total **33**

Capstone Experience: DAAC 2366

NOTE: Students must pass each course listed in the degree or certificate for Mental Health Services with a grade of C or higher to be eligible to receive a degree or certificate.

Mental Health Technician (5MH-TECH)

Level 2 Certificate

North Campus

First Term	Credit
SOCW 2361 Introduction to Social Work	3
PSYC 2301 General Psychology	3
ENGL 1301 Composition I	3
PSYT 1371 Mental Health Legal and Ethical Issues	3
CMSW 1341 Behavior Modification with Cognitive Disorder	3
Subtotal	15

Second Term	Credit
PSYT 2331 Abnormal Psychology	3
SCWK 2301 Assessment and Case Management	3
PSYT 1471 Basic Nursing Skills	4
PSYT 2301 Psychology of Group Dynamics	3
Subtotal	13

Third Term	Credit
PMHS 2366 Practicum - Psychiatric/Mental Health Services Technician	3
Subtotal	3

Level 2 Certificate Total **31**

Capstone Experience: PMHS 2366

NOTE: Students must pass each course listed in the degree or certificate for Mental Health Services with a grade of C or higher to be eligible to receive a degree or certificate.

TECHNICAL PROGRAMS

Mental Health Clinical and Counseling Psychology (3MH-PSYC)

Associate of Applied Science Degree

North Campus

First Term

Credit

SOCW 2361 Introduction to Social Work	3
PSYC 2301 General Psychology	3
ENGL 1301 Composition I	3
PSYT 1371 Mental Health Legal and Ethical Issues	3
CMSW 1341 Behavior Modification and Cognitive Disorder	3
PHED Activity	1

Subtotal **16**

Second Term

Credit

PHED Activity	1
PSYT 2331 Abnormal Psychology	3
SCWK 2301 Assessment and Case Management	3
PSYT 1471 Basic Nursing Skills for Mental Health/Psychiatric Technicians	4
PSYT 2301 Psychology of Group Dynamics	3

Subtotal **14**

PostY1Summer

Credit

PMHS 2366 Practicum - Psychiatric/Mental Health Services Technician	3
Subtotal	3

Third Term

Credit

SPCH 1318 Interpersonal Communications	3
DAAC 1304 Pharmacology of Addiction	3
DAAC 1311 Counseling Theories	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3

Subtotal **12**

Fourth Term

Credit

*Humanities or Fine Arts	3
DAAC 2307 Addicted Family Intervention	3
DAAC 2341 Counseling Alcohol and Other Drug Addictions	3
ENGL 1302 Composition II or ENGL 2311 Technical and Business Writing	3

Subtotal **12**

PostY2Summer

Credit

DAAC 2366 Practicum - Substance Abuse/Addiction Counseling	3
Subtotal	3

Associate of Applied Science Degree Total

60

Capstone Experience: PMHS 2366 and DAAC 2366

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.*

NOTE: Students must pass each course listed in the degree or certificate for mental health services with a grade of C or higher to be eligible to receive a degree or certificate.





Music

The audio engineering curriculum is designed for students seeking careers as sound recording or sound reinforcement engineers. Employment opportunities exist in recording studios, television and radio stations, convention centers, hotels, churches and other private entities. The training places a heavy emphasis on the theory and hands-on application of recording, mixing and effects-processing equipment. Also required are musical proficiency and an understanding of business and music business systems.

Sound Recording (6MUS-SOUND)

Occupational Certificate

Central Campus

First Term	Credit
MUSB 1305 Survey of Music Business	3
MUSC 1323 Audio Electronics	3
MUSC 1327 Audio Engineering I	3
Subtotal	9

Second Term	Credit
MUSC 1405 Live Sound I or MUSC 2101 Audio Engr Practices and MUSC 1331 Musical Instrument Digital Interface I	4
MUSC 2427 Audio Engineering II or MUSC 2403 Live Sound II	4
Subtotal	8

Occupational Certificate Total	17
---------------------------------------	-----------

Capstone Experience: MUSC 2101

Verification of workplace competencies.

* Audio Engineering I and II may not be taken concurrently.

Broadcast Audio Technology (4MUS-BRCST)

Certificate of Technology

Central Campus

In a unique cooperative effort, San Jacinto College District (SJC) and Alvin Community College (ACC) are offering a joint Certificate of Technology in broadcast audio technology.

First Term	Credit
MUSC 1327 Audio Engineering I.....	3
RTVB 1380 Cooperative Education-Radio and Television Broadcasting.....	3
MUSC 1331 Musical Instrument Digital Interface.....	3
RTVB 1355 Radio and Television Announcing.....	3
Subtotal	12

Second Term	Credit
MUSC 2427 Techniques of Audio Engineering II	4
MUSC 1323 Audio Electronics Troubleshooting	3
RTVB 1317 Survey of Electronic Media.....	3
RTVB 2380 Cooperative Education-Radio and Television Broadcasting.....	3
MUSC 2101 Audio Engineering Practices	1
Subtotal	14

Third Term	Credit
MUSC 2447 Audio Engineering III	4
RTVB 1409 Audio/Radio Production I	4
RTVB 1391 Special Topics in Radio and Television Broadcasting.....	3
MUSC 2386 Internship - Recording Arts Technology/Technician	3
Subtotal	14

Certificate of Technology Total	40
--	-----------

Capstone Experience: MUSC 2386, RTVB 1391

NOTE: The RTVB rubric applies for the Alvin Community College courses.

TECHNICAL PROGRAMS

Techniques of Audio Engineering (4MUS-AUDI)

Certificate of Technology Central Campus

First Term	Credit
MUSI 1301 Music Fundamentals	3
MUSI 1181 Class Piano I	1
MUSB 1305 Survey of Music Business	3
MUAP Private Music Lesson or MUSI 1183 Class Voice I or MUSI 1188 Class Percussion or MUSI 1192 Class Guitar I.....	1
MUSC 1327 Audio Engineering I	3
Subtotal	11
Second Term	Credit
MUSC 2427 Audio Engineering II	4
MUAP Private Lesson.....	1
MUSC 1323 Audio Electronics Troubleshooting	3
MUSC 1331 Musical Instrument Digital Interface I	3
Subtotal	11

Third Term	Credit
MUSC 1405 Live Sound I or MUSC 2355 Musical Instrument Digital Interface II and MUSC 2101 Audio Engineering Practices	4
MUAP Private Lesson.....	1
Subtotal	5
Fourth Term	Credit
MUSC 2386 Internship - Recording Arts Technology/Technician	3
MUSC 2101 Audio Engineering Practices	1
MUSC 2447 Audio Engineering III or MUSC 2403 Live Sound II.....	4
Subtotal	8

Certificate of Technology Total **35**

Capstone Experience: MUSC 2386

Verification of workplace competencies.



TECHNICAL PROGRAMS

Music Recording (3MUS-RCRD)

Associate of Applied Science Degree

Central Campus

First Term	Credit
MUSI 1301 *Music Fundamentals	3
MUSI 1181 Class Piano I	1
MUAP Private Music Lesson or	
MUSI 1188 Class Percussion or	
MUSI 1192 Class Guitar or	
MUSI 1183 Class Voice I	1
MUSC 1327 Audio Engineering I	3
SPCH Speech	3
ENGL 1301 Composition I	3
Subtotal	14
Second Term	Credit
MUSC 2427 Audio Engineering II	4
ENGL 2311 Technical Report Writing or	
ENGL 1302 Composition II	3
MUSC 1331 Musical Instrument Digital Interface I	3
MUSI 1306 Listening to Music or	
MUSI 1310 American Popular Music	3
MUEN Ensemble	1
Subtotal	14
PostY1Summer	Credit
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or	
MATH 1314 College Algebra or Higher	3
MUSC 2101 Audio Engineering Practices	1
**Social and Behavioral Sciences	3
Subtotal	7

Third Term

	Credit
MUSC 1405 Live Sound I or	
MUSC 2355 Musical Instrument Digital Interface II and	
MUSC 2101 Audio Engineering Practices	4
MUSI 1211 Theory of Music I	2
MUSI 1216 Ear Training Sight Singing I	2
MUAP Private Lesson	2
MUEN Ensemble	1
Subtotal	11

Fourth Term

	Credit
MUSB 1305 Survey of Music Business	3
MUSC 1323 Audio Electronics Troubleshooting	3
MUEN Ensemble or MUAP Private Lesson	1
MUSC 2386 Internship - Recording Arts	
Technology/Technician	3
MUSC 2447 Audio Engineering III or	
MUSC 2403 Live Sound II	4
Subtotal	14

Associate of Applied Science Degree Total

60

Capstone Experience: MUSC 2386

Verification of workplace competencies.

**Subject to placement testing, a student placing out of MUSI 1301 may take MUSI 1211, 1212, 1216, and 1217 during the first year and substitute a three-hour elective for MUSI 1301.*

***Courses which satisfy this requirement are listed in the Social and Behavioral Sciences section of the Transfer Core Curriculum.*

Students may substitute private piano for class piano. A student whose major instrument is piano should substitute another secondary instrument.

Students planning to transfer into a bachelor's degree program in music may substitute MUSI 1307 Survey of Music Literature.

TECHNICAL PROGRAMS



Non-Destructive Testing Technology

Quality Improvement Associate (6WLD-QAT)

Occupational Certificate Central Campus

Persons interested in the field of quality improvement are introduced to Total Quality Management (TQM) concepts and applications as well as statistical testing methods. The students can then use these concepts and methods in industries utilizing auditing practices, quality controls and inspection techniques.

First Term	Credit
QCTC 1446 Testing and Inspection Systems	4
ITSC 1309 Integrated Software Applications I	3
<u>QCTC 1343 Quality Assurance</u>	<u>3</u>
Subtotal	10
Second Term	Credit
BMGT 1309 Information and Project Management.....	3
QCTC 1448 Metrology and Prints	4
<u>QCTC 2331 Standards and Codes.....</u>	<u>3</u>
Subtotal	10
Occupational Certificate Total	20

Capstone Experience: QCTC 2331

Non-Destructive Testing Technology (4WLD-NDT)

Certificate of Technology

Central Campus

Students pursuing the non-destructive testing program courses can earn the technical training necessary to begin working in the testing and inspection field.

San Jacinto College offers classroom training in:

VT - Visual Inspection, MT - Magnetic Particle Testing, PT - Liquid Penetrant Testing, UT - Ultrasonic Testing, and Radiographic Film Interpretation, in conformance to the American Society for Nondestructive Testing SNT-TC-1A guidelines.

Additional coursework in: standards, metallurgy and metrology provide the foundations needed for adaptability in the workplace.

The training prepares students for entry-level work in non-destructive testing.

First Term	Credit
QCTC 1446 Testing and Inspection Systems	4
NDTE 1410 Liquid Penetrant/Magnetic Particle and Visual Testing Level 1 & 2	4
NDTE 1405 Introduction to Ultrasonics: Level 1 & 2	4
ETWR 1302 Introduction to Technical Writing	3
Subtotal	15

Second Term	Credit
WLDG 1437 Introduction to Welding Metallurgy	4
QCTC 2331 Standards and Codes	3
NDTE 1301 Film Interpretation of Weldments	3
<u>QCTC 1448 Metrology and Prints</u>	<u>4</u>
Subtotal	14

Certificate of Technology Total

29

Capstone Experience: QCTC 2331



Non-Destructive Testing Technology (5WLD-NDT)

Level 2 Certificate

Central Campus

First Term

Credit

QCTC 1446 Testing and Inspection Systems	4
NDTE 1410 Liquid Penetrant/Magnetic Particle Testing: Level 1 & 2	4
NDTE 1405 Introduction to Ultrasonics: Level 1 & 2	4
ETWR 1302 Introduction to Technical Writing	3
Subtotal	15

Second Term

Credit

WLDG 1437 Introduction to Welding Metallurgy	4
QCTC 2331 Standards and Codes.....	3
NDTE 1301 Film Interpretation of Weldments	3
QCTC 1448 Metrology and Prints	4
Subtotal	14

PostY1Summer

Credit

NDTE 1454 Intermediate Ultrasonics Flaw Det.....	4
Subtotal	4

Third Term

Credit

WLDG 2455 Advanced Metallurgy.....	4
NDTE 1440 Eddy Current Testing.....	4
NDTE 2401 Advanced Ultrasonics.....	4
Subtotal	12

Level 2 Certificate Total

45

Capstone Experience: NDTE 2401

Non-Destructive Testing Technology (3WLD-NDT)

Associate of Applied Science Degree

Central Campus

Students pursuing the Non-Destructive Testing Associate of Applied Science degree can earn the technical training necessary to begin working in the testing, inspection and quality fields.

San Jacinto College offers classroom training in:

VT - Visual Inspection, MT - Magnetic Particle Testing, PT - Liquid Penetrant Testing, UT - Ultrasonic Testing, ET - Eddy Current Testing, and Radiographic Film Interpretation, in conformance to the American Society for Non-Destructive Testing SNT-TC-1A guidelines.

Additional coursework in: standards, metallurgy, metrology and advanced ultrasonics provide the foundations needed for the diversity and adaptability of skills needed in the workplace.

This training prepares students for entry-level work in non-destructive testing, inspection and quality careers in such industries as: petrochemical, fabrication, maintenance, construction, turbine and aviation, machining, metal working, quality labs and metallurgical testing.

First Term

Credit

QCTC 1446 Testing and Inspection Systems	4
NDTE 1410 Liquid Penetrant/Magnetic Particle Testing: Level 1 & 2	4
NDTE 1405 Introduction to Ultrasonics: Level 1 & 2	4
***ETWR 1302 Introduction to Technical Writing	3
Subtotal	15

Second Term

Credit

WLDG 1437 Introduction to Welding Metallurgy	4
QCTC 2331 Standards and Codes.....	3
NDTE 1301 Film Interpretation of Weldments	3
Speech.....	3
Subtotal	13

PostY1Summer

Credit

*Humanities or Fine Arts.....	3
Subtotal	3

Third Term

Credit

QCTC 1448 Metrology and Prints	4
NDTE 1454 Intermediate Ultrasonics: Flaw Detection and Sizing	4
**MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher.....	3
*Social and Behavioral Sciences	3
Subtotal	14

Fourth Term

Credit

WLDG 2455 Advanced Metallurgy.....	4
NDTE 1440 Eddy Current Testing.....	4
NDTE 2401 Advanced Ultrasonics	4
ENGL 1301 Composition I.....	3
Subtotal	15

Associate of Applied Science Degree Total

60

Capstone Experience: NDTE 2401

** Courses which satisfy this requirement are listed in the Humanities and Fine Arts, and Social and Behavioral Sciences sections of the Transfer Core Curriculum.*

*** May use MATH 1314 College Algebra or Higher if transferring to a baccalaureate program.*

**** May use ENGL 1302, or ENGL 2311 if transferring to a baccalaureate program. Students who have successfully completed ENGL 1302 or ENGL 2311 may receive credit for ETWR 1302.*

TECHNICAL PROGRAMS

Quality Analyst (EWLD-NDT)

Enhanced Skills Certificate

Central Campus

The Quality Analyst Enhanced Skills Certificate in Non-Destructive Testing is designed for the student who has completed the Non-Destructive Testing Associate of Applied Science degree.

First Term

	Credit
QCTC 1341 Statistical Process Control	3
QCTC 1343 Quality Assurance	3
BMGT 1309 Information and Project Management.....	3

Enhanced Skills Certificate Total

9

Fixed Equipment Specialist (EWLD-FXEQP)

Enhanced Skills Certificate

Central Campus

The Fixed Equipment Specialist Enhanced Skills Certificate in Non-Destructive Testing is designed for the student who has completed the Non-Destructive Testing Associate of Applied Science degree.

First Term

	Credit
NDTE 2411 Preparation for Certified Welding Inspector Exam	4
NDTE 2339 Pressure Piping Inspection	3
NDTE 2470 Pressure Vessel Inspection	4

Enhanced Skills Certificate Total

11

+ These advanced subjects require 5 years experience to sit for a certification exam. The courses are designed for both those wanting the knowledge to be able to work to gain experience and those preparing to sit for exams.





Nursing

San Jacinto College offers two associate of applied science degrees that qualifies the graduate to make application for the National Counsel Licensure Examination for Registered Nurse (NCLEX-RN). The associate degree nursing programs are:

Approved by:

The Texas Board of Nursing (BON). The contact information is: Texas Board of Nursing 333 Guadalupe #3-460, Austin, Texas 8701. Office (512) 305-7400 Fax (512) 305-7401

Accredited by:

The Accreditation Commission for Education in Nursing (ACEN) the contact information is ACEN 3343 Peachtree Road NE Suite 850 Atlanta, Georgia 30326. Office (404) 975-9000 Fax (404) 975-5020.

Program information:

- Generic Associate Degree Nursing (ADN) program, offered on the Central and North Campuses, is a four-semester program designed for the novice in health care aspiring to become a registered nurse (RN). The North Campus serves as an extension site of the Central Campus ADN program. The program is four semesters.
- Transition to RN program, offered at the South Campus, is designed for licensed vocational nurses (LVNs) and paramedics who aspire to become a registered nurse (RN). The program is three semesters.
- In addition to the associate degree nursing programs, the North and South Campuses offer vocational nursing programs. Successful completion of course work in this program qualifies a student to make an application to the Texas Board of Nursing to take the National Council Licensure Examination for Practical Nurse (NCLEX-PN) to become a licensed vocational nurse (LVN).

Generic Associate Degree Nursing Program Central and North Campuses

A generic student is a novice in health care who generally does not have any formal nursing education. Successful completion of the generic ADN program by these students will qualify graduates to apply for the National Counsel Licensure Examination for Registered Nurse (NCLEX-RN).

Students applying for admission to the generic ADN program must submit the following items:

1. Application for Admission to San Jacinto College via the website at sanjac.edu/apply (provided online).

2. Completion of the Associate Degree Nursing Program Application (provided online) during the application period.

3. Application Periods:

The ADN program accepts applicants twice a year. Associate degree nursing program applications can be obtained at www.sanjac.edu/nursing during the following periods:

Fall Application Period: Feb. 2-April 2

Spring Application Period: June 1-Aug. 3

Students are strongly encouraged to contact a Counselor or Education Planner in the Educational Planning & Counseling Center to assist the San Jacinto College and ADN Admissions process. Please call 281-998-6150 ext. 1014 or 2317 to schedule an appointment.

4. Selection criteria.

Students must apply for admission to the Associate Degree Nursing program by submitting an Associate Degree Nursing program application and packet with ALL required official documents at the same time to the ADN office no later than the end of the application period.

TECHNICAL PROGRAMS

Students who apply for admissions to the Associate Degree Nursing program will be selected on the basis of the highest score on the admissions and scoring rubric. The rubric consists of points given for the grade obtained on the prerequisite courses (see program specific prerequisites below), HESI A2 results, overall GPA and the completed application packet. Meeting minimum admissions requirements does not guarantee program admission.

All applicants must have completed all college preparatory courses and be "College ready" as recognized by San Jacinto College District. "College ready" is determined as having the following skills levels: Reading 7, Writing 7 and Math 9.

5. Code of Conduct

All students admitted to the ADN program are expected to maintain the highest personal and professional standards of conduct in class and clinical, in accordance with College policies and procedures, the College Student Handbook, the ADN Department Student Handbook and clinical facility policies and procedures which are used as extended campus sites. Any information indicating that such standards are not adhered to is subject to review by the department chair, and / or members of the nursing department faculty, and may result in a recommendation to the College for dismissal from the program.

6. Official Transcripts must be submitted with the application packet.

- (a) Applicants must submit official transcripts from all colleges previously attended, transcripts should be mailed directly to the Central Campus Office of Enrollment Services. Transcripts should be requested as soon as possible. Applicants are encouraged to begin accessing their transcripts early in the application process to ensure that all required documents are available for review. All course work taken outside of the San Jacinto College District is required to be evaluated for transferability of credits towards the ADN degree.
- (b) A minimum cumulative GPA of 2.5 is required for all applicants.
- (c) Submit all official transcripts sealed from other colleges and San Jacinto College transcripts with ADN application.

7. HESI A2 Admissions Test

Applicants seeking admissions must take an official Nursing Admissions Assessment Exam (HESI A2). A composite score of 75 percent in EACH section of reading comprehension, grammar, vocabulary, anatomy and physiology, and math is required. The learning styles section is required, but will not be used in determining admissions. Submit all HESI A2 admissions test scores with the ADN application packet. Official test scores should be requested as soon as possible. Please visit www.sanjac.edu/code/6651 (Testing Center-HESI website) for test dates on Central Campus.

8. A Criminal Background Check and Drug Screen

All applicants are required to complete a criminal background check and drug screen as part of the application/admissions process. According to the Texas Board of Nursing (BON) effective Jan. 1, 1996 a person who has been convicted of a felony that relates to the duties and responsibilities of a licensed registered nurse may be disqualified from obtaining licensure as a licensed registered nurse (213.28 Board of Nurse Examiners for the State of Texas, Rules and Regulations, Sept. 2004). For further inquiry the applicant should directly contact the Texas Board of Nursing. The procedure for completing the criminal background check and drug screen requirements can be found on the ADN website.

9. CPR Card and Immunization documentation must be submitted with the ADN application packet.

In order for an ADN application to be accepted, students must have completed a minimum of:

- CPR card from the American Heart Association Health Care Provider (online courses are not accepted)
- Varicella Immunization #1, #2 and a positive titer
- Hepatitis B series and a positive titer
- Hepatitis C titer
- Or TWINRIX series completed and a positive titer
- Measles, Mumps, and Rubella (MMR) Immunizations #1, #2 and a positive titer
- Tdap (Tetanus, Diphtheria and Pertussis) within the last 10 years
- Current Flu vaccination
- TB Skin Test (within 12 months)
- Chest X-Ray (if applicable)

The Texas Administrative Code Rule 97.64 states that enrolled students may not participate in course work activities, including direct patient contact, until full vaccination series have been completed.

Titers for MMR, Varicella, and Hepatitis B are required to be on file in the student's record prior to the end of the first semester of the ADN program.

10. Health-Physical Examination is required.

Evidence of physical and emotional fitness upon admission and throughout the program is expected and is subject to review by the Associate Degree Nursing department and medical opinions or policy of hospital/agencies which are used as extended campus sites for assigned educational experiences.



TECHNICAL PROGRAMS

A physical examination must be passed prior to entry into the ADN program after a student has been selected and accepted into the program. Physical exams may be scheduled with a private physician/nurse practitioner/physician assistant utilizing the forms issued by the Associate Degree Nursing program upon acceptance. The physical examination must demonstrate that the student is physically and emotionally fit to meet all requirements of direct patient care without any limitations and be free from all communicable diseases.

Associate Degree Nursing (RN) (3NUR-ADN), Generic Program

Associate of Applied Science Degree Central and North Campuses

Prerequisite	Credit
*BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab), and BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab) .. 8	
*BIOL 2320 Microbiology and Pathology (Lec) and BIOL 2120 Microbiology and Pathology (Lab) 4	
*ENGL 1301 Composition I 3	
Subtotal	15

First Term	Credit
RNSG 1413 Foundations for Nursing Practice	4
RNSG 1105 Nursing Skills I	1
RNSG 1215 Health Assessment	2
RNSG 1160 Clinical - Nursing Introduction	1
PSYC 2301 General Psychology	3
Subtotal	11

Second Term	Credit
RNSG 1301 Pharmacology	3
RNSG 1341 Common Concepts Adult Health	3
RNSG 1261 Clinical - Nursing Common Concepts for Adult Health	2
RNSG 2213 Mental Health Nursing	2
RNSG 2261 Clinical - Mental Health Nursing	2
PSYC 2314 Lifespan Growth and Development	3
Subtotal	15

PostY1Summer	Credit
RNSG 2201 Care of Children and Families	2
RNSG 2262 Clinical - Nursing Care of Children and Families	2
Subtotal	4

Third Term	Credit
RNSG 2208 Maternal/Newborn Nursing and Women's Health	2
RNSG 2260 Clinical - Registered Nursing	2
RNSG 2332 Enhanced Concepts Adult Health	3
RNSG 2263 Clinical - Registered Nursing	2
**Humanities or Fine Arts	3
Subtotal	12

PostY2Summer	Credit
RNSG 2121 Prof Nsg Leadership and Mgt	1
RNSG 2160 Clinical Nursing	1
RNSG 2130 Professional Nursing Review and Licensure Preparation	1
Subtotal	3

Associate of Applied Science Degree Total **60**

Verification of Workforce Competencies:

(1) Capstone Experience - RNSG 2130 Comprehensive Exit Exam

(2) External Learning Experience - RNSG 2160

* Students must satisfactorily complete BIOL 2301/2101, BIOL 2302/2102, BIOL 2320/2120 and ENGL 1301 to enroll in any nursing course. Biology courses must be taken within the last five years with a passing grade no less than C. College Preparatory courses, which have numbers beginning with zero (0), do not apply toward the associate of applied science degree.

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.

• RNSG courses must have been taken within the last two years with a passing grade no less than C.

• Course outline is representative of fall semester entry only. Adjustments will be made for spring semester entry.

TECHNICAL PROGRAMS

Associate Degree Nursing, Transition

TRANSITION PROGRAM OFFERED AT SOUTH CAMPUS effective FALL 2015.

The Associate Degree Nursing (ADN) Transition program is a career transition opportunity designed for license vocation nurses (LVN) and paramedics who desire to continue their education while maintaining employment. It is a program specifically designed to meet the unique learning needs of the LVN and paramedic. The nursing program can be completed in three (3) terms. The ADN transition program is approved by the Board of Nurse Examiners for the State of Texas, 333 Guadalupe #3-460, Austin, Texas 78701 and accredited by the Accreditation Commission for Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326, (404) 975-5000.

Applicants for the program must meet the requirements for general admission to the College and must also meet program specific requirements. For detailed information concerning admission requirements and deadlines for submitting applications and related documents, contact the department of nursing.

Contact Information:

Email: SJCSouth-ADN@sjcd.edu

Phone: (281) 998-6150 Ext. 3315

Website: www.sanjac.edu/adn-transition

LVN/Paramedic to RN Transition Nursing (3NUR-LNTRN) and (3NUR-PMTRN)

Associate of Applied Science Degree

South Campus

Prerequisite

Credit

BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy; and Physiology I (Lab) and BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)8	
BIOL 2320 Microbiology and Pathology (Lec) and BIOL 2120 Microbiology and Pathology (Lab)4	
MATH 1314 College Algebra or Higher.....3	
ENGL 1301 Composition I.....3	
PSYC 2301 General Psychology.....3	
PSYC 2314 Lifespan Growth & Development.....3	
**Humanities or Fine Arts.....3	
Subtotal	27

Subtotal

27

First Term

Credit

RNSG 1413 Foundations for Nursing Practice*.....4	
RNSG 1105 Nursing Skills I*1	
RNSG 1115 Health Assessment1	
RNSG 1227 Transition to Professional Nursing2	
RNSG 1341 Common Concepts Adult Health3	
RNSG 1261 Clinical Nursing Common Concepts for Adult Health.....2	
RNSG 1301 Pharmacology3	
RNSG 1108 Dosage Calculations for Nursing1	

Subtotal

17

Second Term

Credit

RNSG 2208 Maternal Newborn Nursing and Women's Health2	
RNSG 2260 Clinical Registered Nursing2	
RNSG 2201 Care of Children and Families2	
RNSG 2262 Clinical Nursing Care of Children and Families2	
Subtotal	8

Subtotal

8

Third Term

Credit

RNSG 2213 Mental Health Nursing2	
RNSG 2261 Clinical Mental Health Nursing2	
RNSG 2271 Concepts of Advanced Nursing Practice and Management2	
RNSG 2130 Professional Nursing Review and Licensure Preparation1	
RNSG 2163 Clinical Concepts of Advanced Nursing Practice and Management1	
Subtotal	8

Associate of Applied Science Degree Total

60

Capstone Experience: RNSG 2130 Professional Nursing Review and Licensure Preparation

*Program students may challenge the following courses through Credit by Internal Exam: RNSG 1413 and RNSG 1105.

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.



Vocational Nursing (VN)

Licensed Vocational Nurses (LVNs) (also known as Licensed Practical Nurses, LPNs) are a valuable member of the health care team and provide basic nursing care. They work under the direction of registered nurses and doctors. The vocational nursing curriculum includes a combination of 560 hours of class lectures and 864 hours of nursing skills training and clinical experience in a variety of health care settings. The program is approved by the Texas Higher Education Coordinating Board (THECB) and the Texas Board of Nursing. Upon successful completion of the program (minimum grade of C in each course), graduates are awarded a Level 2 Certificate, and are eligible to take The National Council Licensure Examination for Practical Nurses (NCLEX-PN® exam). Those students who pass this examination are granted a license by the Texas Board of Nursing to practice as a Licensed Vocational Nurse.

Applicants for the program must meet the requirements for general admission to the College and must also meet program specific requirements. For detailed information concerning admission requirements and deadlines for submitting applications and related documents, contact the department of vocational nursing.

South Campus Contact Information:

Email: vocational.nursing@sjcd.edu
 Phone: 281-484-1900 ext. 3504
 Website: www.sanjac.edu/lvn

North Campus Contact Information:

Email: vnnursingnorth@sjcd.edu
 Phone: 281-998-6150 ext. 7128
 Website: www.sanjac.edu/lvn

Texas Board of Nursing

333 Guadalupe
 Suite 3-460
 Austin, Texas 78701-3944
 Phone: (512) 305-7400
 Fax: (512) 305-7401

Vocational Nursing (5NUR-LVN)

Level 2 Certificate

North and South Campuses

The prerequisite for enrolling in the first term is acceptance into the program.

First Term	Credit
VNSG 1331 Pharmacology	3
HECO 1322 Nutrition and Diet Therapy	3
VNSG 1420 Anatomy and Physiology for Allied Health or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) and BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)	4
VNSG 1327 Essentials of Medication Administration.....	3
VNSG 1423 Basic Nursing Skills	4
VNSG 2431 Advanced Nursing Skills.....	4
VNSG 1260 Clinical I.....	2
Subtotal	23
Second Term	Credit
VNSG 1429 Medical-Surgical Nursing I	4
VNSG 1261 Clinical II	2
VNSG 1301 Mental Health and Mental Illness.....	3
VNSG 1226 Gerontology.....	2
VNSG 1162 Clinical III	1
Subtotal	12
Third Term	Credit
VNSG 1230 Maternal-Neonatal Nursing.....	2
VNSG 1234 Pediatrics.....	2
VNSG 2160 Clinical IV	1
VNSG 1332 Medical-Surgical Nursing II.....	3
VNSG 2161 Clinical V	1
VNSG 1119 Leadership and Professional Development	1
Subtotal	10
Level 2 Certificate Total	45

Capstone Experience: 2160

* The prerequisite for enrolling in the second and third terms is successful completion of each preceding term with a minimum grade of C in each course.

** VNSG 1226 and VNSG 1162 will rotate second and third term.

TECHNICAL PROGRAMS



Occupational Therapy

Occupational Therapist Assistant (3OCC-THR PY)

Associate of Applied Science

South Campus

Occupational Therapist Assistants (OTA) are a vital member of the health care team. The everyday tasks that most of us take for granted - getting dressed or brushing our teeth, for instance - are an OTA's crowning achievements. These health care professionals help patients develop, recover, and improve the skills needed to get back into the routine of daily living and working. OTAs are directly involved in providing therapy to patients and work under the direction of an Occupational Therapist (OT). OTAs work primarily in occupational therapists' offices, hospitals, nursing care facilities, in home health care and in schools. OTAs spend much of their time on their feet, setting up equipment and working with patients.

Prerequisite	Credit
ENGL 1301 Composition I.....	3
MATH 1314 College Algebra or Higher.....	3
BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab)	4
BIOL 2302 Human Anatomy and Physiology II (Lec) and BIOL 2102 Human Anatomy and Physiology II (Lab)	4
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
Subtotal	20

First Term	Credit
OTHA 1305 Principles of Occupational Therapy	3
OTHA 1241 Occupational Performance from Birth through Adolescence.....	2
OTHA 1309 Human Structure and Function in Occupational Therapy	3
OTHA 1315 Therapeutic Use of Occupations or Activities I	3
Subtotal	11

Second Term	Credit
OTHA 2304 Neurology In Occupational Therapy.....	3
OTHA 1249 Occupational Performance of Adulthood	2
OTHA 1319 Therapeutic Interventions I.....	3
OTHA 1160 Clinical - Occupational Therapy Assistant.....	1
Subtotal	9

Third Term	Credit
OTHA 2209 Mental Health in Occupational Therapy.....	2
OTHA 2302 Therapeutic Use of Occupations or Activities II	3
OTHA 1161 Clinical - Occupational Therapy Assistant.....	1
Subtotal	6

Fourth Term	Credit
OTHA 1253 Occupational Performance for Elders	2
OTHA 2231 Physical Function in Occupational Therapy....	2
OTHA 2235 Health Care Management in Occupational Therapy	2
OTHA 1162 Clinical - Occupational Therapy Assistant.....	1
Subtotal	7

Fifth Term	Credit
OTHA 2266 Practicum - Occupational Therapy Assistant ...2	2
OTHA 2267 Practicum - Occupational Therapy Assistant ...2	2
PHIL 2306 Introduction to Ethics.....	3
Subtotal	7

Associate of Applied Science Degree Total **60**

Capstone Experience: OTHA 2267

NOTE: Occupational Therapist Assistant students must earn a "C" or higher in all courses in the curriculum. Additionally, students must maintain an overall grade point average of at least 2.0 in order to graduate from the Occupational Therapist Assistant program.





Paralegal

Paralegal (3PARA-LGL)

Associate of Applied Science Degree

North Campus

The paralegal curriculum at San Jacinto Community College District is designed to provide students with the knowledge and skills required to work under the general direction of attorneys to assist them in the completion of legal tasks. The American Bar Association (ABA) approved program provides knowledge and skills for employment in law firms, courts, utility companies, title companies, trusts and mortgage departments of banks, government agencies, industrial companies and other legal departments. A paralegal may not provide legal services directly to the public unless specifically authorized by law.

First Term

Credit

PSYC 1300 Learning Framework or Social and Behavioral Sciences	3
LGLA 1307 Introduction to Law and Legal Professions.....	3
LGLA 1345 Civil Litigation	3
ENGL 1301 Composition I.....	3
BCIS 1305 Business Computer Applications.....	3
Subtotal	15

Second Term

Credit

LGLA 1303 Legal Research	3
LGLA 1305 Legal Writing	3
LGLA 1317 Law Office Technology	3
ENGL 1302 Composition II	3
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher or Life and Physical Science (Lec and Lab)	3
Subtotal	15

Third Term

Credit

LGLA 1355 Family Law	3
LGLA 2305 Interviewing and Investigating	3
LGLA Approved Elective	3
Speech	3
*Humanities or Fine Arts	3

Subtotal

15

Fourth Term

Credit

LGLA 2313 Criminal Law and Procedure	3
LGLA 1353 Wills, Trusts and Probate Administration	3
LGLA Approved Elective	3
LGLA Approved Elective	3
LGLA 2380 Cooperative Education - Legal Assistant/Paralegal	3

Subtotal

15

Associate of Applied Science Degree Total

60

External Learning Experience: LGLA 2380

Approved Electives:

LGLA 1343	LGLA 1349	LGLA 1351	LGLA 1359
LGLA 1391	LGLA 2303	LGLA 2309	LGLA 2311
LGLA 2323	LGLA 2335		

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.*

*** Students must be TSI complete in order to graduate: Math level 9.*

TECHNICAL PROGRAMS



Pharmacy Technician

Pharmacy technicians are a vital member of the health care team. Working under the supervision of the pharmacist, the pharmacy technician performs those tasks associated with the preparation and distribution of medication. Exciting career opportunities include, but are not limited to, positions in hospitals, retail pharmacies, nursing homes, compounding pharmacies, home health care, nuclear pharmacies, insurance companies, and public and government health agencies. The San Jacinto College's pharmacy technician program is a 12-month certificate program designed to provide applicants with the skills and knowledge to pass the Pharmacy Technician Certification Examination (PTCE) as well as qualify for entry-level positions in a variety of pharmacy settings.

Program Overview

The pharmacy technician program at San Jacinto College is a nationally accredited program under the guidelines of the American Society of Health-System Pharmacists (ASHP). The program curriculum requires students to complete 32 credit hours that total 864 contact hours which consists of a combination of lecture, on-campus laboratory and clinical training. The emphasis of the program is on training students to work in retail and hospital pharmacies. Upon completion of the program, students are awarded a certificate of technology. After graduation, students register to take the Pharmacy Technician Certification Examination (PTCE). A pharmacy technician must pass the certification examination and register with the Texas State Board of Pharmacy (TSBP) to practice as a certified pharmacy technician (CPhT) in the state of Texas. The program includes two clinical courses. Clinicals are unpaid positions in which students are supervised by the employees at the clinical site. Clinicals are scheduled according to the hours of the site and may vary among day, evening and night shifts. We cannot guarantee any specific site, but every effort will be made to accommodate the student. Students are responsible for their own transportation to and from clinical sites.

Applicants for the program must meet the requirements for general admission to the College and must also meet program specific requirements. For detailed information concerning admission requirements and deadlines for submitting applications and related documents, contact the Pharmacy Technician Department.

Pharmacy Technician (4PHAR)

Certificate of Technology

North and South Campuses

First Term	Credit
HPRS 1206 Essential Medical Terminology	2
PHRA 1202 Pharmacy Law	2
PHRA 1305 Drug Classification	3
PHRA 1309 Pharmaceutical Mathematics I	3
PHRA 1313 Community Pharmacy Practice I	3
Subtotal	13

Second Term	Credit
PHRA 1441 Pharmacy Drug Therapy and Treatment.....	4
PHRA 1347 Pharmaceutical Mathematics II	3
PHRA 1345 Compounding Sterile Preparations and Aseptic Technique	3
PHRA 1349 Institutional Pharmacy Practice	3
Subtotal	13

Third Term	Credit
PHRA 1243 Pharmacy Technician Certification Review	2
PHRA 1261 Clinical Pharmacy Technician I	2
PHRA 2261 Clinical Pharmacy Technician II	2
Subtotal	6

Certificate of Technology Total **32**

Capstone Experience: PHRA 2261

NOTE: Students must pass each course listed in the certificate for Pharmacy Technician with a grade of C or higher to be eligible to receive a certificate of technology.





Physical Education Personal Trainer

The purpose of the personal trainer program is to prepare graduates to work in the field of personal training. Individuals with these credentials are a vital component in the fitness industry. Graduates of the personal trainer program will have a strong background in the appropriate personal training anatomy and physiology, kinesiology, biomechanics, health and safety and wellness/lifestyle changes areas. They will have industry knowledge in business practices, professional ethics, marketing and proper record keeping.

Personal Trainer (4PHED-PT)

Certificate of Technology South Campus

First Term	Credit
FITT 1237 Personal Training.....	2
FITT 2413 Exercise Science.....	4
HPRS 1202 Wellness and Health Promotion	2
FITT 2301 Lifestyle Change for Wellness.....	3
Subtotal	11

Second Term	Credit
PHED 1306 First Aid	3
FITT 2309 Theory of Exercise Program Design and Instruction	3
FITT 1303 Fitness Event Planning	3
FITT 2471 Kinesiology and Biomechanics	4
Subtotal	13

Certificate of Technology Total 24

Capstone Experience: FITT 2309

Eligible for any nationally recognized personal trainer credentialing exam.



Physical Therapist Assistant

Physical therapist assistants (PTAs) work under the direction and supervision of physical therapists in a variety of settings. Opportunities include, but are not limited to, outpatient clinics, hospitals, long-term care facilities, pediatric centers, schools and home health agencies. PTAs provide services for patients which help decrease pain, improve mobility, restore function and minimize disabilities.

The physical therapist assistant program at San Jacinto College is accredited by the:

Commission on Accreditation in Physical Therapy Education
111 North Fairfax St.
Alexandria VA 22314-1488
Telephone: 703-706-3245
Email: accreditation@apta.org
Website: www.capteonline.org.

The program is a total of 66 semester credit hours including three clinical rotations. The student is awarded an associate of applied science (A.A.S.) degree upon completion of the program. After graduation, the student applies to take the National Physical Therapist Assistant examination. Individuals must pass the licensure exam to practice as a PTA in most states, including Texas. The licensure exam is offered by the Executive Council of Physical Therapy and Occupational Therapy Examiners.

Applicants to the program must meet the requirements for general admission to the College and must also meet program specific requirements. For detailed information concerning admission requirements and deadlines for submitting applications and related documents, contact the department of physical therapy.

Contact Information:

Email: SJCSouth-ADN@sjcd.edu
Phone: 281-922-3476
Website: www.sanjac.edu/PTA

For more information on the licensing process or for complaints regarding the PTA program or a PTA student contact the:

Executive Council of Physical Therapy and Occupational Therapy Examiners 333 Guadalupe, Suite 5-101
Austin TX 78701-3942
Telephone (512) 305-6900
Website: www.ptot.texas.gov

The American Physical Therapy Association provides information on the profession of physical therapy. www.apta.org



TECHNICAL PROGRAMS

Physical Therapist Assistant (3PH-THR PY)

Associate of Applied Science Degree

South Campus

First Term	Credit
PTHA 1201 The Profession of Physical Therapy	2
PTHA 1305 Basic Patient Care Skills	3
PTHA 1313 Functional Anatomy.....	3
PTHA 1321 Pathophysiology for the PTA.....	3
ENGL 1301 **Composition I.....	3
**BIOL 2301 Human Anatomy and Physiology I (Lec) and **BIOL 2101 Human Anatomy and Physiology I (Lab).....	4
Subtotal	18
Second Term	Credit
PTHA 2201 Essentials of Data Collection	2
PTHA 2409 Therapeutic Exercise	4
PTHA 1431 Physical Agents	4
**BIOL 2302 Human Anatomy and Physiology II (Lec) and **BIOL 2102 Human Anatomy and Physiology II (Lab).....	4
Subtotal	14
Third Term	Credit
PTHA 2205 Neurology	2
PTHA 1360 Clinical I - PTA.....	3
PTHA 2217 Issues in Health Care	2
Subtotal	7

Fourth Term

Credit
PTHA 2239 Professional Issues
PTHA 2431 Management of Neurological Disorders.....
PTHA 2435 Rehabilitation Techniques.....
**MATH 1314 College Algebra or Higher.....
Subtotal

13

Fifth Term

Credit
PTHA 2460 Clinical II - PTA.....
PTHA 2461 Clinical III - PTA
*Humanities or Fine Arts.....
PSYC 2301 **General Psychology.....
Subtotal

14

Associate of Applied Science Degree Total

66

Capstone Experience: PTHA 2461

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.*

*** Applicants are encouraged to take the required courses identified with (*,**) prior to entering the PTA program.*

TECHNICAL PROGRAMS



Pipefitting Technology

Pipefitting/Fabrication Technician (6PIPEFIT)

Occupational Certificate

North Campus

The purpose of the Pipefitting/Fabrication Occupational Certificate is to prepare graduates to enter the construction industry as entry-level pipefitters of pipe fabricators. Pipefitters/fabricators fabricate, install and maintain pipes that carry chemicals, acids and gases. These pipes are mostly used in manufacturing, commercial and industrial settings. Pipefitters often install and maintain pipe systems in power and petrochemical plants as well as heating and cooling systems in large office buildings. Pipefitters also install pipe systems that move steam under high pressure. They work with construction crews to install piping systems in all industrial manufacturing processes.

First Term	Credit
PFPB 1408 Basic Pipefitting Skills	4
PFPB 1443 Pipefitting Fabrication and Blueprint Reading	4
PFPB 2432 Advanced Pipefitting Standards, Specifications, and Installation	4
PFPB 2433 Pipefitting: Advanced Fabrication and Installation	4
Occupational Certificate Total	16

Capstone Experience: PFPB 2433





Process Technology

The process technology department is a direct link to the largest industry in the greater Houston area and the Texas Gulf Coast region. In the past very little formal training was required prior to taking a job in the chemical process industry. However, companies in the Houston area now require more education for their entry-level technicians and are looking to community college graduates to meet those needs.

Students train in state-of-the-art process laboratory facilities similar to area refining and chemical plant environments. The College facility was built in cooperation with area petrochemical companies. San Jacinto Community College District works closely with industry as a member of the North American Process Technology Alliance (NAPTA) to maintain a curricula reflecting current technology standards.

Completion of the process technology curriculum can provide students with the technical skills required for entry-level positions as process technicians in petrochemical and related industries.

A certificate in process technology is still accepted by most of industry, however, several industries have indicated they will hire only graduates with the associate of applied science degree. Future trends indicate that most of the petrochemical industry technicians will be required to have an A.A.S. degree. Students who earn qualifications to be in the chemical lab technician specialty A.A.S. degree program have the advantage of earning qualifications for being hired into either the operations division or laboratory department of a process plant.

TECHNICAL PROGRAMS

Process Technology (5PROT)

Level 2 Certificate

Central Campus

First Term	Credit
ENER 1240 Employee Success in Energy Industry	2
CETT 1302 Electricity Principles	3
PTAC 1302 Introduction to Process Technology	3
*TECM 1301 Industrial Mathematics or Higher	3
Subtotal	11
Second Term	Credit
ENER 1330 Basic Mechanical Skills for Energy	3
OSHT 1320 Energy Industrial Safety	3
PTAC 1310 Process Technology I - Equipment	3
PTAC 1332 Process Instrumentation I	3
Subtotal	12
PostY1Summer	Credit
**ETWR 1302 Introduction to Technical Writing	3
Subtotal	3
Third Term	Credit
SCIT 1318 Applied Physics	3
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
Subtotal	10
Fourth Term	Credit
PTAC 2438 Process Technology III - Operations	4
PTAC 2446 Process Troubleshooting or CTEC 2487 Internship - Chemical Technology/Technician	4
CHEM 1305 Introductory Chemistry (Lec) and CHEM 1105 Introductory Chemistry (Lab)	4
Subtotal	12
Level 2 Certificate Total	48

Capstone Experience: PTAC 2438 or PTAC 2487

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra. Students entering this program with MATH 1314 or higher may substitute the higher Math course for TECM 1301.

** Students who have successfully completed ENGL 1302 or ENGL 2311 may receive credit for ETWR 1302.

Process Technology (3PROT)

Associate of Applied Science Degree

Central Campus

First Term	Credit
ENER 1240 Employee Success in Energy Industry	2
CETT 1302 Electricity Principles	3
PTAC 1302 Introduction to Process Technology	3
*TECM 1301 Industrial Mathematics or Higher	3
Speech	3
Subtotal	14
Second Term	Credit
ENER 1330 Basic Mechanical Skills for Energy	3
OSHT 1320 Energy Industrial Safety	3
PTAC 1310 Process Technology I - Equipment	3
PTAC 1332 Process Instrumentation I	3
***Humanities or Fine Arts	3
Subtotal	15
PostY1Summer	Credit
**ETWR 1302 Introduction to Technical Writing	3
ENGL 1301 Composition I	3
Subtotal	6
Third Term	Credit
SCIT 1318 Applied Physics	3
PTAC 2314 Principles of Quality	3
PTAC 2420 Process Technology II-Systems	4
***Social and Behavioral Sciences	3
Subtotal	13
Fourth Term	Credit
PTAC 2438 Process Technology III - Operations	4
PTAC 2446 Process Troubleshooting or CTEC 2487 Internship - Chemical Technology/Technician	4
CHEM 1305 Introductory Chemistry (Lec) and CHEM 1105 Introductory Chemistry (Lab)	4
Subtotal	12

Associate of Applied Science Degree Total

60

Verification of workplace competencies.

Capstone Experience: PTAC 2438

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra. Students entering this program with MATH 1314 or higher may substitute the higher Math course for TECM 1301.

** Students who have successfully completed ENGL 1302 or ENGL 2311 may receive credit for ETWR 1302.

*** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.



Process Technology Chemical Technician (EPROT-CT)

Enhanced Skills Certificate Central Campus

The Enhanced Skills Certificate in Process Technology Chemical Technician is designed for students who have completed the Process Technology Associate of Applied Science Degree.

First Term	Credit
CHEM 1311 Chemistry I (Lecture) and CHEM 1111 Chemistry I (Lab)	4
CHEM 2323 Organic Chemistry I (Lecture) and CHEM 2123 Organic Chemistry I (Lab)	4
CHEM 1312 Chemistry II (Lecture) and CHEM 1112 Chemistry II (Lab).....	4
Enhanced Skills Certificate Total	12

Process Technology Power Technician (EPROT-PT)

Enhanced Skills Certificate Central Campus

The Enhanced Skills Certificate in Process Technology Power Technician is designed for students who have completed the Process Technology Associate of Applied Science Degree.

First Term	Credit
ELMT 2351 Power Generation Fundamentals	3
CBFM 1307 Boiler Operation	3
Enhanced Skills Certificate Total	6

Restaurant Management

See Culinary Arts

TECHNICAL PROGRAMS



Real Estate

Real Estate (6REAL)

Occupational Certificate

All Campuses

This certificate is designed to enable students to gain the knowledge and credentials necessary to take the salesperson's licensure examination. All the courses required for this certificate also apply toward the certificate of technology and the associate of applied science degree.

First Term	Credit
RELE 1201 Principles of Real Estate I.....	2
RELE 1211 Law of Contracts	2
RELE 1238 Principles of Real Estate II	2
RELE 1300 Contract Forms and Addenda	3
RELE 1319 Real Estate Finance.....	3
RELE 2301 Law of Agency	3
Occupational Certificate Total	15

Capstone Experience: RELE 1300

Sales Requirements (after Sept. 1, 1994; amended Jan. 1, 2002; amended Jan. 1, 2006, amended Sept. 1, 2012): 14 semester hours. Amended Jan. 1, 2008, amended Jan. 1, 2012)

A minimum of 12 semester hours (180 classroom hours) must be completed in specific core real estate courses. These core courses must be Principles of Real Estate I and II, Law of Agency, Real Estate Finance, Contract Forms and Addenda and Law of Contracts.

Educational Requirements for Texas Real Estate Licensure: Requirements for licensure are subject to change by the Texas Real Estate Commission. Three semester credit hours are the equivalent of 45 clock or classroom hours. A real estate salesperson is required to complete a total of 18 semester (270 classroom) hours of education by the end of their first year of licensure. Courses acceptable toward sales educational requirements are also acceptable for broker educational requirements.

To be licensed as a broker under the educational requirements after Jan. 1, 2012, 18 semester hours (270 classroom hours) of the 60 semester hours (900 classroom hours) must be in core real estate courses. An applicant must have taken a real estate brokerage class.

Also, at least four years active experience in Texas as a licensed real estate salesperson are required.

For further information write or call: The Texas Real Estate Commission, P.O. Box 12188, Capitol Station, Austin, TX 78711; 512-465-3940.

Core Real Estate Courses:

RELE 1201	RELE 1211	RELE 1238	RELE 1300
RELE 1303	RELE 1307	RELE 1309	RELE 1315
RELE 1319	RELE 1321	RELE 1325	RELE 2301
RELE 2331			

Related Courses Acceptable Toward Broker Licensure can be found on the TREC website www.trec.texas.gov

Real Estate (4REAL)

Certificate of Technology

All Campuses

The certificate of technology in Real Estate builds on the occupational certificate by including courses that provide for the annual renewal of the salesperson's license and better equip the student to be successful in the highly competitive field of real estate. All courses required for this certificate also apply toward the associate of applied science degree.

First Term	Credit
RELE 1201 Principles of Real Estate I	2
RELE 1211 Law of Contracts	2
RELE 1238 Principles of Real Estate II	2
RELE 1300 Contract Forms and Addenda	3
RELE 1319 Real Estate Finance	3
RELE 2301 Law of Agency	3
Subtotal	15
Second Term	Credit
BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I.....	3
RELE 1321 Real Estate Marketing or MRKG 2333 Principles of Selling.....	3
Approved Real Estate Elective	3
Approved Real Estate Elective	3
RELE 2366 Practicum - Real Estate or RELE 2367 Practicum - Real Estate.....	3
Subtotal	15
Certificate of Technology Total	30

Capstone Experience: RELE 2366 or RELE 2367

Approved Real Estate Electives:

RELE 1303 RELE 1307 RELE 1325 RELE 2331

RELE 1315 or RELE 1323 (select only one of these two)

No course may be repeated for credit.

Real Estate Advanced (5REAL)

Level 2 Certificate

All Campuses

The Level 2 certificate allows the student to complete all the program specific courses in real estate. This would be beneficial for a student who is interested in pursuing a broker's license or possible management opportunities in real estate. This will also help satisfy some continuing education requirements as well as completing a broader study in real estate. Achieving this certificate and completing the 15 credit hours of prescribed general education courses will allow the student to achieve the Real Estate Associates of Applied Science degree (A.A.S.).

First Term	Credit
RELE 1201 Principles of Real Estate I	2
RELE 1211 Law of Contracts	2
RELE 1238 Principles of Real Estate II	2
RELE 1300 Contract Forms and Addenda	3
RELE 1319 Real Estate Finance	3
RELE 2301 Law of Agency	3
Subtotal	15

Second Term	Credit
BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I	3
RELE 1303 Real Estate Appraisal	3
RELE 1321 Real Estate Marketing or MRKG 2333 Principles of Selling	3
RELE 1325 Real Estate Mathematics	3
RELE 2366 Practicum (or Field Experience) - Real Estate ...	3
Subtotal	15

Third Term	Credit
POFT 1301 Business English or BUSI 2304 Business Communications	3
RELE 1307 Real Estate Investments or BUSI 2301 Business Law	3
RELE 1323 Real Estate Computer Application or RELE 1315 Property Management	3
RELE 2331 Real Estate Brokerage	3
RELE 2367 Practicum (or Field Experience) - Real Estate ...	3
Subtotal	15

Level 2 Certificate Total	45
----------------------------------	-----------

Capstone Experience: RELE 2367

TECHNICAL PROGRAMS

Real Estate (3REAL)

Associate of Applied Science Degree

All Campuses

This two-year program leading to an associate of applied science degree in real estate is for students who want to earn a two-year degree while preparing for jobs in real estate and for sales or broker licensure. Students pursuing a bachelor's degree should see a counselor or the department chair prior to registration.

First Term	Credit
RELE 1201 Principles of Real Estate I	2
RELE 1211 Law of Contracts	2
RELE 1238 Principles of Real Estate II	2
RELE 1300 Contract Forms and Addenda	3
RELE 1319 Real Estate Finance	3
RELE 2301 Law of Agency	3
Subtotal	15

Second Term	Credit
BCIS 1305 Business Computer Applications or ITSC 1309 Integrated Software Applications I	3
RELE 1303 Real Estate Appraisal	3
RELE 1321 Real Estate Marketing or MRKG 2333 Principles of Selling	3
RELE 1325 Real Estate Mathematics	3
RELE 2366 Practicum (or Field Experience) - Real Estate ...	3
Subtotal	15

Third Term

Credit
POFT 1301 Business English or BUSI 2304 Business Communications
RELE 1307 Real Estate Investments or BUSI 2301 Business Law
RELE 1323 Real Estate Computer Application or RELE 1315 Property Management
RELE 2331 Real Estate Brokerage
<u>RELE 2367 Practicum (or Field Experience) - Real Estate ...</u>
Subtotal
15

Fourth Term

Credit
*Social and Behavioral Sciences
*Humanities or Fine Arts
ENGL 1301 Composition I
**MATH 1314 College Algebra or Higher or MATH 1332 Contemporary Mathematics (Quantitative Reasoning)
SPCH 1318 Interpersonal Communications or SPCH 1321 Business and Professional Speech or SPCH 1315 Public Speaking
Subtotal
15

Associate of Applied Science Degree Total **60**

Capstone Experience: RELE 2367

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*

****Students must be Texas Success Initiative (TSI) complete in order to graduate: Math level 9*





Respiratory Care

**A criminal background check and/or drug screening is required for all health science students attending clinical courses or practicums and may be required prior to admission to the program.*

The department of respiratory care offers an associate of applied science degree program. Graduates are qualified to apply to take the Therapist Multiple-Choice Examination administered by the National Board for Respiratory Care for credentialing.

Due to the limited number of clinical spaces, students are admitted on a competitive basis. All candidates must be counseled by the department of respiratory care at San Jacinto College.

Philosophy

The philosophy of the department of respiratory care adheres to the philosophy of San Jacinto College. Respiratory care is the allied health discipline which provides care through the use of diagnostic testing to patients with abnormalities of the cardiopulmonary systems. Respiratory therapists practice their specialty under the direction of licensed physicians and perform their duties in a variety of settings including intensive care units, neonatal/pediatric special care units, general hospital wards, emergency/trauma units, extended care facilities and the home.

Due to the nature of the services provided, respiratory therapists must be able to apply knowledge gained through academic education to clinical problems and rationally care for the patient. Graduates of the program offered by the department of respiratory care are prepared as contributing members of the health care team.

Objectives

Upon completion of the program offered by the department of respiratory care, the student should be able to:

1. Utilize patient care processes and scientific principles to provide respiratory care to patients in health care facilities.
2. Participate as a contributing member of the health care team.

3. Assume personal responsibility for continued learning in order to maintain professional competency and promote the advancement of the field of respiratory therapy.
4. Successfully complete the credentialing examinations administered by the National Board for Respiratory Care.

Program Admission Criteria

Students who apply for admission to the department of respiratory care will be selected on the basis of course work completed and their grade point average.

Applicants must complete seven (7) semester hours as specified below with at least a B average in the courses, and the grade in each of those courses must be a C or better.

BIOL 2404

MATH 1314 or TECM 1301 or higher level Math

Students must apply for admission to the respiratory care program by submitting a formal application and all required documents to the respiratory care program office.

Applicants must meet all College general admission requirements. After acceptance into the program, all applicants must have a physical examination by a licensed physician, physician's assistant or nurse practitioner; documentation of updated immunizations; and a drug screening. Respiratory care students must earn a grade of C or better in all respiratory care (RSPT) courses, science and mathematics courses and must maintain an overall grade point average of at least 2.0 in order to graduate from the respiratory care program.

If the student earns a grade of D, W or F in a respiratory care course, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a grade of C or better in order to progress in the program. A second earned grade of D, W or F in a respiratory care course will result in the student's dismissal from the program. To request re-admission into the program, the student must submit a written petition to the respiratory care admission committee.

TECHNICAL PROGRAMS

If re-admission is granted, the student must satisfy the re-admission criteria specified by the Committee in order to continue in the program.

All students should take the required academic foundation courses in sequence along with professional course work.

Applicants to the respiratory care program will be notified by mail or email regarding their program admission status. Applicants who are not selected for admission to the respiratory care program may re-apply. Applicants who are accepted for admission into the department of respiratory care but who do not enroll must re-apply to be considered for admission at a later date.

A student currently on academic probation is ineligible to enroll in the respiratory care program.

Application Periods

Jan. 1 through June 1

Sept. 1 through Nov. 1

Classes begin each fall and spring term. For more information, please contact the respiratory care department at 281-998-6150, ext. 1864.

Respiratory Care (3RESP)

Associate of Applied Science Degree

Central Campus

Prerequisite Credit

BIOL 2404 Anatomy and Physiology or
BIOL 2301 Human Anatomy and Physiology I (Lec) and
BIOL 2101 Human Anatomy and Physiology I (LAB) and
BIOL 2302 Human Anatomy and Physiology II (Lec) and
BIOL 2102 Human Anatomy and Physiology II (Lab) .. 4

TECM 1301 Industrial Mathematics or
MATH 1314 College Algebra or Higher 3

Subtotal 7

First Term Credit

RSPT 1429 Respiratory Care Fundamentals I 4
RSPT 1325 Respiratory Care Sciences 3
RSPT 1340 Advanced Cardiopulmonary Anatomy
and Physiology 3
ENGL 1301 Composition I 3

Subtotal 13

Second Term	Credit
RSPT 1460 Respiratory Care Clinical I	4
RSPT 1431 Respiratory Care Fundamentals II	4
RSPT 2310 Cardiopulmonary Disease	3
RSPT 2314 Mechanical Ventilation	3
Subtotal	14

PostY1Summer	Credit
RSPT 2360 Respiratory Care Clinical II	3
RSPT 2471 Mechanical Ventilation II	4
RSPT 2317 Respiratory Care Pharmacology	3
Subtotal	10

Third Term	Credit
RSPT 2361 Respiratory Care Clinical III	3
RSPT 2355 Critical Care Monitoring	3
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care	3
**Humanities or Fine Arts	3
Subtotal	12

Fourth Term	Credit
RSPT 2362 Respiratory Care Clinical IV	3
RSPT 2130 Respiratory Care Examination Preparation	1
PSYC 2301 General Psychology	3
RSPT 2325 Cardiopulmonary Diagnostics	3
Subtotal	10

Associate of Applied Science Degree Total 66

Capstone Experience: RSPT 2325

Verification of workplace competencies.

* Students desiring to obtain a baccalaureate degree should take MATH 1314 College Algebra.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.

NOTE: Course outline is representative of fall entry only. Adjustments will be made for spring entry. For further information concerning respiratory care accreditation, write or call:

CoARC, 1248 Harwood Rd., Bedford, Texas 76021-4244,

817.283.2835 or visit www.coarc.com/.





Surgical Technology

Surgical technologists are an integral part of the surgical team and work closely with nurses and surgeons to provide the best possible care for the patient during the intraoperative phase of a surgical procedure. Surgical technologists are responsible for assisting during surgery by passing instruments and other equipment to the surgeon in a prescribed manner and maintaining sterility throughout the surgical procedure.

The goal of the department of surgical technology is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and to become contributing members of the health care team. The program curriculum is a balance of theoretical and technical courses with supervised clinical/practicum experience at area hospitals. This combination provides the student an opportunity for educational development and skill competency.

The surgical technology program is accredited by the Commission of Accreditation for Allied Health Education Programs (CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763; Phone: 727-210-2350; www.caahp.org), effective until 2024. Upon completion of the program, the student is granted a certificate of technology or associate of applied science, and is eligible to take the National Certification Examination given by the National Board of Surgical Technology and Surgical Assisting.

This is a selective admission program. Class size is determined by the availability of clinical space. Limited enrollment ensures a quality laboratory and clinical experience as needed to become a competent entry-level surgical technologist. To be considered for selection to the surgical technology program, the following steps must be completed:

1. Be admitted to San Jacinto College. Visit our website at www.sanjac.edu/steps-enroll.

2. Provide official transcripts

a. High School Diploma or GED Certificate required

- b. Students with any transfer credits MUST have college transcripts evaluated by San Jacinto College (enrollment services transcript evaluation) prior to submitting an application.
 - c. Surgical technology department program director has final approval of all transferred courses that apply toward the degree in surgical technology.
 - d. Transcripts from other colleges must be official and sent to a) Office of Enrollment Services and b) the surgical technology office.
3. Completion of all of the following prerequisite courses, with a minimum grade of "C," before admission to the program.

SCIT 1301, Applied Human Anatomy and Physiology I or

BIOL 2404, Introduction to Anatomy and Physiology OR

BIOL 2301/2101 or BIOL 2401, Human Anatomy and Physiology I AND

BIOL 2302/2102 or BIOL 2402, Human Anatomy and Physiology II

a. HPRS 1206, Medical Terminology

b. HPRS 1201, Introduction to Health Professions – Surgical Technology

In order for credit earned in a required biology course to be applicable to the surgical technology program, credit must have been earned within the past five years and the grade earned must have been a C or above. Credit earned in a required biology course exceeds the five-year stipulation if the credit was earned five or more years prior to the first term in which the student enrolls into the program.

4. Attend a mandatory information meeting as posted on the San Jacinto College website.

5. Complete and submit a surgical technology application by the deadline of June 1 or Oct. 15.

TECHNICAL PROGRAMS

Program Admission Criteria

The surgical technology program accepts applicants twice a year. Application periods are April 1 through June 1 for fall admission; and Sept. 1 through Oct. 15 for spring admission. Students must apply for admission to the department of surgical technology by submitting a formal application to the department, and by submitting all required official documents to the Office of Enrollment Services.

Surgical Technology

Students who apply for admission will be selected based on their completion of the prerequisite course work and their total score on the application rubric. Applicants must complete prerequisite courses with the grade of C or better in each course. Meeting minimal entry requirements does not guarantee program admission. Students must attend a mandatory information meeting prior to submission of their application, as posted on the San Jacinto College website.

Applicants to the surgical technology program will be notified regarding their program admission status. Applicants who are not selected for admission to the surgical technology program may re-apply. Applicants who are accepted for admission but do not accept the position or do not complete the enrollment process must re-apply to be considered for future admission. It is the student's responsibility to stay current with any changes in the program requirements. A student currently on academic probation is ineligible to enroll in the surgical technology program.

After acceptance into the program, an applicant must have a physical examination by a licensed physician, physician's assistant or nurse practitioner; must submit documentation of updated immunizations; and all documents must be submitted to Castle Branch, along with a specified fee. A criminal background check and drug screening are required for all health science students attending clinical courses, and are required prior to admission to the surgical technology program.

Student Progression:

Surgical technology students must earn a grade of C or above in all surgical technology courses and maintain an overall cumulative grade point average of at least 2.0 in order to graduate from the surgical technology program. In subsequent terms, should a second grade of D, W or F be earned in any surgical technology course, even though the student may have repeated the course in which the first grade of D, W or F was earned and received, the student will be dismissed from the surgical technology program. A student may appeal their dismissal with the Surgical Technology Appeals Committee.

Students are required to purchase uniforms and accessories specified by the department of surgical technology. Each student is responsible for his/her own transportation to the clinical areas. Each student who registers for surgical technology courses is required to purchase student liability insurance.

Surgical Technology (4SURT)

Certificate of Technology

Central Campus

Prerequisite	Credit
*SCIT 1307 Applied Human Anatomy and Physiology I	3
HPRS 1201 Introduction to Health Professions	2
HPRS 1206 Essential of Medical Terminology	2
Subtotal	7

First Term	Credit
SRGT 1260 Clinical I Surgical	2
SRGT 1509 Fundamentals of Perioperative Concepts and Techniques	5
SRGT 1505 Introduction to Surgical Technology	5
Subtotal	12

Second Term	Credit
SRGT 1360 Clinical II Surgical	3
SRGT 1541 Surgical Procedures I	5
**HPRS 2301 Pathophysiology	3
HPRS 2200 Pharmacology for Health Professions	2
Subtotal	13

Third Term	Credit
SRGT 2460 Clinical III Surgical	4
SRGT 1542 Surgical Procedures II	5
SRGT 2130 Professional Readiness	1
Subtotal	10

Certificate of Technology Total

42

Capstone Experience: SRGT 1542 and SRGT 2460

*SCIT 1307 or
BIOL 2404 or
BIOL 2401 and BIOL 2402 or
BIOL 2301/2101 and BIOL 2302/2102 (Lec/Lab co-requisites)
**HPRS 2301 or
BIOL 2420 or
BIOL 2320/2120 (Lec/Lab co-requisites)

Upon completion of the program the student receives a certificate of technology and is eligible to write the National Certification Examination to become a certified surgical technologist.



Surgical Technology (3SURT)

Associate of Applied Science Degree

Central Campus

Prerequisite

	Credit
SCIT 1307 Applied Anatomy and Physiology I or BIOL 2404 Introduction to Anatomy and Physiology or BIOL 2301 Human Anatomy and Physiology I (Lec) and BIOL 2101 Human Anatomy and Physiology I (Lab) and BIOL 2302 Human Anatomy and Physiology I (Lec) and BIOL 2102 Human Anatomy and Physiology I (Lab) ... 3	
HPRS 1206 Essentials of Medical Terminology 2	
HPRS 1201 Introduction to Health Professions 2	
Subtotal	7

First Term

	Credit
SRGT 1260 Clinical I Surgical 2	
SRGT 1509 Fundamentals of Perioperative Concepts and Techniques 5	
SRGT 1505 Introduction to Surgical Technology 5	
Subtotal	12

Second Term

	Credit
SRGT 1360 Clinical II Surgical 3	
SRGT 1541 Surgical Procedures I 5	
HPRS 2301 Pathophysiology or BIOL 2320 Microbiology and Pathology (Lec) and BIOL 2120 Microbiology and Pathology (Lab) 3	
HPRS 2200 Pharmacology for Health Professions 2	
Subtotal	13

Third Term

	Credit
SRGT 2460 Clinical III Surgical	4
SRGT 1542 Surgical Procedures II	5
SRGT 2130 Professional Readiness	1
ENGL 1301 Composition I	3
Subtotal	13

Fourth Term

	Credit
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
ENGL 2311 Technical and Business Writing or ENGL 1302 English Composition II	3
PSYC 2301 General Psychology	3
*Humanities or Fine Arts	3
Free Elective	3
Subtotal	15

Associate of Applied Science Degree Total

60

Capstone Experience: SRGT 1542 and SRGT 2460

Verification of workplace competencies.

** Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; and Creative Arts in the core curriculum.*



Welding Technology

The growing demand for qualified welders has necessitated the availability of a curriculum designed to meet the needs of the welding industry. Students graduating from the program will be skillful and have a good understanding of the related and technical information associated with welding. Graduates should be qualified to pass the entry-level certification tests as required by industry. Students completing the program outlined below will earn an associate of applied science degree.

The curriculum focuses on the introductory, advanced and high-technology welding skills required in manufacturing, industry and research.

Art-Welding (6WLD-ART)

Occupational Certificate North Campus

First Term	Credit
WLDG 1305 Art Metals	3
WLDG 1308 Metal Sculpture	3
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
Subtotal	8

Second Term	Credit
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4
Subtotal	8
Occupational Certificate Total	16

Capstone Experience: WLDG 1430

Stick Pipe Welder (6WLD-STI)

Occupational Certificate Central and North Campuses

This series of courses introduces the student to various aspects within the shielded metal arc welding (SMAW) of pipe according to common welding codes and procedures. Upon completion of this certificate, student should be successful at completing SMAW pipe weld tests as required by industry and fabrication companies. These courses may also be applied toward the combination pipe welder certificate of technology and the Associate of Applied Science in Welding Technology.

First Term	Credit
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406 Intermediate Pipe Welding	4
WLDG 2453 Advanced Pipe Welding	4
Occupational Certificate Total	16

Capstone Experience: WLDG 2453



Industrial Welder (5WLD-IW)

Level 2 Certificate

Central and North Campuses

This certificate captures all the welding courses in both the combination welder, and gas shielded certificates of technology. This certificate covers the major welding process used in the petrochemical, and pipeline industries (SMAW, GTAW, GMAW, and FCAW). It also covers blueprint reading for welders.

First Term	Credit
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4
Subtotal	14

Second Term	Credit
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1413 Introduction to Blueprint Reading for Welders	4
Subtotal	16

Third Term	Credit
WLDG 2406 Intermediate Pipe Welding	4
WLDG 2453 Advanced Pipe Welding	4
WLDG 2480 Cooperative Education - Welding Technology/Welder or WLDG 2413 Intermediate Welding Using Multiple Processes	4
Subtotal	12

Level 2 Certificate Total **42**

Capstone Experience: WLDG 2480 or WLDG 2413

Combination Welder (4WLD-C)

Certificate of Technology

Central and North Campuses

The Combination Welder Certificate of Technology is designed to give intermediate and advanced welding experience to those students interested in taking shielded metal arc (SMAW) welding and gas tungsten arc (GTAW) welding on plate and pipe to meet certification tests required by industry. Instruction is provided on plate and pipe welding positions on carbon steel.

First Term	Credit
WLDG 1428 Introduction to Shielded Metal Metal Arc Welding (SMAW)	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)	4
Subtotal	14

Second Term	Credit
WLDG 2406 Intermediate Pipe Welding	4
WLDG 2453 Advanced Pipe Welding	4
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 1413 Introduction to Blueprint Reading for Welders	4
Subtotal	16

Certificate of Technology Total **30**

Capstone Experience: WLDG 2451

TECHNICAL PROGRAMS

Gas Shielded Welding (4WLD-GAS)

Certificate of Technology

Central and North Campuses

The Gas Shielded Welding Certificate of Technology is designed to give entry-level welding experience to those students interested in taking gas metal arc (GMAW) and gas tungsten arc (GTAW) plate and pipe welding certification tests as required by industry. Instruction is provided on plate and pipe welding positions on carbon steel.

First Term	Credit
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	4
Subtotal	12
Second Term	Credit
WLDG 1413 Intro Blueprint Reading	4
WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 2480 Cooperative Education - Welding Technology/Welder or WLDG 2413 Intermediate Welding Using Multiple Processes	4
Subtotal	12
Certificate of Technology Total	24

Capstone Experience: WLDG 2480 or WLDG 2413

Welding Technology (3WLD)

Associate of Applied Science Degree

Central and North Campuses

First Term	Credit
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1413 Introduction to Blueprint Reading for Welders	4
MATH 1332 Contemporary Mathematics (Quantitative Reasoning) or MATH 1314 College Algebra or Higher	3
*Humanities or Fine Arts.....	3
Subtotal	16

Second Term	Credit
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406 Intermediate Pipe Welding	4
ENGL 1301 Composition I.....	3
Subtotal	15

Third Term	Credit
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW).....	4
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 2453 Advanced Pipe Welding	4
Speech.....	3
Subtotal	15

Fourth Term	Credit
WLDG 1305 Art Metals or WLDG 1337 Introduction to Welding Metallurgy	3
WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 2480 Cooperative Education Welding or WLDG 2413 Intermediate Welding Using Multiple Processes.....	4
*Social and Behavioral Sciences	3
Subtotal	14

Associate of Applied Science Degree Total 60

Capstone Experience: WLDG 2480 or WLDG 2413

**Courses that satisfy this requirement should be selected from Language, Philosophy, and Culture; Creative Arts; and Social and Behavioral Sciences in the core curriculum.*



CONTINUING AND PROFESSIONAL DEVELOPMENT



Plumbing and Pipefitting

Pipefitting and Fabrication (CE-PIPEFT)

Continuing Education Certificate

Central and North Campuses

Contact Hours

PFPB 1008 Basic Pipefitting Skills	64
PFPB 1043 Pipefitting Fabrication and Blueprint Reading.....	64
PFPB 2032 Pipefitting Fabrication and Blueprint Reading.....	64
PFPB 2033 Pipefitting, Advanced Fabrication and Installation.....	64
Certificate of Technology Total	256

Plumbing and Pipefitting Technology

Continuing Education Certificate

North Campus

Contact hours

PFPB 1003 Basic Plumbing Skills (Plumbing I).....	72
PFPB 1001 Basic Pipefitting: Installation and Rigging (Plumbing IIA)	72
PFPB 1071 Plumbing Standards for Water Supplies (Plumbing IIB).....	72
PFPB 2033 Pipefitting: Advanced Fabrication and Installation (Plumbing IIIA)	72
PFPB 2071 Installation and Repair of Potable Water Systems (Plumbing IIIB)	72
PFPB 2032 Pipefitting Standards, Specifications, and Installation (Plumbing IVA)	72
PFPB 2031 Advanced Technologies and Specialized Applications for Piping Trades (Plumbing IVB)	72
Certificate of Technology Total	504

TECHNICAL PROGRAMS

Truck Driving (Commercial)

Central Campus

Continuing Education

Admission Requirements

Applicants for the San Jacinto College commercial truck driving courses must:

- Be at least 18 years of age and pass a mandatory drug test.
- Be in reasonably good physical condition and have no serious physical handicaps. (For guidelines, please read the Federal Motor Carrier Safety Regulations and Noise Emission Requirements, Chapter III—Federal Highway Administration, Department of Transportation—Subpart E—Physical Qualifications and Examinations—391.41)
- If born outside the U.S. or a graduate of a high school outside the U.S., all applicants must be able to provide adequate proof of competency in English or pass the English Proficiency Test administered by the Testing Center at the College. For appointments with the Testing Center, call 281.476.2025.
- If enrolling with an F-1 Visa, must be certified for English competency and be approved by the International Student Advisor, located in room 156 in the Central Campus Administration Building. For appointments with the advisor, call 281.476.1840.
- Have a valid Texas driver's license.
- Have a valid Social Security number.

Course Information

Day classes meet Monday through Thursday from 7 a.m. to 6 p.m. for six weeks. Weekend classes meet Saturdays and Sundays from 7 a.m. to 6 p.m. for 12 weeks. Each student will log approximately 300 miles of actual behind-the-wheel driving pulling empty and loaded trailers. Total truck maintenance and safety, Department of Transportation Federal Motor Carrier Safety Regulations and driving courtesy are covered. The commercial truck driving curriculum is designed to provide basic training in preparation for employment as a professional truck driver. A continuing education six-hour defensive driving course is also included.

Upon successful completion of the prescribed course work, students receive an occupational certificate and a Department of Transportation certification. These non-credit courses are approved for Veterans Administration educational assistance. Job assistance is available to qualified students through the commercial truck driving department.

Registration and Fees

Registration is handled on a first-come, first-served basis. It is recommended that any interested students register early in order to guarantee a place in the class. Payment of the total cost of both courses is due upon registration. Students are asked to contact the department chair for the most recent costs. (Tuition, fees and contact hours are subject to change without notice.) For more information, call 281.476.1872.

Truck Driving (Commercial)

Occupational Certificate

Continuing Education

First Course

Contact Hours

CVOP 1013 Professional Truck Driving I 126

Second Course

CVOP 1040 Professional Truck Driving II 120

Occupational Certificate Total 246

Capstone Experience: Department of Transportation (DOT) Written and Driving Examination

* Commercial truck driving courses are offered through the cooperation of the Industrial Technology Division and the Continuing Education Office. Students who successfully complete the above course(s) will receive credit in Continuing Education Units (CEUs) equal to 1.0 CEU per 10 contact hours in class.

Welding

Combination Welding (CE-WLDG)

Continuing Education Certificate

Central and North Campuses

Contact Hours

WLDG 1028 Introduction to Shielded Metal
Arc Welding (SMAW) 128

WLDG 1034 Introduction to Gas Tungsten
Arc Welding (GTAW) 128

WLDG 1035 Introduction to Pipe Welding 128

WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW) 128

WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW) 128

WLDG 2053 Advanced Pipe Welding 128

Certificate of Technology Total 768

Capstone Experience: WLDG 2051

Sheet Metal Welder (CE-WLDSM)

Continuing Education Certificate

North Campus

Contact Hours

MCHN 1001 Sheet Metal I 72

MCHN 1049 Sheet Metal II 72

MCHN 1071 Sheet Metal IIB 72

MCHN 1053 Sheet Metal III 72

MCHN 1072 Sheet Metal IIIB 72

MCHN 2030 Sheet Metal IV 72

MCHN 2071 Sheet Metal IVB 72

Certificate of Technology Total 504

Capstone Experience: MCHN 2071



Course Descriptions

Academic and Technical Courses

Continuing and Professional Development Courses

TABLE OF CONTENTS

Index to Subjects	316
Index of Course Rubrics	317
Course Descriptions	318
A	319
B	328
C	332
D	343
E	349
F	358
G	362
H	365
I	371
L	378
M	380
N	389
O	392
P	395
Q	404
R	404
S	412
T	415
V	415
W	417

CONTINUING AND PROFESSIONAL DEVELOPMENT

Pipefitting	418
Plumbing	419
Sheet Metal	420
Truck Driving	420
Welding	421

COURSE DESCRIPTIONS

Index to Subjects

Accounting (ACCT, ACNT)	Emergency Medical Technology (EMSP)	Military Science (AFSC, MSCI)
Aeronautical Technology (AIRP, AVIM)	Engineering (ENGR)	Modern Languages (CHIN, FREN, GERM, SGNL, SPAN)
Agriculture/Agribusiness (AGRI)	Engineering Design Graphics (ARCE, DFTG)	Music (MUEN, MUSI, MUAP-private lesson)
Air Conditioning Technology (HART)	English (ENGL, ETWR, HUMA) <i>(See Humanities)</i>	Non-Destructive Testing Technology (METL, NDTE, QCTC, WLDG)
Anthropology (ANTH)	English for Speakers of Other Languages (ESOL) <i>(See College Preparatory)</i>	Nursing (RNSG)
Art (ARTS) and Design (ARTC, ARTS, ARTV, GRPH, IMED, PHTC)	Environmental Health and Safety Technology (EPCT, OSHT)	Paralegal (LGLA)
Astronomy (PHYS)	Eye Care Technology (HPRS, OPTS, POFM)	Personal Trainer (FITT, HPRS)
Audio Engineering (MUSB, MUSC)	Fire Protection Technology (FIRS, FIRT)	Pharmacy Technician (HPRS, PHRA)
Automotive Collision Repair Technology (ABDR)	Foreign Languages (See Modern Languages)	Philosophy (PHIL)
Automotive Technology (AUMT)	Geography (GEOG)	Physical Education/Health Education (PHED)
Biology (BIOL)	Geology (GEOL)	Physical Therapist Assistant (PTHA, OTHA)
Biomedical Clinical Equipment (BIOM, CETT)	Government (GOVT)	Physics (PHYS)
Business (BCIS, BUSG, BUSI MARA)	Health Information Management (HITT, HPRS)	Pipefitting/Fabricator Technician (PFPB)
Business Management (BMGT, BUSG, HRPO, MRKG)	History (HIST)	Pipefitting CPD (PFPB)
Business Office Technology (BMGT, MRMT, POFI, POFM, POFT)	Homeland Security (HMSY)	Plumbing CPD (PFPB)
Chemistry (CHEM)	Humanities (HUMA)	Process Technology (CBFM, CTEC, ELMT, ENER, PTAC, SCIT)
Child Development/Early Childhood Education (CDEC, TECA)	Instrumentation Technology (CETT, CTEC, ENER, EPCT, INCR, INTC, OSHT, TECM)	Psychology (PSYC)
College Preparatory (ENGL, ESOL, GUST, INRW, MATH, READ)	Interior Design (INDS)	Reading (INRW, READ)
Communications (COMM)	International Business, Logistics and Maritime (HMSY, IBUS, LMGT, MART)	Real Estate (RELE)
Computer Information Technology (CPMT, EECT, GAME, IMED, INEW, ITCC, ITNW, ITSC, ITSE, ITSW ITSY)	Legal Assistant <i>(See Paralegal)</i>	Respiratory Care (HPRS, RSPT)
Computer Science (COSC)	Long Term Care Administration (LTCA)	Restaurant Management <i>(See Culinary Arts)</i>
Construction Management (CNBT)	Maritime Transportation (NAUT)	Sheet Metal CPD(MCHN)
Cosmetology (CSME)	Massage Therapy (MSSG)	Sociology (SOCL)
Criminal Justice (CJCR, CJLE, CJSR, CRIJ)	Mathematics (MATH)	Speech (SPCH)
Culinary Arts (CHEF, HAMG, IFWA, PSTR, RSTO)	Medical Assisting (HPRS, MDCA)	Surgical Technology (HPRS, SCIT, SRGT)
Dance (DANC)	Medical Imaging Technology (CTMT,CVTT, DMSO, MAMT, MRIT, RADR)	Theatre and Film (DRAM)
Diesel Technology (DEMR)	Medical Laboratory Technology (HLAB,MLAB, PLAB, SCIT)	Truck Driving (Commercial) CPD (CVOP)
Dietetics (DITA, FDNS, HECO, IFWA)	Mental Health Services (CMSW, DAAC, SCWK, SOCW, PMHS, PSYT)	Video and Film Production <i>(See Communications)</i>
Drama (See Theatre and Film)	Mexican American Studies (HUMA)	Visual Communication <i>(See Art and Design)</i>
Economics (ECON)		Vocational Nursing (VNSG)
Education (EDUC)		Welding Technology (WLDG)
Electrical Technology (CETT, EECT, ELMT, ELPT, RBPT)		Welding Technology CPD (WLDG)
Electronics Technology (CETT, CPMT, EECT, ELMT, FCEL, RBTC)		

An alphabetic prefix called a rubric, usually containing four characters, is used to designate the subject area of the course or department through which the course is offered.

Each course is given a four-character numeric code, called the course number. The first digit denotes the academic level/year in which college-level courses are usually taken. The number "1" indicates freshman or first-year courses; the number "2" indicates sophomore or second-year courses. When the first number is "0," the course is College Preparatory level. These second digits represent the semester credit hour (SCH) value of the course. The third and fourth digits are for departmental sequencing and make the course number unique within the subject area of the department. Consecutive numbers are not always used; however, in general, higher numbers are used for the more advanced courses while lower numbers are used for less advanced courses.

Numbers in parentheses at the end of each course description indicate the following: first digit, semester credit hours; second digit, lecture hours per week; third digit, laboratory hours per week.

Index of Course Rubrics

ABBR	PROGRAM	ABBR	PROGRAM	ABBR	PROGRAM
ABDR	Automotive Collision Repair Technology	CTMT	Medical Imaging Technology - Computed Tomography	GOVT	Government
ACCT	Accounting	CULA	Culinary Arts	GRPH	Art and Design
ACNT	Accounting	CVOP	Truck Driving (Commercial) CPD	GUST	College Preparatory
AGRI	Agriculture/Agribusiness	CVTT	Medical Imaging Technology - Invasive Cardiovascular Technology	HART	Air Conditioning Technology
AFSC	Military Science	DAAC	Mental Health Services	HECO	Dietetics
AIRP	Aeronautical Technology (Aircraft Pilot)	DANC	Dance	HIST	History
AN ^o TH	Anthropology	DEMR	Diesel Technology	HITT	Health Information Management
ARCE	Engineering Design Graphics	DFTG	Engineering Design Graphics	HLAB	Medical Laboratory Technology - Microscopic Tissue Anatomy
ARTC	Art and Design	DITA	Dietetics	HMSY	International Business, Logistics & Maritime
ARTS	Art	DMSO	Medical Imaging Technology - Diagnostic Medical Sonography	HPRS	Eye Care Technology
ARTS	Art and Design	DRAM	Theatre and Film	HPRS	Health Information Management
ARTV	Art and Design	DSVT	Medical Imaging Technology	HPRS	Physical Education/ Health Education
AUMT	Automotive Technology	ECON	Economics	HPRS	Pharmacy Technician
AVIM	Aeronautical Technology (Aviation Management)	EDUC	Education	HPRS	Surgical Technology
BCIS	Business	EECT	Electrical Technology	HRPO	Business Management
BIOL	Biology	EECT	Electronics Technology	HUMA	Humanities
BIOM	Biomedical Clinical Equipment	ELMT	Electronics Technology	IBUS	International Business, Logistics & Maritime
BMGT	Business Management	ELMT	Electrical Technology	IFWA	Culinary Arts
BUSG	Business	ELMT	Process Technology	IFWA	Dietetics
BUSG	Business Management	ELPT	Electrical Technology	IMED	Computer Information Technology
BUSI	Business	EMSP	Emergency Medical Technology	IMED	Art and Design
BUSI	Business Management	ENER	Instrumentation Technology	INDS	Interior Design
CBFM	Process Technology	ENER	Process Technology	INEW	Computer Information Technology
CDEC	Child Development/ Early Childhood Education	ENGL	English	INRW	Integrated Reading and Writing
CETT	Biomedical Clinical Equipment	ENGR	Engineering	INTC	Instrumentation Technology
CETT	Electrical Technology	EPCT	Environmental Health and Safety Technology	ITCC	Computer Information Technology
CETT	Electronics Technology	EPCT	Instrumentation Technology	ITNW	Computer Information Technology
CETT	Instrumentation Technology	ESOL	English for Speakers of Other Languages	ITSC	Computer Information Technology
CHEF	Culinary Arts	ETWR	English	ITSE	Computer Information Technology
CHEM	Chemistry	FCEL	Electronics Technology	ITSW	Computer Information Technology
CHIN	Chinese	FDNS	Dietetics	ITSY	Computer Information Technology
CJCR	Criminal Justice	FIRS	Fire Protection Technology		
CJLE	Criminal Justice Law Enforcement	FIRT	Fire Protection Technology		
CJSA	Criminal Justice	FITT	Personal Trainer		
CMSW	Mental Health Services	FREN	French		
CNBT	Construction Management Technology	GAME	Computer Information Technology		
COMM	Communications	GEOG	Geography		
COSC	Computer Science	GEOL	Geology		
CPMT	Electronics Technology	GERM	German		
CRIJ	Criminal Justice				
CSME	Cosmetology				
CTEC	Instrumentation Technology				
CTEC	Process Technology				

COURSE DESCRIPTIONS

Course Descriptions

ABBR	PROGRAM	ABBR	PROGRAM	ABBR	PROGRAM
LGLA	Paralegal	OTHA	Occupational Therapist Assistant	RBTC	Electronics Technology
LMGT	International Business, Logistics & Maritime	OSHT	Environmental Health and Safety Technology	READ	Reading
LTCA	Long Term Care Administration	PFPB	Pipefitting CPD	RELE	Real Estate
MAMT	Medical Imaging Technology - Mammography	PFPB	Pipefitting/Fabricator Technician	RNSG	Nursing (RN)
MARA	Maritime Administration	PFPB	Plumbing CPD	RSPT	Respiratory Care
MART	International Business, Logistics & Maritime	PHED	Physical Education/Health Education	RSTO	Culinary Arts
MATH	Mathematics	PHIL	Philosophy	SCIT	Medical Laboratory Technology
MDCA	Medical Assisting	PHRA	Pharmacy Technician	SCIT	Surgical Technology
MCHN	Sheet Metal CPD	PHTC	Art and Design	SCIT	Process Technology
METL	Non-Destructive Testing Technology	PHYS	Physics	SCWK	Mental Health Services
MLAB	Medical Laboratory Technology	PLAB	Medical Laboratory Technology	SOCI	Sociology
MRIT	Medical Imaging Technology - Magnetic Resonance Imaging	PMHS	Mental Health Services	SOCW	Mental Health Services
MRKG	Business Management	POFI	Business Office Technology	SGNL	American Sign Language
MRMT	Business Office Technology	POFM	Business Office Technology	SPAN	Spanish
MSCI	Military Science	POFT	Business Office Technology	SPCH	Speech
MSSG	Massage Therapy	PSTR	Culinary Arts	SRGT	Surgical Technology
MUAP	Music (Private Lessons)	PSYC	Psychology	TECA	Child Development/Early Childhood Education
MUSB	Audio Engineering	PSYT	Mental Health Services	TECM	Instrumentation Technology
MUSC	Audio Engineering	PTAC	Process Technology	VNSG	Vocational Nursing
MUSI	Music	PTHA	Physical Therapist Assistant	WLDG	Non-Destructive Testing Technology
MUEN	Music	PTRT	Process Technology	WLDG	Welding Technology
NAUT	Maritime Transportation	QCTC	Non-Destructive Testing Technology	WLDG	Welding CPD
NDTE	Non-Destructive Testing Technology	QCTC	Welding Technology		
OPTS	Eye Care Technology	RADR	Medical Imaging Technology - Radiography		
		RBPT	Electrical Technology		

DEFINITIONS

CourseNumber: A four letter rubric(subject) and four digit number: SUBJ1234. First digit "0" indicates College Preparatory, "1" indicates freshman level, "2" indicates sophomore level. Second digit indicates number of semester hours of credit. Third and fourth digits uniquely identify the course.

Course Title: Descriptive title for transcript

Description: A short description of the course content.

Course Prerequisites: Courses or basic skill levels as defined by Texas Success Initiative required before enrollment.

(SCH:LEC-LAB): SCH = Semester credit hours of the course; LEC = Lecture contact hours per week for a 16-week course; LAB = Lab contact hours in a 16-week course.

Listed on the following pages are the course descriptions for classes available at San Jacinto Community College. The descriptions will help you choose courses which best fit your degree plan, career goals, and/or transfer requirements.

The information about each course includes the course rubric and number, title, a brief description, any prerequisites or co-requisites, the semester credit hour and the weekly lecture and/or lab hours.

An Index to Disciplines and an Index of Course Rubrics are located on the front part of this section along with helpful definitions.



Note: Courses may not be offered online every semester

A

ABDR 1303 Vehicle Design and Structural Analysis

This introduction to the collision repair industry emphasizes safety, professionalism and vehicle structural design. Prerequisite: Reading level 4 (3:2-2)

ABDR 1307 Collision Repair Welding

This is a study of collision repair welding and cutting procedures. Prerequisite: Reading level 4 (3:2-2)

ABDR 1315 Vehicle Trim and Hardware

This is an in-depth study of vehicle trim and glass service. Prerequisite: Reading level 4 (3:2-2)

ABDR 1323 Front and Rear Wheel Alignment

This is an in-depth study of vehicle steering and suspension components including alignment, tire rotation and balancing. Prerequisite: Reading level 4 (3:2-2)

ABDR 1431 Basic Refinishing

This is an introduction to current refinishing products, shop safety and equipment used in the automotive refinishing industry. Emphasis is on surface preparation, masking techniques and refinishing of replacement parts. Prerequisite: Reading level 4 (4:3-3)

ABDR 1441 Structural Analysis and Damage Report I

This course offers expanded training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis is on the alignment of component parts such as doors, hoods, front-end assemblies and deck lids. Prerequisite: Reading level 4 (4:3-3)



ABDR 1449 Automotive Plastic and Sheet Molding Compound Repair

This is a comprehensive course in repair of non-metal composites, including the use of various types of adhesives. Prerequisite: Reading level 4 (4:3-3)



ABDR 1519 Basic Metal Repair

This course offers in-depth coverage of basic metal principles and working techniques, including proper tool usage and product application. Prerequisite: Reading level 4 (5:3-5)



ABDR 1555 Non-Structural Metal Repair

This course demonstrates sheet metal repair skills using mechanical and hydraulic equipment. Emphasis is on attachment devices used to straighten and align exterior body panels. (5:3-5)



ABDR 1558 Intermediate Refinishing

This course offers expanded training in mixing and spraying of automotive topcoats. Emphasis is on formula ingredients, reducing, thinning and special spraying techniques. This course also introduces partial panel refinishing techniques and current industry paint removal techniques. Prerequisite: Reading level 4 (5:3-5)



ABDR 2255 Collision Repair Estimating

This is an advanced course in collision estimating and development of an accurate damage report. Prerequisite: Reading level 4 (2:2-1)



ABDR 2257 Collision Shop Management

This course covers examination of shop management functions and decision-making processes including planning, organizing, leading and staffing used in collision repair shops to ensure operational profitability. (2:2-1)

ABDR 2353 Color Analysis and Paint Matching

This is an advanced course in color theory, analysis, tinting and advanced blending techniques for commercially acceptable paint matching. Prerequisite: Reading level 4 (3:2-2)

ABDR 2380 Cooperative Education - Autobody/ Collision and Repair Technology

Career-related activities encountered in the student's area of specialization are 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. This course also includes a lecture component. This may be a paid or unpaid experience. Prerequisite: Reading level 4 (3:1-14)

ABDR 2502 Auto Body Mechanical and Electrical Service

This is a course in the repair, replacement, and/or service of collision damaged mechanics or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading diagrams and troubleshooting. Prerequisite: Reading level 4 (5:3-5)

ABDR 2541 Major Collision Repair and Panel Replacement

This course covers instruction in preparation of vehicles for major repair processes, interpreting information from damage reports, planning repair sequences, selecting appropriate tools and organizing removed parts for re-installation. Prerequisite: Reading level 4 (5:3-5)

ABDR 2549 Advanced Refinishing

This course focuses on application of multi-stage refinishing techniques and advanced skill development solving refinishing problems. Includes application of multi-stage refinishing with emphasis on formula mixing and special spraying techniques. (5:3-5)

ABDR 2551 Specialized Refinishing Techniques

This course focuses on advanced topics in specialty automotive refinishing. Emphasis is on refinishing of plastics, fiberglass, aluminum and galvanized panels, as well as on custom graphics and current industry innovations. Prerequisite: Reading level 4 (5:3-5)

ACCT 2301 Principles of Financial Accounting

This course is an introduction to the fundamental concepts of financial accounting as prescribed by the U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems used to accumulate, analyze, measure and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Reading level 7, Math Level 9 (3:3-0)

ACCT 2302 Principles of Managerial Accounting

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting and performance evaluation. Prerequisite: ACCT 2301 – Principles of Financial Accounting (3:3-0)

ACNT 1303 Introduction to Accounting I

This course focuses on analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. (ACNT 1303 may not count for degree or certificate purposes if the student receives credit for ACCT 2301.) ACNT 1303 and 1304 will not satisfy the business administration transfer program degree accounting requirements. (3:3-0)

ACNT 1304 Introduction to Accounting II

This course focuses on accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303 (ACNT 1304 may not count for degree or certificate purposes if the student receives credit for ACCT 2301.) ACNT 1303 and 1304 will not satisfy the business administration transfer program degree accounting requirements. (3:3-0)

ACNT 1311 Introduction to Computerized Accounting

This course provides an introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. It is recommended that students have prior knowledge and/or experience in accounting. (3:3-0)

ACNT 1313 Computerized Accounting Application

This course makes use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Prerequisite: ACNT 1311(3:3-0)

ACNT 1329 Payroll and Business Tax Accounting

This course is a study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment. Prerequisite: Reading level 4 (3:3-1)

ACNT 1331 Federal Income Tax: Individual

This course is a study of the federal tax law for preparation of individual income tax returns. Prerequisite: Reading level 4 (3:3-0)

 **ACNT 2302 Accounting Capstone**

This course allows students to apply broad knowledge of the accounting profession through discipline-specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. (3:3-0)

 **ACNT 2303 Intermediate Accounting I**

This course is an analysis of generally accepted accounting principles, concepts and theory underlying the preparation of financial statements. Prerequisite: ACCT 2301 (3:3-0)

 **ACNT 2304 Intermediate Accounting II**

This course is a continued in-depth analysis of generally accepted accounting principles, underlying the preparation of financial statements including comparative analysis and statement of cash flows. Prerequisite: ACCT 2301 (3:3-0)

 **ACNT 2309 Cost Accounting**

This course focuses on budgeting, cost analysis and cost control systems, using traditional and contemporary costing methods and theories in decision making. Prerequisite: ACCT 2302 or equivalent (3:3-0)

 **ACNT 2345 Technical Writing for Accountants**

This course will examine and apply effective written business and accounting communications. This course may also be offered for qualifying education credit for CPA examinations by Texas community colleges that meet Texas State Board of Public Accountancy standards. (3:3-0)

 **ACNT 2366 Practicum (or Field Experience) - Accounting**

This course is practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: ACCT 2301 or department chair approval (3:0-21)

 **ACNT 2367 Practicum (or Field Experience) - Accounting**

This course is practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: ACCT 2301 or department chair approval (3:0-21)

 **AFSC 1201 Foundations of United States Air Force I**

This course introduces the concept of war and the role the Air Force plays. Students will learn about the career opportunities available, benefits afforded an Air Force member and develop productive life skills. Basic oral and written communication skills will be demonstrated. Course focus is on developing basic knowledge and comprehension of Air Force leadership dimensions, while gaining a big picture understanding of ROTC course, its purpose in the Air Force and its advantages for the student. (2:1-2)

 **AFSC 1202 Foundations of United States Air Force II**

This course explores the basic verbal and written communication skills and an operational understanding of the Air Force core values. Students will learn the importance of managing diversity and the concepts and consequences of harassment. The basic concepts of Air Force leadership, as well as, the concept of effective team building will be developed. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the contemporary operating environment. (2:1-2)

 **AFSC 2201 The Evolution of USAF Air and Space Power I**

This course covers key historical events and milestones in the development of air power as a primary instrument of United States national security. Students will learn core values and competencies of leaders in the United States Air Force and tenets of leadership and ethics. (2:1-2)

 **AFSC 2202 The Evolution of USAF Air and Space Power II**

The course overviews the key terms and definitions used to describe air and space power. Students will know the milestone and historical events, leaders and technological advancements which surround the evolution and employment of USAF air and space power. Basic verbal and written communication skills along with an operational understanding of Air Force Core Values and ethics will be demonstrated. (2:1-2)

 **AGRI 1131 The Agricultural Industry**

This course is an overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing. Prerequisite: Reading level 6 (1:1-0)

 **AGRI 1309 Computer in Agriculture**

This course focuses on the use of computers in agricultural applications. Includes introduction to programming languages, word processing, electronic spreadsheets and agricultural software. Prerequisite: Reading level 6 (3:3-0)

 **AGRI 1315 Horticulture**

This course covers structure, growth and development of horticultural plants from a practical and scientific approach. Includes environment effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control and landscaping. Prerequisite: Reading level 6 (3:3-0)

AGRI 1319 Introductory Animal Science

This course covers scientific animal agriculture. Includes importance of livestock and meat industries; selection, reproduction, nutrition, management and marketing of beef cattle, swine, sheep, goats and horses. Prerequisite: Reading level 6 (3:2-2)

AGRI 1407 Agronomy

This course covers principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control. Prerequisite: Reading level 6 (4:3-2)

AGRI 2317 Introduction to Agricultural Economics

This course covers the fundamental economic principles and their applications to the problems of the industry of agriculture. Prerequisite: Reading level 7, Writing level 7, Math level 7 (3:3-0)

AGRI 2321 Livestock Evaluation I

This course focuses on selection, evaluation and classification of livestock and livestock products. Prerequisite: Reading level 7 (3:3-0)

AIRP 1215 Private Flight

This course is flight training to prepare the student for the completion of the Federal Aviation Administration private pilot certification process. Prerequisites: Reading level 7, Writing level 7, Math level 9. Federal Aviation Regulation (FAR) Part 141, Ground School Training or department chair approval. (Co-requisites AIRP 1301, AIRP 1307 and AIRP 1311) (2:1-4)

AIRP 1301 Air Navigation

Students receive instruction in visual flight navigation rules in the National Airspace System. Topics include sectional charts, flight computers, plotters and navigation logs and publications. It qualifies as part of a program leading to Federal Aviation Administration certification. One of three Private Pilot Ground School courses. Prerequisite: Reading level 7 or department chair approval. (3:3-0)

AIRP 1307 Aviation Meteorology

This course provides 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. It also includes analysis and use of weather data for flight planning. It qualifies as part of a program leading to FAA certification and is one of three Private Pilot Ground School courses. Prerequisite: Reading level 7 or department chair approval. (3:3-0)

AIRP 1311 Flight Theory

This course provides instruction in basic flight information of the National Aerospace System. Topics include publications, regulations, aircraft systems and performance. Qualifies as part of a program leading to Federal Aviation Administration certification and is one of three private pilot ground school courses. Prerequisite: Reading level 7 or department chair approval. (3:3-0)

AIRP 1341 Advanced Air Navigation

This course helps students develop advanced airplane systems and performance skills, including radio navigation and crosscountry 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. Prerequisite: AIRP 1301, a Private Pilot Certificate or department chair approval. (3:3-0)

AIRP 1343 Aerodynamics

This is a 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. Prerequisites: AIRP 1311, Private Pilot Certificate, Math level 7 or department chair approval. (3:3-0)

AIRP 1345 Aviation Safety

This course is a study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decisionmaking factors, accident reporting, accident investigation, air traffic systems and aircraft technologies. (3:3-0)

AIRP 1451 Instrument Ground School

This is a study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems and instruments, charts used for instrument flight and Federal Aviation Administration regulations. It qualifies as part of a program leading to Federal Aviation Administration certification. Prerequisites: AIRP 1301, 1311, 1307 and 1215, Private Pilot Certificate or department chair approval. (4:4-0)

AIRP 2236 Certified Flight Instructor-Airplane

This course covers flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane certificate. Prerequisites: Commercial Pilot Certificate with Instrument Rating, Reading level 7, Writing level 7, Math level 9 and department chair approval. (2:1-4)

AIRP 2239 Commercial Flight (Commercial Pilot)

The flight instruction in this course is 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. A total of 48 hours of instruction is provided, including 27 hours of dual flight, 11 hours of solo flight, 5 hours of flight simulator and 5 hours of pre-flight and post-flight instruction and briefing. Prerequisite: Private Pilot Certificate, Reading level 7, Writing level 7, Math level 9 or department chair approval. (2:1-4)

AIRP 2242 Flight Instructor-Instrument Airplane

This course assists with flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor-Instrument Airplane certificate. Prerequisites: Commercial Pilot Certificate with Instrument Rating, Reading level 7, Writing level 7, Math level 9 and department approval (2:1-4)

 **AIRP 2243 Flight Instructor-Multiengine Airplane**

The Flight instruction in this course is necessary to qualify for the Federal Aviation Administration Flight Instructor- Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers. Prerequisites: Reading level 7, Writing level 7, Math level 9, Commercial Pilot Certificate with Instrument and Multiengine Rating and department chair approval. (2:1-4)

 **AIRP 2250 Instrument Flight (Instrument Pilot)**

This course prepares students for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures. Prerequisites: AIRP 1215 or a valid Private Pilot Certificate and aeronautical department chair approval. Prerequisite. Reading level 7, Writing level 7, Math level 9. Prerequisite or co-requisite: FAR Part 141 ground school training or department chair approval. (AIRP 1451) (2:1-4)

 **AIRP 2251 Multi-Engine Flight**

This course is preparation for the multiengine class rating which will be added to a current pilot certificate. It includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. Prerequisites: Private Pilot Certificate with Instrument Rating, Reading level 7, Writing level 7, Math level 9 and department chair approval. (2:1-4)

 **AIRP 2331 Advanced Meteorology**

This course prepares advanced aviation students to apply knowledge of varying meteorological factors (including weather hazards to flight) to flight. It teaches techniques for minimizing weather hazards and for using aviation weather services. Prerequisites: AIRP 1307, Private Pilot Certificate or department chair approval. (3:3-0)

 **AIRP 2333 Aircraft Systems**

This is a study of the general principles, operation and application of pneumatic, hydraulic, electrical, fuel, environment, protection and warning systems. Emphasis on subsystems and control systems. Prerequisite: AIRP 1311, Private Pilot Certificate or department chair approval. (3:3-0)

 **AIRP 2337 Commercial Ground School**

This is a study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. It includes preparation for the FAA Commercial Airplane written test. Prerequisite: AIRP 1451 or department chair approval. (3:3-0)

 **AIRP 2355 Propulsion Systems**

This course provides in-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines, including reciprocating, turboprop, turbojet and turbo fan. Topics include propellers, superchargers, engine accessories, control and instrumentation. (3:3-0)

 **AIRP 2357 Turbine Aircraft Systems Ground School**

This course provides instruction in the systems of specific turbine aircraft. Emphasis is on the "glass-cockpit," auxiliary power, aircraft systems and the first officer's operational role. Prerequisites: AIRP 2333 and AIRP 2337 or department chair approval. (3:3-0)

 **ANTH 2301 Introduction to Physical Anthropology**

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health and ethics in the discipline. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

 **ANTH 2302 Introduction to Archaeology**

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies and ethics in the discipline. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

 **ANTH 2346 General Anthropology**

The study of human beings, their antecedents, related primates and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications and ethics in the discipline. Prerequisites: Reading level 6 and Writing level 6 (3:3-0)

 **ANTH 2351 Cultural Anthropology**

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups and ethics in the discipline. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

 **ARCE 1421 Architectural Illustration**

This course focuses on architectural illustration and rendering techniques. Emphasizes architectural structures in 3-D or pictorially either by hand or computer software. (4:3-3)

 **ARCE 1452 Structural Drafting**

This course is a study of structural systems including concrete foundations and frames, wood framing and trusses and structural steel framing systems, including detailing of concrete, wood and steel to meet industry standards of the American Institute of Steel Construction and The American Concrete Institute. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **ARTC 1302 Digital Imaging I**

This course teaches digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image acquisitions. (3:2-4)

 **ARTC 1317 Design Communication I**

This is an introductory study of design development relating to graphic design terminology, tools, media and layout and design concepts. Topics include integration of type, images and other design elements and developing computer skills in industry standard computer programs. Prerequisite: ARTC 1325 or department chair approval (3:2-4)

ARTC 1325 Introduction to Computer Graphics

This is a survey of computer design concepts, terminology, processes and procedures. Topics include computer graphics hardware, digital images, digital publishing, vector-based graphics and interactive multi-media. (3:2-4)

ARTC 1327 Typography

This is a study of letter forms and typographic concepts as elements of graphic communication. Emphasis is on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 1325 or approval of department chair (3:2-4)

ARTC 2335 Portfolio Development for Graphic Design

Students prepare a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study are explored. Prerequisite: ARTC 1317 or approval of department chair (3:2-4)

ARTC 2347 Design Communication II

This course is an advanced study of the design process and art direction. The emphasis is on form and content through the selection, creation and integration of typographic, photographic, illustrative and design elements. Prerequisite: ARTC 1317 or approval of department chair. (3:2-4)

ARTC 2366 Field Experience-Graphic Design, Commercial Art and Illustration

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The plan relates the workplace training and experience to the student's general and technical course of study. The guided external experiences may be paid or unpaid. May be taken for credit in conjunction with each degree or certificate earned. Prerequisite: ARTC 1317 or approval of department chair (3:1-20)

ARTS 1301 Art Appreciation

This is a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural and historical contexts. Prerequisite: Reading level 6 (3:3-0)

ARTS 1303 Art History I (Prehistoric to the 14th century)

This is a chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

ARTS 1304 Art History II (14th century to the present)

This is a chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

ARTS 1311 Design I (2-dimensional)

This is an introduction to the fundamental terminology, concepts, theory and application of two-dimensional design. (3:2-4)

ARTS 1312 Design II (3-dimensional)

This is an introduction to the fundamental terminology, concepts, theory and application of three-dimensional design. Prerequisite: ARTS 1311 (3:2-4)

ARTS 1316 Drawing I

This is a foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. (3:2-4)

ARTS 1317 Drawing II

This is a studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316 (3:2-4)

ARTS 2311 Design III

This course covers elements and principles of art using two and three-dimensional concepts. This in-depth study of current concerns and practices in the visual arts stresses individually directed studio work. Topics may include, but are not limited to design, drawing, painting, sculpture, ceramics, photography and design communication. Producing a transfer or job-oriented portfolio will be emphasized. Prerequisite: Department chair approval. (3:2-4)

ARTS 2313 Design Communications I

This is an introductory study of design development relating to graphic design technology, tools, media, and layout and design concepts. Topics include integration of type, images and other design elements and developing computer skills in industry standard computer programs. Students will not receive credit for both ARTS 2313 and ARTC 1317. Prerequisite: ARTC 1325 or ARTS 2348 or concurrent enrollment with ARTC 1325 or ARTS 2348 with department chair approval (3:2-4)

ARTS 2314 Design Communications II

This course offers general practice in commercial art and production. Students will not receive credit for both ARTS 2314 and ARTC 1317. Prerequisite: ARTC 1317 or ARTS 2313 (3:2-4)

ARTS 2316 Painting I

This course explores the potentials of painting media, with emphasis on color and composition. (3:2-4)

 **ARTS 2317 Painting II**

This is a continuation of painting I with emphasis on individual expression. Prerequisite: ARTS 2316 or approval of department chair (3:2-4)

 **ARTS 2323 Life Drawing I**

Life drawing I is a studio course emphasizing structure and action of the human figure. Prerequisite: ARTS 1316 (3:2-4)

 **ARTS 2326 Sculpture I**

This is an exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (3:2-4)

 **ARTS 2333 Printmaking I**

This is an introduction to printmaking, including monoprints, relief, intaglio and serigraphy. (3:2-4)

 **ARTS 2341 Art Metals I**

This course offers the exploration of ideas using basic techniques in jewelry and metal construction. This is a beginning course in the design of metal art focusing on the implementation of basic processes and techniques associated with jewelry and metalsmithing. (3:2-4)

 **ARTS 2346 Ceramics I**

A studio course, this is an introduction to basic ceramic processes and an exploration of clay as an artistic medium, including mechanical (wheel-thrown) and hand-built techniques and glazing and firing processes. (3:2-4)

 **ARTS 2347 Ceramics II**

A studio course, this continuation of ARTS 2346 explores clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. Prerequisite: ARTS 2346 (3:2-4)

 **ARTS 2348 Digital Art I**

This studio art course explores the potential of computer hardware and software medium for their visual, conceptual and practical uses in visual arts. Students will not receive credit for both ARTC 1325 and ARTS 2348. (3:2-4)

 **ARTS 2356 Fine Arts Photography I**

This is a beginning course in the taking, developing and printing of photographs. Students receive instruction in photographic principles and are given assignments to complete in the laboratory periods or outside class. The College furnishes darkroom facilities and a limited number of cameras. Students will not receive credit for both ARTS 2356 and COMM 1318. (3:2-4)

 **ARTS 2357 Fine Arts Photography II**

This course offers continued development of techniques, with emphasis on content and composition of photographs, including a variety of professional and technical areas. Students will not receive credit for both ARTS 2357 and COMM 1319. Prerequisite: COMM 1318 or ARTS 2356 or approval of department chair (3:2-4)

 **ARTS 2366 Watercolor I**

This course introduces the basic techniques and materials of transparent and opaque watercolors. (3:2-4)

 **ARTS 2389 Academic Cooperative-Art**

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the student will set specific goals and objectives in the study of studio art and/or art history. Prerequisites: ARTS 2348 and ARTS 2349, Reading level 6, Writing level 6 (3:1-8)

 **ARTV 1303 Basic Animation**

This course provides an examination of animation concepts, principles and storyboard for basic production. It emphasizes creating movement and expression utilizing traditionally or digitally generated image sequences. Prerequisite: ARTC 1325 or approval of department chair (3:2-4)

 **ARTV 1341 3-D Animation I**

This course is an intermediate level 3-D course introducing animation tools and techniques used to create movement. It emphasizes using the principles of animation. Prerequisite: ARTV 1345 or approval of department chair (3:2-4)

 **ARTV 1345 3-D Modeling and Rendering**

The student will receive instruction in the techniques of three-dimensional (3-D) modeling utilizing industry standard software. This includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera, light sources, texture and surface mapping. (3:2-4)

 **ARTV 1351 Digital Video**

This is a course in producing and editing video and sound for multimedia or web productions. It emphasizes the capture, editing and outputting of video using a desktop digital video workstation. (3:2-4)

 **ARTV 2351 3-D Animation II**

This course is an advanced level 3-D course utilizing animation tools and techniques used to develop movement. The emphasis is on advanced animation techniques. Prerequisite: ARTV 1341 (3:2-4)

 **AUMT 1271 Manufacturers Maintenance and Pre-Delivery**

This course provides an overview of manufacturers specific automotive quick services and new/used vehicle preparation. Topics include vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs and road-testing techniques using manufacturers information systems, forms and maintenance/repair procedures. Students will learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed. They also learn how to identify and operate necessary equipment and tools. May be taught manufacturer specific. Prerequisites: Reading level 7, Writing level 6, Math level 6 (2:1-3)



AUMT 1272 Automotive Maintenance and Repair

This course provides an overview of manufacturers specific automotive quick services and new/used vehicle preparation. Topics include vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs and road-testing techniques using manufacturers information systems, forms and maintenance/repair procedures. Students will learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed. They also learn how to identify and operate necessary equipment and tools. Prerequisites: Reading level 7, Writing level 6, Math level 6 (2:1-3)

AUMT 1316 Automotive Suspension and Steering

This course is the study of the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Prerequisites: AUMT 2421, Reading level 7, Writing level 6, Math level 6 (3:2-4)

AUMT 1319 Automotive Engine Repair

This course is the study of the fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair and reassembly of the engine. May be taught manufacturer specific. Prerequisites: AUMT 1407; Reading level 7, Writing level 6, Math level 6 (3:2-4)

AUMT 1345 Automotive Climate Control Systems

This course is a study of the diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Prerequisites: AUMT 1407; Reading level 7, Writing level 6, Math level 6 (3:2-4)

AUMT 1407 Automotive Electrical Systems

This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis and repair of, charging and starting systems and electrical accessories. Emphasis on electrical principles, schematic diagrams and service manuals. May be taught manufacturer specific. Prerequisites: Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 1410 Automotive Brake Systems

This course is the study of the operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems and parking brakes. May be taught manufacturer specific. Prerequisites: AUMT 2421; Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 1416 Automotive Suspension and Steering

This course is the study of the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Prerequisites: AUMT 2421, Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 1419 Automotive Engine Repair

This course is the study of the fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, dis-assembly, repair and reassembly of the engine. May be taught manufacturer specific. Prerequisites: Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 1445 Automotive Climate Control Systems

This course is a study of the diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Prerequisites: AUMT 2421, Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 1471 Manufacturers Maintenance and Pre-Delivery

This course provides an overview of manufacturers specific automotive quick services and new/used vehicle preparation. Topics include vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs and road-testing techniques using manufacturers information systems, forms and maintenance/repair procedures. Students will learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed. They also learn how to identify and operate necessary equipment and tools. Prerequisites: Reading level 7, Writing level 6, Math level 6 (4:2-6)

AUMT 2188 Internship - Automotive Technology

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Prerequisites: Reading level 7, Writing level 6, Math level 6 and department chair/program coordinator approval. (1:0-6)

AUMT 2288 Internship - Automotive Technology

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Prerequisites: Reading level 7, Writing level 6, Math level 6 and department chair/program coordinator approval. (2:0-12)

AUMT 2313 Automotive Drivetrain and Axles

This is a study of automotive clutches, clutch operation devices, manual transmissions/transaxles and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific. Prerequisites: Reading level 7, Writing level 6, Math level 6 (3:2-4)

AUMT 2388 Internship - Automotive Technology

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Prerequisites: Reading level 7, Writing level 6, Math level 6 and department chair/program coordinator approval. (3:0-15)



AUMT 2413 Manual Drivetrain and Axles

This is a study of automotive clutches, clutch operation devices, manual transmissions/transaxles and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific. Prerequisites: AUMT 1407; Reading level 7, Writing level 6, Math level 6 (4:2-6)



AUMT 2417 Automotive Engine Performance Analysis I

This course is the study of the theory, operation, diagnosis of drivability concerns and repair of ignition and fuel delivery systems. Includes use of current engine performance diagnostic equipment. May be taught with manufacturer specific. Prerequisites: AUMT 2421; Reading level 7, Writing level 6, Math level 6 (4:2-6)



AUMT 2421 Automotive Electrical Diagnosis and Repair

This is a course in repair of automotive electrical subsystems, lighting, instrumentation and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. This course may be taught with manufacturer-specific focus. Prerequisites: Reading level 7, Writing level 6, Math level 6 (4:2-6)



AUMT 2425 Automotive Automatic Transmission and Transaxles

This course is a study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and transaxles. Diagnosis, disassembly and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. Prerequisites: AUMT 1407; Reading level 7, Writing level 6, Math level 6 (4:2-6)



AUMT 2434 Automotive Engine Performance Analysis II

This course is the study of the diagnosis and repair of emission systems, computerized engine performance systems and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisites: Reading level 7, Writing level 6, Math level 6 (4:2-6)



AVIM 1301 Introduction to Aviation Management

An introduction to small aviation business management, this course emphasizes financial marketing, human resources and administrative and information systems essential for successful business operations. Prerequisite: department approval (3:3-0)



AVIM 2280 Cooperative Education-Aviation/Airway Management and Operations

This course covers 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. (2:1-8)



AVIM 2331 Airline Management

This is an examination of the organization, operation and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors and marketing. (3:3-0)



AVIM 2335 Airport Management

This is 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. (3:3-0)



AVIM 2337 Aviation Law

This course is a study of domestic and international aviation law including the historical development of aviation law, with in-depth coverage of constitutional, criminal, civil, common and international law as related to aviation activities. (3:3-0)



AVIM 2339 Aviation Marketing

This is a study of significance and functions of airline marketing, including market research, sales, advertising and promotion, traffic demand analysis and price determination theory. (3:3-0)

B

BCIS 1305 Business Computer Applications

Students will study computer terminology, hardware and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet. Student will only receive three semester credit hours for either BCIS 1305 or ITSC 1309. (3:2-2)

BIOL 1106 Biology for Science Majors I (lab)

In this lab course, the fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics and scientific reasoning are included. A student may not use both BIOL 1306 & 1106 and 1308 & 1108 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1306 (1:0-3)

BIOL 1107 Biology for Science Majors II (lab)

In this lab course, the diversity and classification of life will be studied, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. A student may not use both BIOL 1307 & 1107 and 1309 & 1109 to satisfy the core. Prerequisite: Reading level 7; co-requisite BIOL 1307 (1:0-3)

BIOL 1108 Biology for Non-Science Majors I (lab)

This lab course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. A student may not use both BIOL 1306 & 1106 and 1308 & 1108 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1308 (1:0-3)

BIOL 1109 Biology for Non-Science Majors II (lab)

This lab course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. A student may not use both BIOL 1307 & 1107 and 1309 & 1109 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1309 (1:0-3)

BIOL 1111 General Botany (lab)

This is a lab course in the fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae and fungi. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra is recommended. Prerequisite: Reading level 7; co-requisite: BIOL 1311 (1:0-3)



BIOL 1113 General Zoology (lab)

This is a lab course in the fundamental biological concepts relevant to animals including systematics, evolution, structure, function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny and ecology. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra is recommended. Prerequisite: Reading level 7; co-requisite: BIOL 1313 (1:0-3)



BIOL 1306 Biology for Science Majors I (lecture)

In this lecture course, the fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics and scientific reasoning are included. A student may not use both BIOL 1306 & 1106 and 1308 & 1108 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1106 (3:3-0)



BIOL 1307 Biology for Science Majors II (lecture)

In this lecture course, the diversity and classification of life will be studied, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. A student may not use both BIOL 1307 & 1107 and 1309 & 1109 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1107 (3:3-0)



BIOL 1308 Biology for Non-Science Majors I (lecture)

This lecture course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. A student may not use both BIOL 1306 & 1106 and 1308 & 1108 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1108 (3:3-0)



BIOL 1309 Biology for Non-Science Majors II (lecture)

This lecture course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. A student may not use both BIOL 1307 & 1107 and 1309 & 1109 to satisfy the core. Prerequisite: Reading level 7; co-requisite: BIOL 1109 (3:3-0)



BIOL 1311 General Botany (lecture)

This is a lecture course in the fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae and fungi. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra is recommended. Prerequisite: Reading level 7; co-requisite: BIOL 1111 (3:3-0)

 **BIOL 1313 General Zoology (lecture)**

This is a lecture course in the fundamental biological concepts relevant to animals including systematics, evolution, structure, function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny and ecology. (This course is intended for science majors.) Recommended prerequisite: MATH 1314 - Successful completion of College Algebra is recommended. Prerequisite: Reading level 7; co-requisite: BIOL 1113 (3:3-0)

 **BIOL 2101 Human Anatomy and Physiology I (lab)**

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous and special senses. BIOL 1306/1106 is highly recommended for success in BIOL 2101, but it is not required. Prerequisite: Reading level 7; co-requisite: BIOL 2301 (1:0-3)

 **BIOL 2102 Human Anatomy and Physiology II (lab)**

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Prerequisites: BIOL 2301/2101 (final grade of C or better recommended) and Reading level 7; co-requisite: BIOL 2302 (1:0-3)

 **BIOL 2120 Microbiology for Health Science Majors (lab)**

This lab course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases and public health. (A student may not receive credit for both BIOL 2320/2120 and BIOL 2321/2121.) Prerequisites: BIOL 2301/2101 or 2302/2102 (recommended to be met with a C or better) or approval by department chair and Reading level 7; co-requisite: BIOL 2320 (1:0-3)

 **BIOL 2121 Microbiology for Science Majors (lab)**

This lab course focuses on the morphology, physiology and taxonomy of microorganisms. It also covers the relation of man to microorganisms in agriculture, industry, sanitation and disease. (A student may not receive credit for both BIOL 2320/2120 and BIOL 2321/2121.) Prerequisites: BIOL 1306/1106 and BIOL 1307/1107 or BIOL 1311/1111 and 1313/1113, CHEM 1311/1111 and 1312/1112 and sophomore standing; Reading level 7; co-requisite: BIOL 2321. Some prerequisites may be waived with permission of department chair. (1:0-3)

   **BIOL 2301 Human Anatomy and Physiology I (lecture)**

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. BIOL 1306/1106 is highly recommended for success in BIOL 2301, but it is not required. Prerequisite: Reading level 7; co-requisite: BIOL 2101 (3:3-0)

   **BIOL 2302 Human Anatomy and Physiology II (lecture)**

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. Including the digestive, urinary, reproductive, respiratory and circulatory systems. Prerequisites: BIOL 2301/2101 (recommended with a final grade of C or better) and Reading level 7; co-requisite: BIOL 2102 (3:3-0)

  **BIOL 2320 Microbiology for Health Science Majors (lecture)**

This lecture 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. (A student may not receive credit for both BIOL 2320/2120 and BIOL 2321/2121.) Prerequisites: BIOL 2301/2101 or 2302/2102 (recommended to be met with a C or better) or approval by department chair and Reading level 7; co-requisite: 2120 (3:3-0)

 **BIOL 2321 Microbiology for Science Majors (lecture)**

This course focuses on the morphology, physiology and taxonomy of microorganisms. It also covers the relation of man to microorganisms in agriculture, industry, sanitation and disease. (A student may not receive credit for both BIOL 2320/2120 and BIOL 2321/2121.) Prerequisites: BIOL 1306/1106 and BIOL 1307/1107 or BIOL 1311/1111 and 1313/1113, CHEM 1311/1111 and 1312/1112 and sophomore standing, Reading level 7. Some prerequisites may be waived with permission of department chair. Co-requisite: BIOL 2121 (3:3-0)

 **BIOL 2389 Academic Cooperative**

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives of study of living organisms and their systems. Prerequisite: Eight hours of biology and/or environment science; Reading level 7, Writing level 7, Math level 7 (3:1-8)

BIOL 2404 Introduction to Anatomy and Physiology (lecture & lab)

This course is a study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems. Content may be either integrated or specialized. Program Note: This course is designed specifically for Non-Nursing Allied Health Programs - Health Information Technology, Medical Imaging, Respiratory Care and Surgical Technology programs. Students seeking a nursing degree must take BIOL 2301/2101 and BIOL 2302/2102 (formerly BIOL 2401 and 2402). Prerequisite: Reading level 7 (4:3-3)

BIOM 1309 Applied Biomedical Equipment Technology

This course is an introduction to biomedical instrumentation as related to anatomy and physiology. Includes medical devices for monitoring, diagnosis and treatment of anatomical systems. (3:2-2)

BIOM 1315 Medical Equipment Networks

This course covers the identification of basic principles of medical equipment networking including hardware, software and connectivity issues of medical equipment in healthcare facilities. Prerequisite: BIOM 1309 (3:2-2)

BIOM 1341 Medical Circuits Troubleshooting

This course covers development of skills in troubleshooting of medical electronic circuits and utilization of test equipment. Prerequisite: BIOM 1309 (3:2-2)

BIOM 1350 Diagnostic Ultrasound Imaging Systems

This course covers diagnostic ultrasound imaging systems including basic systems troubleshooting and problem solving. Prerequisite: BIOM 1309 (3:2-4)

BIOM 1355 Medical Electronic Applications

This course covers the presentation of sensors, transducers and supporting circuits used in medical instrumentation devices. Prerequisite: BIOM 1309 (3:2-2)

BIOM 2301 Safety in Health Care Facilities

This course is a study of codes, standards and management principles related to biomedical instrumentation emphasizing application of safety test equipment, preventive maintenance procedures and documentation of work performed. Prerequisite: BIOM 1309 (3:3-1)

BIOM 2311 General Medical Equipment I

This course is a study in analysis of selected current paths from a larger schematic including discussion of equipment and disassembly and reassembly of equipment. Prerequisite: BIOM 1309 (3:2-3)

BIOM 2315 Physiological Instruments I

This course is the theory of operation, circuit analysis and troubleshooting physiological instruments. Prerequisite: BIOM 1309 (3:2-2)



BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems

This course is a study in radiation theory and safety hazards, fundamental circuits and application of X-ray systems including circuit analysis and troubleshooting. Prerequisite: BIOM 1309 (3:2-3)



BIOM 2343 General Medical Equipment II

This course covers the theory and principles of operation of a variety of basic electro-mechanical equipment with emphasis on repair and service of actual medical equipment. Prerequisite: BIOM 2311 (3:2-3)



BIOM 2389 Internship - Biomedical Technology/Technician

This course is a work-based training experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: BIOM 1309, 1315, 1341, 1355 and 2311. (3:0-18)



BMGT 1301 Supervision

This study of the role of the supervisor examines managerial functions as applied to leadership, counseling, motivation and human skills. (3:3-0)



BMGT 1309 Information and Project Management

This course teaches the fundamentals of 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. (3:3-0)



BMGT 1313 Principles of Purchasing

This course focuses on the purchasing process as it is related to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques and ethical issues in purchasing. Prerequisite: Reading level 4 (3:3-0)



BMGT 1327 Principles of Management

This course focuses on the concepts, terminology, principles, theory and issues relevant to management in organizations. (3:3-0)



BMGT 1331 Production and Operations Management

This course teaches fundamentals of the various techniques used in the practice of production and operations management, including location, design and resource allocation. Prerequisite: Reading level 4 (3:3-0)



BMGT 1341 Business Ethics

This course offers discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social responsibility in management practices and business activities. It includes ethical corporate responsibility. (3:3-0)

**BMGT 2309 Leadership**

This course explores leadership and its relationship to management. It prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Prerequisite: Reading level 4 (3:3-0)

**BMGT 2368 Practicum (or Field Experience)**

This course offers practical training and experience in the workplace supported by an individualized learning plan developed and documented by the employer, College and student. This allows the student to apply classroom theories, concepts and skills in a workplace environment. The student must be working 20 hours per week in a paid or unpaid position. Prerequisites: Six hours of Business Management courses or approval of the program director and Reading level 4 (3:0-21)

**BMGT 2369 Practicum - Business Administration and Management**

This course offers practical, general workplace training and experience supported by an individualized learning plan developed by the employer, college and students. Prerequisites: Six hours of Business Management courses or approval of the program director. Reading level 4 (3:0-21)

**BUSG 1341 Small Business Financing**

This course focuses on understanding the financial structure of a small business. Topics include: business financing, budgeting, record keeping, taxation, insurance and banking. (3:3-0)

**BUSG 2309 Small Business Management**

This is a course on how to start and operate and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues. Prerequisite: Reading level 4 (3:3-0)

**BUSG 2317 Business Law/Commercial**

This course explores the relationships of law and business as they relate to commercial transactions. Prerequisite: Reading level 7 (3:3-0)

**BUSI 1301 Business Principles**

This course provides a survey of economic systems, forms of business ownership and considerations for running a business. Students will learn various aspects of business, management and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility and international business. Emphasized is the dynamic role of business in everyday life Prerequisite: Reading level 6 (3:3-0)

**BUSI 2301 Business Law**

The course provides the student with foundational information about the U.S. legal system and dispute resolution and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property and business law in the global context. Prerequisite: High school coursework in U.S. history and government or equivalent. Prerequisite: Reading level 7 (3:3-0)

**BUSI 2304 Business Communications**

This is a study of the practical principles of word usage, language structure and writing mechanics. Detailed attention is given to report writing and to the construction of letters concerned with sales, credits, collections, inquiries, adjustments, orders, recommendations and applications for employment. Prerequisite: Reading level 4 (3:3-0)



C

CBFM 1307 Boiler Operation

This course covers basic boiler operation with emphasis on high pressure and low pressure systems. Prerequisites: Reading level 7, Writing level 7, Math level 7 (3:3-1)

CDEC 1319 Child Guidance

This is an exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. (3:3-1)

CDEC 1321 The Infant and Toddler

This course is a study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities and teaching/guidance techniques. (3:3-0)

CDEC 1323 Observation and Assessment

This course is a study of observation skills, assessment techniques and documentation of children's development. (3:3-1)

CDEC 1356 Emergent Literacy for Early Childhood

This course explores the principles, methods and materials for teaching young children language and literacy through a play-based, integrated curriculum. (3:3-0)

CDEC 1359 Children with Special Needs

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues. (3:3-0)

CDEC 1413 Curriculum Resources for Early Childhood Programs

This course is a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. (4:3-3)

CDEC 1417 Child Development Associate Training I

This course is based on the requirements for the Child Development Associate credential(CDA). Topics include CDA overview, observation skills and child growth and development overview. The four functional areas of study are creative, cognitive, physical and communication. (4:3-4)

CDEC 1458 Creative Arts for Early Childhood

This course is an exploration of principles, methods and materials for teaching music, movement, visual arts and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. (4:3-3)



CDEC 2326 Administration of Programs for Children I

This course includes the application of management procedures for early child care and education programs. Includes planning, operating, supervising and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication. (3:3-0)



CDEC 2328 Administration of Programs for Children II

This course includes an in-depth study of the skills and techniques in managing early care and education programs, including legal, ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis, planning parent education/partnerships and technical applications in programs. (3:3-0)



CDEC 2341 The School Age Child

This is a study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques. (3:3-0)



CDEC 2366 Practicum (or Field Experience) - Child Care Provider/Assistant

This course includes practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Prerequisite or co-requisite: CDEC 1319 (3:0-21)



CDEC 2407 Math and Science for Early Childhood

This course is an exploration of principles, methods and materials for teaching children math and science concepts and process skills through discovery and play. (4:3-3)



CDEC 2422 Child Development Associate Training II

This course is a continuation of the study of the requirements for the Child Development Associate (CDA). The six functional areas of study include safe, healthy, learning environment, self, social and guidance. (4:3-4)



CDEC 2424 Child Development Associate Training III

This course is a continuation of the requirements for the Child Development Associate (CDA). The three functional areas of study include family, program management and professionalism. (4:3-4)

 **CDEC 2471 The Hospitalized Child**

This course focuses on children in the health care environment. The course will explore the impact of illness and injury on a child and their family. This includes the theoretical framework for how children and families adapt to stressful and life-threatening situations and strategies health care professionals can use to foster patient-and family-centered care. This course will specifically explore the field of child life, the official documents and scope of practice and how this field makes an immediate and positive impact on children and families in the healthcare setting. This course will be taught by a Certified Child Life Specialist. This course will satisfy the requirements outlined by the Child Life Council. Students will be required to do 3 hours of field experience per week. Co-requisite: TECA 1354 (4:3-3)

 **CETT 1302 Electricity Principles**

This course covers principles of electricity including proper use of test equipment, A/C and D/C circuits and component theory and operations. Prerequisites: Reading level 6, Writing level 6, Math level 6 (3:2-2)

 **CETT 1303 DC Circuits**

This is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is on circuit analysis of resistive networks and DC measurements. (3:2-2)

 **CETT 1305 AC Circuits**

This is a study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers and resonance. Prerequisite: CETT 1303 or department chair approval (3:2-2)

 **CETT 1325 Digital Fundamentals**

This entry-level course in digital electronics covers number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps and combinational logic, with an emphasis on circuit logic analysis and troubleshooting digital circuits. (3:2-2)

 **CETT 1329 Solid State Devices**

This course is a study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques and thermal considerations. (3:2-2)

 **CETT 1345 Microprocessor**

This introductory course in microprocessor software and hardware focuses on architecture, timing sequence operation and programming. It also reviews appropriate software diagnostic language and tools. Prerequisite: CETT 1325 or department chair approval (3:2-2)

 **CETT 1349 Digital Systems**

This course in electronics covers digital systems. Emphasis is on application and troubleshooting digital systems using counters, registers, code converters, multiplexes, analog-to-digital-to-analog circuits and large-scale integrated circuits. Prerequisite: CETT 1325 or department chair approval (3:2-2)

 **CETT 1357 Linear Integrated Circuits**

This is a study of the characteristics, operations, stabilization, testing and feedback techniques of linear integrated circuits. It focuses on computation, measurements, instrumentation and active filtering. Prerequisite: CETT 1329 or department chair approval (3:2-2)

 **CETT 1409 DC-AC Circuits**

This course is a study of fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. (3:2-6)

 **CETT 2449 Research and Project Design**

This course focuses on the principles of electrical/ electronics design, encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules and cost estimates. (4:3-3)

 **CHEF 1205 Sanitation and Safety**

This is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards. (2:2-0)

 **CHEF 1313 Food Service Operation/Systems**

This course is an overview of the information needs of food and lodging properties. Emphasis is on both front, back and material management utilizing computer systems. (3:3-0)

 **CHEF 1314 A La Carte Cooking**

This course covers a la carte "cooking to order" concepts. Topics include menu and recipe interpretation and conversion, organization of work station, employment of appropriate cooking methods, plating and saucing principles. Prerequisite: CHEF 1205 (3:2-4)

 **CHEF 1345 International Cuisine**

This course covers the study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and in other regions of the world. Pre-requisite: CHEF 1401, Co-requisite: CHEF 1205 (3:1-5)

 **CHEF 1401 Basic Food Preparation**

This is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition and professionalism. Co-requisite: CHEF 1205 (4:3-3)

 **CHEF 1402 Principles of Healthy Cuisine**

This course is an introduction to the principles of planning, preparation and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisite: CHEF 1401 (4:3-3)



CHEF 1410 Garde Manger

This is a study of cold foods and garnishes. Emphasis is on design, techniques and display of fine foods. Prerequisite: CHEF 1401 or PSTR 1301 and Co-requisite: CHEF 1205 (4:2-4)



CHEF 2302 Saucier

This course focuses on instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments and the pairing of sauces with a variety of foods. Prerequisite: CHEF 1401 (3:2-4)



CHEF 2365 Practicum (or Field Experience) - Culinary Arts/Chef Training

This course offers practical general workplace training supported by an individualized learning plan developed by the employer, the College and student. Prerequisite: Departmental Approval required. (3:0-21)



CHEM 1105 Introductory Chemistry I (lab)

This survey course is introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and non-allied health students. Prerequisites: Reading level 7, Writing level 6 and Math level 6; co-requisite: CHEM 1305 (1:0-3)



CHEM 1111 General Chemistry I (lab)

This lab course covers the 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. Prerequisites: Reading level 7, Math level 9 and Math 1314 or higher; co-requisite: CHEM 1311 (1:0-3)



CHEM 1112 General Chemistry II (lab)

This second semester of the general inorganic chemistry lab covers chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Prerequisites: CHEM 1311/1111, Reading level 7 and Math level 9; co-requisite: CHEM 1312 (1:0-3)



CHEM 1305 Introductory Chemistry I (lecture)

This lecture survey course is introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and non-allied health students. Prerequisites: Reading level 7, Writing level 6 and Math level 6; co-requisite: CHEM 1105 (3:3-0)



CHEM 1311 General Chemistry I (lecture)

This lecture course covers the 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. Prerequisites: Reading level 7, Math level 9 and Math 1314 or higher; co-requisite: CHEM 1111 (3:3-0)



CHEM 1312 General Chemistry II (lecture)

This second semester of the general inorganic chemistry lecture covers chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Prerequisites: CHEM 1311/1111, Reading level 7 and Math level 9; co-requisite: CHEM 1112 (3:3-0)



CHEM 2123 Organic Chemistry I (lab)

This laboratory 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. Prerequisite: CHEM 1312/1112; co-requisite: 2323 (1:0-3)



CHEM 2125 Organic Chemistry II (lab)

This laboratory 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. Prerequisite: CHEM 2323/2123; co-requisite: CHEM 2325 (1:0-3)



CHEM 2323 Organic Chemistry I (lecture)

In this introductory organic chemistry lecture course 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. Prerequisite: CHEM 1312/1112; co-requisite: CHEM 2123 (3:3-0)

 **CHEM 2325 Organic Chemistry II (lecture)**

This second semester of introductory organic chemistry lecture course 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. Prerequisite: CHEM 2323/2123; co-requisite: CHEM 2125 (3:3-0)

 **CHEM 2389 Academic Cooperative**

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena. Prerequisites: Eight hours of chemistry; Reading level 7, Writing level 7, Math level 7 (3:1-8)

 **CHIN 1411 Beginning Chinese I**

This course is basic Chinese language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Reading level 6 (4:3-2)

 **CHIN 1412 Beginning Chinese II**

This course is a continued development of basic Chinese language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: CHIN 1411 (4:3-2)

 **CHIN 2311 Intermediate Chinese I**

This course covers a review and application skills in listening comprehension, speaking, reading and writing. It emphasizes conversation, vocabulary acquisition, reading, composition and culture. This course is designed to give the student who has completed CHIN 1411 and CHIN 1412 increased fluency and confidence in the use of the Chinese language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisite: CHIN 1412 (3:3-0)

 **CHIN 2312 Intermediate Chinese II**

This course is a review and application of skills in listening comprehension, speaking, reading and writing, emphasizing conversation, vocabulary acquisition, reading, composition and culture. This course is a continuation of CHIN 2311. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisite: CHIN 2311 (3:3-0)

 **CJCR 1304 Probation and Parole**

This is a survey of the structure, organization and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Prerequisite: Reading level 4 (3:3-0)

 **CJCR 1307 Correctional Systems and Practices**

This is a study on corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Credit will not be given for both CJCR 1307 and CRIJ 2313. (3:3-0)

 **CJCR 2324 Community Resources in Corrections**

This course is an overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. Credit will not be given for both CJCR 2324 and CRIJ 2301. (3:3-0)

 **CJCR 2325 Legal Aspects of Corrections**

This course is a study of the operation, management and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. Prerequisite: Reading level 4 (3:3-0)

 **CJLE 1327 Interviewing and Report Writing for Criminal Justice Professions**

This course covers instruction and skill development in interviewing, note taking and report writing in the criminal justice context; development of skills to conduct investigations by interviewing witnesses, victims and suspects properly; and organization of information regarding incidents into effective written reports. (3:3-0)

 **CJLE 1333 Traffic Law and Investigation**

This course covers instruction in the basic principles of traffic control, traffic law enforcement, court procedures and traffic law. Emphasis is on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision. (3:3-0)

 **CJSA 1308 Criminalistics I**

This course is an introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification and handling of evidence for scientific analysis. (3:3-0)

 **CJSA 1312 Crime in America**

This course covers the study of crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and crime prevention. (Note: Credit will not be given for both CJSA 1312 and CRIJ 1307.) (3:3-0)



CJSA 1313 Court Systems and Practices

This course examines the role of the judiciary in the criminal justice system. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence and sentencing concepts. (Note: Credit will not be given for both CJSA 1313 and CRIJ 1306.) (3:3-0)



CJSA 1317 Juvenile Justice System

This course is a study of the juvenile justice process. Topics 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. (Note: Credit will not be given for both CJSA 1317 and CRIJ 1313.) (3:3-0)



CJSA 1322 Introduction to Criminal Justice

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. Credit will not be given for both CRIJ 1301 and CJSA 1322. (3:3-0)



CJSA 1327 Fundamentals of Criminal Law

This course is the study of the nature of criminal law. Topics include philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility. Credit will not be given for both CRIJ 1310 and CJSA 1327. (3:3-0)



CJSA 1342 Criminal Investigation

This course is a study of investigative theory, collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences and trial preparation. (Note: credit will not be given for both CJSA 1342 and CRIJ 2314.) (3:3-0)



CJSA 1348 Ethics in Criminal Justice

This course is a study of ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties and correctional policies. (3:3-0)



CJSA 1351 Use of Force

This course is a study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. (3:3-0)



CJSA 1359 Police Systems and Practices

This course explores the police officer profession. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction and current and future issues. (Note: credit will not be given for both CJSA 1359 and CRIJ 2328.) (3:3-0)



CJSA 2300 Legal Aspects of Law Enforcement

This is an exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure and police liability. (Note: credit will not be given for both CJSA 2300 and CRIJ 2323.) (3:3-0)



CJSA 2364 Practicum (or Field Experience) - Criminal Justice/Safety Studies

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The plan relates the workplace training and experiences to the student's general and technical course of study and it includes a written agreement between the educational institution and a business or industry. Monitored and supervised by the instructor and a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisite: 15 credit hours of criminal justice courses (9 of these credit hours must be earned at San Jacinto College) and an accumulative GPA of at least 2.0 is required. (Note: the student must receive approval to enroll from instructor at least 60 days prior to start of course.) (3:0-21)



CMSW 1341 Behavior Modification and Cognitive Disorder

This is an in-depth study of the theories and principles of behavioral science and the methods of modifying and controlling behavior in clients with cognitive disorders. (3:3-0)



CNBT 1210 Basic Construction Safety

This course provides an introduction to basic job site construction safety in residential, commercial and industrial construction. This course is equivalent to courses by the Occupational Safety and Health Administration of thirty (30) hours of training. (2:2-0)



CNBT 1311 Construction Methods & Materials I

This course provides an introduction to construction materials and methods and their applications including an introduction to green materials and methods. (3:3-0)



CNBT 1315 Field Engineering I

This course will focus on surveying equipment, sketches, proper field note taking, methods of staking, layout of building sites and horizontal and vertical controls at a construction site. (3:2-2)



CNBT 1442 Building Codes and Inspections

This course is a study of building codes, standards applicable to building construction and inspection processes. (4:4-0)



CNBT 1446 Construction Estimating I

This course is a study of fundamentals of estimating materials and labor costs in construction. (4:3-3)



CNBT 2310 Commercial/Industrial Blueprint Reading

This course provides an introduction to blueprint reading for commercial/industrial construction. Topics of study will include architectural and engineering scales, blueprint symbols and abbreviations, interpreting a set of commercial/industrial construction contract documents and correlation of elevations, selections, details, plan views, schedules and general notes. (3:2-4)

 **CNBT 2315 Construction Specifications and Contracts**

This course is a study of the legal aspects of written construction documents. (3:3-0)

 **CNBT 2342 Construction Management I**

This course is a study of management skills on the job site. Topics of study will include written and oral communications, leadership and motivation, problem solving and decision making. (3:3-0)

 **CNBT 2344 Construction Management II**

This course is a management course in contract documents, safety, planning, scheduling, production control and law and labor issues. Topics of study include contracts, planning, cost and production peripheral documents and costs and work analysis. (3:3-0)

 **CNBT 2366 Practicum-Construction Technology**

This course is a practical, general workplace training supported by an individual learning plan developed by the employer, college and student. Direct supervision is provided by a faculty member or worker supervisor. A practicum may be a paid or unpaid learning experience. The job description for the worksite must relate to the general curriculum of the Construction Management program. Prerequisite: CNBT 2310 or department chair approval (3:0-21)

 **CNBT 2435 Computer-Aided Construction Scheduling**

This course provides a study of advanced construction scheduling utilizing computer scheduling software to perform various scheduling procedures. (4:3-3)

 **CNBT 2440 Mechanical, Plumbing and Electrical Systems in Construction II**

This course is a study of the processes and methods used in design, selection of equipment and installation of mechanical, plumbing and electrical systems in commercial buildings. Topics of study will include heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements and design of water supply and sanitary sewer systems including methods and materials used in buildings to conserve water, electricity and natural gas. (4:3-2)

 **COMM 1307 Introduction to Mass Communication**

This course surveys the basic content and structural elements of mass media, as well as their functions and influences on society. Prerequisite: Reading Level 7 (3:3-0)

 **COMM 1318 Beginning Photography**

This course offers an introduction to the basics of photography, including techniques and equipment operation. Students will not receive credit for both ARTS 2356 and COMM 1318 (3:1-5)

 **COMM 1319 Intermediate Photography**

This course offers further development of techniques with emphasis on content and composition of photographs, including experience in a variety of professional and technical areas. Students will not receive credit for both ARTS 2357 and COMM 1319. Prerequisite: COMM 1318 or ARTS 2356 or department chair approval (3:1-5)

 **COMM 1335 Introduction to Electronic Media**

This course provides an overview of the development, regulation, economics, social impact and industry practices in electronic media. Prerequisite: Reading level 7 (3:3-0)

 **COMM 2289 Academic Cooperative**

This is an 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 communication. (2:2-10)

 **COMM 2311 Media Writing**

This course offers students an introduction to the fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing and delivering content. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

 **COMM 2315 News Reporting**

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. Prerequisite: Reading level 7, Writing level 7, COMM 2311 (3:3-0)

 **COMM 2327 Introduction to Advertising**

This course offers students an introduction to the fundamentals of advertising including marketing theory and strategy, copywriting, design and selection of media. Prerequisite: Reading level 7 (3:3-0)

 **COMM 2330 Introduction to Public Relations**

This course explores the history and development of public relations. It presents the theory behind and the process of public relations including the planning, implementation and evaluation of PR campaigns. Prerequisite: Reading level 7, Writing level 7 (3:3-0)

 **COMM 2339 Writing for Electronic Media**

This course introduces gathering, editing and presenting news and public service programs, documentaries, commercials and special programs for radio, television and other forms of electronic media. Prerequisites: Reading level 6, Writing level 6 (3:3-0)

 **COSC 1336 Programming Fundamentals I**

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays and the mechanics of running, testing and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science. Prerequisite: Reading level 7 (3:2-2)



COSC 1337 Programming Fundamentals II

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.) (3:2-2)

COSC 2325 Computer Organization

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science. Algebra level competency is suggested to succeed in this class. Prerequisite: COSC 1336 and COSC 1337 or department chair approval (3:2-2)

COSC 2336 Programming Fundamentals III

This course explores further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees and graphs), searching, sorting, recursion and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the field of study curriculum for Computer science.) Prerequisite: COSC 1337 or department chair approval (3:2-2)

CPMT 1303 Introduction to Computer Technology

This fundamental computer procedures, hardware and software. Emphasis is on terminology, acronyms and hands-on activities. (3:2-2)

CPMT 1345 Computer Systems Maintenance

Students will develop skill in the use of test equipment and maintenance aids through examination of the functions of components within a computer system. Prerequisite: CPMT 1303, ITSC 1305 or department chair approval. (3:2-2)

CPMT 1349 Computer Networking Technology

This beginning course in computer networks focuses on networking fundamentals, terminology, hardware, software and network architecture. It includes study of local/wide area networking concepts and networking installations and operations. Prerequisites: CPMT 1345, ITSC 1325 or department chair approval (3:2-2)

CPMT 2302 Home Technology Integration

This course covers integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks and structured wiring. Prerequisites: EECT 1307 and (ITCC 1301 or ITNW 1325) or department chair approval (3:2-2)



CPMT 2333 Computer Integration

This is an advanced course in integration of hardware, software and applications. A key focus is customization of computer systems for specific applications in engineering, multimedia or data acquisition. Prerequisite: CPMT 1345, ITSC 1325 or department chair approval (3:2-2)



CPMT 2345 Computer System Troubleshooting

This course focuses on principles and practices involved in computer system troubleshooting techniques and repair procedures, including advanced diagnostic test programs and the use of specialized test equipment. Prerequisites: CPMT 1345, ITSC 1325 or department chair approval. (3:2-2)



CPMT 2349 Advanced Computer Networking

This is an in-depth study of network technology, with emphasis on network operating systems, network connectivity, hardware and software. It helps students gain mastery of implementation, troubleshooting and maintenance of LAN and/or WAN network environments. Prerequisite: CPMT 1349 or ITCC 1404 (3:2-2)



CRIJ 1301 Introduction to Criminal Justice

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. Credit will not be given for both CRIJ 1301 and CJSA 1322. (3:3-0)



CRIJ 1306 Court Systems and Practices

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. Topics include the structure of the American court system, prosecution, right to counsel, pretrial release, grand jury process, adjudication process, types and rules of evidence and sentencing concepts. Credit will not be given for both CRIJ 1306 and CJSA 1313. (3:3-0)



CRIJ 1307 Crime in America

This course covers the study of crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and crime prevention. Prerequisite: Reading level 4. Credit will not be given for both CRIJ 1307 and CJSA 1312. (3:3-0)



CRIJ 1310 Fundamentals of Criminal Law

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. Credit will not be given for both CRIJ 1310 and CJSA 1327. (3:3-0)



CRIJ 1313 Juvenile Justice System

This course is a study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency. Credit will not be given for both CRIJ 1313 and CJSA 1317. (3:3-0)

CRIJ 2301 Community Resources in Corrections

This is an overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. Credit will not be given for both CRIJ 2301 and CJCR 2324. (3:3-0)

CRIJ 2313 Correctional Systems and Practices

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. Credit will not be given for both CRIJ 2313 and CJCR 1307. (3:3-0)

CRIJ 2314 Criminal Investigation

This is a study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences; and trial preparation. Credit will not be given for both CRIJ 2314 and CJS 1342. (3:3-0)

CRIJ 2323 Legal Aspects of Law Enforcement

This is a study of police authority; responsibilities; constitutional constraints; laws of arrest; search and seizure; police civil liability. Credit will not be given for both CRIJ 2323 and CJS 1300. (3:3-0)

CRIJ 2328 Police Systems and Practices

This course covers exploration of the profession of police officer. Topics include: organization of law enforcement systems; the police role; police discretion; ethics; police community interaction; and current and future issues. Credit will not be given for both CRIJ 2328 and CJS 1359. (3:3-0)

CSME 1248 Principles of Skin Care

This course is an introduction of the theory and practice of skin care. Courses taken in level sequence order or department chair approval. 80 contact hours per semester. (2:1-4)

CSME 1302 Applications of Facial and Skin Care Technology I

This is an introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products. Co-requisites: CSME 1421 and 1520 or department chair approval. 80 contact hours per semester. (3:2-3)

CSME 1308 Principles of Eyelash Extensions

This course provides the student with the practical skills necessary to safely and effectively apply eyelash extensions. Co-requisites: CSME 1409 and 1507 or department chair approval. 80 contact hours per semester (3:1-4)

CSME 1310 Introduction to Haircutting and Related Theory

This course is an introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. Courses taken in level sequence order or department chair approval. 112 contact hours per semester. (3:1-6)

CSME 1330 Orientation to Nail Technology

This course is an overview of the fundamental skills and knowledge necessary for the field of nail technology. Courses taken in level sequence order or department chair approval. 144 contact hours per semester (3:1-8)

CSME 1354 Artistry of Hair Design I

This course is an introduction to hair design. Topics include the theory and applications of wet styling, braiding, thermal hair styling and finishing techniques. Courses taken in level sequence order or department chair approval. 112 contact hours per semester. (3:1-6)

CSME 1355 Artistry of Hair Design II

This is a continuation of hair design. Topics include additional theory and applications of current trends in hair design. Courses taken in level sequence order or department chair approval (Students may not receive credit for CSME 1355 if they have previously earned credit for COSM 1232, COSM 1332 or CSME 1251.) 112 contact hours per semester (3:1-6)

CSME 1409 Application of Eyelash Extensions

This course provides the student with the skills necessary to perform client services using current techniques and business practices. Co-requisite: CSME 1308 and 1507 or department chair approval. 96 contact hours per semester (4:2-4)

CSME 1421 Principles of Facial and Skin Care Technology I

This is 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. Co-requisites CSME 1520, CSME 1302 and courses taken in level sequence order or department chair approval. 128 contact hours per semester. (4:2-6)

CSME 1435 Orientation to the Instruction of Cosmetology

This course is an overview of skills and knowledge necessary for the instruction of cosmetology students. Co-requisite: CSME 1534 and valid Texas Department of Licensing and Regulations License, high school diploma or GED or department chair approval. 112 contact hours per semester. (4:2-5)

CSME 1457 Applications of Hair-Weaving and Braiding

This course is an emphasis on the application of hair weaving and braiding techniques and preparation for the State Licensing Agency examination. Co-requisite: CSME 1552. 144 contact hours (4:2-7)

CSME 1501 Orientation to Cosmetology

This course is an overview of the skills and knowledge necessary for the field of cosmetology. Courses taken in level sequence order or department chair approval. 176 contact hours per semester. (5:3-8)



CSME 1505 Fundamentals of Cosmetology

This is 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. Courses taken in level sequence order or department chair approval. 112 contact hours per semester. (5:3-4)



CSME 1507 Orientation to Eyelash Extensions

This course is an overview of the skills and knowledge necessary for the field of eyelash extensions. Topics include the basic knowledge of chemistry, eyelash growth cycles, proper selection and application, supplies and equipment of the industry, safety, sanitation, laws and rules of the state licensing agency as they relate to eyelash extensions. Co-requisites: CSME 1308 and 1409 or department chair approval. 144 contact hours per semester (5:3-6)



CSME 1520 Orientation to Facial Specialist

This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Co-requisite: CSME 1421, CSME 1302 or department chair approval. 176 contact hours per semester. (5:3-8)



CSME 1531 Principles of Nail Technology I

This is a course in the principles of nail technology. Topics include anatomy, physiology, theory and related skills of nail technology. 176 contact hours per semester. (5:3-8)



CSME 1534 Cosmetology Instructor I

This course covers the fundamentals of instructing cosmetology students. Co-requisite: CSME 1435 or department chair approval. A valid Texas Department of Licensing and Regulation license and high school diploma or GED. 144 contact hours per semester. (5:3-6)



CSME 1541 Principles of Nail Technology II

This course is a continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations and related skills of nail technology. Courses taken in level sequence order or department chair approval. 176 contact hours per semester. (5:3-8)



CSME 1545 Principles of Facial and Skin Care Technology II

This course is a continuation of the concepts and principles in skin care and other related technologies. Topics include instruction in anatomy, physiology, theory and related skills of facial and skin care technology. Co-requisite: CSME 1520, CSME 1421, CSME 1302, CSME 2431 and CSME 2333 or department chair approval. 176 contact hours per semester. (5:3-8)



CSME 1552 Orientation to Hair-Weaving and Braiding

This course is an overview of the skills and knowledge necessary for the field of hair weaving and braiding. (Students may not receive credit for CSME 1552 if they have previously earned credit for CSME 1471 or CSME 1472.) Prerequisite: Reading level 4. Co-requisite: CSME 1457. 160 contact hours per semester. (5:3-7)



CSME 1553 Chemical Reformation and Related Theory

This is a presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies. Emphasis on history, chemistry, hair structure, chemical texturizing techniques, service preparation, brush and scalp techniques/analysis, shampooing and conditioning. Courses taken in level sequence order or department chair approval (Students may not receive credit for CSME 1553 if they have previously earned credit for COSM 1321 or COSM 1312.) 176 contact hours (5:3-8)



CSME 2251 Preparation for the State Licensing Practical Examination

This course is preparation for the state licensing practical examination. To obtain course credit conversion, students must pass this course with a grade of "C" or better or repeat the course. Courses taken in level sequence order or department chair approval. (Student may not receive credit for CSME 2251 if they have previously earned credit for CSME 2245). 80 contact hours per semester. (2:1-4)



CSME 2310 Advanced Haircutting and Related Theory

This course focuses on advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razors, and/or clippers. Prerequisite: CSME 1310 and courses taken in level sequence order or department chair approval. 112 contact hours per semester. (3:1-6)



CSME 2333 Application of Facial and Skin Care Technology II

This course is a continuation of the Application of Facial and Skin Care Technology I. Preparation for the state licensing Facial Specialty Exam. Co-requisite: CSME 1520, CSME 1421, CSME 1302, CSME 1545 and CSME 2431 or department chair approval. (Students may not receive credit for CSME 2333 if they have previously earned credit for CSME 1372 or CSME 1272.) 80 contact hours per semester. (3:2-3)



CSME 2337 Advanced Cosmetology Techniques

This course covers the mastery of advanced cosmetology techniques including hair designs, professional cosmetology services and workplace competencies. Department chair approval. 80 contact hours per semester. (3:1-4)



CSME 2343 Salon Development

This course offers procedures necessary for salon development. Topics include professional ethics, goal setting, salon operation, record keeping. Courses taken in level sequence order or department chair approval. 96 contact hours per semester. (3:1-5)



CSME 2350 Preparation for the State Licensing Written Examination

This course is the preparation for the state licensing written examination. To obtain course credit conversion, students must pass this course with a grade of "C" or better or repeat the course. Courses taken in level sequence order or department chair approval. 96 contact hours per semester. (3:2-4)



CSME 2414 Cosmetology Instructor II

This course is a continuation of the fundamentals of instructing cosmetology students. Prerequisite: CSME 1435 and 1534. Co-requisite: CSME 2549 or department chair approval. 112 contact hours per semester. (4:2-5)



CSME 2430 Nail Enhancement

This is a course in the theory, application and related technology of nail enhancements. 112 contact hours (4:3-4)



CSME 2431 Principles of Facial and Skin Care Technology III

This course focuses on advanced concepts and principles of skin care and other related technologies. Prerequisites: CSME 1520, CSME 1421 and CSME 1302. Co-requisite: CSME 1545, CSME 2333 or department chair approval. 128 contact hours per semester. (4:2-6)



CSME 2445 Instructional Theory and Clinic Operation

This course is an overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Prerequisite: CSME 1435 and 1534. Co-requisite: CSME 2544 or department chair approval. 112 contact hours per semester. (4:2-5)



CSME 2501 Principles of Hair Coloring and Related Theory

This course is a presentation of the theory, practice and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color. Courses taken in level sequence order or department chair approval. 176 contact hours per semester. (5:3-8)



CSME 2539 Advanced Hair Design

This course promotes advanced concepts in the theory and practice of hair design. (Students may not receive credit for CSME 2539 if they have previously earned credit in CSME 2439) Courses taken in level sequence order or department chair approval. 176 contact hours per semester. (5:2-9)



CSME 2544 Cosmetology Instructor IV

This course is an advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation techniques. Prerequisite: CSME 1435 and 1534. Co-requisite: CSME 2445 or department chair approval. 144 contact hours per semester. (5:3-6)



CSME 2549 Cosmetology Instructor III

This course is a presentation of lesson plan assignments and evaluation techniques. Prerequisite: CSME 1435 and 1534. Co-requisite: CSME 2414 or department chair approval. 144 contact hours per semester. (5:3-6)



CTEC 2487 Internship - Chemical Technology/Technician

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: Reading level 7, Writing level 7, Math level 6 (4:0-24)



CTMT 2336 Computed Tomography Equipment and Methodology

This is a study of the actual operation and operational control of computed tomographic equipment, this course focuses on routine protocols, image quality and quality control of computed tomography. Theory and application of computed tomographic equipment and the principles of patient imaging techniques utilizing the equipment are covered. Prerequisite: ARRT certified or registry eligible. (3:3-0)



CTMT 2360 Clinical 1 - Computed Tomography Technology/Technician

This is an advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. Prerequisite: ARRT certified with instructor approval and Prerequisite or Co-requisite: CTMT 2336 (3:0-12)



CTMT 2361 Clinical 2 - Computed Tomography Technology/Technician

This is an advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in clinical setting. Prerequisite: ARRT certified with instructor approval and Prerequisite or Co-requisite: CTMT 2336 (3:0-12)



CVTT 1110 Cardiac Catheterization I

This course includes basic life support, cardiac pharmacology and emergency procedures as they relate to the cath lab experience. Prerequisite: acceptance into the invasive cardiovascular technology program. (1:1-0)



CVTT 1153 Catheterization Lab Fundamentals II

This course is a continuation of Catheterization Lab Fundamentals I with emphasis on X-ray technology and interventional procedures in the cardiac cath lab. Prerequisites: CVTT 1472, CVTT 1304, CVTT 1307, CVTT 1313, CVTT 1110 (1:1-0)



CVTT 1201 Introduction to Cardiovascular Technology

This course is an introduction to the field of invasive cardiovascular technology and the role of the cardiovascular technologist. Topics include medical terminology, ethical/legal aspects and communication skills. Prerequisite or co-requisites ENGL 1301 (2:2-0)

CVTT 1304 Cardiovascular Anatomy and Physiology

This course is a study of the anatomy, physiology and structural relationships of the human heart and vascular system. Focuses on cardiac anatomy, electrocardiology, cardiac hemodynamics and the innervation of the heart. Prerequisites: Acceptance into the invasive cardiovascular technology program (3:3-0)

CVTT 1307 Cardiovascular Instrumentation

This course includes basic principles, theory and operation of cardiovascular equipment, electronics and instrumentation. Prerequisites: Acceptance into the invasive cardiovascular technology program (3:3-1)

CVTT 1313 Catheterization Lab Fundamentals I

This course is an introduction to the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical instrumentation applied to cath lab procedures including patient preparation and monitoring, angiographic equipment set-up and the coronary angiography procedure itself. Prerequisites: Acceptance into the invasive cardiovascular technology program (3:3-1)

CVTT 1340 Cardiovascular Pathophysiology

This course is a continuation of CVTT 1004/1304: Cardiovascular Anatomy and Physiology. Methods of hemodynamic data collection and implications in relation to cardiac diseases. Prerequisites: CVTT 1360, CVTT 1350, CVTT 1153, CVTT 1471 (3:3-0)

CVTT 1350 Cardiac Catheterization II

This course is a continuation of Cardiac Catheterization I. An intensive study of advanced cardiovascular diagnostic and therapeutic procedures including percutaneous transluminal coronary angioplasty and electrophysiology studies. Prerequisites: CVTT 1472, CVTT 1304, CVTT 1307, CVTT 1313, CVTT 1110 (3:3-0)

CVTT 1360 Clinical I - Cardiovascular Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: CVTT 1472, CVTT 1304, CVTT 1307, CVTT 1313, CVTT 1110 (3:0-12)

CVTT 1373 Essential Principles of Cardiovascular Technology

This course is an overview of the field of invasive cardiovascular technology and the role of the cardiovascular technologist. Topics include medical terminology, cardiac pharmacology, cardiac patient assessment and cath lab emergency procedures. Prerequisites: Acceptance into the invasive cardiovascular technology program (3:3-0)

CVTT 1471 Principles of Radiologic Science

This course includes effects of radiation exposure on biological systems. It includes typical medical exposure levels, methods for measuring and monitoring radiation and methods for protecting personnel and patients from excessive exposure. Prerequisites: CVTT 1472, CVTT 1304, CVTT 1307, CVTT 1313, CVTT 1110 (4:4-1)

CVTT 1472 Patient Care in Invasive Cardiovascular Technology

This course is an introductory cardiovascular patient care course with emphasis on patient transfer, sterile procedure, isolation precautions, patient safety measures, patient monitoring and cardiovascular pharmacology. Prerequisites: Acceptance into the invasive cardiovascular technology program (4:4-1)

CVTT 2260 Clinical I - Cardiovascular Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Acceptance into the invasive cardiovascular technology program (2:0-12)

CVTT 2330 Advanced Cardiovascular Instrumentation

This course is a continuation of CVTT 1307: Cardiovascular Instrumentation. Theory, calibration, operation and clinical application of cardiovascular diagnostic instrumentation and methods of hemodynamic data collection, calculation, analysis and implications. Prerequisites: CVTT 1360, CVTT 1350, CVTT 1153, CVTT 1471 (3:3-1)

CVTT 2350 Cardiovascular Professional Transition

This course is an exploration of professional opportunities outside the cardiovascular lab. It includes non-invasive cardiology, cardiac surgical procedures, hospital administration and professional transition. Prerequisites: CVTT 2461, CVTT 2330, CVTT 1340 (3:3-0)

CVTT 2461 Clinical II - Cardiovascular Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: CVTT 1360, CVTT 1350, CVTT 1153, CVTT 1471 (4:0-24)

CVTT 2462 Clinical III - Cardiovascular Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: CVTT 2461, CVTT 1350, CVTT 1153. (4:0-24)

CVTT 2562 Clinical III - Cardiovascular Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: CVTT 2461, CVTT 2330, CVTT 1340 (5:0-30)

D

DAAC 1264 Practicum - Substance Abuse/ Addiction Counseling (Prevention)

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. (2:0-14)

DAAC 1304 Pharmacology of Addiction

This course emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal and recovery. Describes the psychological and physiological effects of substance use and behaviors. (3:3-0)

DAAC 1311 Counseling Theories

This is an examination of the major theories and current treatment modalities used in the field of counseling. (3:3-0)

DAAC 1319 Substance-Related and Addictive Disorders

This course is an overview of causes and consequences of substance-related and addictive disorders, the major drug classifications and the counselor's code of ethics. (3:3-0)

DAAC 2306 Substance Abuse Prevention I

This course is an examination of substance use disorder prevention. (3:3-0)

DAAC 2307 Addicted Family Intervention

This is an examination of family systems focusing on the effects of addiction and recovery. (3:3-0)

DAAC 2341 Counseling Alcohol and Other Drug Addictions

This is an advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. (3:3-0)

DAAC 2353 Substance Abuse Prevention II

This course is an in-depth exploration of research, evaluation methods and best practices in prevention program design. (3:3-0)

DAAC 2366 Practicum - Substance Abuse/ Addiction Counseling

This course is a practicum, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisites: must complete 28 hours in the program before the practicum (3:0-21)

DANC 1101 Dance Composition I

This course includes exploration of the qualitative use of the body through manipulation of the variables of space, time, weight and flow. (1:0-3)

DANC 1112 Dance Practicum

This course is a practicum in dance as a performance art. It includes exploration of dance as an art form through participation in improvisational movement study and improvisational contact work/partnering. (1:0-3)

DANC 1151 Freshman Dance Performance

This course offers instruction in dance performance through experiential projects at the freshman level. May be repeated for credit once. Co-requisite: concurrent enrollment in a technique course or department chair approval required. (1:0-4)

DANC 1201 Dance Composition - Improvisation

This course in improvisation will investigate spontaneous problem solving as a means of generating movement for dance composition. Students will be called upon to explore and respond to various forms of stimuli in a safe and supportive learning environment within solo and group work. (2:1-3)

DANC 1241 Beginning Ballet

This course offers instruction in the fundamental techniques and concepts associated with ballet. May be repeated for credit once. (2:1-3)

DANC 1245 Beginning Modern Dance

This course offers instruction in the fundamental techniques and concepts associated with the concert form of modern dance. May be repeated for credit once. (2:1-3)

DANC 1247 Beginning Jazz Dance

This course offers instruction in the fundamental techniques and concepts associated with jazz dance. May be repeated for credit once. (2:1-3)

DANC 1301 Dance Composition - Choreography

This course is an examination of the principles of movement generation, phrasing, choreographic structure and manipulation. Integration of choreographic principles will foster the growth of personal artistic style. Prerequisite: DANC 1201 Dance Composition-Improvisation (3:2-2)

DANC 1305 World Dance

This course offers a survey of dances from different cultures, their histories and their influences on contemporary dance and society. Cultural origins, significance, motivations and techniques will be explored experientially. (3:2-2)

DANC 1306 World Dance II

This course is a continued exploration in dance forms from at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists and multimedia resources. (3:2-2)



DANC 2151 Sophomore Dance Performance

This course offers instruction in dance performance through experiential projects at the sophomore level. May be repeated for credit once. (1:0-4)

DANC 2241 Intermediate Ballet

This course offers instruction in the intermediate techniques and concepts associated with ballet. May be repeated for credit once. (2:1-3)

DANC 2245 Intermediate Modern Dance

This course offers instruction in the intermediate techniques and concepts associated with the concert form of modern dance. May be repeated for credit once. (2:1-3)

DANC 2247 Intermediate Jazz Dance

This course offers instruction in the intermediate techniques and concepts associated with jazz dance. May be repeated for credit once. (2:1-3)

DANC 2303 Dance Appreciation

This course offers a general survey of dance forms designed to create an appreciation of the vocabulary, techniques and purposes of the creative process. This course includes critical interpretation and evaluations of choreographic works and dance forms within cultural and historical contexts. Prerequisite: Reading level 7 and Writing level 7 (3:3-0)

DANC 2325 Anatomy and Kinesiology for Dance

This course is an exploration of the sciences of anatomy and kinesiology as they apply to and support the analysis of human movement. Prerequisite: Reading level 6 and Writing level 6 (3:3-1)

DANC 2389 Academic Cooperative

This course is an 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 dance. (3:1-8)

DEMR 1229 Preventative Maintenance

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Contents includes record keeping and condition of major systems. (2:1-2)

DEMR 1301 Shop Safety and Procedures

This is a study of shop safety, rules, basic shop tools and test equipment. (3:3-0)

DEMR 1306 Diesel Engine I

This course is an introduction to the basic principles of diesel engines and systems. (3:2-4)

DEMR 1317 Basic Brake Systems

This course is an introduction to the basic principles of brake systems of diesel powered equipment, with an emphasis on maintenance, repairs and troubleshooting. (3:2-4)

DEMR 1405 Basic Electrical Systems

This course is an introduction to basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries and regulators. (4:3-3)



DEMR 1410 Diesel Engine Testing and Repair I

This course is an introduction to testing and repairing diesel engines including related systems and specialized tools. (4:3-3)



DEMR 1413 Fuel Systems

This course is an in-depth coverage of fuel injector pumps and injection systems. (4:3-3)



DEMR 1421 Power Train I

This course is an introduction to fundamental repair and theory of power trains including clutches, transmissions, drive shafts and differentials. Emphasis is on inspection and repair. (4:3-3)



DEMR 1423 Heating, Ventilation and Air Conditioning (HVAC) Troubleshooting and Repair

This course is an introduction to heating, ventilation and air conditioning theory, testing and repair, with an emphasis on refrigerant reclamation, safety procedures, specialized tools and repairs. (4:3-3)



DEMR 2266 Field Experience-Diesel Mechanics

This course offers practical and general workplace training supported by an individual learning plan developed by the employer, College and student. Prerequisite: 15 credit hours in diesel technology at San Jacinto College (2:0-16)



DEMR 2334 Advanced Diesel Tune-up and Troubleshooting

This course includes advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis is on the science of diagnostics with a common sense approach. (3:2-4)



DEMR 2412 Diesel Engine Testing and Repair II

This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (4:3-3)



DEMR 2432 Electronic Controls

This course covers advanced skills in diagnostic and programming techniques of electronic control systems. (4:3-3)



DFTG 1305 Technical Drafting

This course is an introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections and auxiliary views. (3:2-4)



DFTG 1409 Basic Computer-Aided Drafting

This course is an introduction to computer-aided drafting with an emphasis on setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers, coordinate systems and plot/print to scale. (4:3-3)

 **DFTG 1410 Specialized Basic Computer Aided Drafting (CAD)**

This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. (4:3-3)

 **DFTG 1417 Architectural Drafting- Residential**

This course focuses on architectural drafting procedures, practices, terms and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 1445 Parametric Modeling and Design**

This course offers training with a parametric-based design software for 3D design and drafting. (4:3-3)

 **DFTG 2317 Descriptive Geometry**

This course focuses on developing graphical solutions to problems involving points, lines and planes in space. Prerequisite: DFTG 1305 or DFTG 1405 (3:2-4)

 **DFTG 2338 Final Project - Advanced Drafting**

This is a drafting course in which students participate in a comprehensive project from conception to conclusion. Department chair approval required. Prerequisite: 16 credit hours of engineering design graphics courses from the following group: ARCE 1421, ARCE 1452, DFTG 1417, DFTG 2402, DFTG 2406, DFTG 2407, DFTG 2408, DFTG 2421, DFTG 2423, DFTG 2428, DFTG 2431, DFTG 2435, DFTG 2445, DFTG 2457, DFTG 2458. (3:2-4)

 **DFTG 2386 Internship-Drafting and Design Technology/Technician**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. An Internship may be either paid or unpaid. The College does not contract with companies to provide employment. Finding a suitable drafting position is the responsibility of the student. The student must acquire a minimum of 288 hours of supervised, work-based drafting or engineering-related experience during the semester to successfully complete the course. The job description for the work site must relate to the general curriculum of the engineering design graphics department. Department chair approval required. Prerequisite: 16 hours of engineering design graphics courses from the following group: ARCE 1421, ARCE 1452, DFTG 1417, DFTG 1445, DFTG 2402, DFTG 2406, DFTG 2407, DFTG 2408, DFTG 2421, DFTG 2423, DFTG 2428, DFTG 2431, DFTG 2432, DFTG 2435, DFTG 2440, DFTG 2445, DFTG 2457, DFTG 2458; eight of these credits must be earned at San Jacinto College. (3:0-18)

 **DFTG 2402 Machine Drafting**

This course will include a study of production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning and surface finishes. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 2406 Machine Design**

This course covers the theory and practice of design and includes projects in problem solving, including press fit, bolted and welded joints and transmission components. Prerequisite: DFTG 1445 or department chair approval (4:3-3)

 **DFTG 2407 Electrical Drafting**

This course is a study of area lighting, control systems and power layouts, electrical and safety codes, local factors and distribution requirements. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 2408 Instrumentation Drafting**

This course will include a study of principles of instrumentation applicable to industrial applications, fundamentals of measurement and control devices, currently used ISA (Instrumentation Society of America) symbology and basic flow sheet layout and drafting practices. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 2419 Intermediate Computer-Aided Drafting**

This course is a continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data and basics of 3D. This course uses MicroStation software. Prerequisite: DFTG 1410 or department chair approval (4:3-3)

 **DFTG 2421 Topographic Drafting**

This course focuses on the plotting of surveyor's field notes, including drawing elevations, contour lines, plan and profiles and laying out traverses. Prerequisite: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 2423 Pipe Drafting**

This course is a study of pipe, fittings, symbols, specifications and their applications to a piping process system, including the creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

 **DFTG 2428 Architectural Drafting- Commercial**

This course focuses on architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval (4:3-3)

DFTG 2431 Advanced Technologies in Architectural Design and Drafting

This course focuses on the use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. Prerequisite: DFTG 1417 or department chair approval (4:3-3)

DFTG 2432 Advanced Computer-Aided Drafting

This course covers application of advanced CAD techniques. Prerequisite: DFTG 1409 or department chair approval (4:3-3)

DFTG 2435 Advanced Technologies in Mechanical Design and Drafting

This course will focus on the use of parametric-based software for mechanical design for advanced modeling and analysis. Prerequisite: DFTG 1445 or department chair approval (4:3-3)

DFTG 2440 Solid Modeling/Design

This is a computer-aided modeling course that includes development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1409 or department chair approval (4:3-3)

DFTG 2445 Advanced Pipe Drafting

This course is a continuation of pipe drafting concepts building on basic principles acquired in pipe drafting. Prerequisites: DFTG 2423 or department chair approval (4:3-3)

DFTG 2457 Advanced Technologies in Pipe Design and Drafting

This course focuses on advanced design and production techniques using specialized process plant based design software. Prerequisite: DFTG 2423 or department chair approval (4:3-3)

DFTG 2458 Advanced Machine Design

This course covers design process skills for the production of a complete design package, which includes jig and fixture design, extrusion dies and injection mold design. Prerequisite: DFTG 1445 or department chair approval (4:3-3)

DITA 1400 Dietary Manager I

This course is preparation for supervisory roles in food service departments. Emphasis is on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing and regulatory agencies. Co-requisite: FDNS 1168 (4:4-0)

DITA 1401 Dietary Manager II

This course is a continuation of Dietary Manager I which emphasizes food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations and communications. Program director approval is required. Co-requisite: FDNS 1169 (4:4-0)

DMSO 1110 Introduction to Sonography

This course provides an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication and professional issues relating to registry, accreditation, professional organizations and history of the profession. Prerequisites: Acceptance into the program (1:1-0)

DMSO 1166 Practicum I - Diagnostic Medical Sonography

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. (1:0-7)

DMSO 1251 Sonographic Sectional Anatomy

This course covers sectional anatomy of the male and female body. It includes anatomical relationships of organs, vascular structures and body planes and quadrants. (2:2-1)

DMSO 1266 Practicum II - Diagnostic Medical Sonography

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisites: DMSO 1110,1302,1441,1251. (2:0-16)

DMSO 1267 Practicum III - Diagnostic Medical Sonography

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. (2:0-18)

DMSO 1302 Basic Ultrasound Physics

This course covers basic acoustical physics and acoustical waves in human tissue. This covers ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and resolution of sound beams. Prerequisites: acceptance into the ultrasound program (3:3-1)

DMSO 1342 Intermediate Ultrasound Physics

This course is a continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects and image artifacts. May introduce methods of Doppler flow analysis. Prerequisite: Departmental approval required. (3:3-1)



DMSO 1355 Sonographic Pathophysiology

The course covers pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis and superficial structures. Prerequisites: DMSO 1260, 1110, 1302, 1441, 2405. (3:3-1)



DMSO 1367 Practicum IV - Diagnostic Medical Sonography

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student (3:0-24)



DMSO 1441 Abdominopelvic Sonography

This course covers normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection and scanning protocols. Prerequisite: Departmental approval required. (4:3-4)



DMSO 2230 Advanced Ultrasound and Review

This course provides knowledge, skills and professional values within a legal and ethical framework addressing emerging technologies and professional development. (2:1-4)



DMSO 2245 Advanced Sonography Practices

This course covers exploration of advanced sonographic procedures and emerging ultrasound applications. (2:2-0)



DMSO 2253 Sonography of Superficial Structures

This course is a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection and scanning protocols. Prerequisite: Departmental approval required. (2:2-1)



DMSO 2342 Sonography of High Risk Obstetrics

This course covers maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection and scanning protocols. Prerequisites: DMSO 1260, 1210, 2405. (3:3-1)



DMSO 2343 Advanced Ultrasound Physics

This course covers theory and application of ultrasound principles. Includes advances in ultrasound technology. (3:3-0)



DMSO 2405 Sonography of Obstetrics/Gynecology

This course is a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection and scanning protocols. Prerequisite: Departmental approval required. (4:3-3)



DNTA 1113 Emergency Management

This course teaches students how to manage dental and medical emergencies. It teaches students about the maintenance of the medical emergency kit and recording of vital signs. (1:1-1)



DRAM 1120 Theatre Practicum I

This course is open to all students interested in the theatre. Credit is earned for acting, technical work or other participation. Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Course may be taken a maximum of four times for credit. (1:0-6)



DRAM 1121 Theatre Practicum II

This course is open to all students interested in the theatre. Credit is earned for acting, technical work or other participation. This is a practicum in theatre with emphasis on technique and procedures with experience gained in play productions. (1:0-6)



DRAM 1310 Theatre

This is an introduction to the basic practices, history, theories and styles of the theatre and includes a survey of major fields of theatrical art. Elementary stage techniques are studied along with fundamental acting techniques. (3:3-0)



DRAM 1322 Stage Movement

This course covers principles, practices and exercises in body techniques and stage movement; emphasis on character movement and body control. (3:3-0)



DRAM 1330 Stagecraft I

This is an introduction to the theory and practical applications of theatre lighting, set design and construction techniques. Students are provided the opportunity to participate in actual production situations as members of stage crews. Workshop hours will be scheduled as required. (3:3-0)



DRAM 1341 Stage Makeup

This course will instruct the student actor in the theory and practice of stage makeup, encompassing all forms of corrective and character application. Enrollment is open to all students without prerequisite. (3:3-0)



DRAM 1342 Introduction to Costuming

Costuming will focus on the design and building of stage costumes for production. Students will learn to sketch costume designs and will be responsible for a full costume plot for a production. Students will also learn to sew and construct costumes as well as work within a given costuming budget. (3:2-2)



DRAM 1351 Acting I

This is introduction to the basic skills and techniques of acting, with character analysis and development. It includes characterization and lab work in scenes from great dramatic literature. Rehearsal will be scheduled as required. (3:3-0)

DRAM 1352 Acting II

This is a continuation and consolidation of the gains made in DRAM 1351. Rehearsal will be scheduled as required. (3:3-0)

DRAM 2120 Theatre Practicum III

This course is open to all students interested in theatre. Credit is earned for acting, technical work or other participation. Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. (1:0-6)

DRAM 2121 Theatre Practicum IV

This course is open to all students interested in the theatre. Credit is earned for acting, technical work or other participation. Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. (1:0-6)

DRAM 2331 Stagecraft II

This is an advanced study of the theory and practical applications of theatre lighting, set design, construction techniques and stage sound. Students are provided the opportunity to participate in actual production situations as members of stage crews. Workshop hours will be scheduled as required. (3:3-0)

DRAM 2336 Voice for the Theatre

This course is an application of the performer's use of the voice as a creative instrument of effective communication. It encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. Course may include the study of I.P.A. and stage dialects. Prerequisite: Reading level 6 (3:3-0)

DRAM 2351 Acting III

This course includes the development of basic skills and techniques of acting for the purpose of exploring performance and its relationship to various acting environments. Emphasis is placed on acting choices that affect character and script analysis in regards to acting for the camera. A comparative study of stage acting vs. acting for the camera, using interdisciplinary approach of art, music, philosophy and theater is included. Emphasis is also placed on methods of relaxation, communication and the cybernetic approach to film/video acting. (3:3-2)

DRAM 2366 Introduction to Cinema: Film Appreciation I

This course includes a comparative study of the different genres of motion pictures, with an emphasis on the evaluation and appreciation of the motion picture structure within each genre. Film production, acting, writing and special effects will be discussed. Full length movies will be watched in their entirety during a two-hour lab. Visual, oral and written evaluations of each movie are required. (3:2-2)

E

ECON 1301 Introduction to Economics

This course is a study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes and consumer protection. It is designed to expose non-business majors to a broad range of economic issues and policies. It may not be taken for credit toward any degree plan for Business Administration, Accounting, Finance, Economics. Prerequisites: Reading level 6, Writing level 6 and Math level 6 (3:3-0)

ECON 2301 Principles of Macroeconomics

This course covers an analysis of the economy as a whole including measurement and determination of national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Prerequisites: Reading level 7, Writing level 7 and Math level 7 (3:3-0)

ECON 2302 Principles of Microeconomics

This is an 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. Prerequisites: Reading level 7, Writing level 7, Math level 7 (3:3-0)

EDUC 1200 Pathways for Learning

This course enables students to develop effective academic behaviors for College success. The course includes a balance between the research and theory in the psychology of learning, cognition and motivation, and how to apply what is learned to be successful in a college setting. Students will be able to understand the factors that affect learning and how to apply what is learned to the development of successful learning strategies. Students will be able to use assessment instruments, such as learning inventories, to identify strengths and weaknesses as a strategic learner. Students are ultimately expected to integrate and apply the learning skills discussed across their academic courses and programs and to become effective and efficient learners. As students develop these skills, they will be able to continually draw from the theoretical models and apply information to their courses and to their lives. Prerequisites: Reading level 7, Writing level 7, Math level 8 (2:2-0)

EDUC 1300 Learning Framework

The purpose of EDUC 1300/PSYC 1300 is to enable you to develop effective academic behaviors for college success. The course includes a balance between the research and theory in the psychology of learning, cognition and motivation and how to apply what you learn to becoming successful in a college setting. You will understand the factors that affect learning and how to apply what you learn to the development of successful learning strategies. You will use assessment instruments, such as learning inventories, to help you identify your own strengths and weaknesses as a strategic learner. You are ultimately expected to integrate and apply the learning skills discussed across your own academic courses and program and become an effective and efficient learner. As you develop these skills, you should be able to continually draw from the theoretical models and apply this to your courses and to your life. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

EDUC 1301 Introduction to the Teaching Profession

This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. It provides opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations. This course provides 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. The course will be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Student will complete 16 contact hours of field experience in P-12 classrooms. Prerequisites: Reading level 7 and Writing level 7 (3:3-1)

EDUC 2301 Introduction to Special Populations

This is an enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. Students will be provided with opportunities to participate in early field observations of P-12 special populations. The course will be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will complete 16 contact hours of field experience with P-12 special populations. Prerequisites: Reading level 7 and Writing level 7 (3:3-1)

EECT 1300 Technical Customer Service

This course covers general principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices and verbal and non-verbal communications skills. (3:3-1)

EECT 1307 Convergence Technologies

This course is a study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video and Internet protocol. Prerequisite: Reading level 4 (3:2-2)

EECT 1340 Telecommunications Transmission Media

This course introduces the fundamentals of telecommunications media, including installation, maintenance and troubleshooting. Topics address media characteristics and connectorization. (3:2-2)

EECT 2337 Wireless Telephony Systems

This course covers principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol. Prerequisites: ITCC 1301 or ITNW 1325 (3:2-2)

EECT 2339 Communications Circuits

This course is a study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation and digital pulse modulation. There is discussion of several types of modulators, demodulators, receivers, transmitters and transceivers. Prerequisite: CETT 1357 or department chair approval (3:2-2)

EECT 2367 Practicum, (Field Experience) Electronic Technology/Technician

This course offers practical general training and experience in the workplace. The College, with the employer, develops an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: CPMT 1345 or department chair approval (3:0-21)

EECT 2433 Telephone Systems

This is a study of installation and maintenance of systems including telephone sets, public switched networks, local exchanges, networks, two- and four-wire systems. Topics include tip and ringing requirements and digital transmission techniques. (4:4-0)

ELMT 1305 Basic Fluid Power

This is a basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components and basic electrical and manual controls. Prerequisite: Reading level 4 (3:2-2)

ELMT 2333 Industrial Electronics

This is a study of devices, circuits and systems primarily used in automatic manufacturing and/or process control, including computer controls and interfacing between mechanical, electrical, electronic and computer equipment. It also presents programming schemes. Prerequisite: CETT 1357 or department chair approval (3:2-4)

ELMT 2335 Certified Electronics Technician Training

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency. Prerequisite: Reading level 4 (3:2-2)

ELMT 2337 Electronic Troubleshooting Service and Repair

This course is an In-depth coverage of electronic systems, maintenance, troubleshooting and repair. Topics include symptom identification, proper repair procedures, repair checkout and preventative maintenance. Emphasis on safety and use of test equipment. May be offered as a capstone course. (3:2-2)

ELMT 2341 Electromechanical Systems

This course covers application of electromechanical systems and emphasizes programmable control devices and solid state systems. Prerequisite: Reading level 4 (3:2-2)

ELMT 2351 Power Generation Fundamentals

This is a study of electrical power production including identification and function of power plant equipment. Topics include the introduction of power plant operations to include basic power plant cycles, basic power plant systems, boilers, turbines, generators, field devices and instrumentation, control and electrical systems. (3:3-1)

ELPT 1215 Electrical Calculations I

This is an introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (2:2-0)

ELPT 1311 Basic Electrical Theory

This course covers the basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current and covers electrical terminology, circuit analysis and mathematical formulas as applied to direct and alternating current circuits. (3:2-2)

ELPT 1325 National Electric Code I

This is an introductory study of the National Electric Code (NEC) for those employed in the field requiring knowledge of the Code. Emphasis will be on wiring design, protection, methods and materials; and equipment for general use and basic calculations. (3:3-0)

ELPT 1345 Commercial Wiring

This course provides instructions in commercial wiring methods. It includes overcurrent protection, raceway panel board installation, proper grounding techniques and associated safety procedures. The National Electrical Code (NEC) is used to size branch circuits, feeders, service equipment, outlet and junction boxes and conduit; and installation of lighting and utilization of equipment. Students gain experience in safe workplace practices, the proper use of hand tools and ladders, interpreting blueprints and specifications, bending and installation of conduit, installation of armored cable and wiring of devices, load centers and service equipment. (3:2-2)

ELPT 1351 Electrical Machines

This is a study of direct current (DC) motors, single-phase and poly-phase alternating current (AC) motors, generators and alternators. Emphasis will be on construction, characteristics, efficiencies, starting and speed control. Prerequisite: CETT 1302 or ELPT 1311 (3:2-2)



ELPT 1357 Industrial Wiring

This course covers wiring methods used for industrial installations. It includes motor circuits, raceway and bus way installations, proper grounding techniques and associated safety procedures. (3:2-2)



ELPT 1429 Residential Wiring

This is a study of wiring methods for single family and multi-family dwellings that includes load calculations, service entrance sizing, proper grounding techniques and associated safety procedures. (4:3-3)



ELPT 1440 Master Electrician Exam Review I

This is an introductory study of electrical theory, code calculations and interpretations applicable to becoming a master electrician. It emphasizes residential, commercial and industrial installations using the current edition of the National Electrical Code (NEC) and local ordinances. Prerequisite or co-requisite: ELPT 2325 or approval of department chair (4:4-0)



ELPT 1441 Motor Control

This is a study of operating principles dealing with solid-state and conventional controls along with their practical applications. The course includes braking, jogging, plugging, safety interlocks, wiring and schematic diagram interpretations. Prerequisite: CETT 1302 or ELPT 1311 or department chair approval (4:3-3)



ELPT 2215 Electrical Calculations II

This is a further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor ampacity and other advanced calculations. Prerequisite: ELPT 1215 or approval of department chair (2:2-0)



ELPT 2301 Journeyman Electrician Exam

Review

This course provides preparation for journeyman electricians with emphasis on calculations and the National Electrical Code (NEC). Special attention is directed toward test taking skills and practice exams as they apply to the local area journeyman exams. Prerequisite: ELPT 2325 or approval of department chair (3:3-0)



ELPT 2305 Transformers and Motors

This course focuses on the operation of single- and three-phase motors and transformers. It includes transformer banking, power factor correction and protective devices. Also included are lessons on three-phase power concepts, transformer and motor connections, transformer and motor metering and transformer and motor troubleshooting theory. Prerequisite: CETT 1302 or ELPT 1311 or approval of the department chair (3:3-1)



ELPT 2319 Programmable Logic Controllers I

This course covers the fundamental concepts of programmable logic controllers, principles of operation and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software and incorporates lab and project activities that address operating, monitoring programming, troubleshooting and repairs of PLC controlled lab trainers as well as actual industrial equipment. (3:2-2)



ELPT 2325 National Electrical Code II

This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions and advanced calculations. Prerequisite: ELPT 1325 or department chair approval (3:3-0)



ELPT 2337 Electrical Planning and Estimating

This course covers planning and estimating for residential, commercial and industrial wiring systems. Statistical procedures of various methods of estimating are introduced along with a variety of electrical techniques. Prerequisite: ELPT 2325 or approval of department chair (3:2-2)



ELPT 2339 Electrical Power Distribution

This is a study of design, operation and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution and protective devices. Includes calculations of fault current, system load analysis, rates and power economics. Prerequisites: CETT 1302 or ELPT 1311, ELPT 2305 (3:3-1)



ELPT 2343 Electrical System Design

This is a course in electrical design of commercial and/or industrial projects, including building layout, types of equipment, placement, sizing of electrical equipment and all electrical calculations according to the requirements of the National Electrical Code (NEC). Prerequisite: ELPT 2325 or approval of department chair (3:3-0)



ELPT 2364 Practicum-Electrical and Power Transmission Installation/Installer, General

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. The course may be repeated if topics and learning outcomes vary. Prerequisite: Approval of department chair (3:0-21)



ELPT 2449 Industrial Automation

This is an advanced study of electrical control systems, applications and interfacing utilized in industrial automation. Ladder logic diagramming and programmable logic controllers are covered as they apply to electrical controls. Prerequisite: ELPT 1441 (4:3-3)

EMSP 1160 Clinical-Emergency Medical Technician

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course and continuous enrollment may be required until these are met. Orientation is required prior to the start of the course. Co-requisite: EMSP 1501 and departmental approval. Orientation is required prior to the start of the course. (1:0-6)

EMSP 1191 Special Topics in Emergency Medical Technology/ Technician

This course covers topics that address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (1:0-2)

EMSP 1260 Clinical - Advanced Emergency Medical Technology

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. Specific detailed learning objectives are developed for the course. Continuous enrollment may be required until these objectives are met. Orientation is required prior to the start of the course. Co-requisites: EMSP 1338, 1355, 1356 and departmental approval. (2:0-12)

EMSP 1338 Introduction to Advanced Practice

This course covers fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration and related topics. Prerequisites: EMSP 1160, EMSP 1501, BIOL 2301, BIOL 2101 and departmental approval. Co-requisites: EMSP 1355, EMSP 1356 and EMSP 1260. Reading level 7, Writing level 7 and Math level 9. (3:2-2)

EMSP 1355 Trauma Management

This is a detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 1160, EMSP 1501, BIOL 2301, BIOL 2101 and departmental approval. Co-requisites: EMSP 1338, EMSP 1356 and EMSP 1260. Reading level 7, Writing level 7, Math level 9. (3:2-2)

EMSP 1356 Patient Assessment and Airway Management

This course covers knowledge and skills required to perform patient assessment, airway management and artificial ventilation. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 1160, EMSP 1501, BIOL 2301, BIOL 2101 and departmental approval. Co-requisites: EMSP 1338, EMSP 1355 and EMSP 1260. Reading level 7, Writing level 7 and Math level 9. (3:2-2)

EMSP 1501 Emergency Medical Technician

This course provides the preparation for certification as an Emergency Medical Technician (EMT). Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: Reading level 6, Writing level 6, Math level 4.(5:3-8)

EMSP 2137 Emergency Procedures

This course uses the application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1260, BIOL 2302, BIOL 2102 and departmental approval (1:0-4)

EMSP 2162 Clinical - EMT Paramedic II

This is a health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course. Continuous enrollment may be required until these are met. Orientation is required prior to the start of the course. Co-requisites: EMSP 2330, 2434 and departmental approval. (1:0-5)

EMSP 2168 Practicum/Field Experience - Paramedic

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Practical/field experiences are unpaid external learning experiences. Specific detailed learning objectives are developed for the course and continuous enrollment may be required until these are met. Orientation is required prior to the start of the course. Co-requisite: EMSP 2243 or departmental approval. (1:0-10)

EMSP 2206 Emergency Pharmacology

This is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of dosages. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1260, BIOL 2302, BIOL 2102 and departmental approval. Reading level 7, Writing level 7 and Math level 9 (2:1-2)

EMSP 2243 Assessment Based Management

This course is a summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 2434, 2330 and departmental approval. Reading level 7, Writing level 7 and Math level 9 (2:0-5)

EMSP 2262 Clinical - EMT Paramedic II

This is a health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course. Continuous enrollment may be required until these are met. Orientation is required prior to the start of the course. Co-requisites: EMSP 2330, 2434 and departmental approval. (2:0-10)

EMSP 2268 Emergency Medical Technician Paramedic Practicum

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Practical/field experiences are unpaid external learning experiences. Specific detailed learning objectives are developed for the course and continuous enrollment may be required until these are met. Orientation is required prior to the start of the course. Co-requisite: EMSP 2243 or departmental approval. (2:0-14)

EMSP 2330 Special Populations

This course covers knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics and other related topics. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 2206, 2444 and departmental approval. Reading level 7, Writing level 7 and Math level 9 (3:2-3)

EMSP 2348 Emergency Pharmacology

This is a course covering utilization of medications in treating emergency situations. The course is designed to complement EMSP 2444 Cardiology, EMSP 2330 Special Populations and EMSP 2434 Medical Emergencies courses. The curriculum is based on the National Emergency Medical Services Educational Standards for Paramedic. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 1338, 1355, 1356 and departmental approval. Reading level 7, Writing level 7 and Math level 7. 48 lecture hours (3:3-0)

EMSP 2352 Emergency Medical Services Research

This course covers primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry and interpretation of professional literature are emphasized. (3:3-1)

EMSP 2434 Medical Emergencies

This course covers knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology and other related topics. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 2206, 2444 and departmental approval. Reading level 7, Writing level 7, Math level 9 (4:4-1)

EMSP 2444 Cardiology

This course covers assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Students must meet the expected outcomes and terminal objectives of the class. Continuous enrollment may be required until these are met. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 1260, BIOL 2302, BIOL 2102 and departmental approval. Reading level 7, Writing level 7 and Math level 9 (4:2-6)

ENER 1240 Employee Success in Energy Industry

This course is a study of successful employee characteristics and employer expectations in the energy industry. Topics include benefits, career management, e-communications and personal financial management. It also addresses values, inclusion and community/environmental roles. Prerequisites: Reading level 6, Writing level 6, Math level 6 (2:2-0)

ENER 1330 Basic Mechanical Skills for Energy

This course covers 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). It also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power and come-alongs. (3:2-2)

ENGL 0107 Developmental Writing (NCBO)

This course is a study of the development of fundamental writing skills such as idea generation, organization, style, utilization of standard English and revision. (1:0.5-0.5)

ENGL 0306 Beginning Writing Skills

This course is designed for systematic study and review of applicable grammatical forms and proper punctuation in a gradual progression from sentence structure to paragraph writing. The course offers opportunities to develop basic writing skills and to enhance critical thinking. The course includes one hour of lab weekly. This course is not applicable to any degree. Prerequisite: Writing level 4. (3:3-1)

ENGL 0307 Preparation for College English

This course is a comprehensive review of the fundamentals of composition and grammar with emphasis on paragraph writing, beginning theme construction and mechanical and syntactical correctness. It provides students with opportunities to develop critical reading and writing skills through reading and discussing the works of professional writers. This course is not applicable to any degree. Prerequisite: A grade of C or above in ENGL 0306 or writing score within defined range (3:3-0)

ENGL 0308 Writing and Grammar: English for Speakers of Other Languages

This course reviews the fundamentals of composition and grammar with emphasis on logical paragraph and essay construction, clear and idiomatic English, appropriate syntactical features and mechanical correctness. In addition, the course provides for the development of critical reading, thinking, writing and speaking skills through the analysis and discussion of professional essays. Laboratory sessions provide group and individual practice with a variety of second language problem areas. This course is not applicable to any degree. Prerequisite: A grade of C or above in ENGL 0306 or writing score within defined range (3:3-1)

ENGL 1301 Composition I

This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement and style. Focus is on writing the academic essay as a vehicle for learning, communicating and critical analysis. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

ENGL 1302 Composition II

This course provides an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 or equivalent (3:3-0)

ENGL 2307 Creative Writing

This elective composition course provides an opportunity for students to create imaginative works for pleasure and publication within the supportive atmosphere of a writing workshop. The workshop may emphasize a single genre, such as poetry, fiction or drama. Alternatively, the workshop may allow individual students to write original compositions in genres of their interest in response to classroom assignments. Students analyze significant contemporary literature, finding models of successful forms and effective technique. In addition, they critique the work of classmates. Literary theory and strategies for publication are discussed. Students are also encouraged to participate as editors of the College literary magazines and to submit their best work for publication. This three-credit-hour course may be taken once for college credit. Students may elect a maximum of six hours of creative writing courses for college credit (English 1111, English 2307 and English 2308). English 2307 may also be taken through Continuing Education as a non-credit course. Prerequisite: Writing level 7 (3:3-0)

ENGL 2311 Technical and Business Writing

This course is an intensive study of and practice in professional settings. It focuses on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creating of ethical and efficient documents. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2322 British Literature I

This is a survey of the development of British literature from the Anglo-Saxon period to the 18th Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2323 British Literature II

This is a survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2327 American Literature I

This is a survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2328 American Literature II

This is a survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2332 World Literature I

This is a survey of world literature from the ancient world through the 16th century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2333 World Literature II

This is a survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2341 Literature and Film

This course covers the study of one or more literary genres including, but not limited to, fiction, drama and film are included in this course. The course offers an analytical approach to both literature and film. Through various methods, students will learn conceptual frameworks and vocabulary for understanding and explaining how films and literature enhance our perception of society and inform our awareness and judgment. The course strives to help students critically approach culture by analyzing literary works. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2351 Mexican-American Literature

This is a survey course of Mexican-American/Chicano literature including fiction, non-fiction, poetry and drama. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2370 Selected Studies in Literature

This course offers students opportunities for intensive analysis of literary works that may be unified by theme, period or subject matter. Students will be asked to complete a variety of writing assignments including essay examinations, short compositions and investigative papers. The course may be repeated a maximum of two times for transfer credit provided the repeated course covers a different topic. Prerequisite: ENGL 1301 (3:3-0)

ENGL 2389 Academic Cooperative in Composition

This is an 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 English language and literature. Prerequisite or co-requisite: ENGL 1302, a professor's written recommendation and a writing sample. Reading level 7, Writing level 7 (3:1-8)

ENGR 1201 Introduction to Engineering

This is an introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Note: Some mechanical engineering programs will accept the course ENGR 1201 for transfer credit and as applicable to the engineering major, while others will accept the course for transfer credit only. The student is advised to check with the school to which he or she wants to transfer for specific applicability of this course to the engineering major. Prerequisite: Reading level 7, MATH 1314 or higher (2:1-3)

ENGR 1304 Engineering Graphics I

Engineering Graphics I introduces computer-aided drafting, using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication. Topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Prerequisite: MATH 1314 or higher. (3:2-2)

ENGR 2105 Electrical Circuits I Laboratory

In the laboratory component of Circuits I, students conduct experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time and frequency domain circuit analysis. Students are introduced to principles and operations of basic laboratory equipment and to writing laboratory reports. Co-requisite: ENGR 2305. (1:0-3)

ENGR 2301 Engineering Mechanics - Statics

This course introduces the basic theory of engineering mechanics, using calculus, involving the description of forces, moments and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: PHYS 2325 and PHYS 2125. Co-requisite MATH 2414. (3:3-0)

ENGR 2302 Engineering Mechanics - Dynamics

This course is a study of 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. Prerequisite: ENGR 2301. (3:3-0)

ENGR 2304 Programming for Engineers

This course introduces programming principles and techniques for matrix and array operations, equation solving and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software and laboratory control software. Prerequisite: MATH 2413. (3:3-0)

ENGR 2305 Electrical Circuits I

Circuits I introduces the principles of electrical circuits and systems, including basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage and current sources); the 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; Bode plots; and use of computer simulation software to solve circuit problems. Prerequisites: PHYS 2326 and PHYS 2126; Co-requisites: MATH 2320 and ENGR 2105. (3:3-0)

ENGR 2308 Engineering Economics

The student will utilize methods for determining the comparative financial desirability of engineering alternatives; and will be provided the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of the time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering exam. Prerequisite: MATH 2413 (3:3-0)

EPCT 1301 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics

This course covers minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR 1910.120 and 40 CFR 264.16. Students must make a grade of "C" or better in order to be eligible for HAZWOPER certification. Prerequisites: EPCT 1307. Reading level 6, Writing level 6, Math level 6 (3:3-1)

EPCT 1305 Environmental Regulations Overview

This course provides an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

EPCT 1307 Introduction to Environmental Safety and Health

This course provides a historic overview of environmental safety and health. Emphasis is on the use of occupational safety and health codes. (3:3-0)

EPCT 1311 Introduction to Environmental Science

This course provides an overview of environmental science and current global concerns and a brief history of environmental ethics, resource use and conservation. It includes a discussion of fundamental principles of resource economics and environmental health. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

EPCT 1313 Contingency Planning

This course provides an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is on analyzing the hazards, writing and implementing the contingency plans and evaluating the effectiveness of the contingency plan. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

EPCT 1341 Principles of Industrial Hygiene

This course covers concepts in threshold limits, dose response and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It includes a study of the control of occupational hazards and sample collection and evaluation methods. Prerequisites: EPCT 1307, CHEM 1311 and CHEM 1111 and MATH 1314; Reading level 6, Writing level 6 (3:3-0)

EPCT 2333 Environmental Toxicology

This course provides a review of the research determining the systematic health effects of exposures to chemicals. It includes a discussion of risk factors, routes of entry, control measures and acute and chronic effects. Prerequisites: EPCT 1307, CHEM 1311 and CHEM 1111 and MATH 1314; Reading level 6, Writing level 6 (3:3-0)

ESOL 0110 English as a Second Language (NCBO)

This course is a computer based, student self-paced practice to develop reading, grammar, writing, listening and/or speaking skills for non-native speakers and to prepare students to function in educational, vocational and/or personal English language contexts. This course may be repeated to improve proficiency. (1:1-0)

ESOL 0311 Introductory Listening and Speaking

This course focuses on developing basic social and pre-academic speaking and listening skills which include pronouncing, describing, giving directions and comprehending oral directions. This course does not apply toward any degree. Prerequisite: standardized test of English language proficiency. (3:3-1)

ESOL 0351 Introductory Composition

This course focuses on strategies and techniques of writing and composition. Open only to non-native speakers. (3:3-0)

ESOL 0362 Intermediate ESOL Oral Communication

This course develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Prerequisite: ESOL 0311 or meet the required score on a standardized test of English language proficiency. This is an intermediate-level course. (3:3-1)

ESOL 0363 Advanced ESOL Oral Communication

This course develops listening and speaking skills in speakers of language other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. Prerequisite: ESOL 0362 Intermediate Oral Communication for Non-Native Speakers or meet the required score on a standardized test of English language proficiency. This is an advanced-level course. (3:3-1)

ESOL 0372 Intermediate Reading and Writing for Non-Native Speakers

This course focuses on strategies and techniques of writing and composition and develops reading proficiency, vocabulary and writing and grammar skills for academic, career or personal purposes in speakers of languages other than English and prepares them to function in a multicultural and multilingual society. Prerequisite: ESOL 0351 and 0321 or meet the required score on a standardized test of English language proficiency. This is an intermediate-level course. (3:3-1)

ESOL 0373 Advanced Reading and Writing for Non-Native Speakers

This course focuses on strategies and techniques of writing and composition and develops reading proficiency, vocabulary and writing and grammar skills for academic, career or personal purposes in speakers of languages other than English in order to prepare them to function in a multicultural and multilingual society. Prerequisite: ESOL 0372 or meet the required score on a standardized test of English language proficiency. This is an advanced-level course. (3:3-1)

ESOL 0382 Intermediate Grammar for Non-Native Speakers

This course focuses on standard English grammar usage for academic purposes. Open only to non-native speakers. Prerequisite: Meet the required score on standardized test of English language proficiency. This is an intermediate-level course. (3:3-1)

ESOL 0383 Advanced Grammar for Non-Native Speakers

This course focuses on standard English grammar usage for academic purposes. Open only to non-native speakers. Prerequisite: ESOL 0382 or meet the required score on a standardized test of English language proficiency. This is an advanced-level course. (3:3-1)



ETWR 1302 Introduction to Technical Writing

This course introduces the principles, techniques and skills needed for scientific, technical and business writing. This course is designed for technical students. Prerequisite: Reading level 4 (3:3-0)



ETWR 2305 Intermediate Technical Report Writing

This course focuses on essential phases of developing effective technical process documents. Emphasizing the roles of those involved in developing documentation reports, the course also includes practice in developing the reporting deliverables needed for complete and successful description of processes. This course is designed for technical students. Prerequisites: Reading level 6, Writing level 6 (3:3-0)

F

FCEL 1305 Fuel Cell and Alternative/Renewable Energy

This course is on the types and applications of alternative/renewable energy sources. It emphasizes fuel cell applications and processes, reformation of fuels, heat transfer, chemical reaction, power conditioning, combined heat and power and distributed generation systems. Prerequisites or co-requisites: CETT 1303 and Reading level 4 (3:2-2)

FDNS 1168 Practicum - Dietetics/Dietitian (RD)

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Co-requisite: DITA 1400 (1:0-10)

FDNS 1169 Practicum-Dietetics/Dietitian (RD)

This course provides practical, general workplace training supported by an individualized learning plan developed by employer, the College and student. Co-requisite: DITA 1401 (1:0-10)

FDNS 1309 Nutrition in the Community

This is a study of the nutritional status of populations at the national, state and local community levels. It includes socioeconomic cultural and psychological influences on eating behavior, national and state health objectives, marketing strategies for objective implementation and community nutrition program serving risk-group populations. Basic teaching/counseling methods for the nutrition education of small groups and individual clients/patients is also covered. (3:3-0)

FIRS 1301 Firefighter Certification I

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 32 lecture hours, 48 hours of skills development. Firefighter Training Academy. (3:2-3)

FIRS 1313 Firefighter Certification III

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 48 lecture hours, 16 hours of skills development. Firefighter Training Academy. (3:3-1)

FIRS 1319 Firefighter Certification IV

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 32 lecture hours, 48 hours of skills development. Firefighter Training Academy. (3:2-3)



FIRS 1323 Firefighter Certification V

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 32 lecture hours, 64 hours of skills development. Firefighter Training Academy. (3:2-4)



FIRS 1329 Firefighter Certification VI

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 48 lecture hours, 16 hours of skills development. Firefighter Training Academy. (3:3-1)



FIRS 1333 Firefighter Certification VII

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 16 lecture hours, 80 hours of skills development. Firefighter Training Academy. (3:1-5)



FIRS 1407 Firefighter Certification II

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 32 lecture hours, 80 hours of skills development. Firefighter Training Academy. (4:2-5)



FIRS 1423 Firefighter Certification V

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 48 lecture hours, 48 hours of skills development. Firefighter Training Academy. Prerequisite: Reading level 6 (3:3-3)



FIRS 1433 Firefighter Certification VII

This is one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)*** 32 lecture hours, 80 hours of skills development. Firefighter Training Academy. Prerequisite: Reading level 6 (4:2-5)



FIRT 1303 Fire and Arson Investigation I

This is an in-depth study of basic fire and arson investigation practices, with an emphasis on fire behavior principles related to fire cause and origin determination. This includes 48 lecture hours and 16 hours of skills development. (3:3-1)



FIRT 1309 Fire Administration I

This is an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service, with an emphasis on fire service leadership from the perspective of the company officer. It includes 48 lecture hours. (3:3-0)



FIRT 1315 Hazardous Materials I

This is a study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations and the most effective methods of hazard mitigation. It is the equivalent to Hazardous Materials Operations Level Training and includes 48 lecture hours and 16 hours of skills development. (3:3-1)



FIRT 1319 Firefighter Health and Safety

This is a study of firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. It includes 48 lecture hours. (3:3-0)



FIRT 1327 Building Construction for the Fire Service

This course covers the exploration of building construction and design related to fire spread suppression in various structures and examination of potential hazards resulting from construction practices and materials. The student will identify types of building construction: recognize hazards associated with construction practices; identify fire resistive levels of building materials; and recognize signs of potential structural collapse. It includes 48 lecture hours. (3:3-0)



FIRT 1338 Fire Protection Systems

This course is a study of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. Includes 48 lecture hours. (3:3-0)



FIRT 1342 Fire Officer I

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:3-1)



FIRT 1343 Fire Officer II

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer II certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:3-1)



FIRT 1345 Hazardous Materials II

This is an in-depth study of mitigation practices and techniques to effectively control hazardous materials spills and leaks. It is the equivalent to Hazardous Materials Technician Level Training and includes 48 lecture hours and 16 hours of skills development. (3:3-1)



FIRT 1349 Fire Administration II

This is an in-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service and relationships between the fire service and outside agencies. It includes 48 lecture hours. Prerequisite: FIRT 1309 (3:3-0)



FIRT 1370 Technical Rope Rescue I

This is an in-depth study of Technical Rope Rescue including extensive skills development. Upon successful completion of this course students should be able to identify, describe and demonstrate rope rescue and confined space rescue procedures at the Technical Rescuer-Level I level. The content of this course meets and/or exceeds the job performance requirements specified in National Fire Protection Association 1006-Standard for Technical Rescuer Professional Qualifications, 2008 Edition including the specialty areas of rope rescue and confined space rescue. This course may be repeated in order to maintain student skill proficiency. (3:2-3)



FIRT 1408 Fire Inspector I

This course is one in a series of three courses required for Fire Inspector certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector I. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (4:3-3)



FIRT 1440 Fire Inspector II

This course is one in a series of three courses required for Fire Inspector certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector II and Plan Examiner I. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (4:3-3)

FIRT 2112 Hazardous Materials Incident Commander

This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Hazardous Materials Incident Commander certification. **THIS COURSE MAY BE OFFERED ONLY BY AN INSTITUTION CERTIFIED AS TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.** (1:1-1)

FIRT 2305 Fire Instructor I

This course prepares fire and emergency services personnel to deliver instruction from a prepared lesson plan, including the use of instructional aids and evaluation instruments to meet the Texas Commission on Fire Protection requirements for Fire Instructor I certification. It includes 48 lecture hours (3:3-0)

FIRT 2309 Firefighting Strategies and Tactics I

I
This course covers analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. It includes 48 lecture hours (3:3-0)

FIRT 2331 Firefighting Strategies and Tactics II

II
This is a continuation of Firefighting Strategies and Tactics I with an emphasis on use of incident command in large-scale command problems and other specialized fire problems. It includes 48 lecture hours. Prerequisite: FIRT 1311 (3:3-0)

FIRT 2333 Fire and Arson Investigation II

This is a continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor and expert witnesses. Forty-eight lecture hours. Sixteen hours of skills development. (3:3-1)

FIRT 2345 Hazardous Materials III

This is a continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology; cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics and organic and inorganic peroxides and water reactivity and polymerization and polymerizing substances. It includes 48 lecture hours and 16 hours of skills development. (3:3-1)

FIRT 2351 Company Fire Officer

This is a capstone course covering fire ground operations and supervisory practices. It includes performance evaluation of incident commander, safety officer, public information officer and shift supervisor duties and 48 lecture hours. (3:3-0)

FIRT 2356 Fire Officer III

This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer III certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.** (3:3-1)

FIRT 2357 Fire Officer IV

This course Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer IV certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.** (3:3-1)

FIRT 2359 Fire Instructor III

This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor III certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:3-1)

FIRT 2370 Technical Rope Rescue II

This is an in-depth study of Technical Rope Rescue including extensive skills development. Upon successful completion of this course, students should be able to identify, describe and demonstrate rope rescue and confined space rescue procedures at the Technical Rescuer-Level I level. The content of this course meets and/or exceeds the job performance requirements specified in National Fire Protection Association 1006-Standard for Technical Rescuer Professional Qualifications, 2008 Edition including the specialty areas of rope rescue and confined space rescue. This course may be repeated in order to maintain student skill proficiency. Prerequisite: FIRT 1370 (3:2-3)

FITT 1237 Personal Training

This course is a study of the aspects of one-on-one training, including marketing, program development, legal aspects, documentation, training methodologies and business considerations. Emphasis is on the development of safe and enjoyable individualized training sessions. Co-requisite: FITT 2413. (2:2-0)

FITT 1303 Fitness Event Planning and Promotion

This course is a study of the practical aspects of developing and scheduling group exercise fitness classes, including recreational activities, competitive activities and promotion of exercise and non-exercise activities. Emphasis is on the design of safe, enjoyable activities. (3:3-0)

FITT 2301 Lifestyle Change for Wellness

This course is a study of the components of weight control, healthy nutrition, smoking cessation, stress management and other current trends will be covered. Included are techniques in behavior modification, motivation, teaching and counseling. Co-requisite: HPRS 1202. (3:3-0)

FITT 2309 Theory of Exercise Program Design and Instruction

The study of health related components of physical fitness including cardiorespiratory endurance, muscular strength, muscular endurance, flexibility and body composition. Topics include the theoretical basis underlying physical fitness; instructional techniques for fitness development; and methods for leading an exercise session, including design, instruction and evaluation. Co-requisite: FITT 2471. (3:2-3)



FITT 2413 Exercise Science

This course is a survey of scientific principles, methodologies and research as applied to exercise and physical fitness. Emphasis on physiological responses and adaptations to exercise. Topics include basic elements of kinesiology, biomechanics, motor learning and the physical fitness industry. Co-requisite: FITT 1237. (4:4-0)



FITT 2471 Kinesiology and Biomechanics

This course is a continuation of the study of scientific principles, methodologies and research as applied to exercise and physical fitness. Emphasis is on physiological responses and adaptations to exercise. Prerequisite: FITT 2413. Co-requisite: FITT 2309. (4:3-2)



FREN 1411 Beginning French I

This course is basic French language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Reading level 6 (4:3-2)



FREN 1412 Beginning French II

This course is a continued development of basic French language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: FREN 1411 (4:3-2)



FREN 2311 Intermediate French I

This course is designed to give the student who has completed FREN 1411 and 1412 increased fluency and confidence in the use of the French language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisites: FREN 1411-1412 (3:3-0)



FREN 2312 Intermediate French II

This course is a continuation of FREN 2311. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisite: FREN 2311 (3:3-0)

G

GAME 1303 Introduction to Game Design and Development

This course is an introduction to electronic game development and game development careers and includes an examination of history and philosophy of games, the game production process, employee factors for success in the field and current issues and practices in the game development industry. The course includes designing and implementing simple computer games. (3:2-2)

GAME 1304 Level Design

This course is an introduction to the tools and concepts used to create levels for games and simulations which incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing and storytelling and includes utilization of toolsets from industry titles. (3:2-2)

GAME 1343 Game and Simulation Programming I

This course covers game and simulation programming. It includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound and graphics. Prerequisite: ITSE 1307 or COSC 1337 or GAME 1303 or department chair approval (3:2-2)

GAME 2332 Project Development I

This course includes skill development in an original modification based on a current game engine. It includes management of version control; development of project timelines; integration of sound, models and animation; production of demos; and creation of original levels, characters and content for a real-time multiplayer game. It applies skills learned in previous classes in a simulated real-world design team experience. Prerequisite: GAME 1304 or department chair approval (3:2-2)

GAME 2341 Game Scripting

This course covers scripting languages with emphasis on game concepts and simulations. Prerequisite: GAME 1304 or department chair approval. (3:2-2)

GAME 2344 DirectX Programming

This course covers the exploration of the advanced suite of multimedia application programming interfaces (API) built into the Microsoft Windows operating system. Prerequisites: Math level 6 and (ITSE 2331 or COSC 2336) or department chair approval (3:2-2)

GAME 2359 Game & Simulation Group Project

This course focuses on the creation of a game and/or simulation project utilizing a team approach. It includes the integration of design, art, audio, programming, quality assurance. Prerequisite: GAME 2332 or department chair approval (3:2-2)



GEOG 1301 Physical Geography

This course includes a study of climate, vegetation, soils and landforms from a location perspective with an emphasis on map skills. The role of humans in altering their environment is considered, especially the human impact on climate and vegetation. Other topics include the study of latitude and longitude; time zones; earth-sun relationships and the changing seasons; along with severe weather, such as hurricanes and tornadoes. (GEOG 1301 does not satisfy the geography elementary education majors. Check with the Educational Planning and Counseling Office.) Prerequisite: Reading level 6 (3:3-0)



GEOG 1302 Human Geography

This course introduces students to the study of where and why people and activities are located on the earth's surface. Geographic concepts include spatial organization of economic, social, political and perceptual environments in an increasingly interrelated world community. Interactions between the natural environment, geopolitics, urban geography, demographics and economic geography are stressed. Global themes may include the impact of world population trends, environmental problems, trade and economic development, interactions between ethnic groups and geopolitical change in the post-Cold War period. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)



GEOG 1303 World Regional Geography

This course is a study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions. Prerequisites: Reading level 6, Writing level 6 (3:3-0)



GEOL 1101 Earth Sciences for Non-Science Majors I (lab)

This introductory lab course provides a survey of astronomy, geology, oceanography and meteorology for non-science majors. Prerequisites: Reading level 7, Writing level 7, Math level 6; co-requisite: GEOL 1301 (1:0-3)



GEOL 1103 Physical Geology (lab)

This laboratory-based course accompanies GEOL 1303. Laboratory activities will cover methods used to collect and analyze earth science data. Field trip(s) may be required. Prerequisite: Reading level 7; co-requisite: GEOL 1303 (1:0-3)



GEOL 1104 Historical Geology (lab)

This laboratory-based course accompanies GEOL 1304 Historical Geology (lecture). Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Field trip(s) may be required. Prerequisites: GEOL 1303 & 1103, Reading level 7; co-requisite: GEOL 1304 (1:0-3)



GEOL 1105 Environmental Science (lab)

This laboratory based course accompanies GEOL 1305, Environmental Science (lecture). Activities will cover methods used to collect and analyze environmental data. Field trip(s) are required. Prerequisites: Reading level 7; co-requisite: GEOL 1305 (1:0-3)



GEOL 1147 Meteorology (lab)

This lab course is a survey in meteorology and related sciences, intended for both science and non-science majors. The course covers a broad range of topics within the atmospheric sciences at an introductory level and includes laboratory activities. It will provide the student with a general understanding of the Earth's atmosphere and its behavior. Course objectives include being able to identify and explain observed weather phenomena, being able to describe the structure, composition and dynamics of the atmosphere, being able to describe the reasons our atmosphere is different from atmospheres of other planets and how our atmosphere has changed and can change. This course should provide a deeper appreciation of the forces acting and motions occurring in the atmosphere to produce various weather and climate conditions. Prerequisites: Reading level 7, Writing level 7 and Math level 9; co-requisite: GEOL 1347 (1:0-3)



GEOL 1301 Earth Sciences for Non-Science Majors I (lecture)

This introductory lecture course provides a survey of astronomy, geology, oceanography and meteorology for non-science majors. Prerequisites: Reading level 7, Writing level 7, Math level 6; co-requisite: GEOL 1101 (3:3-0)



GEOL 1303 Physical Geology (lecture)

This course is an introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Field trip(s) may be required. Prerequisite: Reading level 7; Co-requisite: GEOL 1103 (3:3-0)



GEOL 1304 Historical Geology (lecture)

This lecture course is a comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Field trip(s) may be required. Prerequisites: GEOL 1303 & 1103, Reading level 7; co-requisite: GEOL 1104 (3:3-0)



GEOL 1305 Environmental Science (lecture)

This course is 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. Field trip(s) are required. Prerequisites: Reading level 7; co-requisite: GEOL 1105 (3:3-0)



GEOL 1347 Meteorology (lecture)

This lecture course is a survey in meteorology and related sciences, intended for both science and non-science majors. The course covers a broad range of topics within the atmospheric sciences at an introductory level and includes laboratory activities. It will provide the student with a general understanding of the Earth's atmosphere and its behavior. Course objectives include being able to identify and explain observed weather phenomena, being able to describe the structure, composition and dynamics of the atmosphere, being able to describe the reasons our atmosphere is different from atmospheres of other planets and how our atmosphere has changed and can change. This course should provide a deeper appreciation of the forces acting and motions occurring in the atmosphere to produce various weather and climate conditions. Prerequisites: Reading level 7, Writing level 7 and Math level 9; co-requisite: GEOL 1147 (3:3-0)



GEOL 2389 Academic Cooperative

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena. Prerequisites: Eight hours of geology; Reading level 7, Writing level 7, Math level 7 (3:1-8)



GERM 1411 Beginning German I

This course is basic German language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Reading level 6 (4:3-2)



GERM 1412 Beginning German II

This course is a continued development of basic German language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: GERM 1411 (4:3-2)



GERM 2311 Intermediate German I

This course is designed to give the student who has completed GERM 1411 and 1412 increased fluency and confidence in the use of the German language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisites: GERM 1411-1412 (3:3-0)



GERM 2312 Intermediate German II

This course is a continuation of GERM 2311. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisite: GERM 2311 (3:3-0)



GOVT 2107 Federal and Texas Constitutions

This course is a study of the United States and state constitutions, with special emphasis on Texas. Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with §TEC 51.301. Prerequisites: Reading level 7 and Writing level 7 and Prerequisite: GOVT 2302 and co-requisite GOVT 2305 or Prerequisite: GOVT 2302 and co-requisite GOVT 2306. (1:1-0)



GOVT 2304 Introduction to Political Science

This course is an 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. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)



GOVT 2305 Federal Government (Federal Constitution and Topics)

This course is an introductory survey of the United States political system. Topics include 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 rights and civil liberties. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

GOVT 2306 Texas Government (Texas Constitution and Topics)

This course is an introductory survey of the Texas political system. Topics include 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. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

GOVT 2311 Mexican-American Politics

This course is a study of Mexican-American/Chicano politics within the American political experience. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

GOVT 2389 Academic Cooperative

This is an instructional program designed to integrate on-campus study with practical 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. Prerequisites: Reading level 7, Writing level 7 (3:1-8)

GRPH 2309 Electronic Pre-Press I

This course focuses on theory and techniques for pre-press preparation, using industry-standard software for final file output. Topics include the procedures and problems involved in computer file preparation, ranging from trapping, color separations and resolutions to printing basics and service bureaus. Prerequisite: ARTC 2347 or ARTS 2314 or approval of department chair (3:2-4)

GRPH 2370 Electronic Pre-Press II

This is a continuation of electronic pre-press I, with continued exploration of computer file preparation, including use of Postscript, rip raster image processing, trapping, color separation and resolutions. Emphasis will be on individual progress. Prerequisite: GRPH 2309 or approval of department chair (3:2-4)

GUST 0105 College Student Success (NCBO)

This course covers psychology of learning and success and examines factors that underlie learning, success and personal development in higher education. This course also emphasizes student responsibility and techniques in behavior modification. Topics covered include information processing, memory, strategic learning, self-assessment and regulation, self-management, goal setting and commitment, motivation, educational and career planning, decision making, networking, emotional intelligence and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations and utilizing learning resources are covered. It includes courses in college orientation and developments of students' academic skills that apply to all disciplines. Prerequisite: Reading level 2, Writing level 4 and Math level 4 (1:1-0)

GUST 0305 College Student Success

This course covers psychology of learning and success and examines factors that underlie learning, success and personal development in higher education. This course also emphasizes student responsibility and techniques in behavior modification. Topics covered include information processing, memory, strategic learning, self-assessment and regulation, self-management, goal setting and commitment, motivation, educational and career planning, decision making, networking, emotional intelligence and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations and utilizing learning resources are covered. It includes courses in college orientation and developments of students' academic skills that apply to all disciplines. Prerequisite: Reading level 2, Writing level 4 and Math level 4 (3:3-0)

H

HAMG 1319 Computers in Hospitality

This is an introduction to computers and their relationship as an information system to the hospitality industry. This course includes an overview of industry-specific software. (3:3-1)

HAMG 1340 Hospitality Legal Issues

This is a course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor relations, tax laws, tip reporting, franchise regulations and product liability laws. (3:3-0)

HART 1356 EPA Recovery Certification Preparation

This course covers certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service and repair of all HVAC and refrigeration systems. (3:3-0)

HART 1401 Basic Electricity for HVAC

This course focuses on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation. (4:2-4)

HART 1407 Refrigeration Principles

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling and refrigeration components and safety. (4:2-4)

HART 1441 Residential Air Conditioning

This is a study of components, applications and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Co-requisites: HART 1401 and HART 1407 or department chair approval (4:2-4)

HART 1445 Gas and Electrical Heating

This is a study of the procedures and principles used in servicing heating systems including gas-fired furnaces and electric heating systems. Co-requisites: HART 1401 and HART 1407 or department chair approval (4:2-4)

HART 2301 Air Conditioning and Refrigeration Codes

This course focuses on HVAC standards and concepts, with emphasis on understanding and documenting the codes and regulations required for a state mechanical contractors license and compliance with local codes. Prerequisite: HART 1441 or HART 2441 or department chair approval (3:3-0)



HART 2302 Commercial Air Conditioning System Design

This is an advanced study in essential elements of commercial air conditioning contracting, including duct systems design and/or material takeoff, weight estimating, equipment selection, using manufacturer's catalog data, job cost estimating, scheduling preparation of shop drawings and submittals. Prerequisites: HART 2345 and HART 2441 or department chair approval (3:3-0)



HART 2331 Advanced Electricity

This course provides advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution motors, motor controls and applications of solid state devices. Prerequisite: HART 1441 or HART 2441 and HART 1445 or department chair approval (3:2-4)



HART 2336 Air Conditioning Troubleshooting

This is an advanced course in the application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration component and system problems, including conducting performance tests. Co-requisites: HART 2331 or department chair approval (3:2-4)



HART 2338 Air Conditioning Installation and Startup

A study of air conditioning system installation, refrigerant piping, condensate disposal and air cleaning equipment with emphasis on startup and performance testing. Prerequisites: HART 1441 or HART 2441 and HART 1445 or department chair approval (3:2-4)



HART 2343 Industrial Air Conditioning

This course is a study of components, accessories, applications and installation of air conditioning systems above a 25 ton capacity. Prerequisites: HART 2441 and HART 2331 or department chair approval (3:2-2)



HART 2345 Residential A/C System Design

This course is a study the properties of air and results of cooling, heating, humidifying or dehumidifying. Other topics include analyzing and calculating heat gain or heat loss necessary for equipment selection and balancing air systems. Prerequisites: HART 1441 and HART 1445 or department chair approval (3:2-2)



HART 2349 Heat Pumps

This course is a study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. Prerequisites: HART 1441 and HART 1445 or department chair approval (3:2-2)



HART 2357 Specialized Commercial Refrigeration

This advanced course covers the components, accessories and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics and cascade systems. Prerequisites: HART 1401 and HART 1407 or department chair approval. (3:2-4)

HART 2358 Testing, Adjusting and Balancing HVAC Systems

This course is a study in the process of checking and adjusting all of the building environmental systems to produce the design objectives. There will be an emphasis on efficiency and energy savings. (3:2-4)

HART 2368 Practicum (or Field Experience) - HVAC/R Technology/Technician

This course offers practical general workplace training through individualized learning plans developed by the employer, the College and the student. The student must have a HVAC/R related workplace experience to participate in this course. This workplace experience can be either a paid or unpaid. While the College can assist the student in locating a potential workplace experience, it is the student's responsibility to have this in place by the beginning of class. Prerequisites: Completion of at least 16 semester hours of HVAC/R (HART) courses, an acceptable workplace experience and an interview with a HVAC/R faculty. (3:0-21)

HART 2431 Advanced Electricity

This course provides advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution motors, motor controls and applications of solid state devices. Prerequisite: HART 1441, HART 1445 or department chair approval (4:3-3)

HART 2434 Advanced Air Conditioning Controls

This course covers the theory and application of electrical control devices, electromechanical controls and/or pneumatic controls. Co-requisite: HART 2331 or HART 2431 or department chair approval (4:2-4)

HART 2436 Air Conditioning Troubleshooting

This is an advanced course in the application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration component and system problems, including conducting performance tests. Prerequisites: HART 1441 and HART 1445 or department chair approval (4:3-3)

HART 2441 Commercial Air Conditioning

This course is a study of components, applications and installation of air conditioning systems with capacities of 25 tons or less. Prerequisites or co-requisites: HART 1401 and HART 1407 or department chair approval (4:2-4)

HART 2442 Commercial Refrigeration

This course focuses on both the theory and practice in the maintenance of commercial refrigeration at both medium and low temperature applications and ice machines. Co-requisites: HART 2331 or department chair approval (4:2-4)

HART 2445 Residential Air Conditioning Systems Design

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Also included is a study in essential elements of commercial air conditioning contracting including duct systems design, equipment selection using manufacturers' catalog data; and preparation of shop drawings and submittals. (4:4-0)

HART 2449 Heat Pumps

This is a study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. Prerequisites: HART 1401 and HART 1407 or department chair approval (4:3-3)

HEKO 1322 Nutrition and Diet Therapy

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. (3:3-0)

HIST 1301 United States History I

This is 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. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HIST 1302 United States History II

This is 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. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HIST 2301 Texas History

This is a survey of the social, political, 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. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HIST 2311 Western Civilization I

This is 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 Reformation. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HIST 2312 Western Civilization II

This is 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. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HIST 2321 World Civilization I

This is 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. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

HIST 2322 World Civilization II

This is 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, national/state formation and industrialization, imperialism, global conflicts and resolutions and the global economic integration. The course emphasizes the development, interaction and impact of global exchange. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

HIST 2327 Mexican-American History I

This course is a study of historical, economic, social and cultural development of Mexican-Americans/Chicanos to 1900. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

HIST 2328 Mexican-American History II

This course is a study of historical, economic, social and cultural development of Mexican-Americans/Chicanos from 1900 to the present. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

HIST 2381 African-American History

This course is a study of historical, economic, social and cultural development of minority groups. May include African-American, Mexican American, Asian American and Native American issues. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

HIST 2389 Academic Cooperative

This is an instructional program designed to integrate on-campus study with practical hands-on experience in history. 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. Prerequisites: Six hours of history; Reading level 7, Writing level 7 (3:1-8)

HITT 1249 Pharmacology

This is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. (2:2-0)

HITT 1301 Health Data Content and Structure

This is an introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health-related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. (3:2-2)

HITT 1305 Medical Terminology I

This is a study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures and medical specialties. (3:3-0)

HITT 1307 Cancer Data Management I

This introduction to cancer data management includes cancer program requirements, the American College of Surgeons Cancer Program Survey process and an overview of data collection/retrieval-abstracting coding, staging and reporting. Prerequisites: Reading level 7, Writing level 7, BIOL 1308 and BIOL 1108 or BIOL 2301 and 2101; HITT 1305, HITT 1374, HPRS 2301, ITSC 1309 (3:3-0)

HITT 1311 Health Information Systems

This is an introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health. Prerequisite or co-requisite: ITSC 1309 or BCIS 1305 (3:2-2)

HITT 1341 Coding and Classification Systems

This course covers fundamentals of coding rules, conventions and guidelines using clinical classification systems. (3:2-2)

HITT 1345 Health Care Delivery Systems

This is an introduction to organization, financing and delivery of health care services, accreditation, licensure and regulatory agencies. Prerequisites: Reading level 7, Writing level 7. (3:3-0)

HITT 1353 Legal and Ethical Aspects of Health Information

This course covers concepts of privacy, security confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information. (3:3-0)



HITT 1360 Clinical-Health Information/Medical Records Technology/Technician

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:0-9)

HITT 1361 Clinical - Cancer Data Management

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the Certified Tumor Registrar. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:0-9)

HITT 1374 Anatomy and Physiology

This is a general overview of the normal structure and function of human body including an introduction to the relationship of the body systems in maintaining homeostasis. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:3-1)

HITT 1377 Clinical-Billing and Coding

This is a supervised learning experience in a health care facility enabling the student to apply skills in basic billing and coding procedures and practices. Emphasis is placed on students achieving entry-level proficiency in billing and coding medical records and physicians office diagnoses and procedures and the application of policies, standards and guidelines. (3:0-9)

HITT 1378 Medical Insurance

This course includes instruction to inform and clarify medical insurance reimbursement via coding and completion of applicable insurance forms. Accurate ICD-9-CM/ICD-10-CM and ICD-10-PCS; and CPT coding to be used for completion of insurance forms to governmental agencies, insurance companies and third party payors. (3:3-0)

HITT 2245 Coding Certification Exam Review

This is a review of the coding competencies and skills in preparation of a coding certification exam. Prerequisites: Reading level 7, Writing level 7, Math level 9 (2:2-0)

HITT 2249 RHIT Competency Review

This is a review of health information technology (HIT) competencies, skills and knowledge. Prerequisite: Reading level 7, Writing level 7, Math level 9 (2:1-2)

HITT 2307 Cancer Data Management II

This is a continuation of Cancer Data Management I to include the application of cancer registry data. Prerequisite: Reading level 7, Writing level 7, Math level 9, HITT 1307, Co-requisite: HITT 2370 (3:3-0)

HITT 2335 Coding and Reimbursement Methodologies

This course covers advanced coding techniques with emphasis on case studies, health records and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisites: Reading level 7, Writing level 7, Math level 9 and HITT 1341 (3:2-2)

HITT 2339 Health Information Organization and Supervision

This course covers principles of organization and supervision of human, financial and physical resources. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:3-0)

HITT 2343 Quality Assessment and Performance Improvement

This is a study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management and medical staff data quality issues and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:3-0)

HITT 2346 Advanced Medical Coding

This course covers the advanced concepts of CPT coding rules, conventions and guidelines in complex case studies. Includes investigation of government regulations and changes in health care reporting. (3:2-2)

HITT 2360 Clinical I-Health Information/Medical Records Technology/Technician

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:0-9)

HITT 2361 Clinical-Health Information/Medical Records Technology/Technician

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:0-9)

HITT 2370 Cancer Data Management III

This is an advanced level course in cancer data management to include cancer program requirements, the American College of Surgeons guidelines and heavy concentration in abstracting, coding, staging and state and national reporting requirements. Prerequisites: Reading level 7, Writing level 7, Math level 9, HITT 1307. Co-requisite: HITT 2307 (3:3-0)



HLAB 1401 Introduction to Histotechnology

This course provides an introduction to the health care environment and the histology laboratory. This includes laboratory safety and infection control; health care professionals; medical terminology; basic anatomy and physiology; laboratory mathematics; communication; and ethics, legal and professional issues. Prerequisite: Acceptance into the microscopic tissue anatomy program (4:3-2)



HLAB 1402 Histotechnology I

This course is an introduction to the basic theories and practices of histotechnology. This includes laboratory safety, fixation, tissue processing, embedding, microtomy and cryotomy and routine staining. Prerequisite HLAB1401 (4:3-3)



HLAB 1405 Functional Histology I

This course provides recognition, composition and function of cells, cell life cycles, blood and basic tissue types. Prerequisite: HLAB 1402 (4:3-3)



HLAB 1443 Histotechnology II

This course provides a continuation of Histotechnology I. It introduces both theory and practice of common histochemical staining techniques. Topics include laboratory safety; laboratory mathematics and reagent preparation; basic tissue/dye bonding; differentiation and quality control; and nuclear, connective tissue and carbohydrate staining techniques. Prerequisite: HLAB 1460 (4:3-3)



HLAB 1446 Functional Histology II

This course is a continuation of Functional Histology I with emphasis on the recognition, composition and function of organ systems. It includes skeletal tissues, central nervous system, circulatory system, endocrine glands and reproductive system. (4:3-3)



HLAB 1460 Clinical I - Histologic Tech

This course provides the student with a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: HLAB 1405 (4:0-16)



HLAB 1461 Clinical II - Histologic Tech

This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: HLAB 1446 (4:0-20)



HLAB 1462 Clinical III - Histologic Tech

The course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: HLAB 1461 (4:0-16)



HLAB 2341 Registry Review

This course provides a review of the major theoretical/practical applications in histotechnology. It includes fixation, processing, embedding, microtomy, frozen cryotomy, routine and special stains, tissue identification, immunohistochemistry, enzyme histochemistry and electron microscopy. Emphasis is on employment skills, review of ethical and legal behavior and professional development. Prerequisite: HLAB 1462 (3:2-4)



HMSY 1337 Introduction to Homeland Security

This course is an overview of homeland security including an evaluation of the profession of homeland security issues throughout Texas and the United States. The course includes an examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues. Prerequisite: Reading level 4 (3:3-0)



HPRS 1105 Medical Law/Ethics for Health Professions

This is an introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals. (1:1-0)



HPRS 1106 Essentials of Medical Terminology

This course is a study of medical terminology, word origin, structure and application. (1:1-0)



HPRS 1201 Introduction to Health Professions

This course is an overview of roles of various members of health care system, educational requirements and issues affecting the delivery of health care. (2:2-0)



HPRS 1202 Wellness and Health Promotion

This course provides an overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs and communication of wellness. Co-requisite: FITT 2301. (2:2-0)



HPRS 1206 Essentials of Medical Terminology

This course is a study of medical terminology, word origin, structure and application.(2:2-0)



HPRS 1271 Medical Terminology

This course is a continuation in the study and practical application of a medical vocabulary system. Emphasis is on building a vocabulary required for practice within allied health care professions. Co-requisite: HPRS 1106 (2:2-0)



HPRS 1304 Basic Health Profession Skills

This course is a study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring and health documentation methods. (3:2-2)

HPRS 2200 Pharmacology for Health Professions

This is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration and calculation of doses. (2:2-0)

HPRS 2210 Basic Health Profession Skills II

This course builds on previously acquired knowledge and skills relevant to the professional development of the student. Lecture and simulated laboratory experiences prepare the student to perform patient care utilizing critical thinking and advanced clinical skills. Prerequisites: OPTS 1311 and OPTS 2445. (2:1-4)

HPRS 2301 Pathophysiology

This is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms and physical and psychological reactions to diseases and injuries. (3:3-0)

HPRS 2302 Medical Terminology for Allied Health

This course is a study of medical terminology, word origin, structure and application with an emphasis on building a professional vocabulary required for employment within the allied health care field. (3:3-0)

HRPO 1311 Human Relations

This course teaches practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (3:3-0)

HRPO 2301 Human Resources Management

This course teaches behavioral and legal approaches to the management of human resources in organizations. (3:3-0)

HUMA 1301 Introduction to the Humanities I

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

HUMA 1305 Introduction to Mexican-American Studies

This interdisciplinary survey examines the different cultural, artistic, economic, historical, political and social aspects of the Mexican-American, Chicano and Chicana communities. It also covers issues such as dispossession, immigration, transnationalism and other topics that have shaped the Mexican-American experience. Prerequisites: Reading level 6 and Writing level 6 (3:3-0)

HUMA 1311 Mexican-American Art Appreciation

This course is an examination of Mexican-American/ Chicano artistic expressions in the visual and performing arts. Prerequisite: Reading level 6 (3:3-0)

 **IBUS 1300 Global Logistics Management**

This course covers the study of global logistics, management processes, procedures and regulations used in transportation, physical distribution, warehousing, inventory control, material handling, packaging, plant and warehouse location, risk management, customer service and networks for logistics, suppliers and information. It includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations. (3:3-0)

 **IBUS 1301 Principles of Exports**

This course is a study of export management processes and procedures including governmental control and compliance licensing or product. The course discusses documentation, commercial invoices and traffic procedures, emphasizing human and public relations, management of personnel, finances and accounting. (3:3-0)

 **IBUS 1341 Introduction to International Supply Chain Global Management**

This course is a study of international purchasing or sourcing. Topics include the advantages and the barriers of purchasing internationally, global sourcing and procurement technology and purchasing processes. It emphasizes issues of contract administration, location and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures and related topics. (3:3-0)

 **IBUS 1354 International Marketing Management**

This course provides an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing and distribution factors. Development of an international marketing plan. General principles of customer relationship management including skills, knowledge, attitudes and behaviors will be examined. (3:3-0)

 **IBUS 2332 Global Business Simulation**

This course provides a simulation of a global environment. Students will engage in business practice and theory. The simulation may include researching foreign business cultures and importing and exporting products. It emphasizes participation in all business decisions related to running a simulated company. (3:3-0)

 **IBUS 2335 International Business Law**

This course provides study of law as it applies to international business transactions in the global political-legal environment including home country, host country and international jurisdiction. Study of inter-relationships among laws of different countries and the legal effects on individuals and business organizations. Topics include agency agreements, international contracts and administrations, regulations of exports and imports, technology transfers, regional transactions, intellectual property, product liability and legal organization. (3:3-0)

**IBUS 2341 Intercultural Management**

This course explores cross-cultural comparisons of management and communications processes. Emphasizes cultural, ethnic, geographic distinctions and antecedents that affect individual, group and organizational behavior. May include sociocultural demographics, economics, technology, legal issues, negotiations and processes of decision making in the international cultural environment. Prerequisite: Reading Level 4. (3:3-0)

**IBUS 2345 Import Customs Regulations**

This course includes the study of duties and responsibilities of the licensed customs broker such as processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption and liquidation, computerized systems, laws and regulations. (3:3-0)

**IBUS 2367 Practicum - Field Experience**

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The learning plan emphasizes key components of international business, including business environments and cultures, monetary systems and trade flows, import and export procedures, economics of transportation and distribution channels, government structures and regulatory issues, logistics operations and supply chain management. Collaborating with the employer, the College develops and documents an individualized plan for the student, relating workforce training and experiences to the student's general and technical course of study. Prerequisites: 9 credit hours from IBUS courses - IBUS 1300, IBUS 1301, IBUS 1302, IBUS 1305, IBUS 1354 or LMGT 1345. A program GPA of at least 2.0 is required or department approval. (3:0-21)

**IFWA 1205 Food Service Equipment and Planning**

This is a study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation. (2:2-1)

**IFWA 1318 Nutrition for the Food Service Professional**

This course is an introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease and healthy cooking techniques. (3:3-0)

**IFWA 2341 Specialized Food Preparation**

This is a study of ethnic/regional cooking with actual preparation of local favorite dishes and common international favorites. Prerequisite: CHEF 1401 (3:2-4)

**IFWA 2446 Quantity Procedures**

This course includes the exploration of the theory and application of quantity procedures for the operation of commercial, institutional and industrial food services. Emphasis on quantity cookery and distribution. Co-requisite: CHEF 1205 (4:2-8)



IMED 1301 Introduction to Digital Media

This course offers a survey of the theories, elements and hardware/software components of digital media. Emphasis is on conceptualizing and producing digital media presentations. (3:2-4)



IMED 1316 Web Page Design I

This course offers instruction in web design and related graphic design issues including mark-up languages, websites and browsers. Prerequisite: ARTC 1325 or approval of department chair (3:2-4)



IMED 1341 Interface Design -with Photoshop

This course offers skill development in the interface design process including selecting interfaces that are relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors and typography. (3:2-2)



IMED 1345 Interactive Digital Media I

This course covers the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software. (3:2-2)



IMED 2311 Web Portfolio Development

This course includes preparation and enhancement of portfolio to meet professional standards, development of presentation skills and improvement of job-seeking techniques. Prerequisites: ITSC 1319, ITSE 1359 and ITSE 2313 (3:2-2)



IMED 2315 Web Page Design II

This course is a study of mark-up language advanced layout techniques for creating web pages. The emphasis is on identifying the target audience and producing websites according to accessibility standards, cultural appearance and legal issues. Prerequisite: IMED 1316 or approval of department chair (3:2-4)



IMED 2345 Interactive Digital Media II

This course offers instruction in the use of scripting languages to create interactive digital media applications. Prerequisite: IMED 1301 or approval of department chair (3:2-4)



INCR 1302 Physics of Instrumentation

This course is an introduction to simple control loops. Also, an introduction to pressure, temperature level and flow transmitters and the various transducers used in the detection of changes in process variables. Prerequisites: Reading level 6, Writing level 6, Math level 6 (3:2-2)



INDS 1311 Fundamental of Interior Design

This course is an introduction to the elements and principles of design, the interior design profession and the interior design problem-solving process. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 1315 Materials, Methods and Estimating

This is a study of materials, methods of construction and installation and estimating for interior design applications. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 1319 Technical Drawing for Interior Designers

This course is an introduction to reading and preparing technical construction drawings for interior design, including plans, elevations, details, schedules, dimensions and lettering. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 1345 Commercial Design I

This course is a study of design principles applied to furniture lay-out and space planning for commercial interiors. Prerequisites: Reading level 6, Writing level 6, Math level 7; and DFTG 1409 (3:2-4)



INDS 1349 Fundamentals of Space Planning

This course covers the study of residential and light commercial spaces, including programming, codes, standards, space planning, drawings and presentations. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 1351 History of Interiors I

This course is an historical survey of design in architecture, interiors, furnishings and decorative elements from the ancient cultures through the Italian Renaissance time period and includes a historical survey of antiquities and European styles and periods of architecture, interiors and furnishings focusing on Egypt, Greece, Italy, Spain and France. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-2)



INDS 1352 History of Interiors II

This course is a multi-cultural historical survey of design in architecture, interiors, furnishings and decorative elements from the post-Renaissance period to present time. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-2)



INDS 1415 Materials, Methods and Estimating

This is a study of materials, methods of construction and installation and estimating for interior design applications. (4:3-3)



INDS 1449 Fundamental of Space Planning

This course covers the study of residential and light commercial spaces, including programming, codes, standards, space planning, drawings and presentations. (4:3-3)



INDS 1451 History of Interiors I

This course is an historical survey of design in architecture, interiors, furnishings and decorative elements from the ancient cultures through the Italian Renaissance time period and includes a historical survey of antiquities and European styles and periods of architecture, interiors and furnishings focusing on Egypt, Greece, Italy, Spain and France. (4:4-0)



INDS 1452 History of Interiors II

This course is a multicultural historical survey of design in architecture, interiors, furnishings and decorative elements from the post-Renaissance period to present time. (4:4-0)



INDS 2237 Portfolio Presentation

This is a course in the preparation and presentation of a comprehensive interior design portfolio, including resume preparation, employment interview skills and goal setting. Prerequisites: Reading level 6, Writing level 6, Math level 7 (2:2-0)



INDS 2307 Textiles for Interior Design

This course covers the study of interior design textiles including characteristics, care, codes and applications. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 2313 Residential Design I

This course is the study of residential spaces, including the identification of client needs, programming, standards, space planning, drawings and presentations. (3:2-4)



INDS 2315 Lighting for Interior Designer

This course is the study of residential spaces, including the identification of client needs, programming, standards, space planning, drawings and presentations. Prerequisites: Reading level 6, Writing level 6, Math level 7; and DFTG 1409 (3:2-4)



INDS 2321 Presentation Drawing

This course is an introduction to two- and three-dimensional presentations, including drawings with one- and two-point perspectives, plans and elevations. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:2-4)



INDS 2325 Professional Practices for Interior Design

This course is a study of business practices and procedures for interior designers, including professional ethics, project management, marketing and legal issues. Prerequisites: Reading level 6, Writing level 6, Math level 7; and INDS 1315. (3:2-4)



INDS 2335 Residential Design II

This course is a comprehensive study of complex residential interior design problems, including advanced space planning, specifications, budgets and presentation renderings. Perquisites: Reading level 6, Writing level 6, Math level 7; and DFTG 1409 (3:2-4)



INDS 2386 Internship-Interior Design

This course 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. It offers experiences external to the College for an advanced student in a specialized field, involving a written agreement between the educational institution and a business or industry. Monitored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The course may be repeated if topics and learning outcomes vary. Prerequisites: Reading level 6, Writing level 6, Math level 7 (3:0-9)



INDS 2387 Internship-Interior Design

This course 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. It offers experience external to the College for an advanced student in a specialized field, involving a written agreement between the educational institution and a business or industry. Monitored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. The course may be repeated if topics and learning outcomes vary. (3:0-9)



INDS 2405 Interior Design Graphics

This course offers skill development in computer-generated graphics and drawings for interior design applications. (4:3-3)



INDS 2407 Textiles for Interior Design

This course covers the study of interior design textiles including characteristics, care, codes and applications. (4:3-3)



INEW 2340 Object-Oriented Design - Game Design

This course is a study of large system analysis and design concepts from the object-oriented perspective. It includes determining required objects and their interfaces and it also covers relationships between objects. (3:2-2)

INRW 0101 Integrated Reading and Writing (NCBO)

This NCBO is a refresher for grammatical forms, proper punctuation, sentence and paragraph structure, sequential process of reading with emphasis on reading comprehension, vocabulary building and literal and inferential meanings. Prerequisites: Reading level 4 (1:1-0)



INRW 0112 NCBO for Advanced Reading and Writing

This course comprises the integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Note: For institutions offering one or more levels, this NCBO shall be used for upper (exit) level and may be used for lower level(s). Prerequisite: Reading Level 6, Writing Level 6. Co-requisite: ENGL 1301 (1:1-0)

INRW 0301 Developmental Integrated Reading and Writing-Intermediate

This first-level course is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing and retaining material and developing written work appropriate to the audience, purpose, situation and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing. Prerequisite: Reading level 4, Writing level 4 (3:3-1)

INRW 0302 Developmental Integrated Reading and Writing - Advanced

This second-level course is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing and retaining material and developing written work appropriate to the audience, purpose, situation and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing. Prerequisite: Reading level 6, Writing level 6 (3:3-1)

INTC 1315 Final Control Elements

This course is a study of the various designs of final control elements including disassembly, assembly, calibration, troubleshooting and required documentation. It includes instruction in basic techniques and calculations for proper valve sizing. Prerequisite: INTC 2310 Reading level 6, Writing level 6, Math level 6. (3:2-2)

INTC 1322 Analog Controls I

This course is a study of basic concepts related to industrial electrical controls and analog electrical controls in industrial processes. It includes components, terminology, symbols and diagrams used in analog control systems, electrical distribution, motor controls, relay logic and ladder logic. Prerequisite or Co-requisite: INCR 1302 and Prerequisite: ELPT 1311 or CETT 1302, Reading level 6, Writing level 6, Math level 6 (3:2-2)

INTC 1341 Principles of Automatic Control

This course is a study of the theory of basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes and control configurations. Topics include a study of process characteristics, control modes, control loop configurations, control loop analysis and controller tuning concepts. Computer based simulation will be used to reinforce the study learning objectives. Reading level 6, Math level 6, Writing level 6 (3:2-2)

INTC 1348 Analytical Instrumentation

This course is a study of analytical instruments emphasizing their utilization in process applications including, but not limited to, chromatography, PH, conductivity and spectrophotometer instruments. Topics include density, viscosity, conductivity, humidity/moisture, chromatography, spectroscopy, fugitive emissions and the flammable and explosive characteristics of solids, liquids and gases. Prerequisite: department chair approval and INTC 2336 Reading level 6, Math level 6, Writing level 6 (3:3-0)

INTC 1350 Digital Measurement and Controls

This course offers a review of basic measurement control instrumentation. It includes movement of digital data through common systems employing parallel and serial transfers. (3:2-2)

INTC 1353 Analog Controls II

This course is a study of analog controls in industrial processes. It includes electrical distribution, motor controls, relay logic and ladder logic. Prerequisite: INTC 1322, Reading level 6, Math level 6, Writing level 6 (3:2-2). This course will no longer be taught beginning fall 2018.

INTC 1355 Unit Operations

This course is an in-depth study of automatic control requirements of industrial process. It includes control systems, control loop tuning and analysis. Prerequisite: INTC 2310. Reading level 6, Math level 6, Writing level 6 (3:2-2)

INTC 1375 Sample Systems

This course is designed to foster a comprehensive understanding of sample systems used in conjunction with process analytical instrumentation. Coverage will include sample system theoretical foundations, various sample system applications, design, testing and safety procedures, along with basic troubleshooting and maintenance techniques used when working with this hardware. Prerequisite: department chair approval. Reading level 6, Math level 6, Writing level 6. (3:2-2)

INTC 2310 Principles of Industrial Measurement II

This course is a study of additional principles of measurement. Includes devices used to measure process variables and basic control functions. Prerequisite: INTC 1301 or INCR 1302. Reading level 6, Math level 6, Writing level 6. (3:2-2)

INTC 2330 Troubleshooting

This course in an in-depth coverage of the techniques of troubleshooting instrumentation systems in a process environment. It includes troubleshooting upsets in processes. Prerequisites: INTC 1315. Writing level 6, Math level 6, Reading level 6. (3:2-2)

INTC 2333 Instrumentation Systems Installation

This course covers synthesis, application and integration of instrument installation components and includes a comprehensive final project. Prerequisite: INTC 2310 (3:2-2)

INTC 2336 Distributed Control and Programmable Logic

This course is an overview of distributed control systems including configuration of programmable logic controllers, smart transmitters and field communicators. It includes functions of digital systems in a process control environment. Prerequisite: Reading level 6, Math level 6, Writing level 6. (3:2-2)

INTC 2339 Instrument and Control Review

This course is an overview of instrument and control technology, stressing preparation for industry employment testing for the National Institute of Engineering Technologist Certification (level 2) or the Instrumentation Systems and Automatic Certified Control Systems Technician (level 1) Certificate (ISA CCST). This course prepares graduating students with the background necessary to take the ISA Technician Training certification in preparation for industry employment and national testing. NOTE: This course will no longer be taught beginning fall 2018. Prerequisites: Reading level 6, Math level 6, Writing level 6. (3:3-0)



INTC 2345 Advanced Analyzers

This course covers advanced topics in composition analyzers and their sample systems. The course is designed to foster a comprehensive understanding of the more advanced analyzers, such as the gas chromatographs, ultraviolet and infrared analyzers. Coverage will include sample systems for the analyzers, the design and theory of operation of each analyzer type, safety procedures along with basic troubleshooting and maintenance techniques. Prerequisites: department chair approval and INTC 1348 and 1375; Reading level 7, Math level 6, Writing level 6. (3:2-2)



INTC 2359 Distributed Control Systems

This course is a study of philosophy and application of distributed control systems. Topics include hardware, firmware, software, configuration, communications and networking systems required to implement a distributed control strategy. Prerequisite: INTC 1315. Reading level 6, Math level 6, Writing level 6. (3:2-2)



INTC 2374 Physical Properties Analyzers

This course covers the theory of operation, calibration, sample analysis, maintenance and repair of pH, ORP, conductivity, oxygen and moisture analyzers and relevant safety concepts associated with each. Prerequisites: department chair approval and INTC 1348 and INTC 1375. Reading level 6, Math level 6, Writing level 6. (3:2-2)



INTC 2388 Internship Instrumentation Technology/Technician

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Prerequisite: department chair approval. Reading level 6, Math level 6, Writing level 6. (3:0-18)



ITCC 1308 Introduction to Voice over Internet Protocol (VoIP)

This course covers basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications. Prerequisite: ITCC 1301 or ITNW 1325 (3:2-2)



ITCC 1314 CCNA 1: Introduction to Networks

This course covers networking architecture, structure and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations to provide a foundation for the curriculum. Prerequisite or co-requisite: ITSC 1305 or department chair approval (3:2-3)



ITCC 1440 CCNA 2: Routing and Switching Essentials

This course describes the architecture, components and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Prerequisite: ITCC 1314 or department chair approval (4:3-2)



ITCC 2412 CCNA 3: Scaling Networks

CCNA R&S: Scaling Networks (ScaN) covers the architecture, components and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols. Prerequisite: ITCC 1440 or department chair approval (4:3-2)



ITCC 2413 CCNA 4: Connecting Networks

This course explains WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Prerequisite: ITCC 1440 or department chair approval (4:3-2)



ITNW 1313 Computer Virtualization

This course explores the implementation and support virtualization of client servers in a networked computing environment. This course explores installation, configuration and management of computer virtualization workstation and servers. (3:2-2)



ITNW 1325 Fundamentals of Networking Technologies

This course covers instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media and networking hardware and software. (3:2-2)



ITNW 1345 Implementing Network Directory Services

This course provides students with in-depth coverage of the skills necessary to install, configure and administer Network Directory service. Prerequisite: ITNW 1354 or department chair approval (3:2-2)



ITNW 1353 Supporting Network Server Infrastructure

This course covers installing, configuring, managing and supporting a network infrastructure. (Non-vendor specific course.) Prerequisite: ITNW 1354 or department chair approval (3:2-2)



ITNW 1354 Implementing and Supporting Servers

This is a course in the development of skills necessary to implement, administer and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: ITSC 1305 or department chair approval (3:2-2)



ITNW 2352 Administering SQL Server

This is a skills development course in the installation, configuration, administration and troubleshooting of SQL Servers client/server database management system version. Prerequisites: ITSW 2337 and ITNW 1325 or department chair approval (3:2-2)





ITNW 2354 Internet/Intranet Server

This course covers advanced concepts in the designing, installing and administration of an Internet/Intranet server. Prerequisite: ITNW 1325 or ITCC 1314 or department chair approval (3:2-2)



ITSC 1305 Introduction to PC Operating Systems

This course is an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices and use of utilities. (3:2-2)



ITSC 1307 UNIX Operating System I

This course covers an introduction to the UNIX operating system, including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands and writing script files. Topics include introductory systems management concepts. Prerequisite: ITSC 1305 or department chair approval (3:2-2)



ITSC 1309 Integrated Software Applications I

This course covers an introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. It includes instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases and/or presentation media software. Fundamentals of personal computer operations and the Windows operating system will also be covered. Students will only receive three semester credit hours for either ITSC 1309 or BCIS 1305. (3:2-2)



ITSC 1319 Internet/Web Page Development

This course includes instruction in the use of Internet concepts and the introduction to web page design and website development. (3:2-2)



ITSC 1321 Intermediate PC Operating Systems

The course covers custom operating system installation, configuration and troubleshooting. Topics include installation and configuration, file management, memory, storage and peripheral devices. Prerequisite: ITSC 1325 or department chair approval (3:2-2)



ITSC 1325 Personal Computer Hardware

This course is a study of current personal computer hardware, including personal computer assembly, upgrading, setup and configuration and troubleshooting. (3:2-2)



ITSC 2321 Integrated Software Applications II

This course is an intermediate study of computer applications from business productivity software suites. It also covers instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisite: ITSC 1309 or department chair approval (3:2-2)



ITSC 2337 UNIX Operating System II

This course is a continued study of the UNIX operating system commands. It includes topics such as CGI and scripting languages. Prerequisite: ITSC 1307 or department chair approval (3:2-2)



ITSC 2339 Personal Computer Help Desk

This course covers diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. Emphasis will be placed upon hands-on training (e.g., participation in the construction of an expert system). Prerequisite: ITSC 1325 or ITSC 2321 or department chair approval (3:2-2)



ITSC 2364 Practicum - Computer and Information Sciences, General

This practicum class is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisites: 15 credit hours of computer courses (9 of these credit hours must be earned at San Jacinto College) which must include at least one of the following courses: ITCC 1440, ITNW 1354, ITNW 2354, ITSE 1359, ITSE 2313, ITSE 2331, ITSW 2334 or ITSW 2337. An accumulative GPA of at least 2.0 is required. An interview and department chair approval are required 60 days prior to enrollment. (3:0-21)



ITSE 1307 Introduction to C++ Programming

This course is an introduction to computer programming using C++. The emphasis is on the fundamentals of object-oriented design with development, testing, implementation and documentation. It includes language syntax, data and file structures, input/output devices and files. Since C++ is based on the C language, the course will also cover some C language functions and techniques. Students will learn/use standard C++ to complete assignments which give experience in coding, testing and debugging applications. (3:2-2)



ITSE 1329 Programming Logic and Design

This course covers programming problem-solving by applying object oriented programming and structured programming techniques and representation of algorithms using appropriate design tools such as hierarchy charts, flowcharts, data flow charts and pseudocode. It includes discussion of methods for testing, evaluating and documenting programs. This course includes hands-on lab assignments to implement the techniques. (3:3-1)



ITSE 1331 Introduction to Visual BASIC Programming

This is an introduction to computer programming using Visual BASIC, with an emphasis on the fundamentals of structure design, development, testing, implementation and documentation. The course includes language syntax, data and file structures, input/output devices and files, sequence, branch and loop control structures; use of sequential files; interactive screen processing; printed report generation; and event driven programming are also covered. (3:2-2)



ITSE 1333 Mobile Applications Development

This course is an overview of different mobile platforms and their development environments. Prerequisites: ITSC 1319 and ITSE 1359 (3:2-2)



ITSE 1345 Introduction to Oracle SQL

This course is an introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating and displaying data using Structured Query Language (SQL). Prerequisite or co-requisite: ITSW 1307 or department chair approval (3:2-2)

ITSE 1356 Extensible Markup Language (XML)

This course is an introduction of skills and practices related to Extensible Markup Language (XML). Includes Document Type Definition (DTD), well-formed and valid XML documents, XML schemes and Extensible Style Language (XSL). Prerequisite: ITSC 1319 (3:2-2)

ITSE 1359 Introduction to Scripting Languages

This course is an introduction to scripting languages including basic data types, control structures, regular expressions, input/output and textual analysis. Prerequisite: ITSC 1319 (3:2-2)

ITSE 2309 Database Programming

This is a course in database development using database programming techniques emphasizing database structures, modeling and database access. Topics include developing database applications using a structured query language (SQL Server) to design SQL Server applications; architecture describing Transact-SQL. It also covers how to create and manage databases, implement data integrity, create queries and reports from database tables, optimize query performance, create and maintain indexes and create appropriate documentation. Prerequisite: ITSW 2337 or department chair approval (3:2-2)

ITSE 2313 Web Authoring

This course provides instruction in designing and developing Web pages that incorporate text, graphics and other supporting elements using current technologies and authoring tools. Prerequisite: ITSC 1319 or department chair approval (3:2-2)

ITSE 2317 Java Programming

This course is an introduction to Java programming for applications and web applets. Prerequisite: ITSE 1307 or department chair approval (3:2-2)

ITSE 2331 Advanced C++ Programming

This course covers C++ programming techniques including file access, abstract data structures, class inheritance and other advanced techniques. Prerequisite: ITSE 1307 or department chair approval (3:2-2)

ITSW 1307 Introduction to Database

This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (3:2-2)

ITSW 2334 Advanced Spreadsheets

This course includes advanced techniques for developing and modifying spreadsheets, including macros and data analysis functions. Topics covered include data entry, graphics, table building and searching, macro development, customized reports, database administration and statistical analysis. Prerequisite: ITSC 1309 or department chair approval (3:2-2)

ITSW 2337 Advanced Database

This course covers advanced concepts of database design and functionality. It is designed to provide an understanding of advanced functionality of databases, including physical representation, design criteria and application implementation. A data control language is used in the implementation of database processing applications.

Programs written will include report generation, multiple file management, relational database management, online screen generation and menu driven systems. Prerequisite: ITSW 1307 or department chair approval (3:2-2)

ITSY 1342 Information Technology Security

Instruction is provided in security for network hardware, software and data including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: ITNW 1325 or ITCC 1314 or department chair approval (3:2-2)

ITSY 2300 Operating System Security

This course covers the safeguarding of computer systems by demonstrating server support skills and designing and implementing a security system. Students will identify security threats and monitor network security implementations and use best practices to configure operating systems to industry security standards. (3:2-2)

ITSY 2301 Firewalls and Network Security

Students will identify elements of firewall design, types of security threats and responses to security attacks using best practices to design, implement and monitor a network security plan, as well as perform security incident postmortem reporting and ongoing network security activities. (3:2-2)

ITSY 2341 Security Management Practices

This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. (3:2-2)

ITSY 2342 Incident Response and Handling

This course presents an 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. (3:2-2)

ITSY 2343 Computer System Forensics

This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. It also includes gathering and evaluating evidence to perform postmortem analysis of a security breach. Prerequisites: ITSY 1342 and ITSY 2301 or department chair approval (3:2-2)

ITSY 2345 Network Defense and Countermeasures

This is a practical application and comprehensive course that includes the planning, design and construction of a complex network that will sustain an attack, document events and mitigate the effects of the attack. This is a capstone course. (3:2-2)

ITSY 2359 Security Assessment and Auditing

This course is the capstone experience for the security curriculum. It synthesizes technical material covered in prior courses to monitor, audit, analyze and revise computer and network security systems to ensure appropriate levels of protection are in place to assure regulatory compliance. (3:2-2)



L

LGLA 1303 Legal Research

This course presents legal research techniques emphasizing the paralegal's role. Topics include law library techniques, traditional hard copy legal research, computer assisted legal research, briefs and legal memoranda. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0)

LGLA 1305 Legal Writing

This course emphasizes the fundamentals of legal writing techniques including case and fact analysis, citation formats and legal writing styles emphasizing the paralegal's role in legal writing. Topics include letters, case briefs, legal memoranda, trial and appellate briefs. It is recommended students take or have taken LGLA 1303 Legal Research. Prerequisites: Reading level 7, Writing level 7, LGLA 1307, ENGL 1301 (3:3-0)

LGLA 1307 Introduction to Law and the Legal Professions

This course offers an overview of the law and the legal professions including legal concepts, systems and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role. Prerequisites: Reading level 6, Writing level 6 (3:3-0).

LGLA 1317 Law Office Technology

This course introduces computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-1).

LGLA 1343 Bankruptcy

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

LGLA 1345 Civil Litigation

This course presents fundamental concepts and procedures of civil litigation including pretrial, trial and post-trial phases of litigation and emphasizes paralegal's role in civil litigation. Topics include pretrial, trial and post-trial phases of litigation. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

LGLA 1349 Constitutional Law

This course presents an overview of the United States Constitution and its articles, amendments and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process and individual rights in relation to government. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

LGLA 1351 Contracts

This course presents fundamental concepts of contract law including formation, performance and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 1353 Wills, Trusts and Probate Administration

This course covers fundamental concepts of the law of wills, trusts and probate administration emphasizing the paralegal's role. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 1355 Family Law

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship with emphasis on the paralegal's role in family law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 1359 Immigration Law

This course presents fundamental concepts of immigration law including substantive and procedural law related to visa applications, deportation, naturalization and citizenship emphasizing the paralegal's role in immigration law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 1391 Special Topics in Legal Assistant/Paralegal

This course addresses recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the paralegal. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 2303 Torts and Personal Injury Law

This course covers the fundamental concepts of tort and personal injury law including intentional torts, negligence and strict liability with emphasis on the paralegal's role. It is a study of principles, methods and investigative techniques utilized to locate, gather, document and manage information related to tort and personal injury law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 2305 Interviewing and Investigating

This course is a study of techniques used to locate, gather, document and manage information with emphasis on developing interview and investigative skills and the paralegal's role in interviewing and investigating legal matters. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 2309 Real Property

This course presents fundamental concepts of real property law including the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances and the recording of and searching for real estate documents emphasizing the paralegal's role in property law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).



LGLA 2311 Business Organizations

This course covers basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations and other emerging business entities with emphasis on the paralegal's role. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

 **LGLA 2313 Criminal Law and Procedure**

This course introduces fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

 **LGLA 2323 Intellectual Property**

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation and filing documents related to patents, copyrights, trademarks and processes of intellectual property litigation with emphasis on the paralegal's role. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

 **LGLA 2333 Advanced Legal Document Preparation**

This course emphasizes the use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

 **LGLA 2335 Advanced Civil Litigation**

This course implements advanced civil litigation techniques with emphasis on the paralegal's role and builds upon skills acquired in prior civil litigation courses. It is recommended students take or have taken LGLA 1345 Civil Litigation. Prerequisites: Reading level 6, Writing level 6. Prerequisite or co-requisite: LGLA 1307 (3:3-0).

 **LGLA 2380 Cooperative Education-Legal Assistant/Paralegal**

This course provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisites: Reading level 6, Writing level 6, LGLA 1307, ENGL 1301 (3:1-15)

 **LMGT 1321 Introduction to Materials Handling**

This course introduces the concepts and principles of materials management to include inventory control and forecasting activities. (3:3-0)

 **LMGT 1325 Warehouse and Distribution Center Management**

This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organization effectiveness, just-in-time manufacturing, continuous replenishment and third-party issues. (3:3-0)

 **LMGT 1345 Economics of Transportation and Distribution**

This is a study of the basic economic principles and concepts applicable to transportation and distribution. (3:3-0)

 **LTCA 1312 Resident Care in the Long-Term Care Facility**

This course includes a study of the delivery of services to residents of long-term care facilities including ethical considerations and quality of life issues. (3:3-0)

 **LTCA 1313 Organization and Management of Long-Term Care Facilities**

This course is an overview of the functional organizational structures common to long-term care facilities. It includes an examination of the role of the administrator in the organization and management of long-term care facilities. (3:3-0)

 **LTCA 2310 Environment of Long-Term Care Facility**

This course is an examination of the long-term care facility as a home-like environment with particular attention to building, grounds and equipment. It also addresses rules, regulations, policies and procedures affecting environmental safety. (3:3-0)

 **LTCA 2314 Long-Term Care Law**

This course is a study of federal, state and local statutes and regulations affecting the long-term care industry. (3:3-0)

 **LTCA 2315 Financial Management of Long-Term Care Facilities**

This course is a study of the techniques used in the financial management of the long-term care facility including special accounting requirements of Medicare, Medicaid and other third-party payor sources. It also covers strategies to promote financial sustainability. (3:3-0)

 **LTCA 2388 Internship-Health Care Facilities Administration/Management**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. (3:0-18)

 **LTCA 2488 Internship-Health Care Facilities Administration/Management**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. (3:0-22)

 **LTCA 2489 Internship-Health Care Facilities Administration/Management**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. (3:0-23)

M



MAMT 2333 Essentials of Mammography

This course includes concepts, theories and equipment employed in breast imaging. Emphasis will be placed on breast anatomy, physiology, routine and additional projections and positions, patient education and assessment. Content will include mammographic techniques for breast compression, magnification, specimen radiography and selection of technical factors. Course will integrate interventional procedures, special exams and special modalities. Quality control and quality assurance procedures as described in the mammography quality control manual will be addressed. This course includes digital mammography. (3:3-0)



MAMT 2363 Clinical - Mammography

Technology

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Graduate of a two-year accredited medical radiography program in Radiology, ARRT certification in Radiography. (3:0-10)



MARA 2401 Introduction to Ships and Shipping

Introduction to the maritime industry and ships used in the transportation of goods and services. It covers shipboard nomenclature, types and missions of merchant ships, shipbuilding nomenclature and dimensions, shipbuilding materials and methods, modes of cargo handling and their impact on ship design. Prerequisite: Reading level 7 (4:3-2)



MART 1371 Introduction to Ships and Shipping

This is an introduction to the maritime industry and ships used in the transportation of goods and services. It covers shipboard nomenclature, types and missions of merchant ships, shipbuilding, shipbuilding materials and methods, modes of cargo handling and their impact on ship design. (3:3-0)

MATH 0104 NCBO Preparation for Academic Mathematics

This is a refresher NCBO that covers topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry and real and complex number systems. Prerequisite: Math Level 4 (1:1-0)

MATH 0105 NCBO for Introductory Algebra

This NCBO is a refresher for the 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. Prerequisite: Math level 6 (1:1-0)

MATH 0111 NCBO for Intermediate Algebra

This course is intended for students who nearly place into a transfer-level math course. The course includes the 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. The use of an online software package is required. Prerequisite: Math level 7 (1:1-0)



MATH 0305 Introductory Algebra

This course is a study of the basic algebra of solving and graphing linear equations and systems. Other topics include formulas, literal equations, polynomials, integral exponents and factoring. Algebraic and basic geometric applications are included. This course promotes critical thinking and problem solving techniques. This course is not applicable toward any degree. Prerequisite: Math level 6 (3:3-1)



MATH 0306 Intermediate Algebra

This course is a study of intermediate algebra including sets, polynomials, exponents, radicals and functions. Studies of quadratic and rational equations and inequalities, as well as graphs of quadratics and other nonlinear equations and inequalities are also included. The course emphasizes applications in both single- and multi-step real world problems. This course is not applicable toward any degree. Prerequisite: a grade of C or better in MATH 0305 or math score within defined range (3:3-1)

MATH 0314 Algebraic Foundations

This course is a study of the basic algebraic concepts necessary for success in MATH 1314 (College Algebra), to include exponent rules, radical and rational expressions and the solution of equations and inequalities. This course is not applicable toward any degree. A grade of C or better is required for MATH 0304 or MATH 0324. Prerequisites: Math level 6, Reading level 7; co-requisite: MATH 1314 (3:3-1)

MATH 0324 Foundations in Business and Social Science

This course is the study of the basic algebraic concepts necessary for success in MATH 1324 (Math for Business and Social Sciences), to include exponent rules, radical and rational expressions and the solution of equations and inequalities. This course is not applicable toward any degree. Prerequisites: Math level 6, Reading level 7 (3:3-1)

MATH 0332 Foundations of Mathematical Reasoning

This course is a study of the basic concepts necessary for success in MATH 1332 to include numeracy, proportional reasoning, probabilistic reasoning to assess risk, quantitative reasoning in personal finance and civic life and algebraic competence, reasoning and modeling. This course is not applicable towards any degree. Prerequisites: Reading level 7, Math level 4 (3:3-0)

MATH 0342 Foundations in Statistics

This course is a study of the basic concepts necessary for success in MATH 1342 to include numeracy, proportional reasoning, probabilistic reasoning to assess risk, quantitative reasoning in personal finance and civic life and algebraic competence, reasoning and modeling. This course is not applicable towards any degree. Prerequisites: Reading level 7, Math level 4 (3:3-0)





MATH 1314 College Algebra

This course is an in-depth study and application 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. A grade of C or better is required for MATH 0314 or MATH 0324. Prerequisite: Math level 9 (3:3-0)



MATH 1316 Plane Trigonometry

This course is an 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. Prerequisites: MATH 1314 or approval by department chair (3:3-0)



MATH 1324 Mathematics for Business and Social Sciences

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. A grade of C or better is required for MATH 0314 or MATH 0324. Prerequisite: Math level 9 (3:3-0)



MATH 1325 Calculus for Business and Social Sciences

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. Prerequisite: MATH 1314 or MATH 1324. (The content of MATH 1325 is expected to be below the content level of MATH 2413) (3:3-0)



MATH 1332 Contemporary Mathematics (Quantitative Reasoning)

This course contains topics that include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology and communication should be embedded throughout the course. Additional topics may be covered. A grade of C or better is required for MATH 0332 or MATH 0342. Prerequisites: Math level 8. (3:3-0)



MATH 1342 Elementary Statistical Methods (Statistics)

This course covers 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. A grade of C or better is required for MATH 0342 or MATH 0332. Prerequisites: Math level 8 (3:3-0)



MATH 1350 Fundamentals of Mathematics I

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory and properties of the various number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek EC-8 teacher certification. Prerequisites: MATH 1314 (3:3-0)



MATH 1351 Fundamentals of Mathematics II

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or approval by department chair (3:3-0)



MATH 2318 Linear Algebra

This course introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods , including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414 (3:3-0)



MATH 2320 Differential Equations

This course focuses on ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414 (3:3-0)



MATH 2412 Pre-Calculus Math

This course is an in-depth combined study of algebra, trigonometry and other topics for calculus readiness. Prerequisite: MATH 1314 or approval by department chair (4:4-0)



MATH 2413 Calculus I

This course covers limits and continuity, the Fundamental Theorem of Calculus, the definition of the derivative of a function, 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 elementary functions with an application to the calculation of areas. Prerequisite: MATH 2412 or equivalent preparation (4:4-0)



MATH 2414 Calculus II

This course covers differentiation and integration of transcendental functions, parametric equations and polar coordinates, techniques of integration, sequences and series, improper integrals. Prerequisite: MATH 2413 (4:4-0)





MATH 2415 Calculus III

This course focuses on advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem and Stokes' Theorem. Prerequisite: MATH 2414 (4:4-0)



MATH 2421 Differential Equations and Linear Algebra (for Engineers)

This course emphasizes solution techniques. Ordinary differential equations, vector spaces, linear transformations, matrix/vector algebra, eigenvectors, Laplace Transform and systems of equations. (This course is included in the Field of Study Curriculum for Engineering.) Prerequisite: MATH 2414 (4:3-2)



MDCA 1205 Medical Law and Ethics

This course covers instruction in principles, procedures and regulations involving legal and ethical relationships among physicians, patients and medical assistants in ambulatory care settings. (2:2-0)



MDCA 1254 Medical Assisting Credentialing Exam Review

This is a preparation for the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credentialing exam. (2:1-2)



MDCA 1302 Human Disease/Pathophysiology

This is a study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (3:3-0)



MDCA 1309 Anatomy and Physiology for Medical Assistants

This course emphasizes structure and function of human cells, tissues, organs and systems with overview of common pathophysiology. (3:3-1)



MDCA 1310 Medical Assistant Interpersonal and Communication Skills

This course emphasizes the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. (3:3-0)



MDCA 1321 Administrative Procedures

This course focuses on medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office. Prerequisites: HPRS 1201 and HPRS 1304 (3:2-4)



MDCA 1343 Medical Insurance

This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings. (3:2-2)



MDCA 1348 Pharmacology and Administration of Medications

This course covers instruction in concepts and application of pharmacological principles. It focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medico-legal responsibilities of the medical assistant. (3:2-2)



MDCA 1417 Procedures in a Clinical Setting

This course emphasizes patient assessment, examination and treatment as directed by physicians. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings. Prerequisites: MDCA 1321 (3:2-4)



MDCA 1560 Clinical - Medical/Clinical Assistant

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: MDCA 1417. (5:0-15)



METL 1313 Introduction to Corrosion

This course provides an introduction to internal, external and atmospheric corrosion including terminology, causes of common corrosion problems in industry and general remedies such as cathodic protection, protective coatings, material selection and chemical treatments. (3:2-2)



MLAB 1101 Introduction to Clinical Laboratory Science

This course is an introduction to medical laboratory science, structure, equipment and philosophy. (1:1-1)



MLAB 1227 Coagulation

This is a course in coagulation theory, procedures and practical applications. It includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. Prerequisite: MLAB 1101 (2:2-1)



MLAB 1231 Parasitology/Mycology

This course is a study of the taxonomy, morphology and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance and safety. Prerequisite or co-requisite: MLAB 2434 (2:2-1)



MLAB 1235 Immunology/Serology

This course is an introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serological procedures as well as quality control, quality assurance and safety. Prerequisite: MLAB 1101 (2:2-1)





MLAB 1311 Urinalysis and Body Fluids

This course is an introduction to the study of urine and body fluid analysis. It includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids as well as quality control, quality assurance and safety. Prerequisite: a student must enroll in the medical laboratory technology program. (3:2-2)



MLAB 1415 Hematology

This is a study of blood cells in normal and abnormal conditions. It includes instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences and normal and abnormal morphology with associated diseases. Prerequisite: a student must have been accepted into the medical laboratory technology program or have permission from the department chair. Prerequisite: MLAB 1101 (4:3-4)



MLAB 2166 Practicum I-Medical Laboratory Technician

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary. Prerequisite: MLAB 2434 (1:0-9)



MLAB 2238 Advanced Topic in Medical Laboratory Technician

This course examines the integration of all areas of the clinical laboratory and correlates test data with diagnostic applications and pathophysiology using critical thinking skills. (2:2-0)



MLAB 2266 Practicum II-Medical Laboratory Technician

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary. Prerequisite: MLAB 2431 (2:0-17)



MLAB 2267 Practicum III-Medical Laboratory Technician

This course covers practical general training and experiences in the workplace. The College and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary. Prerequisite: MLAB 2501 (2:0-17)



MLAB 2401 Clinical Chemistry

As an intermediate level course, it is an introduction to the principles, procedures, physiological basis and significance of testing performed in clinical chemistry. Includes quality control, reference values and safety. (4:3-4)



MLAB 2431 Immunohematology

This course is a study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Include the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components and hemolytic disease of the newborn. (4:3-4)



MLAB 2434 Clinical Microbiology

This course covers instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing and reporting results. Prerequisite: MLAB 1101 or department chair approval (4:3-4)



MRIT 2330 Principles of Magnetic Resonance Imaging

This course is an in-depth coverage of magnetic resonance imaging techniques. Image quality assurance and safety protocols are emphasized. Prerequisites: ARRT registered or registry eligible or department approval. (3:3-0)



MRIT 2334 Magnetic Resonance Equipment and Methodology

This course covers skill development in the operation of magnetic resonance imaging equipment, focusing on routine procedures and safety protocols, image quality and quality assurance. Prerequisites: RADR 2340, MRIT 2360, MRIT 2330 or departmental approval. (3:3-0)



MRIT 2360 Clinical I - Radiologic Technology/Science - Radiographer

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: ARRT registered or registry eligible or departmental approval. (3:0-18)



MRIT 2461 Clinical - Radiologic Technology/Science - Radiographer

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (4:0-20)



MRKG 1302 Principles of Retailing

This course is an introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques and factors that influence retailing. (3:3-0)



MRKG 1311 Principles of Marketing

This course is an introduction to the marketing mix functions and process. It includes identification of consumer and organizational needs and explanation of environmental issues. (3:3-0)



MRKG 2312 E-Commerce Marketing

This course explores electronic tools utilized in marketing with a focus on marketing communications in developing customer relationships. (3:3-0)



MRKG 2333 Principles of Selling

This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers is discussed as well as examination of the legal and ethical issues of organizations which affect salespeople. (3:3-0)



MRMT 1307 Medical Transcription I

This course teaches the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports and other medical reports. The course utilizes transcribing and information processing equipment compatible with industry standards and is designed to develop speed and accuracy. Prerequisites or co-requisites: HPRS 1106 and 1271(3:3-1)



MSCI 1125 Physical Readiness Training

This is a physical conditioning class designed to promote high levels of performance on the Army Physical Fitness Test (APFT) and to improve the health, endurance and strength of the body. This course satisfies the physical education requirement and may be repeated. This course prepares each cadet for the APFT consisting of 2 minutes of push-ups, 2 minutes of sit-ups, as well as the two mile run. This class, given by the Military Science Department, uses Army techniques and guidelines during each session. (1:0-1)



MSCI 1126 Physical Readiness Training

This is a physical conditioning class designed to promote high levels of performance on the Army Physical Fitness Test (APFT) and to improve the health, endurance and strength of the body. This course satisfies the physical education requirement and may be repeated. This course prepares each cadet for the APFT consisting of 2 minutes of push-ups, 2 minutes of sit-ups, as well as the two mile run. This class, given by the Military Science Department, uses Army techniques and guidelines during each session. (1:0-1)



MSCI 1131 Advanced Physical Fitness Course

This is a senior level ROTC physical conditioning class designed to promote high levels of performance on the Army Physical Fitness Test (APFT) and to improve the health, endurance and strength of the body. Emphasis is placed on implementations of the Army's physical fitness program through lecture and practical exercise. Students will also become familiar with Army height, weight and body fat standards. Participate in three assessment sessions to track individual improvement and participate as leaders in the conduct of the physical training session in the vicinity of SJCD area. Prerequisite or co-requisite: MSCI 1125 (1:0-1)



MSCI 1210 Introduction to ROTC

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during the MSL II year, significant experience can be gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the contemporary operating environment. (2:1-2)



MSCI 1220 Introduction to Leadership

This course introduces you to the personal challenges and competencies that are critical for effective leadership. You will learn how the personal development of life skills such as goal setting, time management, physical fitness and stress management relate to leadership, officership and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining a big picture understanding of the ROTC program, its purpose in the Army and its advantages for the student. (2:1-2)



MSCI 2210 Military Leadership Development

Cr. 2

This course focuses on characteristics of leadership, problem analysis, decision making, oral presentations, first aid, small unit tactics, land navigation, basic radio communication, marksmanship, fitness training and rappelling. Fitness training required two times per week in addition to class and lab. (2:2-2)



MSCI 2220 Military Leadership

Development Cr. 2

This course focuses on characteristics of leadership, problem analysis, decision making, oral presentations, first aid, small unit tactics, land navigation, basic radio communication, marksmanship, fitness training and rappelling. Fitness training required two times per week in addition to class and lab. (2:2-2)



MSCI 2810 Basic Camp Cr. 8

No military obligation is associated with this course. Student will not receive credit for both basic course work and Basic Camp. Six week off-campus field training practicum. Introduces students to the Army and leadership. Prerequisite: Approval of the department chair. (8:0-8)



MSSG 1105 Hydrotherapy

This course is a study of the use of accepted hydrotherapy and holistic health care modalities of external application of temperature for its reflexive effect. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 32 contact hours (1:0-2)



MSSG 1109 Health and Hygiene

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment and the advantage of therapeutic relationships is also included. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 32 contact hours (1:1-1)



MSSG 1411 Massage Therapy Fundamentals I

This course is an introduction to the theory and the application of skills necessary to perform basic massage skills. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 128 contact hours (4:2-6)



MSSG 1413 Anatomy and Physiology for Massage

This course offers an in-depth coverage of the structure and function of the human body. It includes cell structure and function, tissues, body organization and the integumentary, skeletal, muscular and nervous and endocrine systems and emphasizes homeostasis/wellness care. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 80 contact hours (4:3-2)



MSSG 2186 Internship-Massage Therapy/ Therapeutic Massage

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. (1:0-6)



MSSG 2311 Massage Therapy Fundamentals II

This course is a continuation of Massage Therapy Fundamentals I, emphasizing specialized techniques and assessment of client needs to identify a specific plan of care. It completes the requirements for Massage Techniques for Licensure. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 80 contact hours (3:1-4)



MSSG 2313 Kinesiology for Massage

This course focuses on applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. It includes theory and practice of functional muscle testing. Prerequisites or co-requisites: Courses take in level sequence order or department chair approval, 64 contact hours (3:2-2)



MSSG 2314 Pathology for Massage

This course covers general discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. It also covers etiology, signs, symptoms and the physiological and psychological reactions to disease and injury. It meets the minimum 40 contact hour requirement for licensure. Prerequisites or co-requisites: Courses taken in level sequence order or department chair approval, 48 contact hours (3:3-0)



MSSG 2413 Kinesiology for Massage

This course focuses on applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. It includes theory and practice of functional muscle testing. Prerequisites or co-requisites: Courses take in level sequence order or department chair approval, 64 contact hours (4:4-0)

Applied Music - Private Lessons

Private instruction on instruments and in voice is available to students majoring or minoring in music and to other students who desire to gain or improve proficiency in voice or an instrument. Private lessons are offered for one credit hour at the beginning level or two-credit hours at secondary-level or concentration-level. Students are assigned private lessons on the basis of audition and/or counseling by the music faculty. One-credit-hour private lessons meet for one-half hour per week; two-credit-hour private lessons meet for one hour per week. A maximum of 20 credit hours in applied music (all private lessons) may be applied toward a degree. A music major who is not concentrating (or majoring) in piano should enroll in class piano or in a secondary-level piano course, unless the student passes a keyboard barrier exam. Private instruction is available in voice, piano, organ, flute, oboe, clarinet, bassoon, saxophone, French horn, trumpet, baritone, trombone, tuba and percussion instruments. Private instruction in guitar, violin, viola and string bass is also available. Courses involving private instruction in applied music have certain minimum weekly practice time requirements. For information concerning these requirements, contact the appropriate department chair.

MUAP 1186 Music Composition I

This course covers techniques of composition and arranging for various combinations of instruments and voices in differing musical procedures such as tonality, modality, atonality, serialism, pandiatonicism, etc. Prerequisites: MUSI 1301 or 1211. It may be repeated for no credit. Students must have department chair approval to enroll. (1:0.5-0)

MUAP 1187 Music Composition

This is a continuation of MUAP 1186 or 1286. Prerequisites: MUAP 1186 or 1286 or consent of the department chair required. It may be repeated for no credit. (1:0.5-0)

MUAP 1286 Music Composition

This course covers techniques of composition and arranging for various combinations of instruments and voices in differing musical procedures such as tonality, modality, atonality, serialism, pandiatonicism, etc. Prerequisites: MUSI 1211 or consent of the department chair. It may be repeated for no credit. Students must have department chair approval to enroll. (2:1-0)

MUAP 1287 Music Composition

This is a continuation of MUAP 1186 or 1286. Prerequisites: MUAP 1186 or 1286 or consent of the department chair. It may be repeated for no credit. Students must have department chair approval to enroll. (2:1-0)

MUAP 2186 Music Composition

This is the third semester of compositional studies in the sequence. Prerequisites: MUAP 1187 or 1287 or consent of the department chair. It may be repeated for no credit. Students must have department chair approval to enroll. (1:0.5-0)

MUAP 2187 Music Composition

This is the fourth semester of compositional studies in the sequence. Prerequisites: MUAP 2186 or 2286 or consent of the department chair. It may be repeated for no credit. Students must have department chair approval to enroll. (1:0.5-0)

MUAP 2286 Composition

This is the third semester of compositional studies in the sequence. Prerequisites: MUAP 1187 or 1287 or consent of the department chair, may be repeated for no credit. (2:1-0)

MUEN 1121 Instrumental Ensemble

Membership is open to all students on the basis of audition and/or conference. Instruments may include all orchestra instruments. The instrumental ensemble meets three laboratory hours per week with special rehearsals called as needed. The course may be taken a maximum of six times for credit. (1:0-3)

MUEN 1122 Concert Band

Membership is open to all students on the basis of the audition and/or conference. Performance literature represents many styles of music. Concert band meets three hours per week, with special rehearsals called as needed. This course may be repeated a maximum of six times for credit. (1:0-3)

MUEN 1124 Wind Ensemble

Membership is open to all students on the basis of the audition and/or conference. Performance literature represents many styles of music, making Wind Ensemble interesting and enjoyable. The Wind Ensemble meets three hours per week, with special rehearsals called as needed. This course may be repeated a maximum of six times for credit. (1:0-3)

MUEN 1125 Jazz Ensemble

Membership is open to all students on the basis of audition and/or conference. Instruments in the Jazz Ensemble include trumpets, trombones, saxophones, clarinets, flutes, piano, bass, guitar and drums. Performance literature represents many styles of music; big band jazz, swing, Latin jazz and jazz/rock. The Jazz Ensemble meets three hours per week with special rehearsals as needed. This course may be repeated a maximum of six times for credit. (1:0-3)

MUEN 1131 Small Instrumental Ensemble

Membership is open to all students on the basis of audition and/or conference. Instruments in the small instrumental ensemble may vary from semester to semester. The small instrumental ensemble meets three laboratory hours per week with special rehearsals called as needed. This course may be repeated a maximum of six times for credit. (1:0-3)

MUEN 1141 College Choir

Membership is open to all students on the basis of audition and/or conference. The College choir performs many styles of sacred and secular literature. This course may be repeated a maximum of six times for credit. (1:0-3)

MUEN 1143 Concert Choir

Membership is open to all students on the basis of audition. This group has a limited membership which performs serious and entertaining music throughout the semester. This course may be taken a maximum of six times for credit. (1:0-3)

MUEN 1154 Small Vocal Ensemble

Membership is open to all students on the basis of audition and/or conference. This group has a limited membership which performs serious and entertaining music throughout the semester. Compositions performed may include for madrigals, duets, trios, quartets, sextets or other small vocal ensembles. Students enrolled in this course are also expected to enroll in MUEN 1141 (College choir). This course may be repeated a maximum of six times for credit. (1:0-3)

MUSB 1305 Survey of Music Business

This course includes an overview of the music industry including song writing, live performance, the record industry, music merchandising, contracts and licenses and career opportunities. (3:3-0)

MUSC 1323 Audio Electronics Troubleshooting

This course covers basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting audio problems. Topics include soldering techniques, audio electronic alignment procedures for tape machines, console maintenance and sound reinforcement equipment maintenance. (3:2-2)

MUSC 1327 Audio Engineering I

This course provides an overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, wave form and analysis, microphone concepts and mixing techniques, studio setup and signal flow, recording console theory, signal processing concepts, tape machine principles and operation and overview of mixing and editing. (3:2-4)

MUSC 1331 Musical Instrument Digital Interface

This course provides an overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language and typical implementation of MIDI applications in the studio environment using software-based sequencing programs. Prerequisites: MUSI 1301, MUSI 1181 (3:2-2)

MUSC 1405 Live Sound I

This course is an overview of the field of live sound. It includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system. (4:2-4)

MUSC 2101 Audio Engineering Practices

This course is a practical application of the concepts, techniques and procedures presented in Audio Engineering I and Audio Engineering II. The students will be divided into several working units comprised of 3-4 students per unit. Each group will be required to complete two recording projects during the semester. It may be repeated for credit up to three times if topics and learning outcomes vary. Prerequisite: MUSC 2427 (1:0-3)

 **MUSC 2355 Musical Instrument Digital Interface II**

This is a continuation of MIDI I with emphasis on advanced sequencer operation and SMPTE-based synchronization in the interaction of multiple recording and playback systems. Topics also include synthesis and its relation to software and hardware devices, sampling and sampling manipulation utilizing software sequencers and sequencing for video. The student will perform advanced MIDI techniques, execute multi-machine synchronization and demonstrate advanced use of software-based sequencing, synthesis and sampling devices. Prerequisite: MUSC 1331 (3:2-2)

 **MUSC 2386 Internship-Recording Arts Technology/Technician**

This is a practical, general training and experience in the workplace. The College, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning experiences vary. Prerequisite: MUSC 2447, MUSC 2355 (3:0-18)

 **MUSC 2403 Live Sound II**

This course provides an overview of stage monitor systems. It includes monitor system set-up, operation and stage management. It also covers interactivity between sound management, performance quality and audience experience. (4:2-4)

 **MUSC 2427 Audio Engineering II**

This is a continuation of Audio Engineering I with emphasis on implementation of techniques and theories of the recording process. Topics include applications of microphones, the audio console, the multitrack tape recorder and signal processing devices in the recording session environment. Prerequisite: MUSC 1327 (4:3-3)

 **MUSC 2447 Audio Engineering III**

This course covers presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer-based console automation, hard disk-based digital audio editing, nonlinear digital multitrack recording and advanced engineering projects. Prerequisites: MUSC 2427 (4:3-3)

 **MUSI 1110 Perspective in Jazz**

This course will discuss topics related to jazz with special emphasis on its development and contribution to American culture. It is structured for the student interested in jazz music. (1:1-0)

 **MUSI 1181 Class Piano I**

Beginning Class Piano equips students with little or no background in music with the basic information and techniques necessary to read and perform simple music at the keyboard. Subsequent classes build upon and refine the information and techniques. (1:1-1)

 **MUSI 1182 Class Piano II**

This is a continuation of Class Piano I. (1:1-1)

 **MUSI 1183 Class Voice I**

Class Voice begins with instruction in the fundamentals of correct breathing, tone production and diction. It is a course designed for students with little or no previous training to aid in developing a pleasing tone quality produced with ease and proper enunciation. Additional semesters expand and sharpen these skills in a sequential pattern. (1:1-1)

 **MUSI 1188 Class Percussion I**

This course includes class instruction in the fundamental techniques of playing percussion. The course is designed for the student with little or no background in music with the basic information and techniques necessary to read and perform simple repertoire. (1:1-1)

 **MUSI 1192 Class Guitar I**

Beginning Class Guitar is intended to develop student skills in applied music theory, sight-reading, performance and technique on the instrument. The class is for beginning to intermediate level students with limited experience. (1:1-1)

 **MUSI 1211 Theory of Music I**

This is a study of the fundamentals of musicianship, including aspects of notation and part-writing. Prerequisites: approval of the instructor and concurrent enrollment in appropriate ear training course and piano, unless waiver is granted by instructor. (2:3-0)

 **MUSI 1212 Theory of Music II**

This is a continuation of MUSI 1211. Prerequisite: MUSI 1211 or instructor approval and concurrent enrollment in ear training course and piano. (2:3-0)

 **MUSI 1216 Ear Training and Sight Singing I**

This course provides basic aural, visual and vocal experience in the form of dictation and sight singing. Prerequisites: approval of instructor and concurrent enrollment in appropriate theory course and piano. (2:3-0)

 **MUSI 1217 Ear Training and Sight Singing II**

This is a continuation of MUSI 1216. Prerequisites: MUSI 1216 or instructor approval and concurrent enrollment in theory course and piano. (2:3-0)

 **MUSI 1301 Music Fundamentals**

This course is designed to familiarize students with the meaning of musical notation through the study of scales, chords and rhythm. It is especially adapted for students preparing to become teachers and other students who wish to gain a broader knowledge of music. (3:3-0)

 **MUSI 1306 Music Appreciation**

This course covers an understanding of music through the study of cultural periods, major composers and musical elements, illustrated with audio recordings and live performances. (Does not apply to a music major degree.) (3:3-0)

MUSI 1307 Music Literature

This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Prerequisite: Reading level 6 (3:3-0)

MUSI 1310 American Music

This course is a general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary art music. (3:3-0)

MUSI 2181 Class Piano III

This is a continuation of Class Piano II. (1:1-1)

MUSI 2182 Class Piano IV

This is a continuation of Class Piano III. (1:1-1)

MUSI 2211 Theory of Music III

This is a continuation of the first-year theory course. It includes written and keyboard harmonic analysis. Prerequisites: MUSI 1212 or approval of the instructor and concurrent enrollment in ear training course and piano. (2:3-0)

MUSI 2212 Theory of Music IV

This is a continuation of MUSI 2211. Prerequisites: MUSI 2211 and concurrent enrollment in ear training course and piano. (2:3-0)

MUSI 2216 Ear Training and Sight Singing III

This is a continuation of the first-year course in Ear Training and Sight Singing. Prerequisite: MUSI 1217, co-requisite: concurrent enrollment in appropriate theory course and piano. (2:3-0)

MUSI 2217 Ear Training and Sight Singing IV

This is a continuation of MUSI 2216. Prerequisite: MUSI 2216, co-requisite: concurrent enrollment in appropriate theory course and piano. (2:3-0)

N

NAUT 1171 Medical Care Provider

This course is designed for licensed deck officers who provide immediate first aid to ship's personnel and to assist the ship's medical person-in-charge. The course provides training for candidates who provide medical care to the sick and injured when they remain on board ship. (1:1-1)

NAUT 1174 Maritime Regulation and Management

This course covers an in-depth examination of the laws and regulations surrounding the maritime transportation industry and how the industry responds. The Jones Act, EPA, SOLAS, MARPOL, STCW, Flag, Class and Port State Control and Subchapter M will be reviewed. Case studies of well-known industry incidents will be reviewed. Industry responses such as the AWO/RCP-ISM Code and SEMS will be discussed. Students will learn about vessel safety and environmental management systems as well as document control, internal auditing, corrective and preventive action, change management and risk analysis and control. (1:1-0)

NAUT 1272 Marine Cargo Operations I

This course is an examination of passenger, containerized, roll on-roll off, break bulk and dry bulk cargo vessels including issues associated with the loading, carriage and discharge of passengers and cargos. Requirements of special refrigerated and dangerous cargoes, cargo loss prevention, heavy-lift operations will be discussed. Emergency procedures, passenger safety and crowd and crisis management will be explored. (2:2-1)

NAUT 1273 Engineering Familiarization

This course is intended for both deck and engineering ratings that have little or no experience in the engine room who served on board a vessel as part of the regular complement and covers the mandatory minimum training requirements for engineering. The training includes basic safety and pollution prevention precautions and procedures, layouts of different types of engine rooms, types of hazards and handling equipment, general operational sequence and engine room terminology. (2:2-1)

NAUT 1274 Marine Cargo Operations II

This course is an in-depth study of the transport of bulk liquid cargoes by tankship. The course topics include vessel design/construction, oil/chemical cargo characteristics, cargo system design, cargo pumps, loading/discharging operations, venting/vapor control systems, ballasting/deballasting operations, tank cleaning, gas freeing/enclosed space entry, inert gas systems, crude oil washing operations, oil pollution regulations and control and tanker safety. It includes basic safety and pollution prevention precautions and procedures, layouts of different types of oil tankers, types of cargo, their hazards and their handling equipment, general operational sequence and oil tanker terminology. The course takes full account of the annex to Resolution 10 adopted by the International Conference on Training and Certification of Seafarers, 1978. Any applicant successfully completing this course will satisfy the training requirements of 46 CFR for an endorsement as Tankerman PIC Barge-Dangerous Liquids. (2:2-1)



NAUT 1276 Seamanship II

This course is an introduction to vessel characteristics, vessel operations and ship handling with a focus on inland, coastal, oil and towing vessels. Ship handling in inland waters, narrow channels as well as maneuvering in heavy seas, docking, undocking, mooring will be discussed. The make-up of tows and the use and maintenance of towing machinery and gear will be discussed. Prerequisite: NAUT 1372 (2:2-1)



NAUT 1372 Seamanship I

This course is a study of seamanship designed to introduce the student to the maritime workplace and prepare them for employment. The students are prepared for the role of Able Bodied Seaman and assignment to lookout and watch keeping duties aboard inland, coastal and ocean going vessels. Vessel Security Officer responsibilities will also be addressed. This course is designed to teach new skills to the entry-level mariner with minimal sea-going experience and serves to increase awareness and promote safety in maritime surroundings. (3:3-1)



NAUT 1374 Basic Safety and Survival

This course combines the four modules of SCTW Basic Safety Training: Basic Firefighting, Personal Safety Social Responsibility, Personal Survival and First Aid CPR, with a module on Proficiency in Survival Craft to provide a comprehensive introduction to safety and survival at sea. The course provides required practical lifeboat and lifesaving training for certification as Life boatman by the U.S. Coast Guard. Hands on training will include time on a fire training field, work in pools with life rafts and survival gear and launching and rowing a lifeboat. (3:2-2)



NAUT 1471 Introduction to Ships and Shipping

This is an introduction to the maritime industry and ships used in the transportation of goods and services. Shipboard nomenclature, types and missions of merchant ships, shipbuilding, shipbuilding materials and methods, modes of cargo handling and their impact on ship design. Prerequisite: Reading level 4 (4:4-0)



NAUT 2171 Upgrade to Apprentice Mate

This course provides instruction in subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist). (1:1-0)



NAUT 2272 Radar Observer Unlimited

This course covers the proper use of radar for risk assessment, collision avoidance and navigation. Trainees use commercial radar equipment with landmasses, environmental effects and vessel returns generated by Transas simulation. (2:2-1)

NAUT 2274 Basic Stability and Ship Construction

This course provides the background knowledge for a thorough understanding of the calculations for vessel stability and trim; basic ship construction features and terminology and principles of stability. Subjects include: ship dimensions, ship stresses, hull structure, rudders and propellers, displacement, buoyancy, static and initial stability, list, trim and free surface effect, principles, terms and procedures used in the determination of transverse, longitudinal and damage stability of ships. Also included are analyses of case studies involving loss of stability and how to perform trim and stability calculations. The course covers ship design and construction as it relates to all types of vessels as well. Topics include hull structure and components, vessel design process, design stresses, tonnage measurements and load line assignments. This course aims to meet the mandatory minimum requirements for knowledge, understanding and proficiency in Table A-II/2 of STCW 1995 for the function Navigation at the Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) Level. (2:2-1)

NAUT 2278 Bridge Resource Management and Shiphandling

Bridge Watchstanding. Integration of Navigation, communications and seamanship in BRM training required under the International Convention on the Standards for Training and Certification of Watchkeepers, using simulator based teaching techniques.

This course covers turning circle and stopping distance, effects of wind and current, man overboard maneuvers, shallow water effects, anchoring and steering control systems. It also covers fundamentals of shiphandling for vessels based on double and single-screw theory. Applied instruction in ship-handling techniques, includes: backing and filling; "Y-backing"; emergency stopping; flanking; and docking and undocking; and procedures and basic anchoring. It utilizes full mission visual simulation to reinforce theoretical lessons.(2:1.5-1.5)

NAUT 2364 Practicum

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: NAUT 1374 (3:0-30)

NAUT 2365 Practicum

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. (3:0-30)

NAUT 2471 Terrestrial and Coastal Navigation

This course is designed to teach the student the technical and practical concepts of terrestrial navigation. Areas covered include terrestrial coordinates, nautical charts, navigation publications, plotting and position lines, navigation aids, compass corrections, set and drift, charts and chart work, logbooks. This course provides the background introductory knowledge in planning a voyage and to support the tasks, duties and responsibilities in navigating vessels up to 200 tons. (4:3-2)

NAUT 2472 Integrated Operations for the Master Mariner

This is a seminar style course review and integrates all learning in the program into the coherent body of knowledge necessary to serve as Master of vessels of up to 200 tons. The course first builds the knowledge required for a license as Master, 100 GRT, which includes the applicable regulations and operational procedures necessary to operate a vessel of up to 100 Gross Tons in the Near Coastal/Inland/Great Lakes operating environment. Professional training includes navigation, tidal calculations, international and inland rules of the road, coastal pilotage, meteorology, anchoring and mooring, docking and undocking operations, voyage and passage planning, stability and vessel construction and marlinspike seamanship. The course will then examine the body of knowledge necessary to Upgrade Master 100 Tons to Master 200 Tons course and presentation of the Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the exam requirements of 46 CFR 10.207 for upgrade of a license from Master 100-Tons Near Coastal to Master 200 Tons Near Coastal. Students will develop a good understanding of the subjects for upgrade from not more than 100 to not more than 200-Ton Great Lakes, Inland and Near Coastal Master licenses. The level of understanding will meet the standard for passing the upgrade from not more than 100-Ton to not more than 200-Ton Coast Guard examination given in the regional examination centers. (4:3-2)



NDTE 1301 Film Interpretation of Weldments

This is the study of radiographic film, including exploration of radiographic basics, interpretation and causes and effects of discontinuities. (3:2-2)



NDTE 1405 Introduction to Ultrasonics: Level 1 & 2

This course covers the basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I from The American Society of Nondestructive Testing. (4:3-3)



NDTE 1410 Liquid Penetrant/Magnetic Particle Testing: Level 1 & 2

This course is a theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel. (4:3-3)



NDTE 1440 Eddy Current Testing

This course covers the general principles of Eddy Current Testing including theory, knowledge and skills for basic examination; effects of material properties, probe types, calibration standards and equipment selection. (4:3-3)



NDTE 1454 Intermediate Ultrasonics: Flaw Detection and Sizing

This course covers applications of the ultrasonic techniques of materials testing for flaw sizing and characterization. Prerequisite: NDTE 1305 or NDTE 1405 (4:3-3)



NDTE 2339 Pressure Piping Inspection

This course covers the general principles of pressure vessel inspection. It covers American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents that pertain to pressure piping inspection in preparation for the API 570 certification examination. (3:2-2)



NDTE 2401 Advanced Ultrasonics: Phased Array and A.U.T.

Emphasis is placed on examination of components and characterization of flaws using advanced techniques. Prerequisite: NDTE 1354 or NDTE 1454 (4:3-3)



NDTE 2411 Preparation for Certified Welding Inspector Exam

This course covers welding fundamentals, welding inspection and code interpretation in preparation for the certified welding inspector examination. (4:3-3)



NDTE 2470 Pressure Vessel Inspection

This course in general principles of pressure vessel inspection covers American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents pertaining to pressure vessel inspection. Emphasis is on preparing students to take the API 510 certification exam. (4:3-3)



OPTS 1166 Ophthalmic Practicum II

This course covers practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: OPTS 1311, OPTS 2441, OPTS 1266 (1:0-8)



OPTS 1167 Practicum - Opticianry/Ophthalmic Dispensing Optician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisite: OPTS 1501 and 1309. Co-requisite: OPTS 2431 (1:0-8)



OPTS 1191 Special Topics in Opticianry/Dispensing Optician

This course covers recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be taken twice to improve student proficiency. (1:1-1)



OPTS 1266 Practicum - Opticianry/Ophthalmic Dispensing Optician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisites: OPTS 1311, 2441 (2:0-16)



OPTS 1267 Opticianry/Ophthalmic Dispensing Optician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisite: OPTS 1501, 1309, 2431 and 1167 (2:0-16)



OPTS 1309 Ophthalmic Laboratory I

This course emphasizes the finishing portion (bench) of the fabrication of spectacles. Topics include mark-up, blocking, edging, beveling, impact resistance, tinting, insertion and inspection of single vision and multi-focal lenses. Co-requisite: OPTS 1501 (3:2-3)



OPTS 1311 Visual System

This is an overview of the visual system including the anatomy and physiology of the eye, related structures and diseases. (3:3-0)



OPTS 1315 Basic Contact Lenses

This is an introduction to contact lens theory and practice. Topics include the history, development and manufacture of contact lenses; lens materials, designs, fitting and care techniques; and skill necessary for the accurate measurement of lens parameters. (3:2-3)

OPTS 1371 Anatomy and Physiology for Eye Care Technology

This course is an introduction to the normal structure and function of the human body including the understanding and the relationship of the body structures in maintaining homeostasis as it is related to ophthalmic medical personnel. (3:3-0)



OPTS 1392 Special Topics in Opticianry/Dispensing Optician

This course covers recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be taken twice to improve student proficiency. (3:3-1)

OPTS 1401 Ophthalmic Dispensing

This course is an introduction to the basic principles of frame selection, styling, refractive errors, lens design, the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles. (4:3-4)



OPTS 1471 Anatomy and Physiology for Eye Care Technology

This is an introduction to the normal structures and functions of the human body including the understanding and the relationship of the body structures in maintaining homeostasis as it is related to ophthalmic medical personnel. (4:4-0)



OPTS 1501 Ophthalmic Dispensing

This is an introduction to the basic principles of frame selection, styling, refractive errors and lens design and to the use of tools and instruments used to measure and make adjustments necessary to properly dispense spectacles. (5:3-6)



OPTS 2167 Practicum Opticianry/Ophthalmic Dispensing Optician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: OPTS 1311, OPTS 1401, & OPTS 1167 (1:0-8)



OPTS 2266 Ophthalmic Practicum II

This course covers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: OPTS 1166 (2:0-16)



OPTS 2350 Ophthalmic Surgical Techniques

A continuation of Ophthalmic Techniques, this course introduces the student to aseptic and non-aseptic sterilization techniques used in the surgical field and provides knowledge and practice in scrubbing techniques used when assisting during ophthalmic surgical procedures. (3:2-3)

OPTS 2366 Practicum - Opticianry/ Ophthalmic Dispensing Optician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisite: OPTS 1311, 2441, 1166, 1266, 2445 and 2266 (3:0-24)

OPTS 2431 Advanced Ophthalmic Dispensing

This is an advanced study of the procedures necessary to dispense eyewear. Topics include lens aberrations, magnification, tilt, reflection, absorption and transmission, advanced lens materials, high-powered prescription considerations and partial vision. Prerequisite: OPTS 1501 (4:2-6)

OPTS 2441 Ophthalmic Techniques

This course covers presentation of information and practical training in the techniques necessary to properly assist the refractionist or eye physician. Topics include visual acuity assessments and performance of various diagnostic tests. (4:2-6)

OPTS 2445 Advanced Ophthalmic Techniques

This is a continuation of Ophthalmic Techniques with an introduction to principles and techniques of various diagnostic evaluations. Topics include refractometry and retinoscopy, ophthalmic photography, applanation tonometry and advanced clinical assessments. An overview of standardized tools prevalent in the field will be covered. Prerequisite: OPTS 2441 (4:2-6)

OSHT 1307 Construction Site Safety and Health

This course provides an introduction to safety requirements for construction sites including occupational health and environmental controls. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 1309 Physical Hazards Control

This course provides a study of the physical hazards in industry and methods of workplace design and redesign to control these hazards. Emphasis is on the regulation codes and standards associated with the control of physical hazards. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 1313 Accident Prevention, Inspection and Investigation

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques and accident investigation analysis. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 1320 Energy Industrial Safety

This course is an overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 CFR 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash and other work related subjects. Prerequisites: Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 1321 Fire Protection Systems

This course provides a study of fire protection systems and their applications with emphasis on the fire prevention codes and standards. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 2305 Ergonomics and Human Factors in Safety

This course provides a study of the relationship of human behavior and ergonomics as applied to workplace safety. Prerequisites: EPCT 1307, MATH 1314; Reading level 6, Writing level 6 (3:3-0)

OSHT 2309 Safety Program Management

This course examines the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues and human behavior modifications. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (3:3-0)

OSHT 2320 Safety Training Presentation Techniques

This course covers principles of developing and presenting effective industrial/business training. Emphasis is on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills. Prerequisites: EPCT 1307; Reading level 6, Writing level 6 and Math level 6 (3:3-0)

OSHT 2380 Cooperative Education-Occupational Safety and Health Technology

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. Prerequisite: department chair approval (3:1-14)

OSHT 2401 OSHA Regulations-General Industry

This course provides a study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. Prerequisites: EPCT 1307; Reading level 6, Writing level 6, Math level 6 (4:4-0)

OTHA 1160 Clinical - Occupational Therapy Assistant

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students are responsible for their own transportation to clinical sites. (1:0-6)



OTHA 1161 Clinical - Occupational Therapy Assistant

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students are responsible for their own transportation to clinical sites. (1:0-6)



OTHA 1162 Clinical - Occupational Therapy Assistant

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students are responsible for their own transportation to clinical sites. (1:0-6)



OTHA 1241 Occupational Performance from Birth through Adolescence

This course covers occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques and intervention strategies. (2:1-4)



OTHA 1249 Occupational Performance of Adulthood

This course covers occupational performance of adults. It includes frames of reference, evaluation tools and techniques and intervention strategies. (2:1-4)



OTHA 1253 Occupational Performance for Elders

This course covers occupational performance of elders. It includes frames of reference, evaluation tools and techniques and intervention strategies. (2:1-4)



OTHA 1305 Principles of Occupational Therapy

This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is on the roles of the occupational therapy assistant. Topics include occupation; occupational therapy personnel; current health care environment; and moral, legal and ethical issues. (3:2-3)



OTHA 1309 Human Structure Function in Occupational Therapy

This course is a study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves and biomechanical assessment procedures. (3:2-3)



OTHA 1315 Therapeutic Use of Occupations or Activities I

This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is on awareness of activity demands, contexts, adapting, grading and safe implementation of occupations or activities. (3:2-3)



OTHA 1319 Therapeutic Interventions I

This course covers concepts, techniques and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Emphasizes is on the occupational therapy assistant's role in the OT process. (3:2-3)



OTHA 2209 Mental Health in Occupational Therapy

This course covers promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance. (2:1-4)



OTHA 2231 Physical Function in Occupational Therapy

This course covers physical function to promote occupational performance. It includes frames of reference, evaluative tools, intervention strategies and consumer education. (2:1-4)



OTHA 2235 Health Care Management in Occupational Therapy

This course explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation and management. (2:2-0)



OTHA 2266 Practicum - Occupational Therapy Assistant

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students are responsible for their own transportation to clinical sites. (2:0-20)



OTHA 2267 Practicum - Occupational Therapy Assistant

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Students are responsible for their own transportation to clinical sites. (2:0-20)



OTHA 2302 Therapeutic Use of Occupations or Activities II

This course is an emphasis on advanced techniques and applications used in traditional and non-traditional practice settings. (3:2-3)



OTHA 2304 Neurology in Occupational Therapy

This course is a study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. (3:2-3)

P

PHED 1101 Beginning Tennis

This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment and proper attire. (1:0-3)

PHED 1102 Advanced Tennis

This course includes instruction of advanced techniques, development of a variety of strokes, singles and doubles strategy in game situations and USTA tournament rules and procedures. Prerequisite: PHED 1101 or department chair approval (1:0-3)

PHED 1104 Volleyball

The student will receive instruction in the skills of passing, setting, spiking, service and blocking. Basic offensive and defensive strategies, rules, tournament play and officiating will be covered. (1:0-3)

PHED 1105 Beginning and Intermediate Swimming

This course offers explanation, demonstration and practice in the five basic strokes, diving, survival skills and basic elements of water safety. (1:0-3)

PHED 1106 Canoeing

Lectures, demonstrations and practice in the basic skills and techniques of canoeing are included. Additional fee required. (1:0-3)

PHED 1109 Racquetball

This course introduces the student to the rules, terms, safety, basic skills and strategies necessary to play racquetball. (1:0-3)

PHED 1110 Advanced Racquetball

This course includes instruction in advanced techniques, stroke development, offensive and defensive strategies in game situations, refereeing, serving techniques and strategies and tournament play. Prerequisite: PHED 1109 or department chair approval (1:0-3)

PHED 1111 Bowling

This course introduces the student to the basic skills and techniques of bowling. Class hours will include instruction in etiquette, selection of equipment, basic techniques, scoring, computing handicaps, league play and a variety of tournaments. This course is conducted off-campus and requires an additional fee. (1:0-3)

PHED 1112 Badminton

This course covers lectures, demonstrations and practice in the basic skills and techniques of badminton. (1:0-3)

PHED 1113 Golf

Basic skills in playing golf are stressed, including rules and etiquette of the game. (1:0-3)

PHED 1114 Jogging

A variety of methods and materials are presented in the area of cardiovascular and overall physical fitness. (1:0-3)

PHED 1116 Water Aerobics

This is a total body fitness program including cardiovascular and muscular endurance, strength and flexibility in the water. Emphasis is placed on improving muscle tone and maintaining a healthy body weight through water fun and fitness activities. (1:0-3)

PHED 1117 Aerobic Activities

This is a cardiovascular conditioning program designed to improve muscle tone and to help maintain a healthy body weight through fun and fitness activities. (1:0-3)

PHED 1118 Advanced Aerobics

This course is an advanced cardiovascular conditioning program. It is designed to increase energy, mental clarity and health as part of one's lifestyle. This class will incorporate high energy and low impact movements. Some classes include bench-step aerobics. Prerequisite: PHED 1117 or department approval (1:0-3)

PHED 1119 Exercise for Health and Fitness

This course is designed to provide students with an essential knowledge of exercise and fitness on health using lecture, reading, labs on health related fitness components and fitness activities. This course will provide an understanding of cardiovascular disease, risk factors and the role of exercise in prevention. Labs will include fitness testing, self assessments and maintenance programs, nutritional analysis and individualized programs. A variety of activities will be used including low impact aerobics, power walking, bench stepping, toning and flexibility exercises and weights. (1:0-3)

PHED 1120 Basketball

This course covers basic skills and techniques of basketball. (1:0-3)

PHED 1121 Slow Pitch Softball

This course covers development of basic techniques and skills of slow-pitch softball. (1:0-3)

PHED 1122 Soccer

This course covers lectures, demonstrations and practice in basic skills and techniques of soccer. (1:0-3)

PHED 1123 Weight Training

This course covers lectures, demonstrations and practice in the basic skills and techniques of weight training. (1:0-3)

PHED 1124 Advanced Weight Training

This course builds upon basic skills and knowledge of weight training. Topics covered include advanced lifting technique, advanced training theory, biomechanics and in-depth understanding of the components of fitness. Prerequisite: PHED 1123 or instructor approval (1:0-3)

PHED 1126 Team Sports

This course provides the student with opportunities to participate in a variety of team sports. Volleyball, basketball, flag football, soccer, softball and floor hockey are included. (1:0-3)

PHED 1130 Modern Dance

This course covers the fundamental techniques of movement and practice in beginning composition. (1:0-3)

PHED 1131 Advanced Modern Dance

This course covers advanced skills and techniques in movement with emphasis on choreography. (1:0-3)

PHED 1133 Beginning Jazz

This course includes basics and background in varied jazz dance forms, from blues to funky, stressing presentation and exploration to creative potential. (1:0-3)

PHED 1134 Yoga I

This is an introduction to basic yoga postures, breathing and relaxation techniques with emphasis on physical practice. (1:0-3)

PHED 1135 Social Dance

This course is designed to offer students instruction in the fundamentals of social dance patterns and the more basic ballroom dance steps. (1:0-3)

PHED 1136 Beginning Tap Dance

This course covers fundamentals of beginning tap movement and basic steps with emphasis on combination and techniques. (1:0-3)

PHED 1137 Beginning Ballet

This is an introduction to the theory and terminology of classical ballet with emphasis on techniques including barre and centre work. (1:0-3)

PHED 1138 Intermediate and Advanced Ballet

This course covers theory and terminology of pointe and pas de deux with greater emphasis on centre and allegro work. (1:0-3)

PHED 1139 Yoga II

This course is an extension of Yoga I, designed to provide students with expanded knowledge of life management skills by placing emphasis on yoga's strength, flexibility and stress reduction techniques. Lectures and practice will also focus on concentration techniques, nutrition and self-assessment. Prerequisite: Yoga I or instructor approval. (1:0-3)

PHED 1140 Martial Arts

Practice and training in the physical and psychological aspects of self-defense and sport is provided through vigorous flexibility, muscular endurance and technical instruction. Technical instruction will include martial arts skills, combination tactics and sparring training using partner drills, solo work and pad drills. (1:0-3)

PHED 1141 Advanced Jazz

This course is designed for the advanced jazz student who wants to develop technical expertise beyond the beginning level of jazz. Prerequisite: PHED 1133 (1:0-3)

PHED 1142 Fitness Swimming

This is a course designed to promote participation in the lifetime sport of swimming. Lectures and practice in the basic swimming strokes will be done. Daily workouts promoting cardiovascular endurance will be emphasized. Students should be good swimmers to take this class. (1:0-3)

PHED 1143 Fitness Walking

This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety and injury prevention. (1:0-3)

PHED 1144 Camping

This course includes lectures, demonstrations, practices and field trips related to camping. Other topics may be included such as hiking, backpacking and similar topics. (1:0-3)

PHED 1145 Kickboxing for Fitness

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of techniques and some martial arts applications are taught. (1:0-3)

PHED 1164 Introduction to Physical Fitness and Wellness

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility and strength training. (1:0-3)

PHED 1301 Foundations of Kinesiology

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. Prerequisite: Reading level 6 (3:3-0)

PHED 1304 Personal/Community Health

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. Prerequisite: Reading level 6 (3:3-0)

 **PHED 1306 First Aid**

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. (3:3-0)

 **PHED 1308 Sports Officiating**

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation and enforcement. (3:3-0)

 **PHED 1338 Concepts of Physical Fitness**

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. This course will not satisfy one hour of physical education activity. Prerequisite: Reading level 7 (3:3-0)

 **PHED 1346 Drug Use & Abuse**

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. This course will not satisfy one hour of physical education activity. (3:3-0)

 **PHED 2100 Varsity Conditioning I**

This course provides students with opportunities to participate in varsity team sport conditioning. (1:0-3)

 **PHED 2101 Varsity Conditioning II**

This course provides students with opportunities to participate in varsity team sport conditioning. (1:0-3)

 **PHED 2102 Varsity Conditioning III**

This course provides students with opportunities to participate in varsity team sport conditioning. (1:0-3)

 **PHED 2103 Varsity Conditioning IV**

This course provides students with opportunities to participate in varsity team sport conditioning. (1:0-3)

 **PHED 2106 Varsity Baseball I**

This course is designed for skilled baseball players who are competing on a collegiate level. (1:0-3)

 **PHED 2107 Varsity Baseball II**

This course is designed for skilled baseball players who are competing on a collegiate level. (1:0-3)

 **PHED 2108 Varsity Baseball III**

This course is designed for skilled baseball players who are competing on a collegiate level. (1:0-3)

 **PHED 2109 Varsity Baseball IV**

This course is designed for skilled baseball players who are competing on a collegiate level. (1:0-3)

 **PHED 2112 Varsity Basketball I**

This course is designed for skilled basketball players who are competing on a collegiate level. (1:0-3)

 **PHED 2113 Varsity Basketball II**

This course is designed for skilled basketball players who are competing on a collegiate level. (1:0-3)

 **PHED 2114 Varsity Basketball III**

This course is designed for skilled basketball players who are competing on a collegiate level. (1:0-3)

 **PHED 2115 Varsity Basketball IV**

This course is designed for skilled basketball players who are competing on a collegiate level. (1:0-3)

 **PHED 2118 Varsity Soccer I**

This course is designed for skilled soccer players who are competing on a collegiate level. (1:0-3)

 **PHED 2119 Varsity Soccer II**

This course is designed for skilled soccer players who are competing on a collegiate level. (1:0-3)

 **PHED 2120 Varsity Soccer III**

This course is designed for skilled soccer players who are competing on a collegiate level. (1:0-3)

 **PHED 2121 Varsity Soccer IV**

This course is designed for skilled soccer players who are competing on a collegiate level. (1:0-3)

 **PHED 2124 Varsity Softball I**

This course is designed for skilled softball players who are competing on a collegiate level. (1:0-3)

 **PHED 2125 Varsity Softball II**

This course is designed for skilled softball players who are competing on a collegiate level. (1:0-3)

 **PHED 2126 Varsity Softball III**

This course is designed for skilled softball players who are competing on a collegiate level. (1:0-3)

 **PHED 2127 Varsity Softball IV**

This course is designed for skilled softball players who are competing on a collegiate level. (1:0-3)

PHED 2130 Varsity Volleyball I

This course is designed for skilled volleyball players who are competing on a collegiate level. (1:0-3)

PHED 2131 Varsity Volleyball II

This course is designed for skilled volleyball players who are competing on a collegiate level. (1:0-3)

PHED 2132 Varsity Volleyball III

This course is designed for skilled volleyball players who are competing on a collegiate level. (1:0-3)

PHED 2133 Varsity Volleyball IV

This course is designed for skilled volleyball players who are competing on a collegiate level. (1:0-3)

PHED 2140 Advanced Martial Arts

This course features advanced training in the physical and psychological aspects of street defense situations through vigorous flexibility, muscular endurance and technical instruction and practice. Technical instruction will include martial art skills, combinations and advanced training techniques. In addition, psychological strategies such as cognitive behavior modification, vision-motor behavior rehearsal and stress inoculation training will be taught. Prerequisite: PHED 1140 or instructor approval (1:0-3)

PHED 2356 Care and Prevention of Athletic Injuries

This course covers prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries and administration procedures in athletic training. This course will not satisfy one hour of physical education activity. (3:3-0)

PHIL 1301 Introduction to Philosophy

This course provides a general overview of the historical development and the major systems of philosophic thought, the nature of man, knowledge, morality, social and political theory and the existence of God. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

PHIL 1304 Introduction to World Religions

Introduction to World Religions is a survey course in philosophy designed to familiarize students with the major theories of world religions. Students will establish broad and multiple perspectives of religious theory and evaluate theories of religion. This course is a survey and critical examination of major theories concerning world religions. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

PHIL 2303 Logic I

This is a study of nature and methods of correct reasoning, deductive proof, fallacies and arguments. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

PHIL 2306 Introduction to Ethics

This course offers a general overview of classical and contemporary theories concerning the good life, human conduct in society, moral and ethical standards and the nature, criteria, sources, logic and validity of moral value judgments. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

PHIL 2307 Introduction to Social and Political Philosophy

This is a survey course in philosophy designed to familiarize students with the major theories concerning the organization of societies and governments. Students will establish broad and multiple perspectives of social and political theory and evaluate theories of justice and how to be a responsible member of society. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

PHRA 1202 Pharmacy Law

This course is an overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality and a comparison of legal and ethical aspects. (2:2-0)

PHRA 1243 Pharmacy Technician Certification Review

This course covers a review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Co-requisites: PHRA 1360, PHRA 2360 (2:2-0)

PHRA 1261 Clinical-Pharmacy Technician I

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PHRA 1345, PHRA 1347, PHRA 1349, PHRA 1441 (2:0-10)

PHRA 1301 Introduction to Pharmacy

This is an overview of the qualifications, operational guidelines and job duties of a pharmacy technician. (3:3-0)

PHRA 1305 Drug Classification

This is a study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects and routes of administration. (3:3-0)

PHRA 1309 Pharmaceutical Mathematics I

This course covers solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. (3:3-0)

PHRA 1313 Community Pharmacy Practice I

This course is an introduction to the skills necessary to process, prepare, label and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. (3:2-3)

 **PHRA 1345 Compounding Sterile Preparations and Aseptic Technique**

This is a study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP 797 standards. Prerequisites: PHRA 1309, Reading level 6, Writing level 6, Math level 6 (3:2-3)

 **PHRA 1347 Pharmaceutical Mathematics II**

This course focuses on advanced concepts of Pharmaceutical Mathematics I. Prerequisites: PHRA 1309, Reading level 6, Writing level 6, Math level 6 (3:3-0)

 **PHRA 1349 Institutional Pharmacy Practice**

This course covers fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Prerequisites: PHRA 1313 (3:2-3)

 **PHRA 1360 Clinical: Community Pharmacy**

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PHRA 1345, 1347, 1349, 1441 (3:0-12)

 **PHRA 1441 Pharmacy Drug Therapy and Treatment**

This course is the study of therapeutic agents, their classifications, properties, actions and effects on the human body and their role in the management of disease. Prerequisites: PHRA 1305 (4:4-0)

 **PHRA 2261 Clinical-Pharmacy Technician II**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PHRA 1345, PHRA 1347, PHRA 1349, PHRA 1441 (2:0-10)

 **PHRA 2360 Clinical: Institutional Pharmacy**

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.. Prerequisites: PHRA 1345, 1347, 1349, 1441 (3:0-12)

 **PHTC 1311 Fundamentals of Photography**

This course is an introduction to camera operation and image production, composition, correct exposure and proper lighting. Emphasis is on digital photography. (3:2-4)

 **PHTC 2301 Intermediate Photography**

This course is a continuation of fundamentals of photography. Emphasizes social, portrait, studio, fashion, theatrical, publicity and event photography with digital photography processes and methods. Prerequisite: PHTC 1311 or ARTS 2356 or approval of department chair (3:2-4)

 **PHYS 1101 College Physics I (lab)**

This course covers fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisites: MATH 1314 or higher and Reading level 7; co-requisite: PHYS 1301 (1:0-3)

 **PHYS 1102 College Physics II (lab)**

This course covers principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1301/1101; co-requisite: PHYS 1302 (1:0-3)

 **PHYS 1103 Stars and Galaxies (lab)**

This lab survey course in astronomy examines the history of astronomy, the stars, galaxies, galaxy clusters and the universe outside our solar system. Lab work will include nighttime observations. Prerequisite: Reading level 7, Writing level 7, Math level 9; co-requisite: PHYS 1303 (1:0-3)

 **PHYS 1104 The Solar System (lab)**

This lab survey course in astronomy examines the history of astronomy; the sun and its solar system, including their origin; star and planet formation. Lab work will include nighttime observations. Prerequisite: Reading level 7, Writing level 7, Math level 9; co-requisite: PHYS 1304 (1:0-3)

  **PHYS 1301 College Physics I (lecture)**

This lecture course covers the fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisites: MATH 1314 or higher and Reading level 7; co-requisite: PHYS 1101 (3:3-0)

  **PHYS 1302 College Physics II (lecture)**

This course covers principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1301/1101; co-requisite: PHYS 1102 (3:3-0)

  **PHYS 1303 Stars and Galaxies (lecture)**

This lecture survey course in astronomy examines the history of astronomy, the stars, galaxies and the universe outside our solar system. Lab work will include nighttime observations. Prerequisite: Reading level 7, Writing level 7, Math level 9; co-requisite: PHYS 1103 (3:3-0)



PHYS 1304 The Solar System (lecture)

This lecture survey course in astronomy examines the history of astronomy; the sun and its solar system, including their origin; star and planet formation. Lab work will include nighttime observations. Prerequisite: Reading level 7, Writing level 7, Math level 9; co-requisite: PHYS 1104 (3:3-0)



PHYS 2125 University Physics I (lab)

This lab course covers the 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. It is designed to meet the needs of the pre-engineering student or physics major. Prerequisites: MATH 2413 or higher and Reading level 7; co-requisites: PHYS 2325, MATH 2414 (1:0-3)



PHYS 2126 University Physics II (lab)

This lab course covers experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics; experimental design, data collection and analysis and preparation of laboratory reports. Prerequisites: PHYS 2325/2125 and MATH 2414; co-requisite: PHYS 2326 (1:0-3)



PHYS 2325 University Physics I (lecture)

This course covers the 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. It is designed to meet the needs of the pre-engineering student or physics major. Prerequisites: MATH 2413 or higher and Reading level 7; co-requisites: PHYS 2125, MATH 2414(3:3-0)



PHYS 2326 University Physics II (lecture)

In this continuation of PHYS 2325, the topics covered include the principles of physics for science, computer science and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics. Prerequisites: PHYS 2325/2125 and MATH 2414; co-requisite: PHYS 2126 (3:3-0)



PHYS 2389 Academic Cooperative

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy and associated phenomena. Prerequisites: Eight hours of physics; Reading level 7, Writing level 7, Math level 7 (3:1-8)



PLAB 1223 Phlebotomy

This course covers skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. It covers infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology. (2:2-1)



PMHS 2366 Practicum-Mental Health Services Technician

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Prerequisites: must complete 28 hours in the program before the practicum (3:0-21)



POFI 1341 Computer Applications II

This course is a continued study of current computer terminology and technology that provides advanced skill development in computer hardware, software applications and procedures. Prerequisite: BCIS 1305 (3:3-1)



POFI 1349 Spreadsheets

Intermediate-level instruction includes in-depth coverage in the use of spreadsheet software for business applications. Topics include worksheet creation, modification and graphics. (3:3-1)



POFM 1317 Medical Administrative Support

This course covers instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting and third party reimbursement. (3:3-1)



POFM 1327 Medical Insurance

This survey of medical insurance includes the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. (3:3-0)



POFT 1301 Business English

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (3:3-0)



POFT 1309 Administrative Office Procedures I

This course focuses on the study of current office procedures, duties and responsibilities applicable to an office environment. (3:3-0)



POFT 1313 Professional Workforce Preparation

This course focuses on preparation for career success including ethics, interpersonal relations, professional attire and advancement. (3:3-0)



POFT 1319 Records and Information Management I

This course covers an introduction to basic records information management systems including manual and electronic filing. (3:3-0)



POFT 1325 Business Math Using Technology

This course offers skill development in business math problem-solving using technology. (3:3-0)



POFT 1328 Business Presentations

This course offers skill development in planning and conducting business presentations including communication and media skills. Prerequisite: BCIS 1305 (3:3-1)





POFT 2301 Intermediate Keyboarding

This course offers a continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Emphasis is on proofreading, editing, following instructions and keying documents from various types of copy. Prerequisite: BCIS 1305 (3:3-1)



POFT 2364 Practicum

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, the College and the student. The learning plan relates the workplace training and experiences to the student's general and technical course of study. Prerequisite: 15 credit hours of courses in this program which must include at least one of the following courses: ACNT 1304, POFI 1341, POFT 1325, POFT 1328 or POFT 2301. A program GPA of at least 2.0 is required or Department approval. (3:0-21)



PSTR 1301 Fundamentals of Baking

This is a course in fundamentals of baking including dough, quick breads, pies, cakes, cookies and tarts. It covers instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products. Co-requisite: CHEF 1205 (3:2-4)



PSTR 1306 Cake Decorating I

This is an introduction to skills, concepts and techniques of cake decorating. Co-requisites: PSTR 1301 and CHEF 1205 (3:2-4)



PSTR 1342 Quantity Bakeshop Production

This course is a study of advanced baking techniques to include volume production of a variety of breads and desserts. Co-requisites: PSTR 1301 and CHEF 1205 (3:1-5)



PSTR 1391 Special Topics in Baker/Pastry Chef

This course covers topics that address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be taken twice to improve student proficiency. Co-requisites: CHEF 1205, PSTR 1342, PSTR 1301. (3:2-4)



PSTR 2301 Chocolates and Confections

This course covers production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolates, caramels, nougats and pate de fruit. Prerequisites: CHEF 1205, PSTR 1301, PSTR 1306, PSTR 1342; Co-requisite: PSTR 2307 (3:2-4)



PSTR 2307 Cake Decorating II

This is a course in decoration of specialized and seasonal products. Prerequisites: CHEF 1205, PSTR 1301, PSTR 1342, PSTR 1306; Co-requisite: PSTR 2301 (3:2-4)



PSTR 2331 Advanced Pastry Shop

This is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis is on advanced techniques. Prerequisite or co-requisite: PSTR 1301, CHEF 1205 (3:2-4)



PSTR 2350 Wedding Cakes

This course introduces the skills, concepts and techniques for preparing wedding cakes. Includes marzipan, molding chocolate-rolled fondant, chocolate garnish, flower making and royal icing piping work. Prerequisites: CHEF 1401, PSTR 1301 and PSTR 2431 (3:2-4)



PSTR 2365 Practicum - Baking and Pastry

This is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Departmental approval required. (3:0-21)



PSTR 2431 Advanced Pastry Shop

This is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations with an emphasis on advanced techniques. (4:3-3)



PSTR 2470 Healthy Baking and Pastries

This course covers the principles of a healthy diet as it relates to baking and pastry goods and production of healthy alternatives to traditional baked and pastry goods. Prerequisite: PSTR 1301 (4:3-3)



PSYC 1300 Learning Framework

The purpose of PSYC 1300/EDUC 1300 is to enable you to develop effective academic behaviors for college success. The course includes a balance between the research and theory in the psychology of learning, cognition and motivation and how to apply what you learn to becoming successful in a college setting. You will understand the factors that affect learning and how to apply what you learn to the development of successful learning strategies. You will use assessment instruments, such as learning inventories, to help you identify your own strengths and weaknesses as a strategic learner. You are ultimately expected to integrate and apply the learning skills discussed across your own academic courses and program and become an effective and efficient learner. As you develop these skills, you should be able to continually draw from the theoretical models and apply this to your courses and to your life. Prerequisites: Reading level 7, Writing level 7 (3:3-0)



PSYC 2301 General Psychology

This course is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisite: Reading level 7, Writing level 7 (3:3-0)



PSYC 2306 Human Sexuality

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives - biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Prerequisites: SOCI 1301 or PSYC 2301, Reading level 7, Writing level 7 (3:3-0)



PSYC 2308 Child Psychology

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. Prerequisites: PSYC 2301, Reading level 7, Writing level 7 (3:3-0)

PSYC 2314 Lifespan Growth and Development

This course is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Prerequisites: PSYC 2301, Reading level 7, Writing level 7 (3:3-0)

PSYC 2315 Psychology of Adjustment

This course is the study of the processes involved in adjustment of individuals to their personal and social environments. This course is designed to study the basic principles and various theories of effective behavior which underlie personal adjustment. This course probes the human dilemma, the personal and social context of behavior, the search for values and methods for personal growth. Prerequisites: PSYC 2301, Reading level 7, Writing level 7 (3:3-0)

PSYC 2317 Elementary Statistics

This course is a study of the basic statistical concepts and techniques of descriptive and inferential statistics as used in psychological and educational research. Included are frequency distributions and graphs, measures of central tendency and variability, interpretation of individual scores, correlations and prediction, the logic of inferential statistics, t-test, analysis of variance and some nonparametric statistics including chi square. Prerequisites: PSYC 2301, Reading level 7 and Writing level 7 (3:3-0)

PSYC 2319 Introduction to Social Psychology

This course studies behavior of the individual in the group. The course includes group interaction, leadership, motivation, problems in attitudes, prejudice, prosocial behavior, aggression, love, environmental influences on behavior and gender identity and sexual behavior. Prerequisites: PSYC 2301, Reading level 7 and Writing level 7 (3:3-0)

PSYT 1371 Mental Health Legal and Ethical Issues

This course covers concepts of confidentiality, ethics, mental health legislation, regulations relating to the maintenance and use of mental health and substance abuse information and mental records. (3:3-0)

PSYT 1471 Basic Nursing Skills for Mental Health/Psychiatric Technicians

This course is a mastery of entry level nursing skills and competencies for a variety of health care settings. It utilizes the nursing process as the foundation for all nursing interventions specific to mental health/psychiatric facilities. Prerequisites: Reading level 6 and Writing level 6 (4:2-4)



PSYT 2301 Psychology of Group Dynamics

This is an exploration of group counseling skills, techniques, stages of group development and confidentiality and ethics. Prerequisite: PSYC 2301 (3:3-0)



PSYT 2331 Abnormal Psychology

This is an examination and assessment of the symptoms, etiology and treatment procedures of mental, emotional and behavioral disorders. (3:3-0)



PSYT 2339 Counseling Theories

This is an examination of major theories of various treatment modalities. Topics include reality therapy, psychodynamics, grief therapy, person-centered therapy, rational emotive therapy and cognitive behavioral approaches. Prerequisites: Reading level 6, Writing level 6 (3:3-0)



PTAC 1302 Introduction to Process Technology

This is an introduction overview to the various processing industries. Prerequisites: Reading level 7, Writing level 7, Math level 6 (3:3-0)



PTAC 1310 Process Technology I - Equipment

This course is an introduction to the use of common processing equipment. Prerequisites: Reading level 7, Writing level 7, Math level 6 (3:2-4)



PTAC 1332 Process Instrumentation I

This is a study of instruments and control systems used in the process industry including terminology, process variables, symbology, control loops and basic troubleshooting. Prerequisites: TECM 1301 or higher, Reading level 7, Writing level 7, Math level 6 (3:3-1)



PTAC 2314 Principles of Quality

In this study of the background and application of quality concepts, topics include team skills, quality tools, statistics, economics and continuous improvement. As part of the course, students use statistical process control to collect, organize and analyze data; describe the principles of quality control; demonstrate team skills; and apply quality tools to process systems. Prerequisites: Reading level 7, Writing level 7, Math level 6 (3:3-0)



PTAC 2420 Process Technology II - Systems

This is a study of the various process systems, including related scientific principles. As a part of this course, students describe the purpose and function of common process systems; and operate each process system. Prerequisite: Reading level 7, Writing level 7, Math level 6 (4:3-3)



PTAC 2438 Process Technology III - Operations

This course emphasizes activities associated with the hands-on operation of process equipment. Prerequisites: PTAC 1332 and PTAC 2420, Reading level 7, Writing level 7, Math level 6 (4:3-3)

 **PTAC 2446 Process Troubleshooting**

This course offers instruction in the different types of troubleshooting techniques, procedures and methods used to solve process problems. Prerequisites: PTAC 1332 and PTAC 2420, Reading level 7, Writing level 7, Math level 6 (4:3-3)

 **PTHA 1201 The Profession of Physical Therapy**

This course covers the introduction to the profession of physical therapy and the role of the physical therapist assistant. Prerequisites: Reading level 7, Math level 9 and Writing level 7 (2:2-0)

 **PTHA 1305 Basic Patient Care Skills**

This course covers the application of basic patient handling, functional skills, communication and selected data collection techniques. Prerequisites: Reading level 7, Math level 9 and Writing level 7 (3:2-3)

 **PTHA 1313 Functional Anatomy**

This course covers the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Prerequisites: Reading level 7, Math level 9 and Writing level 7 (3:2-4)

 **PTHA 1321 Pathophysiology for the PTA**

This course covers the study of pathophysiology of diseases/conditions encountered in physical therapy. Prerequisites: Reading level 7, Math level 9, Writing level 7, PTHA 1431, 2409 and 2201, BIOL 2404 OR BIOL 2301, 2101, 2302 and 2102, ENGL 1301.(3:3-0)

 **PTHA 1360 Clinical I-PTA**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1321 and 1191 (3:0-12)

 **PTHA 1431 Physical Agents**

This course covers biophysical principles, physiological effects, efficacy and application of physical agents. Prerequisites: Reading level 7, Math level 9, Writing level 7 PTHA 1201, 1305 and 1313, BIOL 2404 OR BIOL 2301, 2101, 2302 and 2102. (4:2-4)

 **PTHA 2201 Essentials of Data Collection**

This course covers data collection techniques used to assist in patient/client management Prerequisites: Reading level 7, Math level 9, Writing level 7, PTHA 1201, 1305 and 1313; BIOL 2404 or BIOL 2301, 2101, 2302 and 2102. (2:1-3)

 **PTHA 2205 Neurology**

This course is a study of neuroanatomy and neurophysiology as it relates to neurological conditions. Prerequisites: Reading level 7, Writing level 7, Math level 9 (2:2-0)

 **PTHA 2217 Issues in Health Care**

This course covers organizational patterns, administrative principles, legal and ethical issues in physical therapy and preparation for licensure and employment. Prerequisites: Reading level 7, Writing level 7, Math level 9 (2:2-0)

 **PTHA 2239 Professional Issues**

This is a discussion of professional issues and behaviors related to clinical practice and preparation for transition into the workforce. Prerequisites: PTHA 1321 and 1191 (2:2-0)

 **PTHA 2409 Therapeutic Exercise**

This course covers concepts, principles and application of techniques related to therapeutic exercise and functional training. Prerequisites: Reading level 7, Math level 9, Writing level 7, PTHA 1201, 1305, 1313, BIOL 2404 OR BIOL 2301, 2101, 2302 and 2102. (4:3-3)

 **PTHA 2431 Management of Neurological Disorders**

This course is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders. Includes enhancement of professional development. Prerequisites: Reading level 7, Math level 9, Writing level 7, PTHA 1321 and 2250. (4:3-4)

 **PTHA 2435 Rehabilitation Techniques**

This is a study of comprehensive rehabilitation of selected diseases and disorders. Prerequisites: PTHA 1321 and 1191 (4:3-3)

 **PTHA 2460 Clinical II-PTA**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1360, 2531, 2435 and 2239 (4:0-16)

 **PTHA 2461 Clinical III-PTA**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1360, 2531, 2435 and 2239 (4:0-16)

 **PTHA 2531 Management of Neurological Disorders**

This is a study of comprehensive rehabilitation techniques of selected neurological disorders. Prerequisites: PTHA 1321 and 1191 (5:3-4)

 **PTRT 1301 Introduction to Petroleum Industry**

This is an introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations and the various scientific principles. Prerequisites: Reading level 7, Writing level 7, Math level 7 (3:3-0)

Q

QCTC 1341 Statistical Process Control

This course focuses on components of statistics including techniques of collection, presentation, analysis and interpretation of numerical data as applied to statistical control. It stresses application of correlation methods, analysis of variance, dispersion, sampling, quality control, reliability, mathematical models and programming. Prerequisite: Math level 9; and QCTC 1343 or PTAC 2314 or upon approval with previous Quality Theory experience. (3:2-2)

QCTC 1343 Quality Assurance

This course provides information on principles and applications designed to introduce quality assurance. (3:2-2)

QCTC 1446 Testing and Inspection Systems

This is a study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms used in illustrating the need for maintaining quality to established standards. (4:3-3)

QCTC 1448 Metrology and Prints

This is the study of the terminology, methodology and practice of measurement systems and equipment in the calibration and use of basic measuring tools. (4:3-3)

QCTC 2331 Standards

This is a study of philosophy and theory of appropriate standards, organizations and systems integration relating to the standards criteria in society. (3:2-2)

R

RADR 1166 Practicum I

This course is the study of the practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, college and student. Prerequisite: Acceptance into the Medical Radiography Program. (1:0-9)

RADR 1201 Introduction to Radiography

This course is an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals and an orientation to the profession and the health care system. Prerequisite: Reading level 7. Prerequisite or co-requisite: ENGL 1301 (2:2-0)

RADR 1202 Radiographic Image Evaluation I

This course is the study of the scientific process of radiographic image evaluation. Prerequisite: Acceptance into the Medical Radiography Program. (2:2-1)

RADR 1203 Patient Care

This course is an introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills and basic pharmacology. Prerequisite: Acceptance into the Medical Radiography Program. (2:2-1)

RADR 1213 Principles of Radiographic Imaging I

This course is the study of radiographic image quality and the effects of exposure variables. Prerequisites: RADR 2209, 1311, 1202, 1203, 1166 (2:2-1)

RADR 1250 Radiographic Image Evaluation II

This course is the study of the assessment of radiographic images. Prerequisites: Completion of all second semester RADR courses; concurrent enrollment in RADR 2401 and RADR 1266. (2:2-1)

RADR 1266 Practicum II

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisites: Completion of all first semester RADR courses; concurrent enrollment in RADR 1166 and RADR 1411 (2:0-16)

RADR 1267 Practicum III

This course is the study of the practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, College and student. Prerequisites: Completion of all second semester RADR courses; concurrent enrollment in RADR 1266 and RADR 2401 (2:0-16)

RADR 1311 Basic Radiographic Procedures

This course is an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for proper demonstration of basic anatomy. Prerequisite: Acceptance into the Medical Radiography Program (3:2-3)

 **RADR 1313 Principles of Radiographic Imaging I**

This course is the study of radiographic image quality and the effects of exposure variables. Prerequisites: RADR 2209, 1411, 1202, 1203, 1166 (3:3-1)

 **RADR 1411 Basic Radiographic Procedures**

This course is an introduction to radiographic positioning terminology, the manipulation of equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for demonstration of basic anatomy. Prerequisite: Acceptance into the medical radiography program (4:3-3)

 **RADR 2205 Principles of Radiographic Imaging II**

This course is the study of radiographic image quality and the effects of exposure variables and the synthesis of all variables in image production. (2:2-1)

 **RADR 2209 Radiographic Imaging Equipment**

This course is the study of the equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Prerequisite: Acceptance into the medical radiography program (2:2-0)

 **RADR 2217 Radiographic Pathology**

This course is the study of the disease processes and their appearance on radiographic images. Prerequisites: RADR 2233, 2313, 2266 (2:2-0)

 **RADR 2233 Advanced Medical Imaging**

This course is an exploration of specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis. Prerequisites: Completion of all third semester RADR courses; concurrent enrollment in RADR 1267 and RADR 2305 (2:2-0)

 **RADR 2236 Special Patient Applications**

This course is the study of the advanced concepts of pediatrics, geriatrics, trauma, history documentation and electrocardiogram (ECG). Includes phlebotomy, venipuncture and concepts of pharmacology. Prerequisites: Completion of all first semester RADR courses; concurrent enrollment in RADR 1166 and RADR 1203 (2:2-1)

 **RADR 2266 Practicum IV**

This course is the study of the practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, College and student. Prerequisites: Completion of all third semester RADR courses; concurrent enrollment in RADR 1267 and RADR 2331 (2:0-20)

 **RADR 2267 Practicum V**

This course is the study of the practical, general workplace training supported by an individualized learning plan/syllabus developed by the employer, College and student. Prerequisites: RADR 2266, 2313, 2233 (2:0-18)

 **RADR 2301 Intermediate Radiographic Procedures**

This course is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for proper demonstration of anatomy. Prerequisites: RADR 1311, 1166, 1202, 1203, 2209 (3:2-3)

 **RADR 2305 Principles of Radiographic Imaging II**

This is a continuation of Radiographic image quality and the effects of exposure variables and the synthesis of all variables in image production. Prerequisites: Completion of all second semester RADR courses; concurrent enrollment in RADR 1313 and RADR 1266. (3:3-1)

 **RADR 2313 Radiation Biology and Protection**

This course is the study of the effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation and methods for protecting personnel and patients from excessive exposure. Prerequisites: Completion of all third semester RADR courses; concurrent enrollment in RADR 1267 and RADR 2331 (3:3-0)

 **RADR 2331 Advanced Radiographic Procedures**

This course a continuation of positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology. Prerequisites: Completion of all second semester RADR courses; concurrent enrollment in RADR 2401 and RADR 1266 (3:2-2)

 **RADR 2335 Radiologic Technology Seminar**

This is a capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning. Prerequisites: RADR 2233, 2313, 2266 (3:3-1)

 **RADR 2340 Sectional Anatomy for Medical Imaging**

This course presents an in-depth coverage of anatomic relationships that are present under various sectional orientations. Prerequisite: ARRT registered or registry eligible within 6 months or departmental approval. (3:3-0)

 **RADR 2401 Intermediate Radiographic Procedures**

This course is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment and evaluation of images for proper demonstration of anatomy. Prerequisites: RADR 1411, 1166, 1202, 1203, 2209 (4:3-3)

RBPT 2345 Onsite Power Generation and Renewable Energy

This course is a study of the application of residential onsite power generation with an emphasis on renewable energy. Includes systems that produce electrical energy and thermal energy. Also covers determination of residential energy loads and their comparison to onsite power generation and an exploration of off-grid, on-grid, net-zero and distributed applications. (3:2-2)

RBTC 1355 Sensors and Automation

This course is a study of the basic principles of industrial sensors for automated systems with an emphasis on the operation and application of position, rate, proximity, opto-electronics, ranging and pressure switches. Prerequisite: Reading level 4 (3:2-2)

READ 0110 Developmental Reading (NCBO)

This course is a study of the fundamental reading skills to develop comprehension, vocabulary and rate. (1:0.5-0.5)

READ 0308 Basic Reading Skills

This course is designed to improve basic reading skills. Following assessment, the student will be taught word recognition, basic vocabulary skills and literal comprehension, such as main idea and details. This course is not applicable to any degree. Prerequisite: Reading level 2 (3:3-2)

READ 0309 Reading Comprehension

This intermediate reading course is designed to continue the sequential process of reading with emphasis on reading comprehension and vocabulary development. Selected readings will be used for intensive work in literal and inferential meanings. This course is not applicable to any degree. Prerequisite: a grade of C or above in READ 0308 or reading score within defined range. (3:3-1)

READ 0310 College Reading Techniques

This course is designed for the development of reading skills beyond the basic skills on an individual basis. Emphasis is placed on further development of comprehension, vocabulary and interpretation of nonfiction articles and reading speed. This course is not applicable to any degree. Prerequisite: a grade of C or above in READ 0309 or reading score within defined range. (3:3-0)

READ 0311 Speed Reading

This course is designed primarily for students who read at or above the 12th grade reading level. Emphasis is placed on increased comprehension, reading speed, critical reading, vocabulary expansion and reading flexibility. This course is for personal enrichment; it is not part of our sequential reading program nor does it transfer as credit toward any degree. Prerequisite: Reading level 7 (3:3-0)

RELE 1201 Principles of Real Estate I

This is a beginning overview of licensing as a real estate broker or salesperson. It includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. It covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. It fulfills at least 30 to 60 hours of required instruction for salesperson license. (2:2-0)

RELE 1211 Law of Contracts

This course focuses on elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. (2:2-0)

RELE 1238 Principles of Real Estate II

This is a continuing overview of licensing as a broker or salesperson. It includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances or liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures and real estate mathematics. It covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. It fulfills at least 30 of 60 hours of required instruction for salesperson license. (2:2-0)

RELE 1300 Contract Forms and Addenda

This course is the study of promulgated contract forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. (3:3-0)

RELE 1303 Real Estate Appraisal

This is the study of the central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations and reporting. It is recommended that the student should take or have taken RELE 1201. (3:3-0)

RELE 1307 Real Estate Investments

This is a study of the characteristics of real estate investments. This includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation and applications to property tax. It is recommended that the student should take or have taken RELE 1201. (3:3-0)

RELE 1309 Real Estate Law

This is a study in legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures and evidence of title. It is recommended that the student should take or have taken RELE 1201. (3:3-0)



RELE 1315 Property Management

This course explains the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws and the Fair Housing Act. It is recommended that you take or have taken RELE 1201. (3:3-0)



RELE 1319 Real Estate Finance

This is the study of monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act and the state housing agency. (3:3-0)



RELE 1321 Real Estate Marketing

The study of real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiation and closing financing; and the Deceptive Trade Practices-Consumer Protection Act. It is recommended that you take or have taken RELE 1201. (3:3-0)



RELE 1323 Real Estate Computer Application

This course is a study of the availability of technology, especially software and its ability to help a real estate agent become more productive. It includes data base mapping interest, software application and the use and application of social media. (3:2-2)



RELE 1325 Real Estate Mathematics

This course covers basic arithmetic skills. Includes mathematical logic, percentages, interest, time value of money, depreciation, amortization, proration and estimation of closing statement. (3:3-0)



RELE 2301 Law of Agency

This is a study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures and the disclosure of an agency. (3:3-0)



RELE 2331 Real Estate Brokerage

This course is a study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control and real estate firm analysis and expansion criteria. It is recommended that the student should take or have taken RELE 1201. (3:3-0)



RELE 2366 Practicum-Real Estate

This is a basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be paid or unpaid learning experience. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. Prerequisite: must have a job (paid or unpaid) working in a real estate related position at least 20 hours per week (3:0-21)



RELE 2367 Practicum-Real Estate

This is a basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. Prerequisite: must have a job (paid or unpaid) working in a real estate related position at least 20 hours per week (3:0-21)



RNSG 1105 Nursing Skills I

The course covers the study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisite: Admission to the nursing program. (1:0-3)



RNSG 1108 Dosage Calculations for Nursing

This course offers expanded training in the general principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes reading, interpreting and solving dosage calculation problems utilizing various systems of measurement. (1:1-0)



RNSG 1115 Health Assessment

This course covers development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. Pre-requisite: Admission to the nursing program. (1:0-3)



RNSG 1144 Nursing Skills II

This is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. (1:0-4)



RNSG 1160 Clinical Nursing Introduction

This course is a health-related work-based experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This introductory level course helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. (1:0-6)



RNSG 1191 Special Topics in Nursing

This course covers recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: admission to the ADN program and approval of the department chair. Note: 1-2 credit hours available on individual basis. (1 or 2: 0-1 or 2)





RNSG 1215 Health Assessment

This course covers development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. Prerequisite: Admission to the nursing program. (2:1-2)



RNSG 1227 Transition to Professional Nursing

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication and applicable competencies in knowledge of systematic problem solving, critical thinking skills and professional values within a legal/ethical framework throughout the lifespan. Pre-requisite: Admission to the ADN Transition Program.(2:1-2)



RNSG 1261 Clinical Nursing Common Concepts for Adult Health

This course is a health-related work-based experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This introductory level course helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Co-requisite: RNSG 1341 (2:0-8).



RNSG 1262 Clinical Nursing Complex Concepts

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This intermediate level course helps students synthesize new knowledge, apply previous knowledge or gain experience managing the work flow. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. (2:0-6)



RNSG 1301 Pharmacology

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: Department Chair Approval. (3:3-0)



RNSG 1341 Common Concepts of Adult Health

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: Department Chair Approval (3:3-0)



RNSG 1343 Complex Concepts of Adult Health

This course provides integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgment, skills and professional values within a legal/ethical framework. (3:3-0)



RNSG 1413 Foundations for Nursing Practice

This is an introduction to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisite: Department chair approval. (4:2-6)



RNSG 2121 Professional Nursing: Leadership and Management

This course features exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. (1:1-0)



RNSG 2130 Professional Nursing Review and Licensure Preparation

This course is a review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits and remediation. (1:1-0)



RNSG 2160 Clinical: Nursing Management of Client Care

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Practical experience is simultaneously related to theory. Direct Supervision is provided by the clinical professional. (1:0-6)



RNSG 2163 Clinical: Concepts of Advanced Nursing Practice and Management

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Co-requisite: RNSG 2271 (1:0-6)





RNSG 2201 Care of Children and Families

This course is a study of concepts related to the provision of nursing care for children and their families, emphasizing judgment and professional values within a legal/ethical framework. Co-requisite: RNSG 2262 (2:1-2)



RNSG 2207 Adaptation to the Role of Nursing

This is an introduction to selected concepts related to the role of the professional nurse as provider of care, coordinator of care and member of profession. Includes review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. Introduction to selected medical-surgical topics is included.

Prerequisite: Department chair approval. (2:2-1)



RNSG 2208 Maternal Newborn Nursing and Women's Health

This course covers concepts related to nursing care for childbearing families and women's health issues. Content includes knowledge, judgment, skill and professional values within a legal/ethical framework.

Co-requisite: RNSG 2260 (2:1-2)



RNSG 2213 Mental Health Nursing

This course covers principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of patients and their families. This course enables the student to expand their understanding of human-environmental interactions and evolving mental health patterns within diverse cultures to promote optimal health. The student is provided with an opportunity to understand the organization of mental health patterns as they appear in normative growth and developmental perspectives as well as the alterations and the patterns with the resulting nursing implications. The progression will be from common to more complex mental health patterns as they relate to nursing practice. Co-requisite: RNSG 2261 (2:1-2).



RNSG 2231 Advanced Concepts of Adult Nursing

This course covers the application of advanced concepts and skills for the development of professional nurse's roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. (2:2-1)



RNSG 2260 Clinical Registered Nursing

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This intermediate health professional work-based instruction helps students synthesize new knowledge, apply previous knowledge or gain experience managing the work flow in the care of adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Co-requisite: RNSG 2208 (2:0-8)



RNSG 2261 Clinical Mental Health Nursing

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This intermediate-level course helps students synthesize new knowledge, apply previous knowledge or gain experience managing the work flow in mental health nursing. It provides applications of concepts of mental health, psychopathology and treatment modalities related to nursing care of clients and their families. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Co-requisite: RNSG 2213 (2:0-8)



RNSG 2262 Clinical Nursing Care of Children and Families

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. This intermediate health professional work-based instruction helps students synthesize new knowledge, apply previous knowledge or gain experience managing the work flow in the provision of nursing care for the child and family. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by a clinical professional, generally in a clinical setting. Practical experience is simultaneously related to theory. Clinical education is an unpaid learning experience. Co-requisite: RNSG 2201 (2:0-8)



RNSG 2263 Clinical - Registered Nursing

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Practical experience is simultaneously related to theory. Direct supervision is provided by the clinical professional. Co-requisite: RNSG 2332 (2:0-8)



RNSG 2271 Concepts of Advanced Nursing Practice and Management

This course provides the articulating student the opportunity to synthesize the roles of the professional nurse; application of systematic problem solving and critical thinking skills; focus on the care of patients throughout the lifespan with continued emphasis on leadership and management skills in the provision of care to small groups of adult clients and their families in multiple settings; and competency in knowledge, skills and professional values within a legal/ethical framework. The focus of this course will be the care of the critically ill patient and nursing management. Co-requisite: RNSG 2163 (2:1-2)



RNSG 2332 Enhanced Concepts of Adult Health

This course covers enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients/families with multiple body system problems. Emphasizes critical thinking, clinical reasoning and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. Co-requisite: RNSG 2263 (3:3-0)



RSPT 1166 Respiratory Care Practicum I

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The course provides the student with the opportunity to learn about the hospital environment and the respiratory care department. It includes basic cardiopulmonary resuscitation, basic patient care skills, patient assessment, gas and aerosol therapy, hyperinflation therapy, chest physiotherapy, airway care and arterial blood gas sampling and analysis. Prerequisites: RSPT 1325, 1340, 1429; Co-requisite: RSPT 1431 (2:0-10)



RSPT 1167 Respiratory Care Practicum III

This course offers practical general workplace training supported by an individualized learning plan developed by the employer, College and student. The course provides the student with an opportunity to care for the critically ill pediatric and neonatal patient. Prerequisite: RSPT 1266; Co-requisite: RSPT 2453 (1:0-10)



RSPT 1266 Respiratory Care Practicum II

This course covers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. This course is designed to provide increased exposure to management of the critically ill patient. Prerequisite: RSPT 1166; Co-requisite: RSPT 2414 (2:0-14)



RSPT 1267 Respiratory Care Practicum I

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The course provides the student with the opportunity to learn about the hospital environment and the respiratory care department. It includes basic cardiopulmonary resuscitation, basic patient care skills, patient assessment, gas and aerosol therapy, hyperinflation therapy, chest physiotherapy, airway care and arterial blood gas sampling and analysis. Prerequisites: HPRS 1106, RSPT 1325, 1340, 1429; Co-requisite: RSPT 1431 (2:0-16)



RSPT 1325 Respiratory Care Sciences

This course is a study of physics, mathematics and chemistry as related to respiratory care. Prerequisite: MATH 1314 OR TECM 1301 or a higher level math(3:3-0)



RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology

This course provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system. Prerequisite: BIOL 2404 or BIOL 2301/2101 and 2302/2102 (3:3-1)



RSPT 1429 Respiratory Care Fundamentals I

This course is an introduction to respiratory care fundamentals. (4:3-3)



RSPT 1431 Respiratory Care Fundamentals II

This course provides continued development of knowledge and skills for respiratory care. Prerequisites: RSPT 1325, 1340 and 1429; Co-requisite: RSPT 1460. (4:3-3)



RSPT 1460 Respiratory Care Clinical I

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 1325, 1340, 1429; Co-requisite: RSPT 1431 (4:0-16)



RSPT 2130 Respiratory Care Examination Preparation

This course is a comprehensive review to optimize respiratory care credentialing exam success. Prerequisites: RSPT 2355 (1:1-1)



RSPT 2131 Simulations in Respiratory Care

This course is theory of clinical simulation examinations. Includes construction types, scoring and mechanics of taking the computerized simulation examination. (1:1-1)



RSPT 2167 Respiratory Care Practicum II

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. This course is designed to provide increased exposure to management of the critically ill patient. Prerequisite: RSPT 1267; Co-requisite: RSPT 2314 (1:0-10)



RSPT 2258 Respiratory Care Patient Assessment

This course covers integration of patient examination techniques, including patient history and physical exam, lab studies, X-ray, pulmonary function, arterial blood gases and invasive and noninvasive hemodynamics. Co-requisite: RSPT 2267 (2:2-1)



RSPT 2266 Respiratory Care Practicum III

This course offers practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. This course provides the student with an opportunity to care for the critically ill pediatric and neonatal patient. Prerequisite: RSPT 2167; Co-requisite: RSPT 2353 (2:0-16)



RSPT 2267 Respiratory Care Practicum IV

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The course provides the student with the opportunity to observe and study diagnostic testing of the pulmonary system. Through specialty rotations in the emergency room, emergency triage and care of the traumatically injured patient are demonstrated to the student. The student is presented the opportunity to refine skills in assessment and procedures via rotations through the adult intensive care units. Prerequisite: RSPT 2266; Co-requisite: RSPT 2258 (2:0-16)



RSPT 2310 Cardiopulmonary Disease

This course covers etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment and detection of cardiopulmonary diseases. Prerequisite: RSPT 1340 (3:3-0)



RSPT 2314 Mechanical Ventilation

This course is a study of mechanical ventilation with emphasis on ventilator classification, methods, principles and operational characteristics. Prerequisites: RSPT 1429, Co-requisite: RSPT 1460 (3:3-1)

 **RSPT 2317 Respiratory Care Pharmacology**

This course is a study of drugs that affect cardiopulmonary systems, with an emphasis on classification, route of administration, dosages/calculations and physiologic interactions. (3:3-0)

 **RSPT 2325 Cardiopulmonary Diagnostics**

This course is a study of physical, radiological, hemodynamic, laboratory, nutritional and cardiopulmonary diagnostic assessments. Co-requisite: RSPT 2362 (3:3-1)

 **RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care**

This course is a study of neonatal and pediatric cardiopulmonary care. Prerequisite RSPT 2471; Co-requisite RSPT 2361 (3:3-1)

 **RSPT 2355 Critical Care Monitoring**

This course covers advanced monitoring techniques used to access a patient in the critical care setting. Prerequisite: RSPT 2310 (3:3-1)

 **RSPT 2360 Respiratory Care Clinical II**

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 1460, RSPT 2314; Co-requisite: RSPT 2471 (3:0-15)

 **RSPT 2361 Respiratory Care Clinical III**

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 2360, RSPT 2471; Co-requisite: RSPT 2353 (3:0-18)

 **RSPT 2362 Respiratory Care Clinical IV**

This course offers a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 2361, RSPT 2355; Co-requisite: RSPT 2325 (3:0-18)

 **RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care**

This course is a study of neonatal and pediatric cardiopulmonary care. Prerequisite RSPT 2355 (4:4-1)

 **RSPT 2471 Mechanical Ventilation II**

This course is a continued study of mechanical ventilation with emphasis on ventilator classification, methods, principles and operational characteristics. Prerequisites: RSPT 2314 (4:4-1)

 **RSTO 1301 Beverage Management**

This is a study of the beverage service of the hospitality industry including spirits, wines, beers and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service and the selection of wines to enhance foods. (3:3-0)

 **RSTO 1304 Dining Room Service**

This will introduce students to the principles, concepts and systems of professional table service. Topics include dining room organization, scheduling and management of food service personnel. (3:3-0)

 **RSTO 1313 Hospitality Supervision**

This course includes fundamentals of recruiting, selection and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation and applicable personnel laws and regulations. Emphasis is on leadership development. (3:3-0)

 **RSTO 1325 Purchasing for Hospitality Operations**

This is a study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management and issue procedures. Emphasis is on product cost analysis, yields, pricing formulas, controls and record keeping at each stage of the purchasing cycle. (3:3-0)

 **RSTO 2301 Principles of Food and Beverage Control**

This is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis and international and regulatory reporting procedures. (3:3-0)

 **RSTO 2307 Catering**

This course covers principles, techniques and applications for both on-premises, off-premises and group marketing of catering operations including food preparation, holding and transporting techniques. (3:3-0)

 **RSTO 2365 Practicum (or Field Experience) - Restaurant, Culinary and Catering Management/Manager**

This course offers practical general workplace training supported by an individualized learning plan developed by the employer, the College and student. (3:0-21)

 **RSTO 2405 Management of Food Production and Service**

This is a study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning and customer food preferences. Includes laboratory experiences in quantity food preparation and service. (4:3-3)

S

SCIT 1307 Applied Human Anatomy and Physiology I

This course is an applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues and the following systems: integumentary, skeletal, muscular, nervous, endocrine, digestive, urinary, reproductive, respiratory and circulatory. Emphasis on homeostasis. (3:3-0)

SCIT 1318 Applied Physics

This course is an introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat and thermodynamics. Prerequisites: Reading level 7, Writing level 7, Math level 6 (3:2-2)

SCIT 1395 Special Topics in Analytical Chemistry

The course topics address recently identified current events, skills, knowledge and /or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisite: MLAB 1101 (3:3-0).

SCIT 1414 Applied General Chemistry I

This course offers applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. It addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases and solutions and an overview of organic chemistry. Prerequisites: MATH 1333 or MATH 1314 or higher, Reading level 7, Writing level 7, Math level 6 (4:3-3)

SCWK 1313 Introduction to Social Work

This course is an overview of the social work profession and introduction to the terms, concepts, people and critical events that have shaped the profession. (3:3-0)

SCWK 2301 Assessment and Case Management

This is a study of the exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment and case management to determine the need for prevention, intervention, and/or referral. (3:3-0).

SGNL 1401 Beginning American Sign Language I

This course offers an introduction to American Sign Language (ASL) covering finger spelling, vocabulary and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. The course also offers instruction in understanding the deaf culture. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. (4:3-2)

SGNL 1402 Beginning American Sign Language II

This course continues instruction in American Sign Language (ASL) covering finger spelling, vocabulary and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. The course also offers instruction in understanding the deaf culture. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. (4:3-2)

SOCI 1301 Introduction to Sociology

This course covers the scientific study of human society, including ways in which groups, social institutions and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity and deviance. Prerequisite: Reading level 6 (3:3-0)

SOCI 1306 Social Problems

This course is about the application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance or family problems. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

SOCI 2301 Marriage and the Family

This course is a study of sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Prerequisites: Reading level 7 and Writing level 7 (3:3-0)

SOCI 2306 Human Sexuality

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives - biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Prerequisites: SOCI 1301 or PSYC 2301, Reading level 7 and Writing level 7 (3:3-0)

SOCI 2319 Minority Studies I

This course studies minority-majority group relations, addressing their historical, cultural, social, economic and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability or religion. Prerequisites: Reading level 7, Writing level 7 (3:3-0)

 **SOCI 2336 Criminology**

This is an examination of current trends in the nature and causes of crime, indexes of crime, perspectives and methods in criminology, psychopathy and crime, culture areas and crime, processes in criminal behavior and sociological aspects of criminal law and procedure. Prerequisites: SOCI 1301, Reading level 7 and Writing level 7 (3:3-0)

 **SOCW 2361 Introduction to Social Work**

This is a study of the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work, practice, ethics and values, roles and responsibilities and various field of social work practice. This course also includes a 40-hour integrated agency-related volunteer experience. Prerequisites: Reading level 6, Writing level 6 (3:3-0)

 **SPAN 1411 Beginning Spanish I**

This course is basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Prerequisite: Reading level 6 (4:3-2)

 **SPAN 1412 Beginning Spanish II**

This course is a continued development of basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411 (4:3-2)

 **SPAN 1415 Essentials of Spanish for Health Vocations**

This course requires intensive practice in basic grammar, pronunciation, reading and simple conversation; emphasis is placed on medical terminology. This course cannot be substituted for SPAN 1411 (4:3-2)

 **SPAN 2311 Intermediate Spanish I**

This course is designed to give the student who has completed Spanish 1411 and 1412 increased fluency and confidence in the use of the Spanish language. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisites: SPAN 1411-1412 (3:3-0)

 **SPAN 2312 Intermediate Spanish II**

This course is a continuation of Spanish 2311. Although no lab is scheduled, students will have access to tapes and other lab materials and will be encouraged to use these supplemental learning tools. Prerequisite: SPAN 2311 (3:3-0)

 **SPCH 1311 Introduction to Speech Communication**

This course introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group and public speaking. Prerequisite: Reading level 6 (3:3-0)

 **SPCH 1315 Public Speaking**

This course is an application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Prerequisite: Reading level 6 (3:3-0)

 **SPCH 1318 Interpersonal Communications**

This course is the application of communication theory to interpersonal relationship development, maintenance and termination in relationship contexts including friendships, romantic partners, families and relationships with co-workers and supervisors. Prerequisite: Reading level 6 (3:3-0)

 **SPCH 1321 Business and Professional Speech**

This course is the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Prerequisite: Reading level 6 (3:3-0)

 **SPCH 1342 Voice and Diction**

This course covers instruction in the development of effective habits in the use of the speaking voice. It covers the study of English phonetics, phrasing, intonation and voice production. Training is given to enable the student to listen intelligently to the sound of his/her own voice. Students cannot receive credit for both SPCH 1342 and DRAM 2336. Prerequisite: Reading level 6 (3:3-0)

 **SPCH 2333 Discussion and Small Group Communication**

This course includes discussion and small group theories and techniques as they relate to group processes and interaction. Prerequisite: Reading level 7 (3:3-0)

 **SPCH 2335 Argumentation and Debate**

This course includes instruction in the principles of argumentation and debate; analysis and discussion of current public questions in briefing, strategy and refutation. Students will not receive credit for both SPCH 2335 and SPCH 2336. Prerequisite: Reading level 7 (3:3-0)

 **SPCH 2336 Forensics**

This is open to students in interpretation and forensics as related to competition and public performance. Students will not receive credit for both SPCH 2335 and SPCH 2336. Prerequisite: Reading level 7 (3:3-0)

 **SPCH 2341 Oral Interpretation**

This course covers an introduction to oral interpretation of literature, including preparation and reading of printed material and practical experience in storytelling and choral speaking. Instruction in techniques and analysis of literature will be read aloud. It covers the techniques of oral reading. Students cannot receive credit for both SPCH 2341 and DRAM 2341. Prerequisite: Reading level 6 (3:3-0)



SRGT 1260 Clinical I Surgical

This is a method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Introductory level. Co-requisites: SRGT 1505 and SRGT 1509 (2:0-8)



SRGT 1261 Clinical III Surgical

This is a method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. The course may be repeated if topics and learning outcomes vary. Advanced level. Prerequisites: SRGT 1260, 1360, 1471, 1505, 1509, 1541; HPRS 2200, 2301. Prerequisites or co-requisites: SRGT 1542, 2130 (2:0-12)



SRGT 1262 Clinical - Surgical Technology/Technologist

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (2:0-8)



SRGT 1360 Clinical II Surgical

This is a method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. The course may be repeated if topics and learning outcomes vary. Intermediate level. Co-requisite: SRGT 1541 (3:0-12)



SRGT 1505 Introduction to Surgical Technology

This is an orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. (5:4-4)



SRGT 1509 Fundamentals of Perioperative Concepts and Techniques

This course is an in-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field. Co-requisite: SRGT 1260 (5:4-3)



SRGT 1541 Surgical Procedures I

This is an introduction to surgical procedures and related pathologies with emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment and supplies. Prerequisites: SRGT 1505, 1509 and 1260. Co-requisite SRGT 1360. (5:5-0)



SRGT 1542 Surgical Procedures II

This is an introduction to surgical procedures and related pathologies with emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac and neurological surgical specialties incorporating instruments, equipment and supplies. Prerequisites: HPRS 2200, 2301; SRGT 1505, 1509, 1260, 1360 and 1541. Co-requisite: SRGT 2460. (5:5-0)



SRGT 2130 Professional Readiness

This course is a transition into the professional role of the surgical technologist. Includes professional readiness for employment, attaining certification and maintaining certification status. Prerequisites: HPRS 2200, 2301; SRGT 1505, 1509, 1260, 1360 and 1541.(1:1-0)



SRGT 2460 Clinical III Surgical

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Advanced Level . Co-requisite: SRGT 1542 (4:0-20)

T

TECA 1303 Families, School and Community

This is a study of the child, family, community and schools. It includes parent education and involvement, family and community lifestyles, child abuse and current family life issues. The course content is aligned with state Board for Educator Certification Pedagogy and Professional Responsibilities standards. The course requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Credit will not be given for both TECA 1303 and CDEC 1303. (3:3-1)

TECA 1311 Educating Young Children

This is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the national Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences. (3:3-1)

TECA 1318 Wellness of the Young Child

This is a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. (3:3-1)

TECA 1354 Child Growth and Development

This course is a study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence. Credit will not be given for both TECA 1354 and CDEC 1354. (3:3-0)

TECM 1301 Industrial Mathematics

This course covers math skills applicable to industrial occupations. It includes fraction and decimal manipulation, measurement, percentage and problem solving techniques for equations and ratio/proportion applications. Prerequisites: Reading level 6, Writing level 6, Math level 6 (3:3-0)

V

VNSG 1119 Leadership and Professional Development

This is a study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations and continuing education. Prerequisites: Reading level 7, Writing level 7, Math level 9 (1:1-1)

VNSG 1162 Clinical III - Practical Nurse

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory (nursing theory), skills and concepts with direct supervision by the clinical professional in the clinical setting. The clinical practice offers the student continued experience in the nursing care of adult medical surgical clients in a variety of clinical settings with a focus on gerontological nursing. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the first semester VNSG courses. Co-requisite: VNSG 1226 (1:0-6)

VNSG 1226 Gerontology

This course is an overview of the physical, psychosocial and cultural aspects of the aging process which addresses disease processes of the aging patient. The course also explores the perceptions toward care of the older adult. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the first semester of VNSG courses. Co-requisite: Concurrent enrollment in VNSG 1162. (2:2-0)

VNSG 1230 Maternal-Neonatal Nursing

This course focuses on the study of the biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. The course utilizes the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development and nursing care of the family during labor and delivery and the puerperium. Prerequisites: Reading level 7, Writing level 7, Math level 9 (2:2-1)

VNSG 1234 Pediatrics

This course is the study of the care of the pediatric patient and family, using the nursing process, during health and disease with an emphasis on growth and developmental needs. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the second semester VNSG courses. Co-requisites: Concurrent enrollment in VNSG 1230 and 2161 is required. (2:2-1)

VNSG 1260 Clinical I

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory (nursing theory), skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Reading level 7, Writing level 7, Math level 9 and successful completion of VNSG 1423. Co-requisites: VNSG 2431 and 1327 (2:0-8)

VNSG 1261 Clinical II - Licensed Practical/Vocational Nursing Training

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the first semester VNSG courses. Co-requisites: Concurrent enrollment in VNSG 1331 and 1429 required. (2:0-10)

VNSG 1301 Mental Health and Mental Illness

This course includes factors influencing mental health and mental illness including personality development, human needs and common mental mechanisms. The course also includes common mental disorders and related therapy. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the first semester of VNSG courses. (3:3-0)

VNSG 1327 Essentials of Medication Administration

This course covers general principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Prerequisites: Reading level 7, Writing level 7, Math level 9 and admission into the VNSG program. (3:3-1)

VNSG 1331 Pharmacology

This course discusses the fundamentals of medications and their diagnostic, therapeutic and curative effects. The course also includes nursing interventions utilizing the nursing process. Prerequisites: Reading level 7, Writing level 7, Math level 9 and admission into the VNSG program. (3:3-1)

VNSG 1332 Medical-Surgical Nursing II

This course is the continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Prerequisites: Reading level 7, Writing level 7, Math level 9 (3:3-1)

VNSG 1420 Anatomy and Physiology for Allied Health

This course is the study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems. Prerequisites: Reading level 7, Writing level 7, Math level 9 and admission into the VNSG program (4:4-1)

VNSG 1423 Basic Nursing Skills

This course provides instruction for the mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. Prerequisites: Reading level 7, Writing level 7, Math level 9 and admission into the VNSG program (4:3-4)



VNSG 1429 Medical - Surgical Nursing I

This course is the application of nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: Reading level 7, Writing level 7, Math level 9 (4:4-1)



VNSG 1432 Medical - Surgical Nursing II

This course is the continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the second semester VSNG courses. Co-requisites: Concurrent enrollment in VNSG 2160 required. (4:3-2)



VNSG 2160 Clinical IV - Licensed Practical/Vocational Nursing Training

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory (nursing theory), skills and concepts with direct supervision by a clinical professional in the clinical setting. The clinical practice offers the student continued experience in the nursing care of adult medical-surgical clients in a variety of clinical settings with a focus on medical-surgical nursing. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the second semester VNSG courses. Co-requisite: Concurrent enrollment in VNSG 1432 (1:0-6)



VNSG 2161 Clinical V - Licensed Practical/Vocational Nurse Training

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory (nursing theory), skills and concepts with direct supervision by a clinical professional in the clinical setting. The clinical practice offers the student experience in the nursing care of the maternal, newborn and pediatric patients. Prerequisites: Reading level 7, Writing level 7, Math level 9 and completion of the second semester VNSG courses. Co-requisites: Concurrent enrollment in VNSG 1230 and 1234 (1:0-6)



VNSG 2431 Advanced Nursing Skills

This course provides instruction for the application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: Reading level 7, Writing level 7, Math level 9 and VNSG 1423. Co-requisites: VNSG 1327 and 1260 (4:2-6)

W

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting

This course covers Oxy-fuel welding and cutting equipment. It includes equipment safety, setup and maintenance. (2:1-3)

WLDG 1305 Art Metals

This course covers the fundamentals of conceptualizing and producing utilitarian items in ferrous and non-ferrous metals. It includes skill development through the techniques of sinking, raising, repoussé and piercing to create objects from sheet and stock materials. It also covers welding, brazing, soldering, tinning, polishing and tool making. (3:2-2)

WLDG 1308 Metal Sculpture

This course covers techniques and methods of oxy-acetylene and electric welding and cutting to produce metal sculptures. Includes skill development in material forming, welding, brazing and finishing techniques. It also covers work ethics, artistic styles and professionalism. (3:2-2)

WLDG 1412 Introduction to Flux Cored Arc Welding

This course is an overview of terminology, safety procedures and equipment set-up. Practice in performing T-joints, lap joints and butt joints using Flux Cored Arc Welding (FCAW) equipment. (4:2-6)

WLDG 1413 Introduction to Blueprint Reading

This course is a study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description and welding processes. It includes systems of measurement and industry standards. It also includes interpretation of plans and drawings used by industry to facilitate field application and production. (4:2-6)

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)

This is an introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction is provided on SMAW fillet welds in various positions. (4:2-6)

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

This course covers principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment and safe use of tools and equipment. Instruction is provided in various joint designs. (4:2-6)

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)

This is a study of the principles of gas tungsten welding, including setup and GTAW equipment. Instruction is provided in various positions and joint designs. (4:2-6)



WLDG 1437 Introduction to Welding Metallurgy

This is a study of metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes and mechanical properties of metal including hardness, machinability and ductility. (4:3-3)



WLDG 2406 Intermediate Pipe Welding

This is a comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Prerequisite or co-prerequisite: WLDG 2443 (4:2-6)



WLDG 2413 Intermediate Welding Using Multiple Processes

This course offers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Prerequisite or co-prerequisite: WLDG 2451 (4:2-6)



WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)

This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. Prerequisite or co-prerequisite: WLDG 1428 (4:2-6)



WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)

This course covers advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite or co-requisite: WLDG 1434 (4:2-6)



WLDG 2453 Advanced Pipe Welding

This course covers advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. Prerequisite or co-requisite: WLDG 2406 (4:2-6)



WLDG 2455 Advanced Metallurgy

This is an advanced study of metallurgy as it applies to fabrication processes. Includes structure, identification and testing of metals. Also covers temperature changes and their effect on metals, properties of metals and factors affecting fabrication of various metals. Prerequisite: METL 1305, METL 1405, WLDG 1437 or department chair approval (4:3-3)



WLDG 2480 Cooperative Education Welding

This course covers 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. It includes a lecture component. Prerequisite: must have department chair approval. (4:1-28)

Continuing and Professional Development

Pipefitting

PFPB 1001 Pipefitting Certificate: Introduction to Pipefitting: Pipefitting 1B

This course offers instruction in pipefitting hand and power tools, threaded pipe, ladders and scaffolds, motorized equipment, excavation, underground pipe and installation, drawings and detail sheets, piping systems and trade math. 64 contact hours

PFPB 1008 Basic Pipefitting Skills

This course is the study of the Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges and fasteners used in the trade. 64 contact hours

PFPB 1043 Pipefitting Fabrication and Blueprint Reading: Pipefitting II

This course offers instruction in socket and butt weld pipe fabrication, rigging, pipe hangers and supports, advanced blueprint reading, standards and specifications and advanced trade math. 64 contact hours

PFPB 1408 Basic Pipefitting Skills

This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. It includes identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges and fasteners used in the trade. (4:2-4)

PFPB 1443 Pipefitting Fabrication and Blueprint Reading

This course is a continuation of basic pipefitting skills including fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications and trade math. (4:2-4)

PFPB 2032 Advanced Pipefitting Standards, Specifications, Installation: Pipefitting III

This course promotes skill development related to these areas: motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities and non-destructive testing (NDT). 64 contact hours

PFPB 2033 Pipefitting, Advanced Fabrication and Installation: Pipefitting IV

This course promotes skill development in these areas: advanced pipe fabrication, aligning pipe to rotating equipment, steam traps, inline specialties, special piping, hot taps and maintaining valves. 64 contact hours

PFPB 2432 Advanced Pipefitting Standards, Specifications and Installation

This course covers skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities and Non-Destructive Testing (NDT). (4:2-4)

PFPB 2433 Pipefitting: Advanced Fabrication and Installation

This course covers advanced pipe fabrication and pipe alignment for rotating equipment. Includes identifying, describing, applying and maintaining steam traps, in-line specialties, special piping, hot taps and valves. (4:2-4)

Plumbing

PFPB 1001 Pipefitting Certificate: Introduction to Pipefitting: Pipefitting 1B

This course offers instruction in pipefitting hand and power tools, threaded pipe, ladders and scaffolds, motorized equipment, excavation, underground pipe and installation, drawings and detail sheets, piping systems and trade math. 64 contact hours

PFPB 1003 Basic Plumbing Skills

In this course students develop skills and knowledge required to install drains, sanitary sewers, water and natural gas supply lines and fixtures commonly used in residential and light commercial buildings and facilities. 72 contact hours

PFPB 1071 Plumbing Standards for Water Supplies

This course focuses on the installation of water service from the installation of valves and faucets to connecting to water mains. It covers both residential and commercial settings. 72 contact hours

PFPB 2031 Advanced Technologies and Specialized Applications for Piping Trades (Plumbing IVB)

This course offers instruction in new plumbing techniques and materials in the pipe trades. Topics include specialized piping/fitting procedures for specific industrial applications and upgrades to techniques and practices designed to deal with federal, state and local environmental and safety regulations. 72 contact hours

PFPB 2032 Pipefitting Standards, Specifications, Installation

This course promotes skill development related to these areas: motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities and non-destructive testing (NDT). 72 contact hours

PFPB 2033 Pipefitting, Advanced Fabrication and Installation (Plumbing IIIA)

This course promotes skill development related to these areas: advanced pipe fabrication, aligning pipe to rotating equipment, stream traps, in-line specialties, special piping, hot taps and maintaining valves. 72 contact hours

PFPB 2071 Installation and Repair of Potable Water Systems

This course focuses on the plumbing of potable water systems according to local plumbing codes. Methods of filtering and softening water systems are also discussed. 72 contact hours

Sheet Metal

MCHN 1001 Sheet Metal I

This is an introduction to the materials, tools and techniques used in the sheet metal industry. It reviews trade math problems involving measurement of lines, area, volume, weight and geometric figures. The course focuses on types and uses of hand, layout and cutting tools along with bending and forming machines. Students practice using material of various type and properties as they apply the principles of layout and metal forming. 72 contact hours

MCHN 1049 Sheet Metal II

In this introduction to various types of pipe and fittings, emphasis is on principles and types of fittings for radial line development and on factors that influence bend allowances and calculations necessary for determining proper bend allowances. The course also focuses on principles of soldering roof flashings, gutters, down spouts and sheet metal duct fabrications. 72 contact hours

MCHN 1053 Sheet Metal III

This is an introduction to the principles of airflow as applied to HVAC air distribution systems, components of HVAC and the basic refrigeration cycle. The course introduces students to welding, brazing and field measurements along with extensive triangulation layout, fabrication and fiberglass ductwork. 72 contact hours

MCHN 1071 Sheet Metal IIB

In this continuation of the study of various types of pipe and fittings, emphasis is on using blueprints and shop drawings to determine bend allowances and on calculations necessary for determining proper bend allowances in soldering roof flashings, gutters, down spouts and sheet metal duct fabrications. 72 contact hours

MCHN 1072 Sheet Metal IIIB

This is a continuation to the study of triangulation layout and fabrication and fiberglass ductwork. It focuses on application of field measurements for layout and installation of duct sections and offsets. 72 contact hours

MCHN 2030 Sheet Metal IV

This course is a comprehensive review of developmental and fabrication techniques. It also provides an introduction to the concepts of shop production and organization and to elements of air balance and specialty applications related to louvers, dampers, access doors, ventilators and fume and exhaust systems. 72 contact hours

MCHN 2071 Sheet Metal IVB

This course offers extensive practice in the application of parallel line development, radial line development and triangulation methods of fabrication used in the layout and fabrication of sheet metal air systems. 72 contact hours

Truck Driving

CVOP 1013 Commercial Vehicle Operator I

CVOP 1013 is the first of two 126-clock hour courses in Commercial Truck Driving. This course is designed to familiarize students with the basic operations of a tractor-trailer combination. It consists of 30 hours of classroom lecture and demonstration and 90 hours of hands-on tractor-trailer operation. Co-requisite: CVOP 1040

CVOP 1040 Commercial Vehicle Operator II

CVOP 1040 is the second and final 120-clock hour course in Commercial Truck Driving. This course is designed to provide classroom instruction in loading and unloading, plus hands-on practice in routine equipment maintenance and making driver's daily log book entries. Several long-haul trips are taken and the Department of Transportation (DOT) written and driving exams are administered. Co-requisite: CVOP 1013

Welding

WLDG 1028 Introduction to Shielded Metal Arc Welding (SMAW)

This introduction to shielded metal arc welding process emphasizes power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction also covers SMAW fillet welds in various positions. 128 contact hours

WLDG 1034 Introduction to Gas Tungsten Arc (GTAW) Welding

This is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment and safe use of tools and equipment. Welding instruction covers various positions on joint design. 128 contact hours

WLDG 1035 Introduction to Pipe Welding

This introduction to welding of pipe using the shielded metal arc welding process, includes electrode selection, equipment set-up and safe shop practices, with an emphasis on weld positions 1G and 2G, using various electrodes. 128 contact hours

WLDG 2043 Advanced Shielded Metal Arc Welding (SMAW)

Training is provided with various electrodes in shielded metal arc welding processes with open V-groove joint positions based on accepted welding codes. 128 contact hours

WLDG 2051 Advanced Gas Tungsten Arc Welding (GTAW)

This course focuses on advanced topics in GTAW welding, including welding in various positions and directions. 128 contact hours

WLDG 2053 Advanced Pipe Welding

This course focuses on advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. 128 contact hours.

PFPB 1001 Pipefitting Certificate: Introduction to Pipefitting: Pipefitting 1B (Continuing Education Course)

This course offers instruction in pipefitting hand and power tools, threaded pipe, ladders and scaffolds, motorized equipment, excavation, underground pipe and installation, drawings and detail sheets, piping systems and trade math. 128 contact hours

PFPB 1043 Pipefitting Fabrication and Blueprint Reading: Pipefitting II (Continuing Education Course)

This course offers instruction in socket and butt weld pipe fabrication, rigging, pipe hangers and supports, advanced blueprint reading, standards and specifications and advanced trade math. 128 contact hours

PFPB 2032 Pipefitting Standards, Specifications, Installation: Pipefitting III (Continuing Education Course)

This course promotes skill development related to these areas: motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities and non-destructive testing (NDT). 72 contact hours

PFPB 2033 Pipefitting, Advanced Fabrication and Installation: Pipefitting IV (Continuing Education Course)

This course promotes skill development in these areas: advanced pipe fabrication, aligning pipe to rotating equipment, steam traps, inline specialties, special piping, hot taps and maintaining valves. 72 contact hours.

CAMPUS CARRY NOTICE

**THE CAMPUS CARRY LAW
WILL GO INTO EFFECT ON
TUESDAY,
AUG. 1, 2017
FOR SAN JACINTO COLLEGE.**

Campus Carry will generally be permitted on all San Jacinto College campuses and properties.

OPEN CARRY IS NOT ALLOWED.

Visit sanjac.edu/campus-carry for more information.

Index

INDEX

#

3-D Animation I.....	325
3-D Animation II.....	325
3-D Modeling and Rendering	325

A

A (Course Description).....	319
A La Carte Cooking	333
Abnormal Psychology.....	402
AC Circuits.....	333
Academic Calendar.....	8
Academic Cooperative	329, 335, 337, 344, 363, 367, 400
Academic Cooperative in Composition	355
Academic Cooperative-Art	325
Academic Course Guide Manual.....	114
Academic Evaluation Rights.....	90
Academic Fresh Start for courses at San Jacinto College.....	15
Academic Plan	75
Academic Requirements for Receiving Financial Aid	74
Academic Status	130
Academic Suspension Period	130
Accelerated College Education (ACE)- Central Campus.....	20
Accident Prevention, Inspection and Investigation	393
Accounting	153
Accounting Capstone	321
Accreditation.....	8
Accuplacer ESL Placement Chart.....	23
Accuplacer ESL Testing Requirement.....	23
Acting I	347
Acting II	348
Acting III.....	348
Adaptation to the Role of Nursing	409
Addicted Family Intervention	343
Additional Associate Degrees (Second Degrees) ...	145
Additional Expenses.....	47
Additional Restrictions for Stafford and PLUS Loans.....	76
Administering SQL Server	375
Administration of Programs for Children I	332
Administration of Programs for Children II	332
Administrative Office Procedures I.....	400
Administrative Procedures.....	382
Admission Requirements for Individuals with Other Types of Visas.....	21
Admission Requirements for Non-U.S. Citizens and Students without current Visa Status	21
Admission Types	16
Advanced Aerobics.....	395
Advanced Air Conditioning Controls	366

Advanced Air Navigation.....	322
Advanced Analyzers	375
Advanced C++ Programming	377
Advanced Cardiopulmonary Anatomy and Physiology	410
Advanced Cardiovascular Instrumentation	342
Advanced Civil Litigation.....	379
Advanced Computer Networking	338
Advanced Computer-Aided Drafting.....	346
Advanced Concepts of Adult Nursing	409
Advanced Cosmetology Techniques.....	340
Advanced Database	377
Advanced Diesel Tune-up and Troubleshooting	344
Advanced Electricity.....	365, 366
Advanced ESOL Oral Communication	356
Advanced Gas Tungsten Arc Welding (GTAW)	417, 421
Advanced Grammar for Non-Native Speakers.....	357
Advanced Hair Design	341
Advanced Haircutting and Related Theory.....	340
Advanced Jazz	396
Advanced Legal Document Preparation.....	379
Advanced Machine Design.....	346
Advanced Martial Arts	398
Advanced Medical Coding	368
Advanced Medical Imaging	405
Advanced Metallurgy.....	417
Advanced Meteorology	323
Advanced Modern Dance.....	396
Advanced Nursing Skills	416
Advanced Ophthalmic Dispensing	393
Advanced Ophthalmic Techniques	393
Advanced Pastry Shop.....	401
Advanced Physical Fitness Course	384
Advanced Pipe Drafting	346
Advanced Pipe Welding	417, 421
Advanced Pipefitting Standards, Specifications, and Installation.....	418
Advanced Pipefitting Standards, Specifications, Installation: Pipefitting III.....	418
Advanced Placement Program (AP)	118
Advanced Placement Without Credit.....	130
Advanced Racquetball	395
Advanced Radiographic Procedures	405
Advanced Reading and Writing for Non-Native Speakers.....	357
Advanced Refinishing	320
Advanced Shielded Metal Arc Welding (SMAW).....	417, 421
Advanced Sonography Practices.....	347
Advanced Spreadsheets	377
Advanced Technical Certificate	143
Advanced Technologies and Specialized Applications for Piping Trades (Plumbing IVB)	419
Advanced Technologies in Architectural Design and Drafting	346
Advanced Technologies in Mechanical Design and Drafting	346
Advanced Technologies in Pipe Design and Drafting	346
Advanced Tennis.....	395
Advanced Topic in Medical Laboratory Technician	383
Advanced Ultrasonics: Phased Array and A.U.T.	391
Advanced Ultrasound and Review	347
Advanced Ultrasound Physics	347
Advanced Weight Training	395
Advising – College Preparatory Studies	28
Aerobic Activities.....	395
Aerodynamics	322
Aeronautical Technology	155
African-American History	367
Agronomy	322
Air Conditioning and Refrigeration Codes	365
Air Conditioning Installation and Startup	365
Air Conditioning Technology	157
Air Conditioning Troubleshooting	365, 366
Air Navigation	322
Aircraft Systems	323
Airline Management	327
Airport Management	327
Algebraic Foundations	380
American Literature I.....	354
American Literature II	354
American Music.....	388
Analog Controls I	374
Analog Controls II	374
Analytical Instrumentation	374
Anatomy and Kinesiology for Dance	344
Anatomy and Physiology	368
Anatomy and Physiology for Allied Health	416
Anatomy and Physiology for Eye Care Technology	392
Anatomy and Physiology for Massage	385
Anatomy and Physiology for Medical Assistants	382
Annual Security and Fire Safety Report	8
Appealing Financial Aid Suspension/Regaining Eligibility for Aid	75

INDEX

Application of Eyelash Extensions.....	339	Audio Electronics Troubleshooting	386
Application of Facial and Skin Care		Audio Engineering	162
Technology II.....	340	Audio Engineering I.....	386
Applications of Facial and Skin Care		Audio Engineering II.....	387
Technology I.....	339	Audio Engineering III.....	387
Applications of Hair-Weaving and Braiding.....	339	Audio Engineering Practices	386
Applied Biomedical Equipment Technology.....	330	Auditing a Course.....	38
Applied Computer Electronics Technology	160	Auto Body Mechanical and Electrical Service	320
Applied General Chemistry I	412	Automotive Automatic Transmission and	
Applied Human Anatomy and Physiology I.....	412	Transaxles.....	327
Applied Music - Private Lessons.....	385	Automotive Brake Systems	326
Applied Physics	412	Automotive Climate Control Systems.....	326
Architectural Drafting-Commercial	345	Automotive Collision Repair Technology	163
Architectural Drafting-Residential	345	Automotive Drivetrain and Axles	326
Architectural Illustration	323	Automotive Electrical Diagnosis and Repair	327
Argumentation and Debate	413	Automotive Electrical Systems	326
Art and Design.....	161	Automotive Engine Performance Analysis I	327
Art Appreciation	324	Automotive Engine Performance Analysis II	327
Art History I (Prehistoric to the 14th century).....	324	Automotive Engine Repair	326
Art History II (14th century to the present).....	324	Automotive Maintenance and Repair.....	326
Art Metals	417	Automotive Plastic and Sheet Molding	
Art Metals I.....	325	Compound Repair.....	319
Articulated Credit from High School.....	116	Automotive Suspension and Steering	326
Artistry of Hair Design I	339	Automotive Technology	167
Artistry of Hair Design II	339	Aviation Law.....	327
Assessment and Case Management.....	412	Aviation Marketing	327
Assessment Based Management.....	352	Aviation Meteorology.....	322
Associate of Applied Science Degree.....	143	Aviation Safety	322
Associate of Arts Degree.....	134	Awarding Academic and Technical Degrees/	
Associate of Arts in Music.....	136	Certificates to Students not Applying	
Associate of Arts in Teaching Degree.....	135	for Graduation	146
Associate of Science Degree	137	Awarding of Degrees and Certificates	145
Associate of Science in Engineering Degree.....	138	Awarding San Jacinto College Associate Degrees	
Associate Transfer Degrees	134	via Reverse Transfer/Articulation	146
Attendance	77		

B

B (Course Description)	328
Badminton	395
Balance Must Equal Zero	64
Bankruptcy.....	378
Basic Animation	325
Basic Brake Systems.....	344
Basic Camp Cr. 8.....	384
Basic Computer-Aided Drafting.....	344
Basic Construction Safety.....	336
Basic Contact Lenses.....	392
Basic Electrical Systems.....	344
Basic Electrical Theory	350
Basic Electricity for HVAC	365
Basic Fluid Power.....	350
Basic Food Preparation.....	333
Basic Health Profession Skills	369
Basic Health Profession Skills II.....	370
Basic Mechanical Skills for Energy.....	353
Basic Metal Repair	319
Basic Nursing Skills	416
Basic Nursing Skills for Mental Health/Psychiatric Technicians	402
Basic Patient Care Skills	403
Basic Pipefitting Skills	418
Basic Plumbing Skills.....	419
Basic Radiographic Procedures	404, 405
Basic Reading Skills.....	406
Basic Refinishing	319
Basic Safety and Survival	389
Basic Stability and Ship Construction	390
Basic Ultrasound Physics	346
Basketball	395
Before Beginning a Free Application for Federal Student Aid (FAFSA).....	71
Beginning American Sign Language I	412
Beginning American Sign Language II	412
Beginning and Intermediate Swimming	395
Beginning Ballet.....	343
Beginning Ballet.....	396
Beginning Chinese I.....	335
Beginning Chinese II	335
Beginning French I.....	361

Beginning French II.....	361
Beginning German I	363
Beginning German II	363
Beginning Jazz.....	396
Beginning Jazz Dance.....	343
Beginning Modern Dance	343
Beginning Photography.....	337
Beginning Spanish I.....	413
Beginning Spanish II.....	413
Beginning Tap Dance	396
Beginning Tennis	395
Beginning Writing Skills	353
Behavior Modification and Cognitive Disorder	336
Beverage Management.....	411
Biology for Non-Science Majors I (lab).....	328
Biology for Non-Science Majors I (lecture).....	328
Biology for Non-Science Majors II (lab).....	328
Biology for Non-Science Majors II (lecture).....	328
Biology for Science Majors I (lab).....	328
Biology for Science Majors I (lecture).....	328
Biology for Science Majors II (lab).....	328
Biology for Science Majors II (lecture).....	328
Biomedical Clinical Equipment Technician	178
Boiler Operation.....	332
Bowling	395
Bridge Resource Management and Shiphandling.....	390
British Literature I	354
British Literature II	354
Building Codes and Inspections	336
Building Construction for the Fire Service	359
Business and Professional Speech.....	413
Business Communications	331
Business Computer Applications.....	328
Business English.....	400
Business Ethics	330
Business Law	331
Business Law/Commercial	331
Business Management	181
Business Math Using Technology	400
Business Office Technology	186
Business Organizations	378
Business Presentations	400
Business Principles.....	331

INDEX

C

C (Course Description).....	332
Cake Decorating I	401
Cake Decorating II	401
Calculus for Business and Social Sciences	381
Calculus I.....	381
Calculus II	381
Calculus III	382
Camping	396
Campus Activities	85
Campus Carry	9
Campus Carry Facts and Helpful Hints	12
Campus Financial Aid Services Office	70
Campus Selection for Graduation	144
Campus Testing Centers	32
Cancer Data Management I.....	367
Cancer Data Management II.....	368
Cancer Data Management III.....	368
Canoeing	395
Cardiac Catheterization I	341
Cardiac Catheterization II	342
Cardiology.....	353
Cardiopulmonary Diagnostics.....	411
Cardiopulmonary Disease.....	411
Cardiovascular Anatomy and Physiology	342
Cardiovascular Instrumentation	342
Cardiovascular Pathophysiology	342
Cardiovascular Professional Transition	342
Care and Prevention of Athletic Injuries	398
Care of Children and Families	409
Career Services.....	86
Catalog Selection for Graduation	143
Catering	411
Catheterization Lab Fundamentals I	342
Catheterization Lab Fundamentals II	341
CCNA 1: Introduction to Networks.....	375
CCNA 3: Scaling Networks.....	375
CCNA 4: Connecting Networks.....	375
Ceramics I	325
Ceramics II	325
Certificate of Technology.....	142
Certified Electronics Technician Training	350
Certified Flight Instructor-Airplane	322
Change of Name or Address.....	12
Cheating, Plagiarism, and Collusion	92
Chemical Reformation and Related Theory	340
Child Care	84
Child Care Assistance	84
Child Development Associate Training I	332

Child Development Associate Training II	332
Child Development Associate Training III.....	332
Child Development/Early Childhood Education.....	189
Child Growth and Development.....	415
Child Guidance	332
Child Psychology	402
Children with Special Needs	332
Chocolates and Confections	401
Civil Litigation	378
Class Attendance	37
Class Change Fees	36
Class Guitar I.....	387
Class Percussion I.....	387
Class Piano I	387
Class Piano II	387
Class Piano III.....	388
Class Piano IV	388
Class Voice I.....	387
Classification	110
Clear Horizons Early College High School- South Campus	19
Clinical - Advanced Emergency Medical Technology.....	352
Clinical - Cancer Data Management	368
Clinical - EMT Paramedic II	352
Clinical - EMT Paramedic II	352
Clinical - Mammography Technology	380
Clinical - Medical/Clinical Assistant.....	382
Clinical - Occupational Therapy Assistant	393, 394
Clinical - Radiologic Technology/Science - Radiographer	383
Clinical - Registered Nursing	409
Clinical - Surgical Technology/Technologist.....	414
Clinical 1 - Computed Tomography Technology/ Technician	341
Clinical 2 - Computed Tomography Technology/ Technician	341
Clinical Chemistry	383
Clinical I	415
Clinical I - Cardiovascular Technology/ Technologist.....	342
Clinical I - Histologic Tech	369
Clinical I - Radiologic Technology/Science - Radiographer	383
Clinical I Surgical	414
Clinical I-Health Information/Medical Records Technology/Technician	368
Clinical I-PTA.....	403
Clinical II - Cardiovascular Technology/ Technologist.....	342

Clinical II - Histologic Tech.....	369
Clinical II - Licensed Practical/Vocational Nursing Training	416
Clinical II Surgical.....	414
Clinical II-PTA.....	403
Clinical III - Cardiovascular Technology/ Technologist.....	342
Clinical III - Histologic Tech.....	369
Clinical III - Practical Nurse	415
Clinical III Surgical.....	414
Clinical III Surgical.....	414
Clinical III-PTA.....	403
Clinical IV - Licensed Practical/Vocational Nursing Training.....	416
Clinical Mental Health Nursing.....	409
Clinical Microbiology	383
Clinical Nursing Care of Children and Families.....	409
Clinical Nursing Common Concepts for Adult Health	408
Clinical Nursing Introduction.....	408
Clinical Registered Nursing.....	409
Clinical V - Licensed Practical/Vocational Nurse Training.....	416
Clinical-Billing and Coding.....	368
Clinical-Emergency Medical Technician.....	352
Clinical-Health Information/Medical Records Technology/Technician	368
Clinical-Pharmacy Technician I	398
Clinical-Pharmacy Technician II	399
Clinical: Community Pharmacy	399
Clinical: Concepts of Advanced Nursing Practice and Management.....	409
Clinical: Institutional Pharmacy.....	399
Clinical: Nursing Management of Client Care	409
Coagulation	382
Coding and Classification Systems	367
Coding and Reimbursement Methodologies	368
Coding Certification Exam Review.....	368
College Algebra.....	381
College Choir	386
College Level Examination Program (CLEP)	117
College Libraries	84
College or University Transfer	17
College Physics I (lab).....	399
College Physics I (lecture)	399
College Physics II (lab).....	399
College Physics II (lecture)	399
College Preparatory Courses.....	27
College Reading Techniques	406
College Student Success.....	364
College Student Success (NCBO)	364
Collision Repair Estimating	319
Collision Repair Welding	319
Collision Shop Management.....	319
Color Analysis and Paint Matching	320
Commencement.....	146
Commercial Air Conditioning	366
Commercial Air Conditioning System Design.....	365
Commercial Art	192
Commercial Design I	372
Commercial Flight (Commercial Pilot)	322
Commercial Ground School	323
Commercial Refrigeration	366
Commercial Vehicle Operator I.....	420
Commercial Vehicle Operator II.....	420
Commercial Wiring	350
Commercial/Industrial Blueprint Reading	336
Common Concepts of Adult Health	408
Common Course Numbering System	113
Communications Circuits	350
Community Pharmacy Practice I.....	398
Community Resources in Corrections	335, 339
Commuter Campus	85
Company Fire Officer	360
Complaint Procedure 100	94
Complaint Procedure 200	96
Complaint Procedure 300	97
Complaint Procedure 400	101
Complaints Alleging Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Intimate Partner Violence and Stalking.....	101
Complete Withdrawal from College or Dropping All Courses	36
Completing the Online Application for Admission	15
Complex Concepts of Adult Health	408
Composition	386
Composition I	354
Composition II	354
Compounding Sterile Preparations and Aseptic Technique	399
Computed Tomography Equipment and Methodology	341
Computer Access	84
Computer Applications II.....	400
Computer in Agriculture	321
Computer Information Technology	193
Computer Integration.....	338

INDEX

Computer Networking Technology	338	Cooperative Education-Occupational Safety and Health Technology	393
Computer Organization	338	Correctional Systems and Practices.....	335
Computer System Forensics	377	Correctional Systems and Practices.....	339
Computer System Troubleshooting	338	Cosmetology.....	209
Computer Systems Maintenance	338	Cosmetology Instructor I.....	340
Computer Virtualization.....	375	Cosmetology Instructor II.....	341
Computer-Aided Construction Scheduling	337	Cosmetology Instructor III.....	341
Computerized Accounting Application	320	Cosmetology Instructor IV	341
Computers in Hospitality.....	365	Cost Accounting	321
Concepts of Advanced Nursing Practice and Management.....	409	Counseling Alcohol and Other Drug Addictions.....	343
Concepts of Physical Fitness.....	397	Counseling Theories.....	343, 402
Concert Band	386	Course Descriptions	315
Concert Choir.....	386	Course Descriptions	318
Concurrent Enrollment.....	35, 70	Course Fees.....	53
Constitutional Law.....	378	Course Finder.....	34
Construction Estimating I.....	336	Course Load.....	34
Construction Management	207	Course Withdrawal.....	80
Construction Management I	337	Course Withdrawal / Dropping Courses.....	67
Construction Management II	337	Court Systems and Practices	336, 338
Construction Methods & Materials I	336	CPL by Licensure or Industry Certification	123
Construction Site Safety and Health	393	Creative Arts for Early Childhood	332
Construction Specifications and Contracts.....	337	Creative Writing	354
Contact Information for the San Jacinto College Public Information Officer	12	Credit by Examination	116
Contemporary Mathematics (Quantitative Reasoning).....	381	Credit by Internal Exams	121
Contingency Planning.....	356	Credit Card Account Verification – Authorization.....	65
Continuing and Professional Development Certificate Programs.....	143	Credit Refunds or Financial Aid Disbursements-Payments to Students	66
Contract Forms and Addenda.....	406	Crime in America	335, 338, 339
Contracts	378	Criminal Investigation.....	336
Convergence Technologies.....	349	Criminal Justice	213
Cooperative Education - Autobody/ Collision and Repair Technology.....	320	Criminal Law and Procedure	379
Cooperative Education Welding	417	Criminalistics I.....	335
Cooperative Education-Aviation/Airway Management and Operations	327	Criminology.....	413
Cooperative Education-Legal Assistant/Paralegal.....	379	Critical Care Monitoring	411
		Culinary Arts.....	216
		Cultural Anthropology	323
		Curriculum Resources for Early Childhood Programs	332

D

D (Course Description)	343
Dance Appreciation.....	344
Dance Composition - Choreography	343
Dance Composition - Improvisation	343
Dance Composition I.....	343
Dance Practicum.....	343
Database Programming.....	377
DC Circuits.....	333
DC-AC Circuits	333
Deadlines.....	71
Debts to San Jacinto College	77
Debts to the Department of Education.....	77
Delinquent Accounts	66
Descriptive Geometry.....	345
Design Communication I.....	323
Design Communication II.....	324
Design Communications I.....	324
Design Communications II.....	324
Design I (2-dimensional).....	324
Design II (3-dimensional).....	324
Design III.....	324
Desktop Support and Microsoft Network Administration	197
Developmental Integrated Reading and Writing - Advanced	374
Developmental Integrated Reading and Writing-Intermediate	373
Developmental Reading (NCBO)	406
Developmental Writing (NCBO)	353

Diagnostic Ultrasound Imaging Systems	330
Diesel Engine I	344
Diesel Engine Testing and Repair I	344
Diesel Engine Testing and Repair II	344
Diesel Technology	222
Dietary Manager I.....	346
Dietary Manager II.....	346
Dietetics	224
Differential Equations	381
Differential Equations and Linear Algebra (for Engineers)	382
Digital Art I.....	325
Digital Fundamentals.....	333
Digital Imaging I	323
Digital Measurement and Controls.....	374
Digital Systems	333
Digital Video.....	325
Dining Room Service.....	411
DirectX Programming.....	362
Discrimination and Harassment Complaints: Complaint Procedure 300.....	97
Discussion and Small Group Communication	413
Distributed Control and Programmable Logic	374
Distributed Control Systems	375
Dosage Calculations for Nursing	407
Drawing I	324
Drawing II	324
Drug Classification	398
Drug Use & Abuse	397
Dual Credit/Early Admission	18

E

E (Course Description)	349
E-Commerce Marketing	384
Ear Training and Sight Singing I	387
Ear Training and Sight Singing II	387
Ear Training and Sight Singing III	388
Ear Training and Sight Singing IV	388
Early College High School Programs	19
Earth Sciences for Non-Science Majors I (lab)	362
Earth Sciences for Non-Science Majors I (lecture)	363
Economics of Transportation and Distribution	379
Eddy Current Testing	391
Educating Young Children	415
Educational Planning, Counseling and Completion	87
Electrical Calculations I	350
Electrical Calculations II	351
Electrical Circuits I	355
Electrical Circuits I Laboratory	355
Electrical Drafting	345
Electrical Machines	350
Electrical Planning and Estimating	351
Electrical Power Distribution	351
Electrical System Design	351
Electrical Technology	225
Electricity Principles	333
Electromechanical Systems	350
Electronic Controls	344
Electronic Pre-Press I	364
Electronic Pre-Press II	364
Electronic Troubleshooting Service and Repair	350
Electronics Technology	228
Elementary Statistical Methods (Statistics)	381
Elementary Statistics	402
Eligibility	70
Eligibility Date (Census Date)	70
Email Address	72
Emergency Closings	87
Emergency Management	347
Emergency Medical Services Research	353
Emergency Medical Technician	352
Emergency Medical Technician Paramedic Practicum	353
Emergency Medical Technology	230
Emergency Pharmacology	352, 353
Emergency Procedures	352
Emergent Literacy for Early Childhood	332
Employee Success in Energy Industry	353

Employment (Aid that must be earned)	74
Energy Industrial Safety	393
Engineering Design Graphics	232
Engineering Economics	355
Engineering Familiarization	389
Engineering Graphics I	355
Engineering Mechanics - Dynamics	355
Engineering Mechanics - Statics	355
English as a Second Language (NCBO)	356
English for Speakers of Other Languages (ESOL) Program	22
English Language Proficiency Requirements for Students Who are Speakers of Other Languages	22
Enhanced Concepts of Adult Health	410
Enhanced Skills Certificate	143
Enrolling at Multiple Campuses	35
Entry-Level Job Skills	113
Environment of Long-Term Care Facility	379
Environmental Health and Safety Technology	241
Environmental Regulations Overview	356
Environmental Science (lab)	362
Environmental Science (lecture)	363
Environmental Toxicology	356
EPA Recovery Certification Preparation	365
Equal Opportunity Statement	8
Equity and Accommodation	86
Ergonomics and Human Factors in Safety	393
ESOL Program Admission Types	23
Essential Principles of Cardiovascular Technology	342
Essentials of Data Collection	403
Essentials of Mammography	380
Essentials of Medical Terminology	369
Essentials of Medication Administration	416
Essentials of Spanish for Health Vocations	413
Estimated Out-of-State and Other Non-Resident Student Expenses	46
Estimated Resident In-District Student Expenses	45
Estimated Resident Student Expenses	44
Ethics in Criminal Justice	336
Excess Credit Hours for Undergraduate Students (30-Hour Rule)	61
Exemptions from the Texas Success Initiative	26
Exercise for Health and Fitness	395
Exercise Science	361
Extensible Markup Language (XML)	377
Eye Care Technology	243

F

F (Course Description)	358
F-1 Visa Holder Sevis Transfer Applicants	21
F-1 Visa Initial Applicants.....	18, 20
FAFSA School Code (003609)	71
Failure, Excessive Absences (FX)	111
Families, School, and Community	415
Family Education Rights and Privacy Act (FERPA)	93
Family Law	378
Federal and State Academic Standards of Progress (part 6).....	81
Federal and Texas Constitutions	363
Federal Government (Federal Constitution and Topics)	364
Federal Income Tax: Individual	320
Fees Per Term	47
Field Engineering I	336
Field Experience-Diesel Mechanics	344
Field Experience-Graphic Design, Commercial Art and Illustration.....	324
Field of Study	142
Film Interpretation of Weldments	391
Final Control Elements	374
Final Examinations	111
Final Project - Advanced Drafting.....	345
Financial Aid Services Steps	70
Financial Management of Long-Term Care Facilities	379
Fine Arts Photography I	325
Fine Arts Photography II	325
Fire Administration I	359
Fire Administration II.....	359
Fire and Arson Investigation I	359
Fire and Arson Investigation II	360
Fire Inspector I	359
Fire Inspector II.....	359
Fire Instructor I	360
Fire Instructor III	360
Fire Officer I.....	359
Fire Officer II	359
Fire Officer III	360
Fire Officer IV	360
Fire Protection Systems.....	359, 393
Fire Protection Technology	245
Firefighter Certification I	358
Firefighter Certification II	358
Firefighter Certification III.....	358

Firefighter Certification IV	358
Firefighter Certification V.....	358
Firefighter Certification V.....	358
Firefighter Certification VI	358
Firefighter Certification VII	358
Firefighter Certification VII	359
Firefighter Health and Safety	359
Firefighting Strategies and Tactics I	360
Firefighting Strategies and Tactics II	360
Firewalls and Network Security.....	377
First Aid	397
Fitness Event Planning and Promotion	360
Fitness Swimming	396
Fitness Walking.....	396
Flight Instructor-Instrument Airplane.....	322
Flight Instructor-Multiengine Airplane	323
Flight Theory	322
Food Service Equipment and Planning.....	371
Food Service Operation/Systems	333
Forensics	413
Foundations for Nursing Practice	408
Foundations in Business and Social Science	380
Foundations in Statistics.....	380
Foundations of Kinesiology	396
Foundations of Mathematical Reasoning	380
Foundations of United States Air Force I.....	321
Foundations of United States Air Force II	321
Fraud or Financial Aid Abuse	77
Freshman Dance Performance	343
Front and Rear Wheel Alignment	319
Fuel Cell and Alternative/Renewable Energy.....	358
Fuel Systems.....	344
Functional Anatomy	403
Functional Histology I.....	369
Functional Histology II	369
Fundamental of Interior Design.....	372
Fundamental of Space Planning	372
Fundamentals of Baking	401
Fundamentals of Cosmetology	340
Fundamentals of Criminal Law.....	336, 338
Fundamentals of Mathematics I.....	381
Fundamentals of Mathematics II	381
Fundamentals of Networking Technologies.....	375
Fundamentals of Oxy-Fuel Welding and Cutting....	417
Fundamentals of Perioperative Concepts and Techniques.....	414
Fundamentals of Photography.....	399
Fundamentals of Space Planning	372
Fundamentals of X-Ray and Medical Imaging Systems	330

INDEX

G

G (Course Description)	362
Galena Park Career and Technical Education	
Early College High School	20
Game & Simulation Group Project.....	362
Game and Simulation Programming I.....	362
Game Scripting	362
Garde Manger.....	334
Gas and Electrical Heating	365
General Anthropology.....	323
General Botany (lab).....	328
General Botany (lecture).....	328
General Chemistry I (lab).....	334
General Chemistry I (lecture)	334
General Chemistry II (lab)	334
General Chemistry II (lecture)	334
General Complaints: Complaint Procedure 200.....	96
General Medical Equipment I.....	330
General Medical Equipment II	330
General Psychology	401
General Zoology (lab)	328
General Zoology (lecture)	329
Gerontology	415
Getting Started	14
Global Business Simulation	371
Global Logistics Management.....	371
Golf	395
Grade Appeals: Complaint Procedure 100	94
Grade Point Average (GPA)	110
Grade Range.....	110
Grading System.....	111
Graduate Guarantee Program.....	112
Graduation.....	143
Graduation Requirements for All Academic and Technical Awards (Degrees/Certificates)	144
Grants (Aid that does not have to be Repaid).....	72

H

H (Course Description)	365
Hazardous Materials I.....	359
Hazardous Materials II.....	359
Hazardous Materials III	360
Hazardous Materials Incident Commander	360
Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	355
Hazing.....	94
Hazlewood Act	81
Health and Hygiene.....	385
Health Assessment.....	407, 408
Health Care Delivery Systems	367
Health Care Management in Occupational Therapy.....	394
Health Data Content and Structure	367
Health Information Management	248
Health Information Organization and Supervision	368
Health Information Systems.....	367
Health Science.....	252
Healthy Baking and Pastries	401
Heat Pumps	365, 366
Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair.....	344
Hematology.....	383
High School Equivalency Exam.....	16
High School Graduate	16

Historical Geology (lab).....	362
Historical Geology (lecture)	363
History of Interiors I	372
History of Interiors I	372
History of Interiors II	372
History of Interiors II	372
Histotechnology I.....	369
Histotechnology II.....	369
Home Technology Integration.....	338
Honesty Code	92
Horticulture	321
Hospitality Legal Issues	365
Hospitality Supervision	411
How to Request Public Information	12
Human Anatomy and Physiology I (lab).....	329
Human Anatomy and Physiology I (lecture).....	329
Human Anatomy and Physiology II (lab)	329
Human Anatomy and Physiology II (lecture).....	329
Human Disease/Pathophysiology	382
Human Geography	362
Human Relations	370
Human Resources Management	370
Human Sexuality	401, 412
Human Structure Function in Occupational Therapy.....	394
Hydrotherapy.....	384

I (Course Description)	371
Immigration Law	378
Immunohematology.....	383
Immunology/Serology	382
Implementing and Supporting Servers	375
Implementing Network Directory Services	375
Import Customs Regulations	371
Incident Response and Handling	377
Incidental Fees	48
Incomplete (I).....	111
Index of Course Rubrics	317
Index to Subjects.....	316
Individual Approval-Not a High School Graduate or Not Currently Enrolled in High School	17
Industrial Air Conditioning	365
Industrial Automation	351
Industrial Electronics.....	350
Industrial Mathematics.....	415
Industrial Wiring.....	351
Information and Project Management.....	330
Information Technology Security	199, 377
Installation and Repair of Potable Water Systems	419
Installment Payment Plan (IPP)	65
Institutional Pharmacy Practice	399
Instructional Theory and Clinic Operation	341
Instrument and Control Review	374
Instrument Flight (Instrument Pilot).....	323
Instrument Ground School	322
Instrumental Ensemble	386
Instrumentation Drafting	345
Instrumentation Systems Installation	374
Instrumentation Technology.....	254
Integrated Operations for the Master Mariner	390
Integrated Reading and Writing (NCBO).....	373
Integrated Software Applications I	376
Integrated Software Applications II	376
Intellectual Property.....	379
Intellectual Property Rights.....	90
Interactive Digital Media I	372
Interactive Digital Media II	372
Intercultural Management.....	371
Interface Design -with Photoshop	372
Interior Design.....	256
Interior Design Graphics	373
Intermediate Accounting I	321
Intermediate Accounting II	321
Intermediate Algebra.....	380
Intermediate and Advanced Ballet	396

INDEX

Intermediate Ballet	344	Internship-Recording Arts Technology/ Technician	387
Intermediate Chinese I	335	Interpersonal Communications	413
Intermediate Chinese II	335	Interviewing and Investigating	378
Intermediate Computer-Aided Drafting	345	Interviewing and Report Writing for Criminal Justice Professions	335
Intermediate ESOL Oral Communication	356	Introduction to Accounting I	320
Intermediate French I.....	361	Introduction to Accounting II	320
Intermediate French II	361	Introduction to Advanced Practice	352
Intermediate German I	363	Introduction to Advertising	337
Intermediate German II.....	363	Introduction to Agricultural Economics	322
Intermediate Grammar for Non-Native Speakers.....	357	Introduction to Anatomy and Physiology (lecture & lab).....	330
Intermediate Jazz Dance	344	Introduction to Archaeology	323
Intermediate Keyboarding.....	401	Introduction to Aviation Management	327
Intermediate Modern Dance.....	344	Introduction to Blueprint Reading	417
Intermediate PC Operating Systems	376	Introduction to C++ Programming	376
Intermediate Photography	337, 399	Introduction to Cardiovascular Technology	341
Intermediate Pipe Welding	417	Introduction to Cinema: Film Appreciation I	348
Intermediate Radiographic Procedures	405, 406	Introduction to Clinical Laboratory Science	382
Intermediate Reading and Writing for Non-Native Speakers.....	356	Introduction to Computer Graphics	324
Intermediate Refinishing.....	319	Introduction to Computer Technology	338
Intermediate Spanish I	413	Introduction to Computerized Accounting	320
Intermediate Spanish II	413	Introduction to Corrosion	382
Intermediate Technical Report Writing	357	Introduction to Costuming	347
Intermediate Ultrasonics: Flaw Detection and Sizing	391	Introduction to Criminal Justice	336, 338
Intermediate Ultrasound Physics.....	346	Introduction to Database	377
Intermediate Welding Using Multiple Processes	417	Introduction to Digital Media	372
International Baccalaureate (IB) Examination Credit	120	Introduction to Economics	349
International Business Law	371	Introduction to Electronic Media	337
International Business Logistics and Maritime.....	258	Introduction to Engineering	355
International Cuisine	333	Introduction to Environmental Safety and Health	356
International Marketing Management.....	371	Introduction to Environmental Science	356
International Student Admission	18, 20	Introduction to Ethics	398
Internet/Intranet Server	376	Introduction to Flux Cored Arc Welding	417
Internet/Web Page Development	376	Introduction to Game Design and Development	362
Internship - Automotive Technology	326	Introduction to Gas Metal Arc Welding (GMAW)	417
Internship - Biomedical Technology/Technician....	330	Introduction to Gas Tungsten Arc (GTAW) Welding	421
Internship - Chemical Technology/Technician	341	Introduction to Gas Tungsten Arc Welding (GTAW)	417
Internship Instrumentation Technology/ Technician	375	Introduction to Haircutting and Related Theory	339
Internship-Drafting and Design Technology/ Technician	345	Introduction to Health Professions	369
Internship-Health Care Facilities Administration/ Management.....	379	Introduction to Histotechnology	369
Internship-Interior Design.....	373	Introduction to Homeland Security	369
Internship-Massage Therapy/Therapeutic Massage	385		

Introduction to International Supply Chain Global Management.....	371
Introduction to Law and the Legal Professions.....	378
Introduction to Leadership.....	384
Introduction to Mass Communication	337
Introduction to Materials Handling	379
Introduction to Mexican-American Studies.....	370
Introduction to Oracle SQL.....	376
Introduction to PC Operating Systems.....	376
Introduction to Petroleum Industry	403
Introduction to Pharmacy.....	398
Introduction to Philosophy.....	398
Introduction to Physical Anthropology.....	323
Introduction to Physical Fitness and Wellness.....	396
Introduction to Pipe Welding.....	421
Introduction to Political Science.....	363
Introduction to Process Technology.....	402
Introduction to Public Relations	337
Introduction to Radiography	404
Introduction to ROTC	384
Introduction to Scripting Languages.....	377
Introduction to Shielded Metal Arc Welding (SMAW).....	417, 421
Introduction to Ships and Shipping	380, 389
Introduction to Social and Political Philosophy	398
Introduction to Social Psychology	402
Introduction to Social Work	412, 413
Introduction to Sociology	412
Introduction to Sonography	346
Introduction to Special Populations.....	349
Introduction to Speech Communication.....	413
Introduction to Surgical Technology.....	414
Introduction to Technical Writing.....	357
Introduction to the Humanities I	370
Introduction to the Teaching Profession.....	349
Introduction to Ultrasonics: Level 1 & 2	391
Introduction to Visual BASIC Programming.....	376
Introduction to Voice over Internet Protocol (VoIP).....	375
Introduction to Welding Metallurgy.....	417
Introduction to World Religions.....	398
Introductory Algebra	380
Introductory Animal Science	322
Introductory Chemistry I (lab)	334
Introductory Chemistry I (lecture).....	334
Introductory Composition	356
Introductory Listening and Speaking	356
Issues in Health Care	403

J

Java Programming	377
Jazz Ensemble.....	386
Jogging	395
Journeyman Electrician Exam Review	351
Juvenile Justice System	336, 338

K

Kickboxing for Fitness.....	396
Kinesiology and Biomechanics.....	361
Kinesiology for Massage	385

L

L (Course Description)	378
Lab Fees	50
Late Registration Policy	36
Law of Agency	407
Law of Contracts	406
Law Office Technology	378
Leadership	331
Leadership and Professional Development.....	415
Learning Framework	349, 401
Legal and Ethical Aspects of Health Information ...	367
Legal Aspects of Corrections	335
Legal Aspects of Law Enforcement	336, 339
Legal Research.....	378
Legal Writing	378
Level 2 Certificate of Technology	142
Level Design	362
Life Drawing I	325
Lifespan Growth and Development	402
Lifestyle Change for Wellness	360
Lighting for Interior Designer	373
Linear Algebra	381
Linear Integrated Circuits	333
Liquid Penetrant/Magnetic Particle Testing:	
Level 1 & 2	391
Literature and Film	354
Live Sound I	386
Live Sound II	387
Livestock Evaluation I	322
Loans (Aid that must be Repaid)	73
Logic I	398
Long Term Care Administration	260
Long-Term Care Law	379

INDEX

M

M (Course Description).....	380
Machine Design	345
Machine Drafting.....	345
Magnetic Resonance Equipment and Methodology	383
Major Collision Repair and Panel Replacement.....	320
Major Sources of Financial Aid	72
Management of Food Production and Service	411
Management of Neurological Disorders.....	403
Manual Drivetrain and Axles	327
Manufacturers Maintenance and Pre-Delivery.....	325, 326
Marine Cargo Operations I	389
Marine Cargo Operations II.....	389
Maritime	261
Maritime Regulation and Management.....	389
Marriage and the Family.....	412
Martial Arts	396
Massage Therapy	263
Massage Therapy Fundamentals I	385
Massage Therapy Fundamentals II.....	385
Master Electrician Exam Review I	351
Materials, Methods and Estimating	372
Maternal Newborn Nursing and Women's Health	409
Maternal-Neonatal Nursing	415
Math and Science for Early Childhood	332
Mathematics for Business and Social Sciences.....	381
Mechanical Ventilation	411
Mechanical Ventilation II.....	411
Mechanical, Plumbing and Electrical Systems in Construction II	337
Media Writing	337
Medical - Surgical Nursing I	416
Medical Administrative Support.....	400
Medical Assistant Interpersonal and Communication Skills	382
Medical Assisting.....	264
Medical Assisting Credentialing Exam Review	382
Medical Care Provider.....	389
Medical Circuits Troubleshooting.....	330
Medical Electronic Applications.....	330
Medical Emergencies	353
Medical Equipment Networks	330
Medical Imaging	265
Medical Insurance	368, 382, 400

Medical Laboratory Technology	274
Medical Law and Ethics	382
Medical Law/Ethics for Health Professions	369
Medical Terminology.....	369
Medical Terminology for Allied Health	370
Medical Terminology I	367
Medical Transcription I	384
Medical-Surgical Nursing II	416
Meeting the Requirements of the Texas Success Initiative.....	29
Mental Health and Mental Illness	416
Mental Health in Occupational Therapy	394
Mental Health Legal and Ethical Issues	402
Mental Health Nursing	409
Mental Health Services.....	277
Metal Sculpture.....	417
Meteorology (lab).....	363
Meteorology (lecture).....	363
Methods of Payment.....	64
Metrology and Prints.....	404
Mexican-American Art Appreciation.....	370
Mexican-American History I	367
Mexican-American History II	367
Mexican-American Literature	354
Mexican-American Politics.....	364
Microbiology for Health Science Majors (lab)	329
Microbiology for Health Science Majors (lecture)	329
Microbiology for Science Majors (lab)	329
Microbiology for Science Majors (lecture)	329
Microprocessor.....	333
Military Leadership Development Cr. 2.....	384
Military Personnel	42
Minority Studies I.....	412
Mobile Applications Development.....	376
Modern Dance.....	396
Modified Early College Academy (MECA)- North Campus	20
Motor Control	351
Multi-Engine Flight	323
Music	281
Music Appreciation.....	387
Music Composition.....	385
Music Composition I.....	385
Music Fundamentals	387
Music Literature	388
Musical Instrument Digital Interface.....	386
Musical Instrument Digital Interface II.....	387

N

N (Course Description)	389
Nail Enhancement.....	341
National Electric Code I.....	350
National Electrical Code II.....	351
NCBO for Advanced Reading and Writing.....	373
NCBO for Intermediate Algebra	380
NCBO for Introductory Algebra.....	380
NCBO Preparation for Academic Mathematics.....	380
Neonatal/Pediatric Cardiopulmonary Care.....	411
Network Administration - CISCO	203
Network Defense and Countermeasures.....	377
Neurology	403
Neurology in Occupational Therapy	394
News Reporting	337
No Grade (NG).....	111
Non-Destructive Testing Technology	284
Non-Structural Metal Repair.....	319
Non-Texas Resident	42
Nursing.....	287
Nursing Skills I	407
Nursing Skills II	407
Nutrition and Diet Therapy	366
Nutrition for the Food Service Professional	371
Nutrition in the Community	358

O

O (Course Description)	392
Object-Oriented Design - Game Design.....	373
Observation and Assessment	332
Occupational Certificate	142
Occupational Performance for Elders	394
Occupational Performance from Birth through Adolescence.....	394
Occupational Performance of Adulthood	394
Occupational Therapy	292
Official Communications	87
Official Withdrawals.....	76
Onsite Power Generation and Renewable Energy	406
Operating System Security	377
Ophthalmic Dispensing	392
Ophthalmic Dispensing	392
Ophthalmic Laboratory I.....	392
Ophthalmic Practicum II	392
Ophthalmic Practicum II	392
Ophthalmic Surgical Techniques	392
Ophthalmic Techniques	393
Opticianry/Ophthalmic Dispensing Optician	392
Oral Interpretation	413
Organic Chemistry I (lab)	334
Organic Chemistry I (lecture)	334
Organic Chemistry II (lab).....	334
Organic Chemistry II (lecture)	335
Organization and Management of Long- Term Care Facilities	379
Orientation and Campus Tours.....	87
Orientation to Cosmetology	339
Orientation to Eyelash Extensions	340
Orientation to Facial Specialist	340
Orientation to Hair-Weaving and Braiding	340
Orientation to Nail Technology	339
Orientation to the Instruction of Cosmetology.....	339
OSHA Regulations-General Industry.....	393
Other Early College Programs.....	20
Our Mission.....	7
Out-of-State and Other Non-Resident Tuition and Fees (TOS, TIS, TUV)	46
Overall Institution Grade Point Average	110

INDEX

P

P (Course Description)	395
Painting I.....	324
Painting II.....	325
Paralegal	293
Parametric Modeling and Design.....	345
Parasitology/Mycology.....	382
Partial Exemption Based on SAT, ACT, TAKS, STAAR.....	27
Parts of Term.....	35
Pasadena Early College High School- Central Campus.....	19
Pathology for Massage	385
Pathophysiology	370
Pathophysiology for the PTA	403
Pathways for Learning	349
Patient Assessment and Airway Management.....	352
Patient Care	404
Patient Care in Invasive Cardiovascular Technology	342
Pay as You Go! Important Information Regarding Payment Deadline for Classes	64
Payroll and Business Tax Accounting	320
Pediatrics	415
Personal Computer Hardware	376
Personal Computer Help Desk.....	376
Personal Training	360
Personal/Community Health.....	396
Perspective in Jazz	387
Pharmaceutical Mathematics I	398
Pharmaceutical Mathematics II	399
Pharmacology.....	367, 408, 416
Pharmacology and Administration of Medications	382
Pharmacology for Health Professions	370
Pharmacology of Addiction	343
Pharmacy Drug Therapy and Treatment.....	399
Pharmacy Law	398
Pharmacy Technician	294
Pharmacy Technician Certification Review	398
Phlebotomy	400
Physical Agents	403
Physical Education Personal Trainer	295
Physical Function in Occupational Therapy	394
Physical Geography	362
Physical Geology (lab).....	362
Physical Geology (lecture).....	363
Physical Hazards Control	393

Physical Properties Analyzers.....	375
Physical Readiness Training	384
Physical Therapist Assistant	296
Physics of Instrumentation	372
Physiological Instruments I.....	330
Pipe Drafting	345
Pipefitting	418
Pipefitting Certificate: Introduction to Pipefitting: Pipefitting 1B	418, 419
Pipefitting Fabrication and Blueprint Reading	418
Pipefitting Fabrication and Blueprint Reading: Pipefitting II	418
Pipefitting Fabrication and Blueprint Reading: Pipefitting II (Continuing Education Course).....	421
Pipefitting Standards, Specifications, Installation	419
Pipefitting Standards, Specifications, Installation: Pipefitting III (Continuing Education Course)	421
Pipefitting Technology	298
Pipefitting, Advanced Fabrication and Installation (Plumbing IIIA)	419
Pipefitting, Advanced Fabrication and Installation: Pipefitting IV	418
Pipefitting, Advanced Fabrication and Installation: Pipefitting IV (Continuing Education Course)	421
Pipefitting: Advanced Fabrication and Installation.....	418
Placement Chart	29
Plane Trigonometry	381
Plumbing	419
Plumbing and Pipefitting	313
Plumbing Standards for Water Supplies	419
Police Systems and Practices.....	336, 339
Portfolio Development for Graphic Design	324
Portfolio Presentation	373
Power Generation Fundamentals	350
Power Train I	344
Practicum	390, 401
Practicum - Occupational Therapy Assistant	394
Practicum - Optician/Ophthalmic Dispensing Optician	392
Practicum - Baking and Pastry	401
Practicum - Business Administration and Management	331
Practicum - Computer and Information Sciences, General	376
Practicum - Dietetics/Dietitian (RD)	358
Practicum - Field Experience	371
Practicum - Optician/Ophthalmic Dispensing Optician	392, 393

Practicum - Substance Abuse/Addiction Counseling	343	Pressure Piping Inspection.....	391
Practicum - Substance Abuse/Addiction Counseling (Prevention)	343	Pressure Vessel Inspection	391
Practicum (or Field Experience).....	331	Preventative Maintenance	344
Practicum (or Field Experience) - Accounting.....	321	Principles of Automatic Control.....	374
Practicum (or Field Experience) - Child Care Provider/Assistant	332	Principles of Exports.....	371
Practicum (or Field Experience) - Criminal Justice/Safety Studies	336	Principles of Eyelash Extensions	339
Practicum (or Field Experience) - Culinary Arts/Chef Training	334	Principles of Facial and Skin Care Technology I.....	339
Practicum (or Field Experience) - HVAC/R Technology/Technician	366	Principles of Facial and Skin Care Technology II.....	340
Practicum (or Field Experience) - Restaurant, Culinary and Catering Management/Manager	411	Principles of Facial and Skin Care Technology III.....	341
Practicum I	404	Principles of Financial Accounting	320
Practicum I - Diagnostic Medical Sonography.....	346	Principles of Food and Beverage Control	411
Practicum I-Medical Laboratory Technician.....	383	Principles of Hair Coloring and Related Theory.....	341
Practicum II	404	Principles of Healthy Cuisine	333
Practicum II - Diagnostic Medical Sonography.....	346	Principles of Industrial Hygiene	356
Practicum II-Medical Laboratory Technician	383	Principles of Industrial Measurement II.....	374
Practicum III.....	404	Principles of Macroeconomics.....	349
Practicum III - Diagnostic Medical Sonography	346	Principles of Magnetic Resonance Imaging.....	383
Practicum III-Medical Laboratory Technician	383	Principles of Management.....	330
Practicum IV.....	405	Principles of Managerial Accounting	320
Practicum IV - Diagnostic Medical Sonography	347	Principles of Marketing	383
Practicum Opticianry/Ophthalmic Dispensing Optician.....	392	Principles of Microeconomics.....	349
Practicum V.....	405	Principles of Nail Technology I.....	340
Practicum-Construction Technology	337	Principles of Nail Technology II.....	340
Practicum-Dietetics/Dietitian (RD)	358	Principles of Occupational Therapy	394
Practicum-Electrical and Power Transmission Installation/Installer, General	351	Principles of Purchasing	330
Practicum-Mental Health Services Technician.....	400	Principles of Quality.....	402
Practicum-Real Estate	407	Principles of Radiographic Imaging I	404, 405
Practicum, (Field Experience) Electronic Technology/Technician	350	Principles of Radiographic Imaging II	405
Practicum/Field Experience - Paramedic	352	Principles of Radiologic Science	342
Pre-Calculus Math	381	Principles of Real Estate I	406
Preparation for Certified Welding Inspector Exam.....	391	Principles of Real Estate II	406
Preparation for College English.....	353	Principles of Retailing	383
Preparation for the State Licensing Practical Examination	340	Principles of Selling	384
Preparation for the State Licensing Written Examination	340	Principles of Skin Care	339
Prerequisites or Co-requisites	35	Printmaking I.....	325
Presentation Drawing	373	Private Flight	322
		Probation	75
		Probation and Parole	335
		Procedure for Student to Appeal a Final Grade	112
		Procedures	71
		Procedures in a Clinical Setting	382
		Process Instrumentation I.....	402
		Process Technology	299
		Process Technology I - Equipment	402
		Process Technology II-Systems	402
		Process Technology III - Operations	402
		Process Troubleshooting	403
		Production and Operations Management	330
		Professional Issues	403

INDEX

Professional Nursing Review and Licensure Preparation	408
Professional Nursing: Leadership and Management.....	408
Professional Practices for Interior Design	373
Professional Readiness	414
Professional Workforce Preparation.....	400
Program Requirements	81
Programmable Logic Controllers I.....	351
Programming.....	195
Programming for Engineers	355
Programming Fundamentals I.....	337
Programming Fundamentals II.....	338
Programming Fundamentals III.....	338
Programming Logic and Design	376
Project Development I.....	362
Property Management.....	407
Propulsion Systems.....	323
Psychology of Adjustment.....	402
Psychology of Group Dynamics	402
Public Speaking	413
Purchasing for Hospitality Operations.....	411

Q

Q (Course Description)	404
Quality Assessment and Performance Improvement	368
Quality Assurance.....	404
Quantity Bakeshop Production.....	401
Quantity Procedures	371

R

R (Course Description)	404
Racquetball.....	395
Radar Observer Unlimited.....	389
Radiation Biology and Protection	405
Radiographic Image Evaluation I.....	404
Radiographic Image Evaluation II.....	404
Radiographic Imaging Equipment.....	405
Radiographic Pathology	405
Radiologic Technology Seminar	405
Re-enrollment After Suspension	131
Reading Comprehension.....	406
Real Estate	302
Real Estate Appraisal	406
Real Estate Brokerage	407
Real Estate Computer Application	407
Real Estate Finance	407
Real Estate Investments	406
Real Estate Law.....	407
Real Estate Marketing	407
Real Estate Mathematics.....	407
Real Property.....	378
Records and Information Management I.....	400
Recreational and Intramural Sports.....	85
Refrigeration Principles.....	365
Refund Policy	66
Refund Table.....	67
Registry Review.....	369
Rehabilitation Techniques.....	403
Relevant Definition	40
Repeated Courses and Unfunded Credit Hours	61
Repeating Courses	80
Repetition of Courses.....	36
Required Documents	81
Research and Project Design.....	333
Residence Status for Tuition Purposes.....	40
Resident Care in the Long-Term Care Facility	379
Residential A/C System Design	365
Residential Air Conditioning	365
Residential Air Conditioning Systems Design.....	366
Residential Design I	373

Residential Design II	373
Residential Wiring	351
Respiratory Care.....	305
Respiratory Care Clinical I.....	410
Respiratory Care Clinical II.....	411
Respiratory Care Clinical III.....	411
Respiratory Care Clinical IV	411
Respiratory Care Examination Preparation	410
Respiratory Care Fundamentals I.....	410
Respiratory Care Fundamentals II.....	410
Respiratory Care Patient Assessment.....	410
Respiratory Care Pharmacology.....	411
Respiratory Care Practicum I	410
Respiratory Care Practicum I	410
Respiratory Care Practicum II	410
Respiratory Care Practicum II	410
Respiratory Care Practicum III	410
Respiratory Care Practicum III	410
Respiratory Care Practicum IV	410
Respiratory Care Sciences	410
Restaurant Management	301
Retention and Disposal of Student Records.....	130
Retention of Student Work	131
Review for Academic Associate Degree	
Completion for Students Completing the State-mandated Core Curriculum	146
Review Procedure.....	74
RHIT Competency Review	368
Right to Amnesty for Drug or Alcohol Possession and Consumption Violations	91
Right to Appeal Financial Aid Suspension	90
Right to Due Process	91
Right to Equity in Athletics	91
Right to Freedom from Illegal Discrimination	90
Right to Freedom from Sexual Assault, Dating Violence, Domestic Violence, and Stalking	91
Right to Freedom of Association	90
Right to Freedom of Inquiry and Expression.....	90
Right to Involvement in Decision Making	91
Right to Review One's Educational Records and to File Complaints Regarding Them.....	90

INDEX

S

S (Course Description)	412
Safety in Health Care Facilities.....	330
Safety Program Management.....	393
Safety Training Presentation Techniques.....	393
Salon Development.....	340
Sample Systems.....	374
San Jacinto College Complaint Procedures for Students	94
San Jacinto Community College District Vision, Mission and Values.....	7
Sanitation and Safety.....	333
Satisfactory Academic Financial Aid Components.....	74
Saucier.....	334
Schedule Changes and Dropping Courses	36
Schedule Disclaimer.....	34
Scholarly Achievement Eligibility for Honors and Awards Received.....	110
Scholarships (Aid that does not have to be Repaid)	74
Sculpture I	325
Seamanship I.....	389
Seamanship II.....	389
Sectional Anatomy for Medical Imaging	405
Security Assessment and Auditing	377
Security Management Practices	377
Selected Studies in Literature	355
Senior Citizens Enrolling in Classes.....	38
Sensors and Automation.....	406
Services for Students with Disabilities.....	86
Sheet Metal.....	420
Sheet Metal I	420
Sheet Metal II	420
Sheet Metal IIB.....	420
Sheet Metal III.....	420
Sheet Metal IIIB.....	420
Sheet Metal IV.....	420
Sheet Metal IVB	420
Sheldon Early College High School- North Campus	19
Shop Safety and Procedures	344
Simulation and Game Programming Certificate Program.....	201
Simulations in Respiratory Care	410
Six-Drop Limit Provisions (TEC 51.907).....	36
Skills Prerequisites.....	28

Slow Pitch Softball	395
Small Business Financing.....	331
Small Business Management	331
Small Instrumental Ensemble	386
Small Vocal Ensemble	386
Soccer	395
Social Dance.....	396
Social Problems.....	412
Solid Modeling/Design	346
Solid State Devices.....	333
Sonographic Pathophysiology	347
Sonographic Sectional Anatomy.....	346
Sonography of High Risk Obstetrics	347
Sonography of Obstetrics/Gynecology.....	347
Sonography of Superficial Structures	347
Sophomore Dance Performance	344
Special Patient Applications.....	405
Special Populations	353
Special Topics in Analytical Chemistry.....	412
Special Topics in Baker/Pastry Chef	401
Special Topics in Emergency Medical Technology/ Technician	352
Special Topics in Legal Assistant/Paralegal	378
Special Topics in Nursing	408
Special Topics in Opticianry/ Dispensing Optician	392
Specialized Basic Computer Aided Drafting (CAD)	345
Specialized Commercial Refrigeration.....	365
Specialized Food Preparation	371
Specialized Refinishing Techniques.....	320
Speed Reading	406
Sports Officiating.....	397
Spreadsheets.....	400
Stage Makeup.....	347
Stage Movement	347
Stagecraft I.....	347
Stagecraft II.....	348
Standards	404
Stars and Galaxies (lab)	399
Stars and Galaxies (lecture).....	399
Statistical Process Control	404
Steps in Applying for Veteran Benefits	80
Steps to Enrollment	14
Structural Analysis and Damage Report I.....	319
Structural Drafting	323
Student Absences for Religious Holy Days	93
Student Email Account.....	87

Student Initiated Withdrawal from Required College Preparatory Studies.....	28
Student Inquiries	131
Student Intellectual Property	131
Student Responsibilities	91
Student Right-to-Know	93
Student Rights.....	90
Student Services	85
Student Success Centers.....	84
Substance Abuse Prevention I.....	343
Substance Abuse Prevention II.....	343
Substance-Related and Addictive Disorders.....	343
Supervision.....	330
Supporting Network Server Infrastructure	375
Surgical Procedures I.....	414
Surgical Procedures II.....	414
Surgical Technology	307
Survey of Music Business.....	386
Suspension	75
Suspension Appeals	130

T

T (Course Description)	415
Taking the TSIA Exam.....	32
Team Sports.....	396
Technical and Business Writing	354
Technical Customer Service.....	349
Technical Degrees and Certificates	142
Technical Drafting	344
Technical Drawing for Interior Designers	372
Technical Rope Rescue I	359
Technical Rope Rescue II.....	360
TECHNICAL SECTION.....	147
Technical Writing for Accountants	321
Telecommunications Transmission Media	350
Telephone Systems.....	350
Terrestrial and Coastal Navigation	390
Testing, Adjusting, and Balancing HVAC Systems.....	366
Texas Certificate of High School Equivalency (TxCHSE)	32
Texas Government (Texas Constitution and Topics)	364
Texas History	366
Texas Resident	40
Texas Resident Reduced Tuition and Fees (TID) (In-District)	45
Texas Resident Tuition Rate (TOD) (Out of District)	44
Texas Success Initiative (TSI) College Preparatory.....	26
Texas Success Initiative Assessment (TSIA)	29
Textbook Repurchase Policy	85
Textiles for Interior Design	373
The Agricultural Industry.....	321
The Basics - Core Curriculum/General Education Outcomes	139
The Evolution of USAF Air and Space Power I.....	321
The Evolution of USAF Air and Space Power II.....	321
The Hospitalized Child.....	333
The Infant and Toddler	332
The Profession of Physical Therapy	403
The School Age Child.....	332
The Solar System (lab)	399
The Solar System (lecture).....	400
Theatre	347
Theatre Practicum I.....	347
Theatre Practicum II.....	347
Theatre Practicum III.....	348

INDEX

Theatre Practicum IV	348
Theory of Exercise Program Design and Instruction	360
Theory of Music I	387
Theory of Music II	387
Theory of Music III	388
Theory of Music IV	388
Therapeutic Exercise	403
Therapeutic Interventions I	394
Therapeutic Use of Occupations or Activities I	394
Therapeutic Use of Occupations or Activities II	394
Topographic Drafting	345
Torts and Personal Injury Law	378
Traffic Law and Investigation	335
Transcripts for Admission	15
Transcripts from San Jacinto College	130
Transfer Credit	112, 113
Transfer Credit by Examination	32
Transfer Credit—United States Military	82
Transfer Disputes Resolution	115
Transfer Information	141
Transfer Monitoring Students	76
Transfer of Credit from San Jacinto College	115
Transfer of Credit to San Jacinto College	114
Transfer Students	75
Transfer Students on Probation or Suspension	131
Transformers and Motors	351
Transition to Professional Nursing	408
Trauma Management	352
Troubleshooting	374
Truck Driving	420
Truck Driving (Commercial)	314
TSI Requirements Deferred for Students	
Who are not Seeking a Degree or Certificate	27
Tuition and Fee Schedules	44
Tuition and Fees	44
Tuition Rebate Program	62
Turbine Aircraft Systems Ground School	323
Tutoring	81
Types of Financial Aid Programs	72
Typography	324

U

Unattended Children on Campus	131
Unit Operations	374
United States History I	366
United States History II	366
University Physics I (lab)	400
University Physics I (lecture)	400
University Physics II (lab)	400
University Physics II (lecture)	400
University Transfer	35
UNIX Operating System I	376
UNIX Operating System II	376
Unofficial Withdrawals	76
Upgrade to Apprentice Mate	389
Urinalysis and Body Fluids	383
Use of Force	336

V

V (Course Description).....	415
Values.....	7
Varsity Baseball I	397
Varsity Baseball II	397
Varsity Baseball III	397
Varsity Baseball IV.....	397
Varsity Basketball I	397
Varsity Basketball II	397
Varsity Basketball III	397
Varsity Basketball IV.....	397
Varsity Conditioning I	397
Varsity Conditioning II	397
Varsity Conditioning III	397
Varsity Conditioning IV.....	397
Varsity Soccer I.....	397
Varsity Soccer II	397
Varsity Soccer III	397
Varsity Soccer IV.....	397
Varsity Softball I	397
Varsity Softball II	397
Varsity Softball III	397
Varsity Softball IV.....	397
Varsity Volleyball I.....	398
Varsity Volleyball II	398
Varsity Volleyball III	398
Varsity Volleyball IV.....	398
Vehicle Design and Structural Analysis	319
Vehicle Trim and Hardware.....	319
Vision	7
Visual System	392
Vocational Nursing (VN).....	291
Voice and Diction	413
Voice for the Theatre	348
Volleyball	395

W

W (Course Description).....	417
Waived Certificate Programs.....	27
Warehouse and Distribution Center Management.....	379
Warning.....	75
Water Aerobics	395
Watercolor I	325
Web Authoring	377
Web Development.....	205
Web Page Design I	372
Web Page Design II	372
Web Portfolio Development.....	372
Web Registration-Secure Online System (SOS)	34
Wedding Cakes.....	401
Weight Training	395
Welding	314
Welding	421
Welding Technology.....	310
Wellness and Health Promotion	369
Wellness of the Young Child.....	415
Western Civilization I.....	367
Western Civilization II.....	367
Wills, Trusts and Probate Administration	378
Wind Ensemble	386
Wireless Telephony Systems.....	350
Withdrawal (W)	111
Withdrawal Deadlines.....	36
Withdrawal within the Limit (WL)	111
Withdrawals, Grades and the Return of Title IV Funds	76
World Civilization I	367
World Civilization II	367
World Dance.....	343
World Dance II	343
World Literature I.....	354
World Literature II.....	354
World Regional Geography	362
Writing and Grammar: English for Speakers of Other Languages.....	353
Writing for Electronic Media.....	337

Y

Yoga I	396
Yoga II	396



Connect with us on
       

281-998-6150
www.sanjac.edu

San Jacinto Community
College District
4624 Fairmont Pkwy.
Pasadena, Texas 77504