



— 1969 • 2019 —

EL PASO COMMUNITY
COLLEGE

2019 - 2020
CATALOG

epcc.edu

WELCOME



The Best Place to Start *and Finish!*



Dr. William Serrata
President of the College

Welcome to El Paso Community College (EPCC)!

You have chosen the best place to start your education and pursue your dreams. Not only does EPCC provide high quality and affordable education, we offer many opportunities for you. From interacting with our highly qualified faculty to participating in innovative learning experiences, EPCC will successfully prepare you for your future.

EPCC makes learning convenient with five campuses located throughout El Paso County, all of which are being expanded to provide students with even more state-of-the-art facilities. EPCC offers classes at times that fit your schedule, including night, online and weekend courses. EPCC has more than 145 academic programs of study to earn an Associates of Applied Science (AAS), Associates of Science (AS), Associates of Arts (AA) degree, or certificates of completion as well as more than 350 personal enrichment/continuing education courses. We have programs that will get you ready for university transfer, prepare you to enter the workforce, or advance your career.

Studying at EPCC makes you part of a vibrant campus life. I encourage and invite you to participate in the many activities we offer, such as student clubs, student government, and campus events. Use this catalog as well as our website www.epcc.edu for additional online resources to assist you. Our faculty and staff are also here to provide guidance along the way to help you reach your educational and professional goals.

We are committed to your success and making EPCC “The Best Place to Start & Finish!”

Sincerely,

A handwritten signature in black ink that reads "William Serrata". The signature is written in a cursive style.

William Serrata, Ph.D.
EPCC President

El Paso County Community College District BOARD OF TRUSTEES



Mr. Brian Haggerty
Chair of the Board
District 2, Northeast



**Dr. Carmen Olivas
Graham**
Vice Chair of the Board
District 5, East



Mrs. Belen Robles
Secretary of the Board
District 3, Central



Mr. John Uxer Jr.
District 1, Westside



**Ms. Christina
Sanchez**
District 4, Central/South



Ms. Nina Piña
District 6, Southeast



**Ms. Bonnie Soria
Najera**
District 7, Lower Valley



Dr. William Serrata
President of the College

ACCREDITATION

El Paso County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of El Paso County Community College District.

SACSCOC is only to be contacted if there is evidence that appears to support El Paso County Community College District's significant non-compliance with a SACSCOC Principle or Policy. Other inquiries, such as admission requirements, financial aid, educational programs, and so forth, should be directed to El Paso County Community College District at P.O. Box 20500, El Paso, Texas, 79998-0500, or 915-831-3722. EPCCCD Health Career Programs are accredited, approved, or recognized by the following organizations:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
phone: 404-975-5000, fax: 404-975-5020
email. amariquit@acenursing.org
website. www.acenursing.org

American Dental Association, Commission on Dental Accreditation (CODA)

211 East Chicago Avenue, Suite 1814
Chicago, Illinois 60611-2678
phone: 312-440-2500 fax: 312-440-2915
website. www.ada.org

Accreditation Review Council on Education in Surgical Technology/Surgical Assisting (ARCSTSA)

Provides recommendations to CAAHEP in Accordance with their published standards.
6 W. Dry Creek Circle, Suite #110
Littleton, Colorado 80120
phone: 303-694-9262 fax: 303-741-3655
email. info@arcstsa.org
website. www.arcstsa.org

American Society of Health System Pharmacists (ASHP)

4500 East-West Highway, Suite 900
Bethesda, MD 20814
phone: 301-664-8700 fax: 301-657-1251
website. www.ashp.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
phone: 727-210-2350 fax: 727-210-2354
email. mail@caahep.org
website. www.caahep.org

Committee on Accreditation of Educational

Programs for the Emergency Medical Services Professions (COAEMSP)

8301 Lakeview Parkway, Suite 111-321,
Rowlett, Texas 75088
phone: 214-703-8445 fax: 214-703-8992
website. www.coaemsp.org

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

200 East Randolph Street, Suite 5100
Chicago, IL 60601
phone: 312-235-3255 fax: 312-233-0063
email. info@cahiim.org
website. www.cahiim.org

Commission on Accreditation in Physical Therapy Education (CAPTE)

1111 N. Fairfax Street
Alexandria, Virginia 22314-1488
phone: 703-684-2782 fax: 703-684-7343
email. accreditation@apta.org
website. www.capteonline.org

Commission on Accreditation for Respiratory Care (CoARC)

1248 Harwood Road
Bedford, Texas 76021-4244
phone: 817-283-2835 fax: 817-354-8519
email. info@coarc.com
website. www.coarc.com

Joint Review Committee on Education in Radiologic Technology (JRCERT)

Provides recommendations to CAAHEP in Accordance with their published standards.
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
phone: 312-704-5300 fax: 312-704-5304
email. mail@jrcert.org
website. www.jrcert.org

Joint Review Committee on Education in Diagnostic Medical Sonography - (JRC-DMS)

Provides recommendations to CAAHEP in Accordance with their published standards.
6021 University Boulevard, Suite 500
Ellicott, City, MD 210438
phone: 443-973-3251, Fax: 866-738-3444
Primary contact: Linda Howard or Gerry Magat
email. mail@jrcdms.org
website. www.jrcdms.org



Medical Assisting Education Review Board (MAERB)

Provides recommendations to CAAHEP in Accordance with their published standards.
 20 N. Wacker Drive, Suite 1575
 Chicago, Illinois 60606-2963
phone: 800-228-2262 fax: 312-899-1259
 email. maerb@maerb.org
 website. www.maerb.org

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 N. River Rd. Suite 720
 Rosemont, Illinois 60018-5119
phone: 773-714-8880 fax: 773-714-8886
 email. info@naaccls.org
 website. www.naaccls.org

**Office of EMS/Trauma Systems
 Texas Department of State Health Professional
 Licensing and Certification Division (DSHS)**

8407 Wall Street, Suite N-410
 Austin, TX 78754
phone: 512-834-6700 fax: 512-834-6736
 email. emsinfo@dshs.texas.gov
 website. www.dshs.texas.gov/emstraumasystems

Texas Board of Nursing (BON)

William P. Hobby Building
 333 Guadalupe, Suite 3-460
 Austin, Texas 78701-3944
phone: 512-305-7400 fax: 512-305-7401
Toll free complaint line: 1-800-821-3205
 email. webmaster@bon.texas.gov
 website. www.bon.texas.gov

Texas Department of State Health Services (DSHS)

1100 West 49th Street
 Austin, TX 78756-3199
phone: 512-834-6700 fax: 512-834-6736
 email. customer.service@dshs.texas.gov
 website. www.dshs.texas.gov

**Texas Health and Human Services Commission,
 Nurse Aide Training and Credentialing (HHS)**

701 West 51st Street
 Austin, Texas 78751
phone: 512-438-2050
 website. www.hhs.texas.gov

**Texas Health and Human Services Commission,
 Medication Aide Program (HHS)**

701 West 51st Street
 Austin, Texas 78751
phone: 512-438-2025
 website. www.hhs.texas.gov

El Paso County Community College District is approved by the Texas Education Agency and has complied with the standards, rules and regulations as prescribed by the Texas Higher Education Coordinating Board.

Texas Education Agency (TEA)

1701 North Congress Avenue
 Austin, Texas 78701-1494
phone: (512)463-9734
 website. www.tea.texas.gov

Texas Higher Education Coordinating Board (THECB)

1200 East Anderson Lane
 Austin, Texas 78752
phone: 512-427-6101 fax: 512-427-6127
 website. www.thecb.state.tx.us

WELCOME TO EL PASO COMMUNITY COLLEGE!



The faculty and staff of your community college are here to help make your higher education experience successful. We encourage you to take advantage of all the services available and the great variety of educational experiences that will be presented to you as an El Paso Community College (EPCC) student. EPCC has an “Open Door” admission policy, which means you can be admitted to the college if you have a high

school diploma or a GED, or if you have previously attended another college or university, or if you may potentially benefit from the educational programs of the District. Please note, however, that admission to EPCC does not imply acceptance into all of the programs in the college, since some programs have additional requirements.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT STRATEGIC PLAN 2016-2020

Mission - The mission of El Paso Community College is to provide accessible, quality and affordable education that prepares students for academic, professional and personal growth and advance our regional workforce.

Vision - EPCC will be the progressive educational leader providing quality education that facilitates success for students, the community and region through innovative opportunities.

Goal 1 - Provide Quality Education

Maintain a focus on improvement and assessment that is supported by creating a culture of excellence.

Intended Outcomes:

- Improve College Transitions
- Prepare Students with Marketable Skills for Gainful Employment
- Promote Co-Curricular Learning
- Provide State-of-the-Art Infrastructure
- Support High Quality Professional Development Opportunities.

Goal 2 - Drive Student Success

Provide academic programs and support services that are clear pathways to skill development, timely degree completion and transfer to university or gainful employment.

Intended Outcomes:

- Engage Students Inside & Outside the Classroom
- Create a College-Going Culture
- Focus on Completion - Increase Graduates & Graduation Rate
- Optimize Support Services
- Improve Productive Transfer & Transfer Mobility

Goal 3 - Foster Engagement

Enhance collaboration at all levels within EPCC and the community.

Intended Outcomes:

- Increase Enrollment
- Recruit and Retain Qualified & Diverse Employees
- Promote Innovation, Responsiveness and Accountability
- Encourage All Employees to Take Personal Responsibility for Student Success & Engagement
- Promote Equity, Diversity & Inclusion

Goal 4 - Build

Community & National Awareness & Grow Partnerships. Share the many ways EPCC transforms student’s lives and impacts the community and region.

Intended Outcomes:

- Increase Business and Community Partnerships
- Align with Regional Educational, Economic and Workforce Demands
- Enhance EPCC Visibility & Brand Presence
- Strengthen Community Trust and Confidence in EPCC

Goal 5 - Sustainability

Be a progressive educational leader through innovation, identifying opportunities for improvement and effectively utilizing resources.

Intended Outcomes:

- Maintain Fiscal Strength and Accountability
- Implement the Master Plan
- Ensure Campus Safety
- Integrate Planning, Data-Driven Decision Making and Best Practices
- Create Quality and Effectiveness in All College Operations

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This catalog is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member and El Paso County Community College. The College reserves the right to withdraw courses at any time, to change fees and tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever enacted by the College’s administration and will apply to both prospective students and those already enrolled.

To obtain the most updated information on the catalog, please visit www.epcc.edu/Academics/Catalog. For corrections or inquiries, please contact the Office of Curriculum and Instructional Development at curriculum@epcc.edu or call 915-831-2648.



El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

ACADEMIC CALENDAR 2019-2020

The Academic Calendar may be modified or revoked without notice in order to enhance the achievement of the District's educational goals.

FALL SEMESTER 2019

April 1 – August 9	Online Registration/All Fall Sessions
August 9	Payment Deadline for Online Registration
August 12 – 23	LATE Online REGISTRATION Payment Deadline is 5:30 on day of registration
August 19-23	Faculty Development
August 26	SEMESTER BEGINS
August 26-October 18	(Late Registration Continues for Late Start Classes and for Fall MMII)
October 18	Payment deadline for MMII
August 30	Last Day to Submit Notification of Intent to be Absent for Observation of Religious Holy Days
September 2	Institutional Holiday (No Classes)
September 5	Professional and Organizational Development Day (Evening Classes only, No Student Services available, All offices closed) (All College staff and faculty report to work for training)
September 11	Census Date
September 20	Last Day to Drop with a “W” (1st Minimester)
October 21	2nd Minimester Begins
October 28	Census Date (2nd Minimester)
November 11	Institutional Holiday (No Classes)
November 15	Last Day to DROP with a “W” (Fall Semester, 2nd Minimester and Late Start)
November 28-29	Institutional Holiday (No Classes)
November 30 (Saturday)	Classes Resume
December 9-14	FINALS
December 13	Commencement
December 18	Grades Available Online Only
December 16 – January 20, 2019	Student Winter Break
December 23 – January 3, 2020	Staff Winter Break

SPRING SEMESTER 2020

October 1 – January 10	Online Registration/All Spring Sessions
January 10	Payment Deadline for Online Registration/ All Spring Sessions
January 13 – January 17	LATE Online REGISTRATION Payment Deadline is 5:30 PM on day of registration
January 13–17	Faculty Development
January 13 – March 15	Late Registration Continues for Late Start Classes and Spring MMII.
January 20	Institutional Holiday (No Classes)
January 21	SEMESTER BEGINS
January 25	Last Day to Submit Notification of Intent to be Absent for Observation of Religious Holy Days
March 13	Payment Deadline for Spring MMII (5:30pm)
February 5	Census Date
February 6	Professional and Organizational Development Day (All classes will meet)
February 14	Last Day to DROP with a “W” (1st Minimester)
March 16 – 20	Institutional Holiday (Spring Break)
March 23	2nd Minimester Begins
March 30	Census Date (2nd Minimester)
March 31	Institutional Holiday (No Classes)
April 1	Classes Resume
April 10	Institutional Holiday (No Classes)
April 17	Last Day to DROP with a “W” (Spring Semester, 2nd Minimester and Late Start)
May 11 – 16	FINALS
May 15	Commencement
May 20	Grades Available Online Only

SUMMER 1 2020 (5 Weeks)

March 2 – May 14	Online Registration
May 14	Payment Deadline for Online Registration
May 18 – 22	LATE Online REGISTRATION Payment Deadline is 5:30 PM on day of registration
May 25	Institutional Holiday (No Classes)
May 26	CLASSES BEGIN
May 29	Census Date
May 29	Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
June 10	Last Day to DROP with a “W”
June 25 – 26	FINALS
July 1	Grades Available Online Only
July 3	Institutional Holiday (No Classes)

JUMP START 2020 (5 Weeks)

March 2 – May 29	Online Registration
May 29	Payment Deadline for Online Registration
June 1 – June 5	LATE Online REGISTRATION Payment Deadline is 5:30 PM on day of registration
May 25	Institutional Holiday (No Classes)
June 8	CLASSES BEGIN
June 11	Census Date
June 12	Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
June 24	Last Day to DROP with a “W”
July 3	Institutional Holiday (No Classes)
July 6	Classes Resume
July 9 – 10	FINALS
July 15	Grades Available Online Only

SUMMER II, 2020 (5 Weeks)

March 2 – May 29	Online Registration
May 29	Payment Deadline for Online Registration
June 1 – June 26	LATE Online REGISTRATION Payment Deadline is 5:30 PM on day of registration
June 29	CLASSES BEGIN
July 2	Census Date
July 2	Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
July 3	Institutional Holiday (No Classes)
July 6	Classes Resume
July 15	Last Day to DROP with a “W”
July 30-31	FINALS
August 5	Grades Available Online Only

SUMMER 2020 (10 Weeks)

March 2 – May 14	Online Registration
May 14	Payment Deadline for Online Registration
May 18-22	LATE Online REGISTRATION Payment Deadline is 5:30 PM on day of registration
May 25	Institutional Holiday (No Classes)
May 26	CLASSES BEGIN
May 29	Last Day to Submit Notification of Intent to be Absent For Observation of Religious Holy Days
June 3	Census Date
July 2	Last Day to DROP with a “W”
July 3	Institutional Holiday (No Classes)
July 6	Classes Resume
July 30-31	FINALS
August 5	Grades Available Online Only

ACADEMIC YEAR CALENDAR 2019-2020

August 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

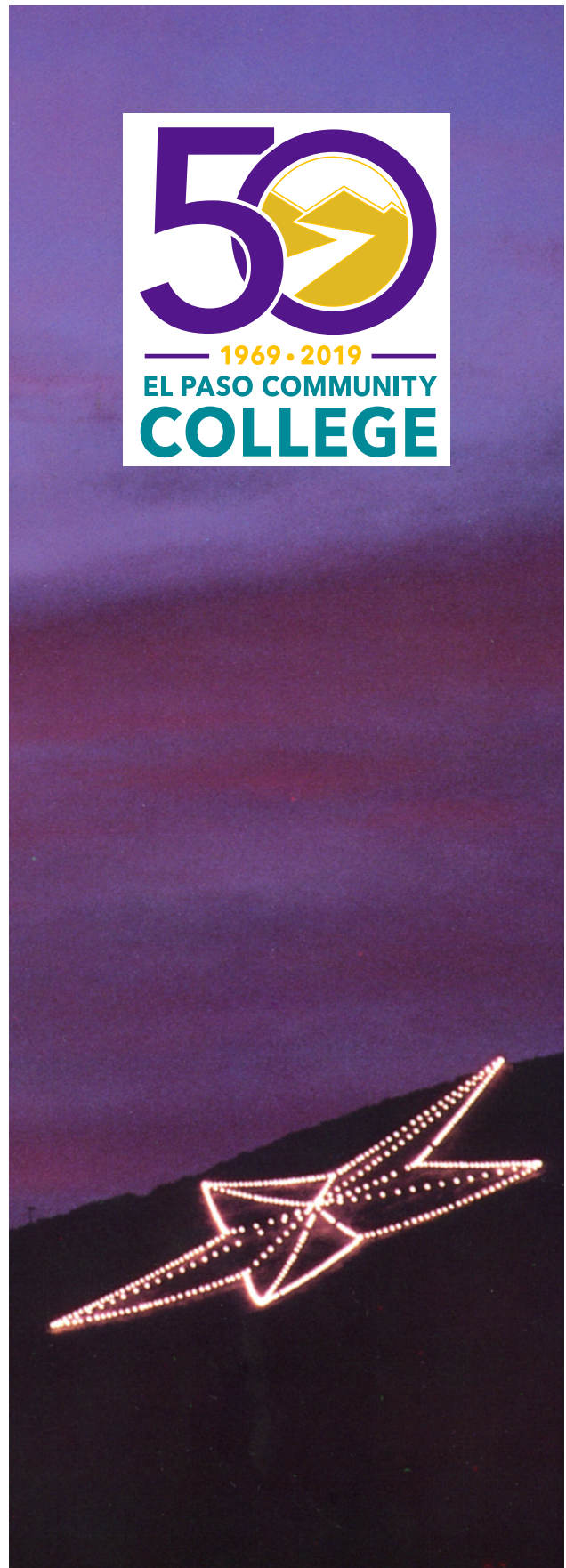
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OUR HISTORY

Formed in 1969, El Paso Community College is celebrating fifty years of improving our community through educational attainment. From the College's humble beginnings with an enrollment of 901 students and classroom space in the barracks of Ft Bliss' Logan Heights, EPCC has grown to serve more than one million students and has awarded over 78,000 Degrees and Certificates. El Paso Community College has had a lasting, positive impact that from its founding has responded to the region's needs.

We are proud of all that we have accomplished in our first fifty years and are excited to continue our legacy of stability and longevity far into the future. We are serving the next generation of students through our Dual Credit programs, which offer college credit to high school students, and can be found in every area school district. Our 12 Early College High Schools, where students can complete an Associate Degree while they're still in high school, are tremendously successful and boast a nearly 75% graduation rate, which is double the national average. To ensure our students are receiving the best education possible, we are expanding with new buildings or additional facilities at all five of our campuses. These are just a few of the examples of how El Paso Community College is building the future.

In addition to the many events and programs that we host for our students and the community every year, we're commemorating our first fifty years through four 50th Anniversary signature events. Join us at these events as we celebrate our past, our success and as we look towards a bright future where El Paso Community College continues to improve the lives of our students and our entire region.



EL PASO COMMUNITY COLLEGE

MEETING THE EDUCATIONAL NEEDS OF OUR COMMUNITY

In 1975, EPCC purchased just a single building on Rio Grande Street using funds and equipment donated by Project Hope. From its humble start, EPCC grew into seven campuses strategically located throughout El Paso. These campuses offer a range of credit courses that can help you obtain either an Associate of Arts or Sciences, an Associate of Applied Science Certificate, or Enhanced Skills Certificate. You can also obtain additional education by enrolling in our non-credited courses given by the Workforce and Continuing Education Program. All the campuses offer full services, including admissions and registration, financial aid and counseling, libraries, bookstores, cafeterias, and child care at two campuses. We also offer literacy and basic skills classes, as well as non-credit classes throughout El Paso County at community centers and public schools. Read below to learn more about our campus locations and their special programs.



Rio Grande Campus

100 W. Rio Grande Street
El Paso, Texas 79902

The Rio Grande Campus was the first permanent facility for El Paso Community College. The campus focused on education for health careers and expanded its courses in 1980 to include the arts, sciences, and other workforce education programs. It provides a top-quality educational environment for its diverse population of over 5,000 students.

Arts and Communication Department	915-831-4434
Career and Technical Education, Social Science, Health Careers and Technical Education, Math and Science	915-831-4026
Continuing Education, Health Programs	915-831-4116
Community Education Program	915-831-4111
Nursing	915-831-4029



Valle Verde Campus

919 Hunter Dr.
El Paso, Texas 79915

Valle Verde is the largest and most centrally located facility in the college district. It is the main location for all student service functions and includes a child care center. This campus houses the Advanced Technology Center, the Language Institute, and the Intercollegiate Athletic Program. It serves nearly 18,000 students each semester.

Occupational Education	915-831-2544
Advanced Technology Center	915-831-2352
Child Care	915-831-2123
Communication and Performing Arts	915-831-3395
Language Institute	915-831-2154
Architecture, Arts, Math and Science	915-831-2016



Transmountain Campus

9570 Gateway Blvd. N.
El Paso, Texas 79924

The Transmountain Campus was designed to complement the visual angles of the Franklin Mountains and the surrounding desert. It houses the college's only performance/lecture facility for concerts, films, large meetings and community events. The facility serves over 4,000 students each semester.

Arts, Communication and Social Science	915-831-5202
Child Care	915-831-5832
Math, Science, Career and Technical Education	915-831-5051



Northwest Campus

6701 S. Desert Blvd.
El Paso, Texas 79902

The Northwest Campus opened in 1994 to serve the expanding population of far West El Paso. Unique to this location is the Northwest Campus Library that serves the area as a “Community Library” in partnership with the City of El Paso and the El Paso Public Library. The Northwest Campus offers a full range of academic, technical, and non-credit classes to over 3,000 students.

Instructional Programs	915-831-8818
Court Reporting	915-831-8834



Mission del Paso Campus

10700 Gateway East
El Paso, 79927

In 1998 EPCC opened Mission del Paso, a major educational facility in the east El Paso/Mission Valley area that serves nearly 5,000 students. The facility offers a range of classes, including a state-of-the-art Law Enforcement Training Academy that provides a spectrum of training programs for security guards and peace officers.

Instructional Programs	915-831-7002
Computer Information Services	915-831-7072
Law Enforcement	915-831-7118
Emergency Medical Services	915-831-7079
Vocational Nursing	915-831-7092

EPCC Fort Bliss Center

Building 641
Taylor
El Paso, Texas 79906

EPCC began its operations within Fort Bliss, and today we still offer educational programs on base. Services are provided to active duty military personnel, their family members and civilians.

Main Office 915-831-5511



Administrative Services Center

9050 Viscount
El Paso, Texas 79925

Building A of the Administrative Services Center houses support services, including the Board of Trustees, Office of the President, the Foundation for EPCC, KCOS EPCC-TV, Personnel, Payroll, Purchasing, and Information Technology. Building B is home to an array of career and technical programs, as well as GED, Workforce/Economic Development, Continuing Education, Literacy Programs, and the Senior Adult Program. Business services are offered by the Small Business Development Center and the Contract Opportunities Center.

Cosmetology	915-831-6565
Culinary Arts	915-831-5143
Workforce Development	915-831-7825
Travel and Tourism	915-831-1361
Massage Therapy	915-831-5146

EARLY COLLEGE HIGH SCHOOL

The Early College High School (ECHS) Initiative is designed to allow students to simultaneously earn a high school diploma and an Associate Degree in four years. Students in this program take a combination of high school and college courses and receive academic and social support services to ensure their success and it's free!

The ECHS must target and enroll students who are historically underrepresented in higher education, including economically disadvantaged, first-generation, English Language Learners, and minority students. Tuition waivers for college attendance are granted to each student.

The key to the success of this initiative is a strong partnership between the independent school districts (ISD's) and higher education institutions. In the State of Texas, El Paso Community College has partnered with Socorro ISD, Ysleta ISD, Canutillo ISD, El Paso ISD, Fabens ISD, and Clint ISD to provide twelve early college high schools. We are currently serving more than 2,800 students through this exciting and innovative educational experience. To learn more about ECHS, please contact a campus near you:

Burges Early College High School

Campus Dean:	Blayne Primozich	915-831-2857
Assistant Principal:	Laura Carrera-Estrada	915-236-7263
EPCC Counselor:	Dr. Celina Gomez	915-831-2524

Clint ISD Early College Academy

Campus Dean:	Dr. Carlos Amaya	915-831-2164
Principal:	Edmond Martinez	915-926-8100
EPCC Counselor:	Irene Gurany-Garcia	915-831-2048

Cotton Valley Early College High School

Campus Dean:	Joshua Villalobos	915-831-7001
Principal:	Dr. Samuel Hogue	915-765-2642
EPCC Counselor:	Paula Chavez	915-831-7127

Mission Early College High School

Campus Dean:	Joshua Villalobos	915-831-7001
Principal:	Benjamin Ortega	915-937-1200
EPCC Counselor:	Rosa M. Lopez	915-831-7009

Northwest Early College High School

Campus Dean:	Dr. Lydia Tena	831-8818
Principal:	Tracy Speaker-Gerstheimer	877-1701
EPCC Counselor:	Dub Satterfield	831-8817

Parkland Early College High School

Campus Dean:	Jan Eveler	915-831-5202
Assistant Principal:	Ruben Alarcon	915-434-6000
EPCC Counselor:	Patsy Saenz	915-831-5143



Rams Early College High School

Campus Dean:	Susana Rodarte	915-831-2018
Director:	Orlando Hairston	915-937-2710
EPCC Counselor:	Debbie Knapp	915-831-2419

Socorro Early College High School

Campus Dean:	Susana Rodarte	915-831-2018
Director:	Diane Duncan	915-937-2007
EPCC Counselor:	Patty Ortega	915-831-2301

Trailblazers Early College High School

Campus Dean:	Joshua Villalobos	915-831-7001
Principal:	Carlos Sandoval	915-937-2803
EPCC Counselor:	Yvonne Melchor	915-831-7096

Transmountain Early College High School

Campus Dean:	Rick Webb	915-831-5051
Principal:	Barbara Brinkley-Lopez	915-236-5019
EPCC Counselor:	Vanessa Bretado-Monroy	915-831-5807

Valle Verde Early College High School

Campus Dean:	Dr. Carlos Amaya	915-831-2164
Principal:	Paul Covey	915-434-1500
EPCC Counselor:	Irene Gurany-Garcia	915-831-2048

Ysleta High School Early College Academy

Campus Dean:	Tonie Badillo	915-831-6755
Assistant Principal:	Phillip Hash	915-831-8006
EPCC Counselor:	Irma Craver-Castillo	915-831-2473

OUR FUTURE...

EPCC Pathways

AACC Pathways & Texas Pathways is the approach that EPCC has taken to manage and sustain large-scale transformational change. The goal is to improve students' rates of college completion, transfer, and attainment of jobs with value in the labor market—and to achieve equity in those outcomes. To provide more consistent information to help students, EPCC has mapped programs to transfer and career by providing more detailed information, identifying course sequences, and ensuring that coursework aligns to programs of study. All of this is done with keeping student learning as the focus by supporting learning outcomes, project-based learning, applied learning, outcome mastery, and other innovative engagement strategies.



Aspen Award

In 2015, Aspen Institute announced that EPCC was named one of the Top 10 Colleges in the Nation by the Aspen Institute for the college's impact on student success. This distinguished recognition is for having high achievement and performance in community colleges recognizes excellence in four areas:

Learning, Degree Completion, Employment and Earnings, and Success for Minority and Low-Income Students. "EPCC is honored to be named a finalist for the 2015 Aspen Prize," Dr. William Serrata, EPCC President said. "This is a tribute to the long history of commitment to student success at El Paso Community College. From the Board of Trustees, to our faculty, staff and administrators – there is a passion and commitment to facilitating student success."



HEED Award

EPCC has consistently been awarded the Higher Education Excellence in Diversity (HEED) award from *INSIGHT Into Diversity* magazine, the oldest and largest diversity-focused publication in higher education. This national honor recognizes U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. *INSIGHT Into Diversity* magazine selected EPCC based on our institution's ability to embrace a broad definition of diversity on our campus, including gender, race, ethnicity, veterans, people with disabilities, members of the LGBT community, and well as all others.



Workforce & Continuing Education

The Workforce and Continuing Education center opened its facilities located at 9050 Viscount Blvd., Building B. where the facility houses the following Departments:

- Office of Associate Vice-President for Workforce and Continuing Education
- Contract Opportunities Center
- Workforce Strategic Initiatives
- Literacy Programs Department
- Retail Institute
- Senior Adult Program
- Small Business Development Center
- Workforce/Economic Development and Continuing Education

Smart classrooms are available to teach classes for workforce programs. A state-of-the-art conference room is provided to conduct video conferencing, meetings, etc.

IMPORTANT NOTICE TO ALL STUDENTS

All questions concerning the following District Policies should be referred to the Vice President for Student and Enrollment Services.

INFORMATION SECURITY:

Every student of El Paso Community College (EPCC) has a role in keeping personally identifiable information (PII) confidential, and each is a stakeholder in protecting the computers, networks and databases which process and store student information. It is important to follow the “best practices for protecting information” and not abuse EPCC computer and network resources. El Paso Community College procedure 2.05.01.54, “Acceptable Use of Information Technology Resources” is the primary guidance for best practices and proper use of EPCC information technology resources. For any questions regarding information technology best practices and maintaining the confidentiality of one’s personally identifiable information, both on and off campus, please contact the Information Security (InfoSec) program, at 915-831-6480 or stop by our office located at ASC A-112.

EQUAL OPPORTUNITY STATEMENT:

El Paso County Community College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity, in providing educational programs and services or in employment opportunities and benefits. The College is committed to compliance in all of its activities and services with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students have the right to pursue their education in an environment free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. The El Paso Community College does not tolerate the sexual harassment of students or employees. Additional information or assistance with filing a complaint may be obtained by calling the Employee Relations Department at 915-831-6631.

Inquiries concerning educational programs and services under Title VI, Title IX, Section 504, and the Americans with Disabilities Act should be directed to Student Services (915-831-2655). Inquiries regarding compliance in employment should be directed to the Office of the Associate Vice President 915-831-6631.

RIGHTS OF INDIVIDUALS WITH DISABILITIES:

El Paso Community College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans With Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. Please contact the Center for Students with Disabilities at 915-831-2426.

HIV/AIDS INFORMATION FOR STUDENTS:

The El Paso Community College policy on HIV infection and AIDS is available in the Counseling Center at each campus. The College adopted and implemented the HIV/AIDS Model Workplace Guidelines as approved by the Texas Board of Health in 1990. A copy of the complete guidelines is available in the Human Resources Office.

RELIGIOUS HOLY DAYS:

In compliance with Texas Education Code, Section 51.911, El Paso Community College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

DRUG-FREE POLICY FOR EPCC STUDENTS:

The unlawful manufacture, possession, consumption, distribution, sale, dispensation, or use of controlled substances, including marijuana or alcohol, or the appearance of a student under the influence of drugs or alcohol on campus grounds, at school-sponsored functions, or while students are representing the College is prohibited at all times and is a violation of State law. In addition to criminal prosecution, student offenders will be subject to disciplinary action by the College as outlined by the Student Code of Conduct.

STUDENT CONDUCT AND DISCIPLINE:

El Paso County Community College District assumes that students entering college are familiar with the rules governing proper conduct. The Board of Trustees of the District declares all general and criminal laws of the State to be in full force and effect at the College. Dishonesty, disruption, or disorderly conduct is subject to disciplinary action as outlined in the Student Code of Conduct.

WEAPONS ON CAMPUS:

On August 1, 2017, a Texas bill known as “Campus Carry” was passed. This bill allows individuals who hold a concealed handgun license to carry a concealed handgun on EPCC campuses. EPCC has identified a number of exclusion areas or “gun free zones” where handguns will not be permitted, including but not limited to: ECHS, head start, childcare facilities, art classrooms, chemistry labs, and culinary arts spaces. Please visit: www.epcc.edu/Services/Police/campus-carry for additional information.

UNDERGRADUATE CREDIT HOUR LIMITS:

Students working toward a bachelor’s degree who plan to attend a four-year college or university in Texas should be aware of the 30-hour rule, which went into effect with the Fall 2005 semester. Students can take 30 semester credit hours above the credit-hour requirements of their degree. Credit hours in excess of the limit will not be funded by the state and could result in higher tuition being assessed. This does not include credit hours for remedial, developmental, workforce education, technical courses or hours earned through testing. El Paso Community College will notify students when they complete 70 credit hours toward the limit.

YOUR PRIVACY RIGHTS

Directory Information:

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, El Paso County Community College District gives notice that directory information may be released to the general public without the written consent of the student. Directory information includes:

- Student name
- Student address
- EPCC student email address
- Telephone listing
- Dates of attendance
- Major field of study, awards, and degrees received
- Most recent/previous institution attended
- Age and birth year
- Participation in officially recognized activities/sports
- Weight and height
(for members of athletic teams)
- Academic level
- Enrollment status

Students currently enrolled may request that their directory information be withheld from the public by filing a written request at the Admissions and Registration Office. Such a request will remain in effect until the student authorizes its removal in writing.

Release of any additional information pertaining to student records must be authorized, in writing, by the student, except as authorized under the law. Students have a right to inspect, review, request copies of, and challenge the contents of their educational records. A fee will be charged for copies provided.

The Registrar's Office is the repository of all students' educational records and will supply students with information related to their educational records and refer those students requiring additional assistance to the proper College official or office.



Records and the Annual FERPA Notification to Students:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

(1) The right to inspect and review the educational records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, or other appropriate official written requests that identify the record(s) they wish to inspect. Access to the educational records of a student who is or has been in attendance at EPCC shall be granted to the student. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the educational records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is 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 (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 600 Independence Avenue, S.W.
Washington, DC 20202-4605



The Best Place to Start *and Finish!*



Admissions

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ADMISSIONS

Admission Process for Credit Programs

Eligibility to Apply for Admissions

United States citizens and resident aliens are eligible to apply for admission to the College.

Non-U.S. citizen eligibility is as follows:

- Aliens with certain visas that allow them to domicile in the United States may be eligible to study while living here. Admissions will verify eligibility for admission to the College based upon visa, passport, and supporting documents.
- Aliens with pending immigration applications filed with the United States Citizenship and Immigration Services may be eligible to domicile and study in the United States. The Admissions Office will review related immigration application documents to verify eligibility for admission to study while residing in the U.S.
- Undocumented aliens may visit the Admissions and Registration Office to verify eligibility.

General Requirements

Applications for admission to the College's academic programs must include the following:

1. Application for Admission

A completed Admissions Application must be submitted prior to admission. Applications completed by a third party on behalf of the applicant will not be accepted unless bearing the original signature of the applicant. Former students who have not enrolled in academic courses for more than two long consecutive semesters (fall and spring) will need to reapply for admission. The completed application, with supporting transcripts and documents, constitutes the basis upon which eligibility for registration is determined. All questions on the application must be fully answered. Admission is invalid if granted on the basis of incorrect information or omitted facts, which, if known, would have caused the applicant to be classified incorrectly.

2. Application Fee

A non-refundable application fee of \$25.00 (U.S. dollars) is charged to international F-1 students.

3. Meningitis Vaccine Required

Effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under age 22. The term entering student includes new students to EPCC, transfer students from other colleges or universities, and returning EPCC students that have taken the most recent long semester off from college.

4. Transcripts

Applicants who have never attended a college or university must have an official high school transcript or an official GED score report sent directly from the testing agency to the Admissions and Registration Office. Students who have attended a college or university are considered transfer students and must have official transcripts sent directly from all colleges/universities attended to the Admissions and Registration Office.

Under EPCC's open door policy, you may be admitted to the college and allowed to register for classes during the first semester pending receipt of the official transcript/score report.

High School and College level transcripts from foreign countries must be evaluated by a credential evaluation agency and be sent directly from the agency to the Admissions and Registration Office. (Evaluations for college transcripts must be Course-by-Course.)

A list of acceptable agencies is available from www.naces.org/members.html

Have your official high school, GED or college/university transcripts sent to the EPCC Admissions and Registration Office, P. O. Box 20500, El Paso, Texas 79998.

5. Student Identification Number

An EPCC Student ID number will be assigned to all students.

Admission Categories and Requirements

Open Door Admissions:

El Paso Community College has an "Open Door" policy. This means that there is no competitive admissions application process to be admitted to the college. You can be admitted to EPCC even if you have not graduated from high school. Upon being admitted to EPCC you will be placed into the appropriate course for your success no matter your current educational level.

Early Admission/High School Concurrent (ECHSC):

You can attend EPCC while still in high school.

- Complete an Application for Admission.
- Submit a Request for Early Admission, signed by your parent or guardian and your high school principal, who will indicate which specific courses you can take at EPCC according to your current high school load.
- Request that an official transcript be sent from your high school directly to EPCC Admissions and Registration Office, and
- Meet college placement requirements for writing, reading, and/or mathematics.
- You may not enroll in any college developmental level courses.
- You will not be eligible for financial aid benefits.

High School Graduate:

You can be admitted to the College if you are a graduate of any accredited public high school, private school, or homeschool.

- Complete an Application for Admission.
- Request your high school to send an official copy of your transcript to the Admissions and Registration Office as proof of graduation.

High School Equivalency Exams:

- An applicant may be admitted on the basis of successful completion of one of the following exams: GED (General Education Development), HiSet (High School Equivalency Test), or TASC (Testing Assessing Secondary Completion).

- Complete an Application for Admission.
- It is your responsibility to request from the state education agency in the state where the exam was earned that an official exam transcript/score report be sent directly to EPCC from that agency.
- You will not be eligible for financial aid until the official exam documents are received from the appropriate state agency.

Individual Approval:

If you have not graduated from high school and have not received a high school equivalency exam, you may still be admitted to EPCC.

- Complete an Application for Admission.
- Complete a Student Petition form certifying that you are over 18 years of age or that your high school class has graduated.
- Meet college placement requirements for writing, reading, and mathematics.

Transfer Student:

If you have attended another college or university, you will be admitted as a transfer student. (See details pages 23)

- Complete an Application for Admission.
- Request official transcripts from all colleges and/or universities you previously attended. (Official Transcripts must be sent directly from the college or university to the Admissions and Registration Office at El Paso Community College.)

Foreign transcripts must have a Course-by-Course evaluation by a credential evaluation agency, and be sent directly from the agency to EPCC. A list of acceptable NACES agencies is available at www.naces.org/members.html

- If you do not have college level coursework in math, reading and/or writing, you will need to take a placement test in the appropriate area.

Tech Prep Students:

If you have taken vocational courses in high school for which college credit may be given, you may be admitted to EPCC at a more advanced level.

- Complete an Application for Admission.
- Request that an official transcript be sent from your high school directly to the EPCC Admissions and Registration Office. Go to the Admissions and Registration Office to apply for the Tech Prep evaluation of credit.
- Meet college placement requirements for writing, reading, and mathematics.
- Attend a New Student Orientation and meet with an academic counselor to register for the classes you need to complete your Tech Prep Associate of Applied Science Degree.
- Student must declare an AAS Certification Degree

Specialized Admissions for Health Careers

Please see page 176 in the Health Career and Technical Educational Degrees section for information regarding specialized admissions.

Special Note to Veterans

- If you are a veteran of U.S. military service, you may qualify for educational benefits to attend college. To receive those benefits, you should visit the Veterans' Affairs Office and complete this process at least 60 days before classes begin.
- Complete the Admission Application.
- Request, as appropriate, GED, official high school, college or military transcripts to be sent directly to EPCC. Official transcripts/score report must be sent directly from the testing agency, high school, college or university to the Admissions and Registration Office.
- Meet college placement requirements for writing, reading, and mathematics. (Note: Be sure that the VA office receives copies of your test scores for certification).
- Attend a New Student Orientation session and meet with an academic counselor to select a course of study and get a degree plan.
- Complete the forms required by the Supplemental Guide to Certification (available in the VA office).
- Take your degree plan with counselor's signature, your test scores, and the completed certification forms to the VA Office.
- Be pre-advised by your academic counselor and/or a VA advisor before registering for classes.

Military

If you are active duty or reserve services that provide educational benefits, contact your Military Branch Education Services for instructions. Army soldiers may apply and enroll for classes through www.goarmy.com then meet regular college requirements.

Residency Requirements for In-state Tuition

During the admissions process, you will be asked to declare state residency. Residents of Texas are charged a different tuition rate than those who are not residents. The residency categories set by the Texas Higher Education Coordinating Board are resident, non-resident or foreign student. Non-resident and International (F-1) students pay out-of-state tuition.

The following are brief guidelines for determination of residence status:

• In-State

Classification as a Texas resident for tuition purposes applies to U.S. citizens, permanent resident aliens, or aliens who are permitted by Congress to adopt the United States as their domicile while they are in this country. Texas law defines an in-state resident as an individual, or dependent thereof, who maintains a legal residence in Texas and who is employed full-time in Texas for the 12-month period immediately preceding registration. Individuals, other than non-resident aliens, who do not meet the requirements for in-state residence, may request in-state classification if they can show proof of presently owning property and paying current ad valorem taxes in El Paso County.

• Military Personnel

Military personnel assigned to duty within the state of Texas, their spouses and their dependent children, will be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, such military personnel will submit, at the time of each

enrollment, a current duty status statement FB 1207.

• **Out-of-State**

Texas law defines an out-of-state resident as an individual who has come to Texas from another state within the 12-month period immediately prior to registration. Anyone classified as an out-of-state resident is presumed to retain this status as long as the purpose for remaining in Texas is for attending school and must pay the non-resident tuition rates. An individual who would have been classified as an in-state resident for the first five years of the six years immediately preceding registration, but who resided in another state for all or part of the year immediately preceding registration may be classified as an in-state resident, upon presentation of appropriate documentation.

• **Foreign National**

A foreign national is an individual who has any type of visa other than a permanent resident visa or a visa which by Act of Congress permits the individual to adopt the United States as his/her domicile while they are in this country. Individuals in this status must pay the non-resident tuition rates.

• **Special Circumstances**

1. Veterans discharged within the last year and their dependents must show intent to remain a resident of Texas. The documentation required is a copy of the DD-214 showing either a Texas home of record or a Texas address after separation from active duty and other appropriate documentation to indicate the establishment of residence. Contact the Admissions Office for further information.
2. Foreign military personnel assigned to Fort Bliss under the NATO Status of Forces Agreement and their family dependents are also eligible for the resident tuition rates. To receive this exemption, a letter from the Commanding Officer verifying the above status and a passport must be presented at each time of enrollment.
3. Employees and their dependents who are employed by a company established in this state as a part of the Texas Economic Development and Diversification Program.
4. All other “special cases” involving other types of documentation must be reviewed by the Admissions Office for a residence determination to be made.

Non-Citizen and Non-Resident Alien Requirements for In-state Tuition

- Aliens with visas that allow them to study while living in the U.S. may be eligible to pay in-state tuition under certain circumstances. The Admissions and Registration Office will verify eligibility after reviewing the student’s visa, passport, and other supporting documents.
- Certain aliens authorized to study in the U.S. based on a pending immigration application filed with the United States Citizenship and Immigration Services (USCIS) may also be eligible to pay in-state tuition. The Admissions and Registration Office will review related immigration application documents to verify eligibility to pay in-state tuition.
- Some undocumented aliens admitted to the College may qualify for in-state tuition rates. The Admissions and Registration Office will verify eligibility.

Acceptable Documents that May Be Used to Verify Your Residency

Depending on the circumstances, combinations of these documents may be used to establish eligibility for in-state tuition.

- Official transcripts from a Texas high school showing your graduation within the year.
- A written statement from your employer, on company letter head, showing dates of employment and your address for the past 12 months.
- A permanent Texas Driver’s License or Texas ID card at least one-year-old.
- A Texas Voter Registration Card in your name issued at least one year ago.
- A lease agreement showing your name and address of record covering the last 12 months.
- Current Property Tax (ad valorem) receipts for property in El Paso County.
- A written statement from your bank, on the bank letterhead, showing account number and your address for at least the past 12 months.
- Utility receipts in your name for the last 12 months.
- Previous two (2) years Federal Income Tax returns indicating the student is claimed as a dependent by a parent or legal guardian and supporting documents showing the filer’s Texas residency for previous 12 months (documents may include W-2 forms or any of the above listed documents). Where the required documentation is not provided prior to registration, the individual may enroll under a nonresident category and pay the required tuition and fees. If the required documentation to substantiate residence in Texas is provided to the Admissions and Registration Office by the census date for the semester/session in which the individual has enrolled, the individual’s residence status will be modified and an appropriate refund issued through the Business Office.

Each student must affirm the accuracy of the residence information provided at the time of initial enrollment, and it is the student’s responsibility to advise the Admissions and Registration Office of any changes which may affect residence status. Failure to notify the College of such changes will constitute a violation of the conditions of enrollment and will result in disciplinary action as follows: If a student classified as a residence exemption classification should actually be classified as a non-resident or alien, the student will be reclassified to the correct status. The student will be notified, in writing, and will be given thirty days to pay the College the difference in tuition between the resident and non-resident rates for each semester in which the student was enrolled under the incorrect classification.

Any individual who believes the residence status has been established in error may appeal to the Executive Director of Admissions and Registration Office, in writing, within five working days from the date on which the residence classification was determined. The Executive Director will review the relevant documentation regarding residence status and will advise the student, in writing, of the final determination within five working days of the date of the appeal.

ADMISSIONS AND ENROLLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS WITH F-1 VISAS

Application Information and Assistance

El Paso County Community College District has an International Students Office located at the Valle Verde Campus to assist students with the admissions process.

General Requirements for Admission of Students Requesting an I-20 Form from EPCC.

Submit the following to the International Students Office before an I-20 will be issued:

1. A completed International Student Admissions Application. Applications completed by a third party on behalf of the applicant will not be accepted unless bearing the original signature of the applicant.
2. Pay the required non-refundable \$25 application fee.
3. Official transcripts from all foreign colleges and universities must have a Course-by-Course evaluation by a foreign credential agency. A list of acceptable agencies is available from the Admissions and Registration Office or www.naces.org/members.html. Evaluation documents must be sent directly to the EPCC Admissions and Registration Office from the agency.
4. A current Financial Responsibility Statement accompanied by a certified bank statement indicating the availability of sufficient funds to support yourself while enrolled at the College. The Financial Responsibility Statement and certified bank statement will be considered current if submitted within 60 days of its completion and will be considered valid for a period of one year from its submission to the College. Students requesting re-issuance of an I-20 will be required to submit a new and current Financial Responsibility Statement and certified bank statement if these documents on file are no longer considered valid.
5. Foreign Passport
6. If transferring from another U.S. school, official transcripts from all previous colleges and universities. Transcripts must be sent directly from the institution to EPCC.

Language Development Program for Entry into an EPCC Academic Program

I-20 applicants unable to document an acceptable proficiency in English will be admitted to EPCC, but must enroll in the Language Development Program. Students under this status will not be permitted to enroll for college credit courses until they complete the Language Program OR successfully complete the TOEFL with a minimum score of 450 on the paper-based exam, 133 on the computer-based exam and 45 on the internet exam.

Full Academic Status

I-20 applicants seeking admission to attend academic credit classes must provide acceptable documentation of ability in the English language prior to issuance of the I-20. This will require submission of one or more of the following documents which must be forwarded to the Director of Admissions directly from the issuing institution. Hand-carried copies will not be accepted.

1. Official transcripts reflecting graduation from an U.S. high school.
2. Official transcripts from a U.S. college or university reflecting the completion of at least 12 semester credit hours, exclusive of ESL and compensatory courses, with a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale; OR
3. An official score report sent directly to EPCC from the testing agency indicating at least a score of 450 (paper based), 133 (computerized), or 45 (Internet) on the International version of the Test of English as a Second Language (TOEFL) or EPCC Institutional test administration. Institutional administration from other colleges/universities will not be accepted. The TOEFL will be current if the date of administration is not more than two years from the date of application for admission to the College; **OR**
4. Completion of the program at the Language Institute at EPCC.

Transfer Process

Students may request transfer from another U.S. college to El Paso Community College, or from EPCC to another school, under the provisions of current S.E.V.I.S rules. An F-1 student is eligible to transfer if the student meets the following:

1. Is in-status;
2. Is in good academic standing with the school;
3. Is financially able to attend the school to which the student intends to transfer.
4. Is accepted by the other school.

Transfer from Another School to EPCC

Students should notify the Designated School Official (DSO) of their current school that they plan to transfer to EPCC.

- In order to request and be approved for transfer, the student must meet all general requirements for full admission application to EPCC and request issuance of an I-20.
- Upon issuance of the I-20 by EPCC, the student will be permitted to register/enroll in classes.

Transfer from EPCC to Another School

The student will notify, in writing, the International Students Office of his or her intent to transfer. Processing of transfer will occur on receipt of the request. Notification from a third party will not be accepted. For Transfer Services information about other schools, visit the Career and Transfer Services Department.

Issuance of The I-20 Form

General Information

The I-20 will be issued in compliance with The Department of Homeland Security rules.

Issuance Guidelines

Issuance of the I-20 will be in accordance with these general guidelines:

- I-20 will be issued no earlier than 120 calendar days prior to first day of the semester for which the student applied.
- I-20 will generally be issued no later than 45 days prior to the first day of the semester for which the student applied.
- The report to school date will be no later than 15 days prior to the first day of class, to allow for placement testing, advising, and registration prior to class beginning.

Non-U.S. Citizens Enrollment Requirements and Conditions

International students (F-1) will be subject to the following requirements and conditions:

General Requirements

- International Students are subject to all policies and procedures of the College on the same basis as the general student population;
- International Students admitted to the Language Institute will be required to complete an appropriate placement test administered in English prior to initial enrollment in the academic program;
- International Students (F-1) must register into and remain enrolled for a full program of study consisting of 12 or more credit hours or continued enrollment in the Fast Track Intensive English program;
- Border Commuter (F-3) students, who may be enrolled less than full-time, are not authorized for employment and may not reside in the U.S.;
- F-1 and F-3 students are required to remain eligible to reenroll in order to maintain their I-20.

Change in Status or Employment

International students must request any change in status to the International Students Office.

Work Permits

Approval from the Department of Homeland Security is required prior to acceptance of off-campus employment by an F-1 student. Employment, whether off or on-campus, is limited to no more than twenty (20) hours per week; full time work is permitted during the student's vacation or break period.

(F-3) Border Commuter students are not authorized for employment until after one year; then only curricular practical training or post completion practical training employment is authorized.

Off-Campus Employment for Practical Training & Undue Economic Necessity

F-1 students who apply for off campus employment must meet the following criteria:

- The student must be in Good Standing academically and enrolled for a full course of study.
- The F-1 student must have been enrolled for more than one year in full time status prior to making application for off-campus employment due to undue economic necessity.
- The student must demonstrate economic necessity due to unforeseen circumstances arising subsequent to entry or subsequent to change in student classification.
- Requests for practical training should be submitted prior to beginning employment. Requests must be submitted during the semester prior to when employment is to begin.
- The student must demonstrate that accepting employment will not interfere with the full course of study for which he/she is enrolled.

Application

The International Students Office will assist students who meet Department of Homeland Security's requirements for off-campus employment in completing the I-538 and I-765 Forms requesting employment authorization.

On-Campus Employment

On-campus employment means employment performed on the College premises for the College and is limited to no more than 20 hours per week while school is in session. Full-time work is permitted during the student's vacation period if the student is eligible and intends to enroll for the subsequent academic term.

The following criteria must be satisfied:

- Must be in good academic standing.
- Must be enrolled full time for a full course of study.
- Must be in F-1 Visa status.

Curricular Practical Training

Temporary employment for curricular practical training related to a student's course of study may be authorized by meeting the following requirements:

- Must be enrolled in a full course of study for one (1) academic year prior to being granted permission to accept practical training. Border commuters must wait until completion of one year requirements prior to request.
- Requests for curricular practical training must be submitted directly to the International Student Office. Students must be enrolled in a course that requires practical training. The request must include the start and end dates of employment and the dates must coincide with course dates. Requests must also include the name and address of the employer, the course and CRN number.
- Petitions for work authorization must be submitted and approved prior to beginning work.



TEXAS SUCCESS INITIATIVE ASSESSMENT (TSI)

What is TSI?

The Texas State Legislature mandates that institutions assess all entering undergraduate students for readiness to enroll into college-level course work in the academic areas of mathematics, writing, and reading and to provide individualized developmental education programs to those students not demonstrating this readiness. The Texas Higher Education Coordinating Board (THECB) requires the reporting of developmental progression and outcomes for all students engaged in developmental education.

Students will complete the TSI when they have passed the reading, writing and math sections of TSI Assessment, or when they have received a passing grade in the last level of developmental education or a college level course in reading, writing, and math. Students that are not TSI complete must take the developmental course prior to taking a college-level course.

If I am Exempt from TSI, Do I Still Take the Academic Placement Tests?

All students must meet the College's course prerequisites. Prior to the first enrollment, every student must either take a placement test or have transcripts evaluated for the appropriate placement into courses. Students may be exempt from TSI by taking the ACT, SAT, TAAS, or the STAAR (EOC).

What if English is not my first language?

If English is your second language, and you need to improve reading, writing, or speaking in English, please take the Accuplacer ESL test before taking the TSI. At the top level of the ESL levels, you can start taking credit academic courses without taking remedial courses.

What If I Don't Place into College-Level Courses When I Take the Placement Test?

All students must meet EPCC's academic prerequisites through placement testing and/or previous college level course completion at other institutions. If you do not test into college-level course work and have not completed development course work at a previous institution, developmental education courses will be made available to assist you in meeting institutional academic prerequisites. You must receive academic advising prior to registration until you have successfully completed the developmental education program or have re-tested out of developmental education. You may retake the placement test to try to place into college-level course work or higher into the developmental education sequence.

How can I prepare or retest for the TSI?

New students are strongly encouraged to participate in academic test preparation to assure best results on the TSI. Or, if you are not satisfied with your TSI results, you may request a retest to opt-out of developmental education and into college-level course work, or to place into a more advanced level allowing for earlier satisfaction of academic prerequisites. EPCC academic support services at each campus are here to help students improve their college placement test scores with the PREP Program. PREP offers computer assisted tutorials in math, reading, and writing. Help is also available in the form of a 2 to 3 day TSI Boot Camp. You'll review TSI math, reading and/or writing subject content and then retest. For more information, contact the PREP Program at your nearest campus.



Evaluation of Prior Credit

There are a variety of ways available to record additional credit hours on your transcript at El Paso Community College. Those who have attended another college or university will have those credits evaluated by EPCC for transfer. Through articulation agreements with area high schools, the College may award credit for some high school classes. Perhaps you have earned credit by examination through national testing programs or your life experiences may gain you college credit. If you are already working in the profession for which you are seeking a degree, you may achieve advanced standing through the CLEO program. Military experience and training may earn course credits. In some cases, you can take challenge exams to move through your coursework more quickly.

It is each student's responsibility to seek evaluation of credits and provide all the transcripts and documents needed to evaluate any prior educational experience.

Transferring Credits to EPCC

El Paso Community College will accept transfer credits from any college or university accredited through a recognized regional accrediting association.

EPCC follows the prescribed policies for acceptance of transfer credit. Generally, credit will be accepted for any college level non-remedial course in which you receive a "D" or better. Math courses must be a "C" or better.

Quarter credit hours will be converted to semester credits using a two-thirds ratio, i.e., three quarter credit hours will be converted to two semester credit hours.

Where applicable, only lower division credit will be given. Upper division and graduate courses do not transfer.

Transfer of credits from a foreign college or university is accomplished by a Course-by-Course evaluation prepared by a NACES Foreign Credentialing Agency. A list of acceptable agencies may be obtained online at www.naces.org/members.html.

Resolution of Transfer Disputes for Lower-Division Courses

(A) The following procedures shall be followed by institutions of higher education in the resolution of 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, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the 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 sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(B) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

(C) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (A), (B), (D) and (E) of this section.

(D) 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.

(E) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Credit by Examination

The College District recognizes academic achievement obtained from non-traditional sources. There are alternative ways in which course credit may be earned. These include the College Entrance Examination's Board (CEEB), College Level Examination Program (CLEP), the CEEB Advanced Placement Program (APP), the DAN TES Subject Examinations, and Departmental Examinations prepared, administered, and scored by EPCC faculty members who teach the course. Official score reports must be sent directly to the Admissions Office from the testing agency. Credit earned by examination is recorded on the official EPCC academic record after the student enrolls and completes all admissions requirements.

Credit by Examination Procedures

1. Credit earned by examination will be awarded only to enrolled and formerly enrolled EPCC students who meet credit by examination eligibility requirements.
2. Credit by examination may be earned for any subject listed below unless the student (a) has earned credit for the equivalent course by transfer, or (b) has enrolled in the course and received a grade other than "W" or "F".
3. Credit earned by examination satisfies degree requirements in the same way as credit earned by instruction. There is no limit to the amount of credit that may be earned by examination, and credit by examination can be used to meet prerequisites for higher level courses.
4. Credit earned at regionally accredited colleges will be considered for award before credit by examination.
5. Credit earned by examination may not be applied to residency requirements for degree.
6. Credit earned by examination is recorded as a grade of CR and is not included in grade point average calculation.
7. All decisions regarding specific examinations for credit, cut-off scores, and equivalencies are made by the appropriate faculty with the concurrence of the Instructional Dean.

International Baccalaureate

1. Credit (CR) will be awarded to students with IB Diploma and IB Exam Scores of 4-7.
2. Students must petition for their course credit after academic advising regarding the following factors:
 - Impact of accepting credit upon their tuition rebate eligibility.
 - Impact of accepting credit upon additional tuition charges for excessive total hours.
 - Impact of accepting credit upon a Texas Be-On-Time student loan forgiveness.
 - Academic preparation for sequent course based on IB test score.
3. A complete listing of IB examinations and EPCC course credit equivalencies is available at: www.epcc.edu/Admissions/transfer-students



Proficiency Examinations

Proficiency exams offer the opportunity to demonstrate your knowledge or mastery of skills in order to earn credit for a course. Proficiency exams are usually course specific to EPCC. Contact the Testing Center for information about which courses have proficiency exams available and the process for applying to take these exams.

Things to Consider

1. Check with an academic counselor before applying for a proficiency exam. If you plan to transfer to a four-year university, you should find out if that school will accept the institutional proficiency exam credit for that field of study.
2. You should take any proficiency exams before registration for classes to save on add/drop and late registration fees. If you enroll for a course and then decide to challenge it so you can enroll in a higher level course in the same semester, the proficiency exam process must be completed before the census date.
3. A course may be challenged only one time. If you attempt to challenge a course and do not receive credit, you have to enroll in that course to receive credit. You cannot take a proficiency exam for a course that you enrolled in but did not complete.
4. The fees for proficiency exams vary, and the fee is non-refundable.

Contact the Testing Center at 915-831-2347, for complete information about proficiency examinations.

Credit by Examination

EPCC is pleased to offer college credit based on successful completion of the nationally recognized examinations listed below.

CEEB - Advanced Placement Program Examinations (APP)

Credit Awarded	Test Title	Min. Score
ARTS 1303, ARTS 1304	HISTORY OF ART	3
BIOL 1306, BIOL 1106	GENERAL BIOLOGY	3
CHEM 1311, CHEM 1111	GENERAL CHEMISTRY	3
ECON 2301	MACROECONOMICS	3
ECON 2302	MICROECONOMICS	3
ENGL 1301	ENGLISH LANG & COMPOSITION	3
FREN 1411	FRENCH LANGUAGE	3
FREN 1411, FREN 1412	FRENCH LANGUAGE	5
GERM 1411, GERM 1412	GERMAN LANGUAGE	4
ITSE 1329	COMPUTER SCIENCE (AB)	3
MATH 1314	CALCULUS (AB or BC)	2
MATH 1314 or MATH 2412	CALCULUS (AB)	3
MATH 2413	CALCULUS (AB)	4
MATH 2413	CALCULUS (BC)	4
MATH 2413, MATH 2314	CALCULUS (BC)	4
MUSI 1311	MUSIC THEORY	3
PHYS 1301, PHYS 1101	PHYSICS (B)	4
PHYS 1302, PHYS 1102	PHYSICS (B)	4
PHYS 2325, PHYS 2125	PHYSICS (C)	4
PHYS 2326, PHYS 2126	PHYSICS (C)	4
SPAN 1411	SPANISH LANGUAGE	3
SPAN 1411, SPAN 1412	SPANISH LANGUAGE	4
SPAN 2311	SPANISH LITERATURE	4

CEEB - College Level Examination Program (CLEP)

Credit Awarded	Test Title	Min. Score
BIOL 1306, BIOL 1106	BIOLOGY	50
BCIS 1305 or COSC 1301	INFORMATION SYSTEMS & COMPUTER APPLICATIONS	50
BUSG 2305	INTRODUCTORY BUSINESS LAW	50
CHEM 1311, CHEM 1111	CHEMISTRY	50
ECON 2301	PRIN OF MACROECONOMICS	50
ECON 2302	PRIN OF MICROECONOMICS	50
ENGL 1301	COLLEGE COMPOSITION	50
ENGL 2322, ENGL 2323	ENGLISH LITERATURE	50
FREN 1411, FREN 1412	COLLEGE FRENCH	62
GERM 1411, GERM 1412	COLLEGE GERMAN	50
GOVT 2305	AMERICAN GOVERNMENT	50
HIST 1301	HISTORY OF U.S. I: EARLY COLONIZATION TO 1877	50*
HIST 1302	HISTORY OF U.S. II: 1865 TO THE PRESENT	50*
MATH 1314	ALGEBRA	54
MATH 2413	CALCULUS w/elementary functions	55
MRKG 1311	PRIN OF MARKETING	50
SOCI 1301	INTRODUCTORY SOCIOLOGY	50
SPAN 1411, SPAN 1412	COLLEGE SPANISH	66
PSYC 2301	INTRODUCTORY PSYCHOLOGY	50
PSYC 2314	HUMAN GROWTH & DEVELOPMENT	50



DANTES - Subject Standardized Tests

Credit Awarded	Test Title	Min. Score	
ACCT 2301	PRIN OF FINANCIAL ACCOUNTING	49	*NOTE: Credit in U.S. History is allowed only for one course. The other course must be taken in a classroom as required by Texas Legislative requirements for degrees. Courses deleted by the College are not eligible for award of credit and are subject to change without notice.
ARTS 1303, ARTS 1304	ART OF THE WESTERN WORLD	48	
BIOL 2406	ENVIRONMENT & HUMANITY: THE RACE TO SAVE THE PLANET	46	
BUSG 1301	INTRO TO BUSINESS	46	
COSC 1301 or ITSC 1301	INTRODUCTION TO COMPUTING	45	
EDUC 1301	FOUNDATION OF EDUCATION	46	
HRPO 2301	HUMAN RESOURCE MANAGEMENT	46	
MATH 1314	FUND OF COLLEGE ALGEBRA	47	
MATH 1342	PRINCIPLES OF STATISTICS	48	
PHIL 2306	ETHICS IN AMERICA	46	
ASTR 1304	ASTRONOMY	52	
PSYC 2314	LIFESPAN DEVELOPMENTAL PSYCHOLOGY	50	

Credit for Learning by Experience Option (CLEO)

Students who have at least five years of post-high school experience in a non-classroom, non-academic setting could receive college credits on the basis of this experience and training. The student must be enrolled in El Paso Community College and be able to demonstrate achievement of all learning outcomes for a specific course or courses in an approved EPCC degree plan. Contact the College's Credit for Learning by Experience Option (CLEO) program at the Curriculum and Instructional Development Office at 915-831-2082 or 915-831-2648 to find out how you can obtain college credit for non-academic experience.

Credit for Special Certification (Non-Traditional Credit)

Students with state or national certification and/or training in the following areas, may be eligible for college credits:

- Administrative Assistant
- Certified Nursing Assistant
- Child Development
- Criminal Justice
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Echocardiography
- Emergency Medical Services/ Paramedic
- Fire Technology
- Health Information Management
- Information Technology Systems
- Medical Assisting Technology
- Medical Imaging Technology-Radiography
- Medical Coding and Billing
- Medical Transcription
- Medical Laboratory Technician
- Nursing
- Pharmacy Technology
- Physical Therapist Assistant
- Real Estate
- Respiratory Care Technology
- Sign Language/Interpreter Preparation
- Surgical Technology
- Vocational Nursing

Check with an academic counselor for specific information about Non-Traditional Credit.

High School Articulation

Sometimes it pays to plan ahead. EPCC has articulation agreements with area school districts in many different occupational/technical courses of study. This means you can receive college credit for some of those classes taken in high school. For example: you want a career in electronics. In high school, you should talk to a counselor who will give you the sequence of courses you should take. After you graduate and enroll at EPCC, you can enter higher level electronics courses and receive college credit for some of the high school work. You have 28 months from the day of high school graduation to apply for the credit.

Articulation agreements exist for a variety of programs including Health Occupations and Information Technology Systems. For detailed information about high school articulation, meet with your high school counselor or an EPCC academic counselor.

Military Experience

Active duty military personnel and veterans may receive college credit for education and occupational training received through the military. Veterans or Active duty service members should request CCAF (Community College of the Air Force) or JST (Joint Services Transcript) to be sent directly to the Admissions and Registration Office.

*** Credit awarded based on military training must apply to the student's declared degree and major.**

Servicemembers Opportunity College (SOC)

El Paso Community College has been designated a “Service-members Opportunity College” by the American Association of Community Colleges and the U.S. Department of Defense, which have established the criteria for the admissions, residence, and course requirements. Only active duty military personnel and their family members are eligible for enrollment in the SOC Program.

Counseling for servicemembers is available at the Fort Bliss Center and on post through the Army Education Centers.

To enroll through the SOC Program, first complete the normal college admissions requirements. Then complete a SOC application and submit all necessary documents, including a certified copy of the DA Form 2-1/2A. Whenever possible, you should submit an official AARTS transcript.

To earn a degree from EPCC you must complete 25% of college level coursework toward your degree at EPCC. The remaining credits required for completion of your degree program may be earned in the following ways:

- College credits earned through other regionally accredited institutions are transferred to the College.
- Semester credit hours may be earned through successful completion of College Level Examination Program (CLEP) General and Subject Examination and DANTES Standardized Subject Tests.
- Courses completed through USAFI will be accepted, following the recommendations of the American Council on Education, if the courses are appropriate to your EPCC program of study.
- Military service schools, military occupational specialty (MOS), and Naval Enlisted Rating (NER) credits will be awarded following ACE recommendations. Such credits can be applied to a specific EPCC program of study.
- Credit for successful completion of institutional challenge examinations will be given. However, EPCC challenge exams do not satisfy the requirement for 25% of degree work being completed in residence.

If you are transferred from El Paso before you complete your degree, you may obtain an associate degree by meeting the following requirements:

- Complete a minimum of 25% of the course requirements toward the degree in residence at EPCC.
- Complete the remaining courses for an associate degree through a nontraditional mode and/or through credits earned from other accredited institutions.



Servicemembers Opportunity College Associate Degree (SOC DNS) Programs

SOC DNS is the Servicemembers Opportunity College Degree Network System Program for military personnel, provided by co-operating networks of civilian colleges and military installations. Active duty servicemembers earn college credits for skills and knowledge acquired in the armed forces and may obtain an associate degree.

The SOC DNS networks, which are part of the SOC program, with their common curriculum, make it easier for servicemembers to enroll in college courses, to obtain college credit for skill, experience, and knowledge, and to complete a degree even though military requirements necessitate frequent relocations.

Military personnel and/or their family members are eligible to enroll in the SOC DNS Program by complying with admissions requirements.

For more information about the SOC DNS Program, contact an academic counselor at the EPCC Fort Bliss Education Center.



The Best Place to Start *and Finish!*



Registration

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Assessment/Placement Testing

Unless placed by transfer coursework or National Examination, all first-time students at EPCC are required to take assessment tests in writing, reading, and mathematics before registering for classes. The test scores are used to place you in the right courses in math, writing, and reading.

Some students may be required to take additional assessment tests depending on the program of study. If you need to improve reading, writing, or speaking in English, please take the Accuplacer ESL test before the TSI. A Spanish placement test is required if you plan to enroll in college-level Spanish courses for the first time at EPCC.

The Admissions and Registration Office or Counseling staff will determine which tests you need to take and refer you to the Testing Centers to schedule your test appointment. For the latest information regarding all testing services, please visit www.epcc.edu/Services/TestingServices.

New Student Orientation

New Student Orientation (NSO) is one of the first things you have to do after admission to El Paso Community College. You'll get an NSO appointment after you take your placement tests.

Orientation sessions are scheduled several times a week at all of our campus locations. Academic counselors will show you how to use the College Catalog and how to register for classes using the Credit Class Schedule. They explain your placement test results and help you sign up for the right developmental or credit classes. EPCC rules and regulations are explained, and you have an opportunity to ask questions.

NSO personnel present the latest information about financial aid, scholarships, transferring to a university, cooperative education, career planning, student government, athletics, and much more. You also have an opportunity to meet individually with an academic counselor to declare a major, review your degree plan, and select courses.

Developmental and College Readiness Education

In keeping with the state-mandated Texas Success Initiative Assessment (TSI) entering students must take an academic placement test in English (ENGL), Math (MATH), and Reading (READ). Students who do not test into college-level course work will have to enroll in developmental course(s). Students are strongly encouraged to participate in academic test preparation to assure best results on the TSI. Contact the PREP program, Testing Center, Tutorial Support Services, or an academic counselor for more information at any of our campuses. Placement retest should be done promptly before the next semester.

If you took the Accuplacer and need to improve reading, writing, or speaking in English, you will be placed in ESOL classes according to your test scores. Reading/Writing, Speaking/Listening, and Grammar courses start at a high beginning level and prepare students for academic courses at the advanced level. At the top level of the ESOL levels, students can take credit academic courses without taking remedial courses.



Become TSI Complete. Prepare for College Success

You've begun a path that leads to college success and great career options. Meeting Texas Success Initiative (TSI) requirements is the next step. Depending on your TSI Placement Scores, you may register for a co-requisite pairing of English support course/Credit English, Math support course/Credit Math or Reading support course/Credit Content. Students who register for and complete a College co-requisite pairing, simultaneously earn college credit and satisfy TSI requirements to be designated college ready. EPCC's co-requisite models in Math, Reading, and Writing help you improve your academic skills in these foundational areas to succeed in college. Co-requisite courses provide:

- Acceleration to earning college credit hours
- Integrated and individualized support tailored to your needs for the credit course
- Assignments flexible and relevant to the credit course and your overall area of study

MATHEMATICS CO-REQUISITE COURSE

Examples of Co-requisite Course Pairings

MATHEMATICS CO-REQUISITE COURSE		
MATH 0305	MW	11:30AM-12:50PM
MATH 1314	TR	11:30AM-12:50PM
ENGLISH CO-REQUISITE COURSE		
INRW 0311	MWF	8:00AM-8:50AM
ENGL 1301	MWF	7:00AM-7:50AM
READING CO-REQUISITE COURSE*		
INRW 0312	MWF	11:00AM-11:50AM
SPCH 1315	MWF	12:00PM-12:50PM
* Other subjects can pair with INRW 0312. Please see a counselor for current co-requisite pairing offerings.		

REGISTRATION

Student Responsibility for Registration

Information regarding the conditions and criteria for student enrollment and registration is contained in this Online Catalog and is supplemented by information in the Online Class Schedule for each semester. It is the responsibility of each student to become knowledgeable of these policies, procedures, and requirements and to satisfy all conditions related to enrollment and registration. In addition to the other requirements specified in this Online Catalog and the Online Class Schedules, students are responsible for developing a class schedule with no conflicts in time, day, and/or location; for enrollment in labs required with certain lecture courses; for ensuring that prerequisite courses have been completed; and for enrolling in any corequisite courses which may be required. Also, students are responsible for registration under the correct residence status for tuition purposes and for the full payment of tuition and fees at the time of registration.

Failure to fulfill these responsibilities will require the student to pay any add/drop fees necessary to correct the student's class schedule and may result in the student being withdrawn from class(es). Students who enroll for a course without having completed the necessary prerequisites for the course will not be eligible to remain in the course. Other penalties as specified in separate sections of this Online Catalog or the Online Class Schedule may also be imposed, including being withdrawn without a refund. To assist students in fulfilling these responsibilities, the College provides a variety of services. It is recommended that students consult with a member of the counseling staff at the time of initial enrollment to have a degree plan developed and to consult with a counselor or faculty advisor for assistance in identifying course requirements before each registration period.

Open Registration

Once you have been admitted, tested and have attended a New Student Orientation session, you are ready to register for classes. Detailed information will be provided at your orientation session. You may register online for classes during open registration. There is a fee for late registration. Refer to the current Online Credit Class Schedule for the registration dates.

Online registration is an easy way to register for classes. You can complete the process from your home, office, or from any campus and pay online. Simply prepare your list of classes using the handy worksheet in the Online Credit Class Schedule and follow the computerized instructions or log on at www.epcc.edu for computer access. The computer will let you know if course sections are available and if you have registered for the correct labs. It will also give you the full amount of tuition and fees and the date by which you need to pay.

You May Register Online If:

- You are a new student who has completed the admission process, **OR**
- You are a returning student, and you have no unpaid fines, fees, or past due financial aid accounts, **AND/OR**
- You require developmental education, and you have been pre-advised by a counselor.



Late Registration

See the current Online Credit Class Schedule for the list of dates and times. This is also the time to add and drop classes and to make any changes in your schedule of classes. If you register during Late Online Registration, be prepared to spend some time going through the process as most classes will already be full.

A late registration fee will be charged for in-person registrations during Late Registration. Changes in registrations online during this period are free for students already enrolled before the Late Registration start. Additional Add/Drop fees will be charged for schedule changes after the semester begins.

Changes of Name and/or Address

At the time of admission to the College, you provide us with your legal name as it will appear on your official student record. If you change your name after that, you need to provide notification in writing to the Admissions and Registration Office, accompanied by legal documentation (example: marriage certificate, copy of a court order, along with a valid driver's license or valid state ID) to identify the new name under which your records will be maintained.

The address you provide us at the time of registration is used for all correspondence with the College, such as financial aid checks, refund checks, and general correspondence. If your address changes, you need to notify the Admissions and Registration Office in person.

How Many Credit Hours Should I Take?

A full-time student is defined as one who is enrolled for 12 or more semester credit hours during a semester. Although you may be enrolled with 12 semester credit hours and considered full-time, you will not be able to complete an Associate Degree program in two years unless you take more. The recommended class load for a full-time student is 16-18 credit hours. If you want to enroll for 19 or more in a regular semester, or 13 or more in the summer session, you'll need to submit a Student Petition requesting a course overload and a current transcript to the Campus Dean. Only students with a 3.0 or better grade point average are approved for a course overload.

Dual credit and early college high school students may register for a maximum of 16 credit hours during a semester. A maximum load of 18 credit hours requires a 3.0 GPA or better and approval by the Dean of Dual Credit and Early College High Schools and the Vice President of Instruction and Workforce Education.

The number of semesters required to complete a specific degree program varies on the basis of the major and on the number of courses the individual takes per semester. If you must work while attending the College and have experienced previous difficulty in college level studies, you may be advised to reduce your course load.

Since your total record is necessary for transfer, employment, and graduation, it is necessary to be extremely careful about becoming overcommitted in the first semester. If you have any reservations at all about your ability to complete a program of study, you should see a counselor about beginning conservatively. The load can be increased later when you are sure of your ability to carry a heavier load.



OPTIONS FOR LEARNING

Traditional Classes

EPCC offers the Associate of Arts Degree (AA) and the Associate of Science Degree (AS) for students who plan to transfer to a four-year or upper-level college or university. The Associate of Applied Science Degree (AAS) is another option for learning in the technical area. Many of the technical programs offer Certificates of Completion which allow you to demonstrate mastery of advanced skills in the technical field.

Continuing Education and Workforce/Economic Development

The Continuing Education and Workforce/Economic Development areas offer programs and courses in areas of life-long-learning or to retain or advance in jobs or make career transitions. Our courses in Workforce/Economic Development are designed to provide practical skills and hands-on training in a targeted, time-limited, training environment rather than a purely academic background. This will help you manage the rapid changes and new realities of today's workplace.

Continuing Education Certificate Programs

El Paso Community College offers Continuing Education Workforce Education Certificate Programs. These programs total between 360 and 780 contact hours, including required and/or recommended prerequisites or corequisites, lead to an external credential (license, certification, or registration), or are taken by a majority of students in a sequence to meet occupational qualifications. Students successfully completing these programs are eligible for graduation. Continuing Education Certificate Programs are:

- Nail Technology
- Massage Therapy
- Texas Peace Officer Course
- Cosmetology Instructor

Distance Learning

EPCC provides flexibility to fit every student's needs by offering online and hybrid courses. El Paso Community College charges a \$50 fee for each online and hybrid course, however, there are no additional costs associated with verification of student identity for online courses. Students may register for EPCC distance learning courses online or on campus. Before you register for online courses, access your readiness by taking the SmarterMeasure online learning readiness assessment available on the Distance Learning Support Services (DLSS) the website listed below. SmarterMeasure will indicate the degree to which distance learning and/or learning in a technology-rich environment is a good fit for you. When there are no EPCC courses available for students needing specific courses to advance or graduate, students may be able to enroll in courses offered by the Virtual College of Texas (VCT). For information on eligibility requirements or courses, contact the Distance Learning Support Services (DLSS) Department at 915-831-3111 or dlss@epcc.edu. For more information please visit our site at www.epcc.edu/Services/DistanceLearningSupportServices

OER Degree Initiative

The Open Educational Resources (OER) Degree Initiative seeks to boost college access and completion, particularly for financially disadvantaged students, by engaging faculty in the redesign of courses and degree programs through the replacement of proprietary textbooks with openly licensed educational content. EPCC is one of the 38 community colleges involved in 13 states - all committed to help remove financial roadblocks that can derail student's progress and to spur other changes in teaching, learning, and course design that will increase the likelihood of degree and certificate completion. OER include full courses, course materials, modules, textbooks, streaming videos, tests, software materials, and other tools and techniques used to support access to knowledge.

Dual Credit Program - Tuition Free College Credits

How It Works

El Paso Community College offers courses to qualified high school students at the high school campuses during daytime periods. Students receive both high school credit and college credit for the courses they take in the dual credit program. Credentialed instructors teach the courses, either on-site or through distance learning (online).

All Dual Credit students must meet the following EPCC Early Admission requirements:

- A high school student in grades (9-12).
- Complete and submit an Admissions Application on ApplyTexas.org.
- Submit qualifying test scores.
- Submit an Early Admission Form.
(Dual Credit students cannot enroll in developmental level courses.)
- Attend New Student Orientation.

Courses

Dual Credit Program courses are identified as college-level academic courses in the current edition of the Community College General Academic Course Guide Manual or as college-level technical courses for an Associate of Applied Science (AAS) Degree or Certificate Program.

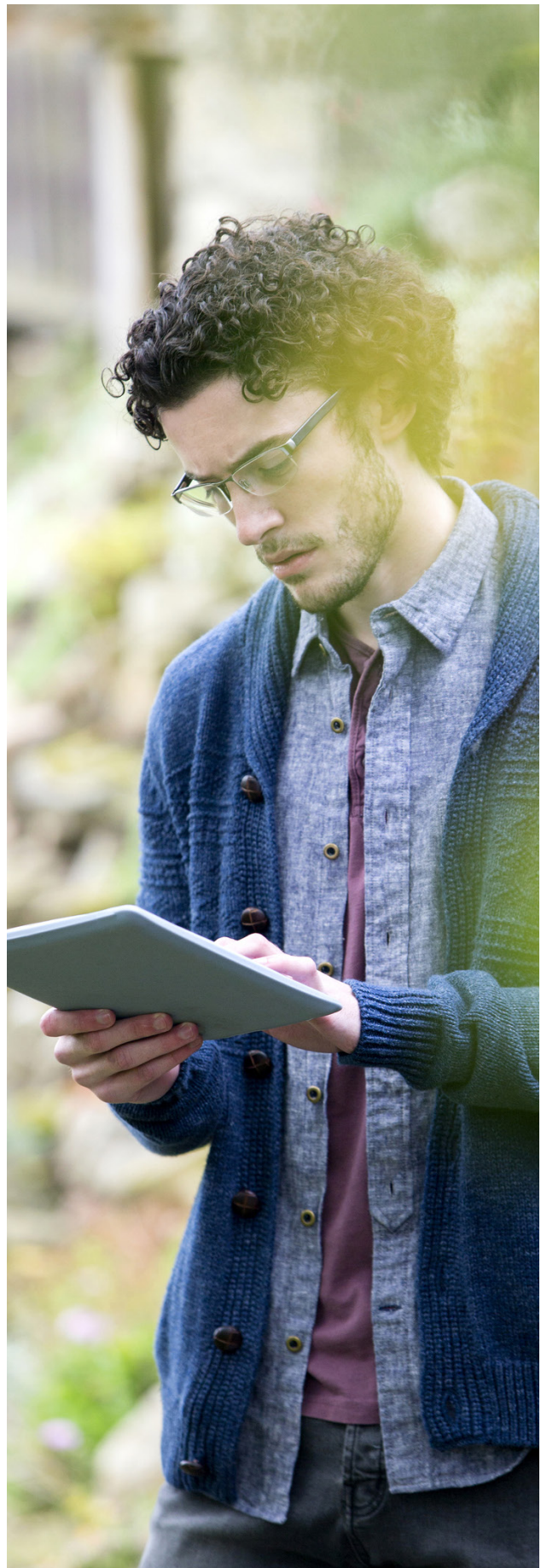
Tuition and Fees Waived

The Tuition and Fees are waived for Dual Credit Program courses. Parents who want to save money and high school students who want to get some college courses before graduating from high school will benefit from the dual credit program.

Student Services

Students enrolled in the Dual Credit Program will have access and be entitled to all student services, facilities, and academic support services at all El Paso Community College campuses. Students will need a valid EPCC Best Start (ID) card.

For more information, contact the Dual Credit Office at 915-831-2405 or 915-831-2404 or visit www.epcc.edu/Academics/DualCredit



Retrospective 50 Years of change at EPCC





The Best Place to Start *and Finish!*



Costs of Attending EPCC

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COSTS OF ATTENDING EPCC

Tuition Rates

Always check the current Class Schedule for accurate tuition rates.

Resident tuition rates effective March 1, 2018 are \$105.00 for one credit hour plus \$105.00 for each additional credit hour. Those who qualify to pay resident tuition rates include:

- Residents of Texas.
- Residents of Dona Aña and Otero Counties in New Mexico.
- Active duty military personnel, their spouses and dependents.
- Permanent resident aliens who can prove Texas residency for the previous 12-month period.
- Foreign nationals who are permitted by Congress to adopt the United States as their domicile and can prove Texas residency for the previous 12 months.
- Full-time or part-time faculty, research assistants and teaching assistants, of a public institution of higher education in Texas, their spouses, and dependents.
- Non-resident students who are awarded academic scholarships of \$1000 or more by El Paso Community College.

Non-resident rates are \$215.00 for the first credit hour, \$182.00 for each additional credit hour. International students are also charged this rate.

The Texas Education Code and EPCC Board Policies identify several groups of students who do not have to pay tuition and fees. By showing proof of eligibility, the following are exempt from tuition payment:

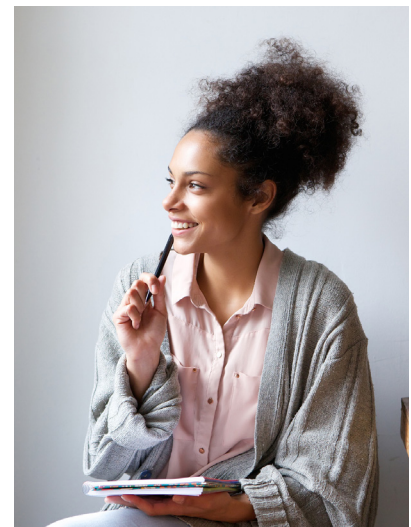
- Highest ranking graduates (within the past two years) of any accredited Texas high school.
- Veterans who were Texas residents at the time of entry into military service and who were honorably discharged or generally discharged under honorable conditions and are no longer eligible for VA educational benefits.
- Children of disabled Texas firemen and peace officers.
- Texas residents who are blind or deaf.
- Firemen employed in Texas who enroll in Fire Technology courses.
- Dependent children of any Texas resident on active military duty who is classified by the Department of Defense as a prisoner of war, or as missing in action.
- Students concurrently enrolled for high school and college classes.

For more information check with the Student Financial Services.

Senior Adult Tuition Rates

El Paso Community College offers senior citizens, age 55 and over, a wide variety of free classes through the Senior Adult Program. Check the Senior Adult Program section of the Continuing Education Class Schedule, for dates, times and locations of our free classes. Students must provide copies of driver's license, birth certificate or other documents showing proof of age to qualify. In addition, students must purchase required textbooks and supplies at their own expense. Parking policies apply to all students taking classes on the College campuses.

Senior adults who register for courses outside the Senior Adult Program may get up to six credit hours of tuition waived. Check with the Student Financial Services Office for more information.



FEES

El Paso Community College has the lowest fee rates among the area's colleges and universities. Some are refundable fees, which means if you should withdraw from classes within the stated guidelines, some of the fee payment, as well as some of the tuition payment, may be returned to you. Since the State of Texas and/or the College can change the fees as needed, it's a good idea to check the current Class Schedule for correct amounts.

Following is a list of fees charged by the College:

Add/Drop Fee – \$5 for each add and each drop action; non-refundable.

If you change your schedule of classes after you have registered, you will be charged \$5 for each class you add and \$5 for each class you drop. If you withdraw completely from EPCC, your financial aid award will not cover this cost.

Allied Health/Nursing Testing Fees

Students enrolling in selected health career and nursing courses will be assessed a standardized testing fee. The amount varies depending upon the program. See the course descriptions and the Health Career section in the catalog for more information.

Assessment Technologies Institute Fee (ATI) – Nursing Program \$172.00/ per semester, for 4 semesters.
Transition Program (LVN to RN) \$512.00 for the first semester and \$172.00 for the second semester.

Paramedic to RN Program \$342.00 for their first semester and \$172.00 for their second and third semesters.
LVN Program \$184.00 for each of their three semesters. (Fees may vary)

CLEO Experiential Learning

Evaluation Fee – \$55 non-refundable. This fee is charged to students who want to receive academic credit for experiential learning by portfolio, interview and/or performance evaluation.

Distance Learning Support Services Online Fee – \$50 assessed on students registered for online and hybrid courses.

Emergency Loan Processing Fee – \$10; non-refundable.

If you receive this loan, you will be charged a processing fee.

Emergency Loan Late Payment Fee – \$25; non-refundable

If you are late in making a payment on your emergency loan, this fee will be assessed.

General Property Deposit Fee – \$10; refundable upon request if you graduate or withdraw. (Within four years of charge.)

You will be charged this fee the first time you register for credit courses at the College. It is a deposit against loss, dam-

age and breakage on campus.

When you graduate or withdraw, you should request the refund, which will be mailed to you if you have not caused any loss, damage or breakage. If you re-enroll at EPCC after requesting a refund of this fee, you will have to pay the fee again. Any deposit fee that remains unclaimed after four years will be forfeited to the College's scholarship fund. This fee is assessed after registration of your first semester on the census day.

General Use Fee – \$20 per credit hour; refundable according to Tuition Refund Schedule.

All students pay this fee based on the number of credit hours or contact hours for which they have registered. Health Careers Admission Application; \$10 one time, non-refundable. Assessed when you submit your initial application for admission to a Health Careers discipline. Financial aid does not cover this cost.

ID Card – First ID is free. Replacement card costs \$5.

Individual Instruction Fee – \$35 per two credit hour course; not to exceed \$75; refundable according to Tuition Refund Schedule.

If you enroll in a course that typically involves one-on-one instruction time, such as art, drama, music or speech, you will pay this fee. *The fee varies for each course so be sure to check the course listing in the Online Class Schedule.*

Installment Payment Plan Processing Fee – \$10; non-refundable.

If you make arrangements to pay your tuition in installments, this fee will be added to your total installment loan. Please see page 40.

Installment Payment Plan Late Payment Fee – \$25; non-refundable. You'll be charged \$25 if you are late in making your installment payments.

International Student Admission Application Fee – (\$25 for F-1 students); non-refundable.

All students who apply for admission as an international student will be charged.

Laboratory Fee – \$20; refundable according to Tuition Refund Schedule, not applicable to open labs. Many of the credit courses offered have requirements for laboratory work. Be sure to check the Class Schedule to find out if you need to pay this fee.

Late Registration Fee – \$25; non-refundable. When you register in person at any campus during the Late walk-in Registration time, you will be charged this fee. See the Online Class Schedule for registration times.

Open Educational Resource Fee – \$20; refundable.

Professional Practice Insurance Fee/ Malpractice Fee
\$8.50 to \$35.50; non-refundable.

The insurance fee applies to students who are enrolling in Health Careers, Social Work, Child Development and some Cooperative Education courses, both credit and non-credit. The fee is subject to change, so be sure to check the Online Class Schedule when you register. If you enroll in two or more courses in the same category, such as Nursing, you only pay the fee once per semester for all those classes. If you enroll in Nursing and Emergency Medical Services, for example, you'll need to pay two separate fees.

Proficiency Exam Fee – \$20; non-refundable.

If you want to "test-out" of a course and choose to take an institutional proficiency exam, you will be charged \$20 per exam. These fees are subject to change and there may be additional fees for exams which cannot be administered at one of the College testing centers.

Returned Check Fee – Prevailing rate; non-refundable

If you write a "hot check" to El Paso Community College, you will pay the returned check fee equivalent to the rate charged by our bank. Each student has an obligation to promptly redeem a returned unpaid check. All records will be withheld until the debt is paid. No postdated checks will be accepted by the College.

Testing Fees

Testing fees are normally charged before you receive a test appointment. Test fees are forfeited if you miss your test appointment.

Three-Peat-Fee

\$55 per credit hour, refundable according to the Tuition Refund Schedule. Students repeating certain courses more than two times will be assessed this fee.

Vehicle Registration – \$30 per semester; non-refundable.

Any vehicle that will park on College property needs to be registered with the EPCC Police Department. A registration fee of \$40 per year should be paid during the enrollment process.

How to Pay Your Tuition and Fees



Once the amount of your tuition and fees is set, there are several payment methods available to you. You may pay online or by cash, check, or money order at a Cashier's Office on any campus. The College accepts payment with VISA, American Express, MasterCard, and Discover, as well as bank debit cards. Be aware of the payment deadlines listed in each Online Class Schedule. If you miss that deadline, your registration will be cancelled, and you'll have to start over during open registration.

We also offer an installment payment plan during the spring and fall semesters. If you choose this option, you need to complete the process before the first day of classes.

Installment Payment Plan

1. Pay one-half of your tuition and fees at the time of registration.
2. Pay one-half of the remaining amount by the sixth week of classes.
3. Pay final amount by the eleventh week of classes.
4. There is a \$10 processing fee.
5. Students must have one of the following forms of valid identification:
 - Texas Driver's License
 - Texas I.D.
 - New Mexico Driver's License
 - Military I.D.
6. The Emergency Loan cannot be used with this payment option.
7. The loan can only be used one time per semester. Any additional add-on must be paid by the student.
8. A \$25 fee is added on to late payments.

Sample Tuition and Fees Calculation Full-Time Student-Fall Semester

(Effective March 1, 2018)	Resident	Non-Resident
Tuition (12 credit hours)	\$1,260.00	\$2,184.00
General Use Fee (12 credit hours)	240.00	240.00
Laboratory Fee (If applicable, approximate)	20.00	20.00
Individual Instruction Fee (If applicable, approximate)	20.00	20.00
Professional Practice Insurance (If applicable, approximate)	8.50	8.50
General Property Deposit (If applicable)	10.00	10.00
Total	\$1,558.50	\$2,482.50

* \$25 application fee for F1 students.

Cost of books should be estimated at about \$400.00 per semester.

Always check the current credit Online Class Schedule for accurate tuition rates.

Refunds

If you drop a course or all of your courses, you may get a refund of some of your tuition and eligible fees.

Refunds are based on the amount of time you remained enrolled in a course. For example, if you decide not to attend classes at all and withdraw before classes begin, you get a 100% refund on tuition and refundable fees. If you drop classes after 15 school days from the first day of class during the Fall or Spring semester, you get a 25% refund. *See the current Online Class Schedule for the Tuition Refund Schedule.*

Tuition and fees which are paid directly to the College by financial aid or a scholarship donor will be refunded to them, not to you.

A new law requires you to repay a percentage of any federal grant received if you drop out before completing 60% of the term. Federal financial aid students are liable for the full amount of all tuition and fees if they never attend classes or for the difference of any prorated refund.

If you qualify for a tuition refund, checks will be mailed to your address currently on file with the College within 30 days from the date the courses were dropped. Be sure the College has your current mailing address. If you are eligible for a refund and have a direct deposit account on file, please ensure your account information is current. Cancellations or changes to your direct deposit bank account information must be made in writing on a direct deposit authorization form. This form can be obtained at the Cashier Office at any EPCC campus or on the EPCC web page at

www.epcc.edu/Admissions/Tuition.

Completed forms must be turned in to the EPCC Cashier Office at any campus.

Tuition Rebate

For those who plan to complete a bachelor's degree at a Texas university, you should know about the tuition rebate opportunity.

The State of Texas will give you a \$1000 tuition rebate when you complete your bachelor's degree under the following conditions:

1. You must have enrolled for the first time in a college or university in the Fall 1997 semester or later.
2. You must be requesting a rebate for work related to a first baccalaureate degree from a Texas public university.
3. You must have been a Texas resident, attempted all course work at a Texas college or university and been entitled to pay resident tuition at all times while pursuing your degree.
4. You must have attempted no more than three credit hours over the minimum number of credit hours needed to complete your degree. Attempted hours include transfer credits, credit by examination, courses dropped after the official census date, credit developmental courses, optional internship and cooperative education courses, and repeated courses.
5. If you meet these criteria when you complete your education, be sure to contact the Counseling Office at the university from which you graduate.

FINANCIAL AID

General Information

The Financial Aid Office at El Paso Community College is available to assist qualified students in meeting the costs of attending college.

The amounts and types of financial assistance will be provided through funds received from the federal and state governments as well as private donors who provide scholarship monies to the college. All of these funds will be awarded in keeping with existing laws and regulations governing financial aid programs that are subject to change. Financial Aid awards are based on calculated financial need.

The Application Process

March 15th is the priority date for each school year. Applications received after this date will be considered on the basis of available funds.

Information obtained through the completion of the Free Application for Federal Student Aid (FAFSA) is used to determine the student's calculated financial need and the types of awards for which the student may qualify. The financial aid award amount offered, plus the student's resources and those of the parents, if the student is dependent on parents for support, cannot exceed the

student's established cost of attendance. Once documented need is established, the Financial Aid Office will make every effort to meet this need. The financial aid awards will be packaged from a variety of sources and will be based on the student's financial need, program eligibility and available funds. In some instances, due to fund limitation, program eligibility requirements, etc., the total award may be less than the documented need.

Eligibility

To receive financial assistance, you need to:

- Demonstrate financial need.
- Have a high school diploma or GED certificate, or have been home schooled. Ability to Benefit only applies to students approved and enrolled in eligible programs prior to July 1, 2012.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. For any certificate program that does not lead to an Associate Degree at EPCC, we are required to calculate your enrollment based on a formula provided by the U.S. Department of Education. Most programs at EPCC are considered.

“eligible,” but it is recommended that a student verify program eligibility with his/her academic counselor.

- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security number
- Register with Selective Service, if male.
- Maintain Satisfactory Academic Progress.
- Not receive financial aid at two schools during the same semester.

Transient Students and Consortium Agreements Students who are taking classes at EPCC, but earning their degree from another institution, are considered transient students for financial aid purposes. Financial aid must be awarded by the institution awarding the degree. The institution awarding the financial aid can include EPCC enrollment hours through a Consortium Agreement issued and approved by the degree granting institution.

Satisfactory Academic Progress

Federal regulations mandate minimum standards of “Satisfactory Academic Progress (SAP)” for students receiving financial assistance. This requirement applies to a student's entire academic history, whether financial aid was received or not, including dual credit courses taken at El Paso Community College. The standards for determining progress at El Paso Community College are comprised of calculated cumulative

grade point average, completion rate (percentage of hours attempted), length of eligibility, and Academic Standing.

1. Calculated Cumulative Grade Point Average (GPA):

Students are required to maintain a 2.0 (equivalent to “C” grade) calculated GPA, which includes all developmental course work.

2. Completion Rate: Students are required to successfully complete two thirds (2/3) of hours attempted in order to remain eligible. The Financial Aid Office will calculate the completion rate at the end of each academic year based on the enrollment status confirmed on the College's official census dates for that period. To determine the hours you must complete at EPCC to maintain eligibility see table below:

# hours enrolled	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6
# of hours to be (earned) completed	16	15	15	14	13	13	12	11	11	10	9	9	8	7	7	6	5	5	4

Note: If enrolled for more than 24 hours, determine number hours to be completed by multiplying .67 x hours enrolled (round to nearest whole number) Students who repeat courses to improve their GPA

should be cautioned that, in some cases, previously earned hours remain on their record, but are not calculated as part of total hours earned and therefore could affect a student's satisfactory academic

progress.

The following are not considered credit hours successfully completed: F, W, I, NC, I*, F*

3. Length of Eligibility: Federal regulations require that the college set a maximum time frame in which a student is expected to finish a program.

A student may receive financial aid for a certificate or degree program for no longer than 150% of the published length of the educational program. Associate degree programs at EPCC require between 60 and 68 semester credit hours for completion. Therefore, a student working toward an associate degree that requires 60 hours must complete that program within 90 attempted semester credit hours (60 hrs. x 150%). The maximum time frame for a certificate program would be similarly calculated. A student's entire enrollment history is considered when evaluating academic progress within the established time frame, whether or not aid has ever been received. Transfer hours are also considered in the 150% limit.

4. Academic Standing: A student on Academic Suspension, Returning Probation, or Continuing Probation does not meet satisfactory progress requirements and is therefore not eligible for financial aid.

Special Consideration:

Repeated Courses:

Repeated courses will be counted toward all hours attempted and will affect the 150% time frame.

Students are not allowed to repeat previously passed courses more than once for financial aid purposes. It is advisable that credit courses(s) in which a student receives a "D" or "F" grade be repeated to improve the student's cumulative Grade Point Average (GPA.) In calculating the cumulative GPA, only the higher grade will be used. An "I" will be posted on the student's transcript next to the course(s) that will be excluded from the cumulative GPA.

Students should meet with a counselor to determine how a repeat course(s) may impact his/her academic, prerequisite, specialized admissions or transferability of courses. It is the student's responsibility to check with the Financial Aid Office to inquire how a repeat course(s) may impact his/her financial aid or Veterans Assistance.

Some Developmental courses may re-

quire a grade of "C" or higher to advance into the next course sequence. Developmental courses will not be used in the calculation of the student's cumulative GPA, but may be used to determine financial aid status or tuition.

Remedial/ESL Courses:

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/remedial coursework. Once the 30-credit hour maximum is reached, additional remedial credit hours will not be used to calculate the award amount, but will continue to count toward the overall maximum time frame.

Credit Hour Limit

There is an hour limit to complete a program of study in addition to any needed remedial coursework.

For example, if a student has completed 30 remedial hours and is in a 60-hour associate degree program, the credit hour limit is 120 attempted hours ($60 \times 150\% = 90 + 30 = 120$).

Dual Credit

Students participating in the Dual Credit Programs at El Paso Community College must have completed at least 67% of the courses taken with at least a 2.0 cumulative grade point average (equivalent to a "C" grade). Courses finished with a grade of F, W, I, NC, I*, or F* are not counted as completed.

Students who do not meet above criteria are placed on Financial Aid Suspension and are not eligible to receive financial aid.

Financial Aid Suspension

The College has the right to revoke financial aid awards to any student who does not satisfy the requirements and conditions of the program. If a student fails to meet any of the satisfactory academic progress requirements, the student will be placed on financial aid suspension.

To Return to Financial Aid Good Standing

A student must enroll for a minimum of six hours in a subsequent semester, successfully complete two thirds of hours attempted and attain at least a 2.0 semester GPA. A student on Academic Suspension does not meet satisfactory progress requirements and, therefore, is not eligible for financial aid.

Satisfactory Academic Progress Appeal

An appeal process is available to any student who has been determined ineligible for continued aid if extenuating circumstances prevented his/her from maintaining satisfactory academic progress. Students must initiate a **Satisfactory Academic Progress Appeal**, including a written explanation and appropriate documentation, stating the circumstances which brought about the ineligibility and steps that will be taken to correct the situation with the Financial Aid Office. Any student anticipating the necessity of initiating an appeal should be prepared to pay his or her registration fees in the event the appeal is not approved or is approved after the payment deadline.

The Financial Aid Appeal Committee will review appeals and validate the documentation attached to determine if extenuating circumstances of the student should be taken into consideration for approval.

The Financial Aid Office will notify the student within 10 days of the receipt of the committee's decision.

Students whose eligibility for Financial Aid is approved for reinstatement by the Financial Aid Appeal Committee will be awarded effective with the academic term for which the Appeal is approved, if funds are still available for that academic term/year.

Approval will be for only one semester. Approval will not impact prior terms. All costs of attendance incurred during the period of time the student was suspended are the sole responsibility of the student.

FINAL APPEAL (After Denial by the Financial Aid Appeal Committee)

If the student's Request for Reinstatement is denied by the Financial Aid Appeal Committee, the student may submit a Request to Appeal letter, clearly stating why further consideration should be given to his/her request, to the Financial Aid Staff at any campus. The Appeals will be reviewed by a Senior Financial Aid Administrative Staff, and this decision is final.

FINANCIAL AID PROGRAMS

Federal and State Grants

Grants are a form of financial aid, based on need and do not have to be repaid.

Federal Pell Grant

This program is funded by the federal government to assist students in pursuing their first undergraduate degree. The purpose of the Federal Pell Grant is to provide eligible students with a “foundation” of financial aid to help defray the cost of post-secondary education.

Eligibility is based on financial need. Students must meet EPCC’s Financial Aid Satisfactory Academic Progress Criteria. To determine eligibility, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the financial information reported on the FAFSA. The fundamental elements in this standard formula is the student’s and, in the case of dependent students, the parents’ income and assets, the family’s household size, and the number of family members attending postsecondary institutions.

Awards range from \$598.40 to \$5,815 annually, for full time enrollment. Reduced awards may be given to students carrying less than twelve hours.

To apply for a Federal Pell Grant, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available in electronic format. It is encouraged that you complete the web based version of the FAFSA. You can do so at: www.fafsa.ed.gov (step-by-step instructions are provided on this site).



Federal Supplemental Educational Opportunity Grant (SEOG)

This program is funded by the federal government. Students must complete a FAFSA, must be an undergraduate student, must be enrolled at least ½ time (6 credit hours), must demonstrate an exceptionally high calculated need (must qualify for a Pell Grant), and must meet EPCC’s Financial Aid Satisfactory Academic Progress criteria. Grants range from \$100 to \$2,000 annually.

Texas Public Education Grant (TPEG)

This program is funded through tuition payments. Students must complete a FAFSA, must be an undergraduate student, must be enrolled at least ½ time (6 credit hours), must demonstrate a calculated need, must meet EPCC’s Financial Aid Satisfactory Academic Progress criteria, and must be a Texas resident. Grants range from \$100 to \$2,000 annually.

Texas Educational Opportunity Grant

(TEOG) (Formerly Texas Grant II) The State grant programs created in 2000 by the Texas Legislature and administered by the Texas Higher Education Coordinating Board (THECB). Students must complete a FAFSA, must be an undergraduate student, must be enrolled at least 1/2 time (6 credit hours) in the first 30 hours, must demonstrate a calculated need, must be a Texas resident, must have graduated from an accredited high school in Texas, and completed the Regular High School Curriculum, must have a family contribution of no more than \$5,088, must meet the program’s Satisfactory Academic Progress criterion, and must not have been convicted of a felony or a crime involving a controlled substance. Annual amounts are determined by the THECB. For more information, please go to: www.collegeforalltexas.com

Student Loans

Unlike scholarships and grants, loans must be repaid. Educational loans have more favorable terms than consumer loans. However, because they must be repaid, you should borrow no more than necessary.

William D. Ford Direct Loan Program

Congress passed the Health Care and Education Reconciliation Act of 2010. Effective July 1, 2010, private lenders will no longer be able to originate new loans under the Federal Family Education Loan program (FFELP). The William D. Ford Direct Loan Program allows students to borrow loan funds directly from the Federal Government.

All Direct Loans are either subsidized (the government pays the interest while you're in school) or unsubsidized (the student pays all the interest). To receive a Direct Loan, students must complete a FAFSA, must be enrolled at least ½ time (6 credit hours), must demonstrate a calculated need (subsidized loans), must meet EPCC's Financial Aid Satisfactory Academic Progress criteria, and must attend a pre-loan counseling session each academic year.

Private Alternative Loans

Private Alternative Loans are available based on students' financial credit history. EPCC students must complete their FAFSA application and contact Financial Aid Office for further instructions.

Tuition Emergency Loans

El Paso Community College has limited funds available for short term, interest free loans. There is a non-refundable \$10 processing fee. For the fall and spring semesters half of the loan proceeds are due the seventh week of the semester and the remaining half by the eleventh week of the semester. For the summer session payment is required in one total sum by the third week of each session. A valid picture I.D. is required. A \$25 fee is added on to late payments. The Installment Payment Plan cannot be used in conjunction with the Tuition Emergency Loan.



Student Employment

The College Work-study Program (CWS) can be federal or state funded. CWS is designed to provide employment opportunities for students who demonstrate a calculated financial need and who wish to earn part of their educational expenses while they are attending school. CWS jobs range from clerical worker to research assistant to community service. Generally, work hours are flexible enough to accommodate students' academic schedules. Students must complete a FAFSA, must be undergraduate students, and must be currently enrolled at least part-time (six to eight credit hours); however, priority will be given to students enrolled full-time (12 credit hours or more), must demonstrate a calculated need, and must meet EPCC's Financial Aid Satisfactory Academic Progress criteria. The rate of pay is determined by the prevailing minimum wage rate. Students working in the College Work Study program should be aware that they are generally paid on a monthly basis. The first paycheck is available after the student has worked for one month. Students may work up to 15 hours per week while attending classes, and up to 40 hours per week during vacation periods. Openings are posted on the EPCC financial aid website: www.epcc.edu/Admissions/FinancialAid

Scholarships

Scholarships are a form of financial assistance that does not require repayment or employment and are usually awarded to students who demonstrate or show potential for distinction in areas of academic performance. Several scholarships are available to qualified students attending El Paso Community College. Some scholarships have specific requirements related to the field of study, academic achievement, financial need or other criteria. For more information on scholarship opportunities at EPCC, please go to: www.epcc.edu/Admissions/FinancialAid/Scholarships

Tuition Aid Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. For more information, go to: www.collegeforalltexans.com.

VETERANS' BENEFITS



The Department of Veteran Affairs (DVA) determines your eligibility for things like books, tuition, and housing. You can get an estimate of benefits by viewing the rate tables at www.vets.gov/education

Hazlewood Act:

A State of Texas benefit that provides qualified veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption.

A veteran must:

- At the time of entry into active duty with the U.S. Armed Forces, designate Texas as Home of Record; or enter the service in Texas; or be a Texas resident;
- Have received an honorable discharge or separation or a general discharge under honorable conditions as indicated on the Veterans' Certificate of Release or Discharge from Active Duty (DD Form 214);
- Serve at least 181 days of active duty service (excluding training);

- Have no federal Veteran's education benefits, or have no federal Veteran's education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Not be in default on a student loan made or guaranteed by the State of Texas;
- Meet the GPA and undergraduate excessive hours requirements of Texas Education Code Sec. 54.2001.
- Reside in the state of Texas during the term that the exemption will be used.

Legacy Act (Child)

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

Qualifications

A child (legacy recipient) must:

- Be classified by the institution as a Texas resident;
- Be the biological child, stepchild, adopted child or be claimed as a dependent in the current or previous tax year;
- Be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and
- Meet the GPA and undergraduate excessive hours requirements of Texas Education Code Sec. 54.2001.

Hazlewood Act for Spouse/Child

Spouses and dependent children of eligible Active Duty, Reserve, and Texas National Guard who died in the line of duty or as a result of injury or illness directly related to military service, are missing in action, or who became totally disabled for purposes of employability as a result of a service-related injury or illness are entitled to each receive a 150 credit hours exemption.

Qualifications

A spouse must:

- Be a spouse of a veteran who, at the time of entry into the U.S. Armed Forces, was classified by the institution as a Texas resident, designated Texas as Home of Record, or entered the service in Texas;
- Be a spouse of a veteran of the U.S. Armed Forces or the Texas National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual unemployability (IU) due to a service connected injury or illness;
- Have no federal veterans education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Be classified by the institution as a Texas resident; and
- Meet the GPA and undergraduate excessive hours requirements of Texas Education Code Sec. 54.2001. This requirement does not apply to the spouse of a MIA, KIA, or service connected deceased veteran.

A child must:

- Be a child of a veteran who, at the time of entry into the U.S. Armed Forces, was classified by the institution as a Texas resident, designated Texas as Home of Record, or entered the service in Texas;
- Be a child of a veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual unemployability (IU) due to a service connected injury or illness;
- Have no federal veterans' education benefits, or have no federal veterans' education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31), for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Be classified by the institution as a Texas resident; and
- Meet the GPA and undergraduate excessive hours requirements of Texas Education Code Sec. 54.2001. This requirement does not apply to the child of a MIA, KIA, or service connected deceased veteran.

Other Eligible Individuals

For the Hazlewood Act Exemption information and application go to www.tvc.texas.gov/Hazlewood-Act

Student receiving Veteran Affairs Educational Benefits must notify the EPCC VA Office of changes to enrollment. Failure to notify the EPCC VA Office of any changes may result in either reduction in pay allowance, termination of benefits, or overpayment of tuition. A **debt** may be established with the Department of Veteran Affairs (DVA) if a reduction in course load after certification occurs.



The Best Place to Start *and Finish!*



Grading and Academic Policies

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GRADING AND ACADEMIC POLICIES

Regulations, as listed in this Catalog and the current Class Schedule, are binding to every student enrolled at El Paso Community College. Students are required to know the following academic requirements:

1. El Paso Community College policies.
2. Your specific degree/certificate requirements.
3. Academic regulations.
4. Your academic status (e.g., good standing, academic probation, etc.).
5. Official deadlines as listed in the academic calendar.

With the exception of degree requirements for graduation, you are held accountable by the academic regulations in effect at the time of each registration. The current Class Schedule provides this information.

El Paso Community College reserves the right to cancel courses in the event of insufficient enrollment or other circumstances beyond the control of the College; therefore, it is essential for students to keep their phone numbers current.

Attendance and Course Pursuit

While you are a student at El Paso Community College, it is your responsibility to attend classes and complete the coursework to earn a grade. Each instructor will provide you with a course syllabus which identifies and outlines the topics, test dates, and assignments. The syllabus also includes the instructor's requirements for attendance, the grading criteria for the class, and the course objectives. It gives you the instructor's office location and phone number, as well as scheduled office hours, so you can contact the instructor if you have any questions or problems.

In determining course pursuit by the student, the instructor will consider: class attendance; the failure of the student to appear for examinations, presentations, or other required class activities identified in the course syllabus; and the failure of the student to submit required papers, projects and/or reports. When on the basis of a combination of these benchmarks, the instructor determines the student has ceased to pursue the objectives of the course, he/she can perform a Faculty Initiated Drop. He/she may drop the student as "failing" per EPCC Board Policies and College Procedures which will affect your grade point average. The faculty is authorized to drop students up to the twelfth week (long-semester), who are not in pursuit of the course objectives. Low-grade point averages and "W" grades will also affect any financial aid award you have received, depending on how many weeks you have remained on the class roster.

Absence for Observation of Religious Holy Days

Under Section 51.911 of the Texas Education Code, a student who is a member of a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code will be granted excused absences from class for the purpose of observing religious holy days. To receive an excused absence(s), you must submit a **Notification of Intent to be Absent for the Observation of Religious Holy Days Form** to the instructor for each missed class.

This form may be obtained from www.epcc.edu or at any Admissions and Registration Office. You must submit this form to the instructors no later than fifteen (15) calendar days from the beginning date of the semester in which the absence(s) will occur. If the **Notification of Intent** is submitted to the instructor after this deadline, the absence may be treated as either excused or unexcused at the discretion of the instructor.

In the instances when the **Notification of Intent** is submitted prior to the deadline, you will be permitted to complete examinations or other class work missed as a result of such absences. At the time the form is submitted, the instructor will indicate the types of assignments to be completed by you on the **Notification of Intent Form** and will establish reasonable deadlines for the completion of any work missed.

Each instructor will determine appropriate penalties to be imposed if you fail to complete the assigned class work by the established deadline. This information is to be noted on the **Notification of Intent Form** at the time the form is submitted. After signing the form, the instructor will return one copy to you and retain one copy for their files.

Where the student perceives the conditions of this procedure have not been

fulfilled, you will have the right to appeal. The appeal is to be initiated, in writing, using a **Student Petition Form** with a copy of the **Notification of Intent Form** attached. The **Student Petition Form** must be submitted to the appropriate dean(s) within five (5) calendar days from the date the **Notification of Intent** is signed by the instructor.

Dropping from Classes

You are responsible to drop officially from any class you are no longer attending. If you stop attending, you may receive a failing grade on your transcript, which could make it more difficult in the future to return to school or to attend another college or university.

We understand that circumstances change for students, and you may need to drop a class or withdraw from the College. You can initiate the drop action through the Admissions and Registration Office:

1. Complete a student drop form and get the required signatures (i.e., instructor and counselor).
2. Submit the completed form to the Admissions and Registration Office. Refer to the Academic Calendar on page 10 for the last day to drop with a "W."
3. If you are a Financial Aid recipient,
 - Dropping a class may result in you being responsible for paying back funds received for those classes.
 - Dropping class may affect your financial status or your deferred student loan.
 - Dropping completely from all classes before completing 60% of the semester will result in a prorated portion of the federal aid received, based on the last date of attendance, being due by you to the federal aid programs.

You should complete the drop process in person, if possible. If you are unable to do so, you may email a request to the Admissions and Registration Office from your EPCC email account to Admissions@epcc.edu or fax the written request. (fax number: 915-831-2161). The drop request message should contain the CRN #, Course # and the last date attended. Such drops will be effective as of the date the email or fax is postmarked. A third party, other than a designated official of the College, may request a student drop with the expressed, written authorization from you (the student).

After completing registration, you may withdraw through the Admissions and Registration Office from any or all classes by Texas State law and College District procedures.

Academic Calendar for "Last Day to drop with a "W"		
Before the	12th week of classes	for 16 -week sessions
Up to the	11th week of classes	for 15 -week sessions
Up to the	10th week of classes	for 14 -week sessions
Up to the	9th week of classes	for 13 -week sessions
Up to the	8th week of classes	for 12 -week sessions
Up to the	7th week of classes	for 11 -week sessions
Up to the	6th week of classes	for 10 -week sessions
Up to the	5th week of classes	for 9 -week sessions
Up to the	4th week of classes	for 8 -week sessions
Up to the	3rd week of classes	for 6 -week sessions
Up to the	2nd week of classes	for 4 -week sessions

Please refer to the Academic Calendar in the online schedule for the actual date for the "W" drop from the long semester. You should refer to the course syllabus and instructor for the last day to withdraw with a "W" from shorter classes. You will receive no grade for any drop occurring before the census date of the class for which he/she was enrolled.

Six Drop Rule/Before You Drop That Course...Stop...Think...

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. You should consult with your instructor before dropping a class. Academic assistance is available. You are encouraged to see Counseling Services if dropping because exemptions may apply.

Student Exceptions

You may petition to drop more than the 6-course limit or to drop a course and not have the drop count against the 6-course limit. These petitions will be reviewed by a committee. The following circumstance will be considered:

- A severe illness or other debilitating condition that affects the student's ability to complete the course satisfactorily.
- The student's responsibility to provide the care of a sick, injured, or needy person such that providing the care affects the student's ability to complete the course satisfactorily.
- The death of a person considered to be a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student.

- The student's active duty service as a member of the military or of a person considered to be a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student.
- A change of the student's work schedule that is beyond the control of the student and that affects the student's ability to complete the course satisfactorily.
- Other good causes as determined by the College on an individual basis. Documentation must be provided in support of any of the circumstances noted above.

Administrative Withdrawal

A designated member of the College administrative staff may withdraw a student under the following conditions:

1. Student has an outstanding financial obligation to the College.
2. Student has been placed on Academic Suspension.
3. Student has been placed on Disciplinary Suspension.

During any withdrawal process, you have the right to appeal the action and request **reinstatement to class** (see below).

Reinstatement to Classes

Students who drop from courses are not eligible for reinstatement. For other types of drop or withdrawal actions, you may appeal for reinstatement as follows:

Faculty Initiated Drops

If you were dropped in this manner, you may be reinstated only upon appeal to the appropriate instructor and the approval of the dean. Such appeals must be initiated, in writing, within ten (10) days from the date the drop was processed by the Admissions and Registration Office. If the instructor denies reinstatement, appeals may be submitted to the appropriate dean. The decision of the dean is final.

For Administrative Initiated Drops

If you were withdrawn/or dropped by administrative action, you may appeal the reinstatement to the administrator initiating the action. Such appeals must be initiated in writing within ten (10) days from the date the withdrawal/drop authorization was processed by the Admissions and Registration Office, except as follows:

- Students may not be administratively reinstated to courses for which final exams have begun.
- Students may not be administratively reinstated to courses dropped before the census date.

Academic Classifications

Freshman	Successfully completed 30 credit hours or fewer.
Sophomore	Successfully completed 31 or more credit hours.

Student Status

Full-time	Taking 12 or more credit hours in a regular or summer semester.
Part-time	Taking fewer than 12 credit hours in a regular or summer semester.
Non-credit	Enrolled in courses/programs for which no semester credit hours are awarded.

Grading System

Semester Credit-Hour Courses

Grade Structure

A = Excellent	4 grade points
B = Above Average	3 grade points
C = Average	2 grade points
D = Below Average	1 grade point
F = Failing	0 grade points
I = Incomplete	0 grade points

The following grades are not computed in the grade point average.

W	= Approved Withdrawal
CR	= Credit
NC	= No Credit
AU	= Approved Audit
A*	Credit
B*	Credit
C*	Credit
D*	Credit
F*	No Credit
E	Excluded from cumulative GPA
I*	Included in cumulative GPA

When you enroll in credit-hour courses, you will earn a letter grade in each class based on the quality of the work you do. Remedial and developmental courses, **A***, **B***, **C***, **D***, or **F*** are not used to calculate your grade point average.

It is increasingly important for students to earn at least a “**C**” in their credit hour classes. A grade of “**D**” in a class usually allows you to receive credit for having completed the necessary criteria for the class, but you may not be able to proceed to the next one. Many colleges and universities will not accept a “**D**” in transfer, and you’ll need to retake the class at that school.

Calculating your grade point average

Course	Grade	Grade Points	Credit Hours	
ENGL 1302	B	(3)	3	3 x 3 = 9
HIST 1301	C	(2)	3	2 x 3 = 6
MATH 1324	B	(3)	3	3 x 3 = 9
FREN 1412	D	(1)	4	1 x 4 = 4
			13	28

Multiply the number of grade points for each grade by the number of credit hours for the course. Add the totals. Divide the total number of grade points by the total number of credit hours completed (including “I” grades). In the example above, you would divide 28 by 13 to get a grade point average of 2.153.

It is important to calculate your grade point average because as a student, you are responsible for knowing when it affects your academic status.

Remember that a 2.0 grade point average keeps you in “good standing” academically and with most financial aid donors.

Grades are released through the web at the end of each long term, even if your classes were in a minimester or short summer session. Log on to: www.epcc.edu/banner then click on web registration.

NOTE: Credit courses can or should be repeated for a higher grade. It is advisable that credit course(s) in which you receive a “D” or “F” grade be repeated to improve your cumulative grade point average (GPA). Only the higher grade will be used in calculating the cumulative GPA. An “I” will be posted on your transcript next to the course(s) that will be included in the cumulative GPA, and an “E” will be posted next to the course(s) that will be excluded from the cumulative GPA. You should meet with a counselor to determine how a repeat course(s) may impact your academic, prerequisite, or specialized admissions or the transferability of courses. It is your responsibility to check with the Office of Student Financial Services to inquire how a repeat course(s) may impact your financial aid or veterans’ assistance.

Some developmental courses may require a grade of “C*” or higher to advance into the next course sequence. Development courses will not be used in the calculation of the student’s cumulative GPA, but may be used to determine financial aid status or tuition.

Incomplete Grades

If for some reason you cannot complete all the requirements for a course, you and the instructor may agree to a grade of “I.” To be eligible for an “I” or “I*” the student must be passing the course. The instructor will determine what work must be completed; you have four months from the end of the semester to complete the assignments and return them to the instructor, who will assign a final grade for the class. The “I” will then be converted on your transcript to the letter grade assigned. Until that time, the “I” is calculated as if the final grade were an “F.”

Auditing a Class

To audit a class means to attend and participate in the class, but you cannot take any tests, receive grades or earn credit for the course. If you wish to enroll for a course on an audit basis, you must:

1. Complete the admissions process, including proof of residency.
2. Complete a Student Petition Form to request the course on an audit basis and have it signed by the appropriate Dean.
3. Pay tuition and fees, and other applicable fees for enrollment in the course.
4. Bring the signed Petition to the Admissions and Registration Office before the course census date.

If you audit a class, you may not later receive credit for the course unless you re-enroll in the course as a regular student in a later term and retake the course. The audit course will not be reflected on your transcript.



Change from Audit to Regular Status

If you initially enrolled on an audit basis, you may subsequently change your status before the census date. To initiate this action, you'll need to complete a **Student Petition Form** to the appropriate dean(s). The dean will review the current level of enrollment in the course and, where space is available, may approve the student request.

Once you obtain approval in writing, you must submit the documents to the Admissions and Registration Office before the class's official census date. Where such requests are approved, the Admissions and Registration Office will modify the student's enrollment status to indicate enrollment for credit.

Change from Regular to Audit Status

If you initially enrolled to receive credit for a course, you may subsequently change the status to audit by petitioning to the appropriate dean before official census date. The dean will review the student's request and issue approvals in those cases deemed appropriate.

Where such approvals are granted, the dean will forward the approved petition to the Admissions and Registration Office. The Admissions and Registration Office will then modify the student's enrollment status to indicate the audit status.

Scholastic Standards (Academic Standing)

There are three levels of academic standing used to define scholastic standards on the EPCC transcript: Good Standing, Academic Probation, and Academic Suspension.

Students' academic standings are calculated at the end of each long-term (Fall, Spring, and Summer). All enrolled coursework in a term is considered in determining the academic standing for that term, even if the grades for courses are not calculated into the grade point average (see Grading System in this section of the catalog). When enrollment during the term includes a combination of courses with grades calculated into the numerical GPA and courses using either a CR/NC or *grades, if at least 50% of the semester credit hours taken that term count in the calculation of a numerical GPA, then the numerical GPA will be used to establish the academic standing for that term.

Please refer to the Counseling Services section of this catalog to determine your academic standing.

The following are the definitions for the Academic Standings which are indicated on EPCC transcripts:

- A. No Standing:** A student has no academic standing during the first term of enrollment at EPCC. The initial academic standing for scholastics standards will be determined upon completion of the first term. "No Standing" will appear on transcripts produced before completion of the first term. "No Standing" is not a scholastic standard.
 - B. Good Standing:** Students who maintain at least a minimum term grade point average of 2.0 (CR or C*) and a minimum cumulative grade point average of 2.0 (CR, C*) will be considered in "Good Standing."
 - C. Academic Probation:** Students will be placed on "Academic Probation" when the term grade point average is less than 2.0 (or less than CR, C*). Students on Academic Probation may return to Good Standing only if during their next enrolled term both their term and cumulative GPA's are a minimum of 2.0 (CR, C*).
 - D. Academic Suspension:** Students on Academic Probation who do not maintain a minimum term GPA and cumulative GPA of 2.0 (CR, C*) will go on "Academic Suspension." Students on Academic Suspension may return to Good Standing only when both the term and cumulative GPA's are a minimum of 2.0 (CR, C*).
- Following the college's procedures on Scholastic and Academic Progress (7.04.03.18), any student placed on academic suspension may not be eligible to enroll for one semester. The student will remain on suspension until a minimum of 2.0 term and cumulative GPA are met. A student may apply to re-enroll under the following conditions:
- A student must submit a Petition for Reinstatement and receive approval from an academic counselor.
 - An academic suspension hold will be placed on the student and can only be removed by an academic counselor.
 - The student will only be eligible to re-enroll for 6-8 credit hours.
 - The student will be required to meet certain conditions as recommended by the academic counselor, such as repeating a course, tutoring, Students Success Workshops, or other college services.
 - Students on academic suspension currently enrolled will not be allowed to register for the upcoming semester until a counselor reviews their academic progress report(s) from the professor(s) submitted by the student or by email.
 - To register, the student will submit the Petition for Reinstatement to the Admissions Office for processing.
 - Without exception, a student placed on a second successive suspension will not be allowed to enroll for two terms.
 - Without exception, a student placed on a third successive suspension will not be allowed to enroll for one calendar year.
 - Without exception, all students on suspension are subject to these conditions.
 - The same conditions for academic progress apply to developmental courses.
- Students on academic suspension who earn grades of "C" or higher, but whose cumulative GPA remains below a 2.0, may petition for re-enrollment.

Academic Honors

Full-time students (12 or more graded semester credit hours) in good standing and who earn a 4.0 GPA for the semester are added to the President's Honor List. For the Dean's Honor List, you must have a 3.25 semester GPA. For part-time students, you must maintain a 3.0 semester GPA, complete at least 12 graded semester credit hours and have a cumulative GPA of 4.0 on the President's Honor List and a 3.25 for the Dean's Honor List. These honors are posted on your transcript.

Graduation/ Commencement

Commencement ceremonies are exceptional occasions at El Paso Community College where graduates are recognized and celebrated for their achievement. The ceremonies are conducted at the end of each Spring and Fall semester to honor students who have completed their degree plan requirements.

Approximately four weeks after the semester has begun the Office of Admissions and Registration will audit all enrolled student records. The Registrar will then notify those candidates who are eligible to graduate and invite them to the commencement ceremony. The notification of eligibility to graduate will be sent to the students' official EPCC email account.

Graduates will receive their EPCC commemorative diploma covers during the graduation ceremony, but their actual diplomas will be mailed to them the week following the semester's end. Students completing their degree requirements during a summer term will receive their diploma by mail the week following the end of the Summer Semester. Summer graduates will be invited to attend and "walk" during the following December commencement ceremony to celebrate their achievement.

Graduates are expected to RSVP their attendance to the ceremony. The wearing of caps and gowns is required during the graduation ceremony. Caps and gowns are available for purchase from the College Bookstore. Additional information concerning graduation ceremonies is available on the College Web page at "Commencement" in Admissions and Registration.



Transfer of Credit to Other Colleges and Universities

For many students, El Paso Community College is the first step to completing a bachelor's degree. If you want to transfer your college credits to another college or university, you should consider the following:

1. Declare a major as soon as possible so you can take courses directly related to your degree plan.
2. Contact the college or university to which you plan to transfer and learn the requirements for a bachelor's degree and the policies on transfer of credit. For example, some schools will not accept transfer credit for a course in which you earned a "D," and you will have to take the course again at that school. Some do not accept institutional challenge exams. Many do not receive courses you may have taken in the occupational/technical areas.
3. Find out the admissions requirements. Some colleges and universities require a 2.0 GPA or higher to be admitted.
4. Request your official EPCC transcripts from the Admissions and Registration Office to be sent directly to the other college or university.

El Paso Community College works closely with staff from different universities to make as many courses and programs transferable as possible. For the latest information on transfer contact the Career and Transfer Services Department.

Requests for Official Transcripts

All requests for an official transcript must be made by you (the student) and will not be released to a third party without written authorization from you. Requests by telephone will not be honored. The College will generally issue transcripts within forty-eight (48) hours of the request being received. However, transcripts being sent to campus sites (Transmountain, Rio Grande, Northwest, Mission del Paso, or Ft. Bliss) for pickup by the student may require up to four working days for processing and return to that campus.

Request for Enrollment Verification

El Paso Community College has authorized the National Student Clearinghouse to provide degree and enrollment verification to include deferments. National Student Clearinghouse may be contacted at: www.studentclearinghouse.org
Customer Service: (703) 742-4200.

In a documented emergency, enrollment verifications and deferments for previous semesters may be issued within two working days for a request received at the Valle Verde Admissions and Registration Office. Expect further delay, if you wish to pick up enrollment verifications and deferments at other campuses. Enrollment verifications or deferments for previous semesters will not be processed during late and add/drop registration, final exams or during processing of grades. Requests will be held and processed within three working days after the completion of these activities.



The Best Place to Start *and Finish!*



Services for Students

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SERVICES FOR STUDENTS



Academic Computing Services

Academic Computing Services (ACS) has computer labs located at each campus where all EPCC students can register, work on assignments and projects, access the Internet, e-mail, take online courses, check out laptops, and access all My-EPCC online services.

All students, using ACS must have a valid student I.D. Students will log in to the computers using EPCC student login ID and password.

For more information, visit the ACS website at www.epcc.edu/Services/ACS ACS lab locations and phone numbers:

- **Mission del Paso**
Room C123 915- 831-7049
- **Northwest**
Room M91 915-831-8825
- **Rio Grande**
Room B50 915-831-4150
- **Transmountain**
Room 1204 915-831-5042
- **Valle Verde**
Room A1721 915-831-2459
- **Valle Verde**
Room B120 915-831-2718
- **Fort Bliss**
Bldg. 39 Room 17 915-569-7402

Achieving the Dream

Achieving the Dream: Community Colleges Count is a multiyear national initiative to help more community college students succeed. This effort is concerned with students groups that traditionally have faced significant barriers to success, including students of minorities and low-income students.

Achieving the Dream works on multiple fronts, including efforts at community colleges and in research, public engagement and public policy. It emphasizes the use of data to drive change.

El Paso Community College was in the first cohort of community colleges to participate in the Achieving the Dream initiative and is serving as a “Leader College”. In this role, EPCC shares programs and services information at conferences or with visiting college teams. Several EPCC Programs are greatly sought-after, to include PREP, Summer Bridge, MATH Emporiums, College Readiness, Early College High School, and the Teachership Academy. The selection of the Student Success Core team structure and the Teachership Academy as part of the “Achieving the Dream Promising Practices” initiative.

El Paso Community College has been awarded the 2011 Leah Meyer Austin Institutional Student Success Leadership Award. The Lumina Foundation sponsored this award. The American Association of Community Colleges administered it to recognize outstanding institutional achievement in creating excellence and equity through 1) committed leadership; 2) use of evidence to improve policies, programs, and services; 3) broad engagement, and 4) systemic institutional improvement.

Athletics

The Department of Intercollegiate Athletics offers opportunities for the student-athlete to participate in Intercollegiate Athletics.

EPCC is a member of the Western Junior College Athletic Conference (WJ-CAC) and competes at the Division I level in Region V of the National Junior College Athletic Association (NJCAA). Men are offered these sports: Baseball, Cross Country, and Half Marathon. Sports offered for women are Fast-Pitch Softball, Cross Country, and Half Marathon. Scholarships are available for stu-

dents who participate in Intercollegiate Athletics based on the Head Coach’s discretion. For more information, call the EPCC Department of Athletics at; 915-831-2275, Baseball 915-831-3131, Fast-Pitch Softball 915-831-2367, and Cross Country and Half Marathon 915-831-2269.

NJCAA Eligibility Criteria

In order to participate in intercollegiate athletics, the student-athlete must be a full-time student and meet the academic requirements of NJCAA as follows:

1. Maintain enrollment in twelve or more credit hours of college work.
2. Before the second full-time semester and subsequent semesters, a student must have passed twelve semester hours times the number of full-time semesters with a 2.25 GPA or higher.
3. Other eligibility criteria may be required.

Bookstore

The EPCC Bookstore is managed by Barnes & Noble College under contract with El Paso Community College, playing a direct role in supporting EPCC’s strategic objectives; enhancing recruitment, retention and academic success. With locations at all campuses, it is the one-stop-shop for textbooks (New/Used/Rentals/Digital), spirit gear, supplies, convenience & more. For more information, visit us at www.epcc.bncollege.com or contact us at:

- Valle Verde Bookstore** 915- 831-2629
- Rio Grande Bookstore** 915-831-4015
- Transmountain Bookstore** 915-831- 5066
- North West Bookstore** 915-831 -8852
- Mission de Paso Bookstore** 915-831-7161

Campus Life

Students have the opportunity to participate in an active campus life through a variety of group activities and programs. Activities include programs of cultural, social, and educational awareness, the opportunity to meet new friends, working together in groups, giving service to the college and the community, and enjoying social and recreational activities, all of which are benefits to the college students experience.

Campus Life Provides:

- New/validations of student ID cards
- A variety of programs that increase cultural awareness
- Activities that educate students on local, state, and national government
- Opportunities for students to demonstrate their skills in a variety of ways
- Activities simply for enjoyment
- Opportunities for community involvement

Additional Activities Include:

- Coffee Java days
- Poker tournaments
- Game tournaments
- Cultural celebrations
- Volunteer Fairs

For further information, please call 915-831-2292. or visit us at www.epcc.edu/Services/CampusLife

The Student Unions at Valle Verde and Transmountain Campuses provide an environment for relaxation and social interaction. Along with opportunities for education and exchange of thought and service for El Paso Community College students, staff, and faculty. The Student Union provides an opportunity for clubs, organizations, and students to meet in its leadership room as well as a compliment of gaming activities in which one may participate.

If you have, questions or comments, please contact us at, 915-831-3341.

Career and Transfer Services

The Career and Transfer Services Department promotes awareness of career options, and the world of work and supports lifelong career management. Career and Transfer Services values and serves the needs of a diverse community seeking career-related information and experience, and we are committed to provid-

ing exceptional service in a welcoming, respectful environment.

Career and Transfer Services assists students in the areas of career self-assessment, career exploration, job search/ placement techniques, transfer services and cooperative education. We provide comprehensive career resources for our students to effectively:

- Explore and plan their career and educational goals;
- Learn the skills necessary to become successful when seeking employment opportunities;
- Develop the confidence to pursue their career aspirations;
- Explore and choose academic majors and career options;
- Obtain career-related experience; and
- Realize their educational goals and successfully transfer to continue their higher education.

The Career and Transfer Services Department collaborates with employers through interactive and educational partnerships, exposing them to our high quality student-candidates from the various academic fields. Also, we work with faculty members to tap into resources and provide classroom presentations and special projects, and/or schedule industry guest speakers.

Career and Transfer Services can assist in the following areas:

- Career Exploration and Planning
- Internship and Scholarship Information
- On-Campus Academic and Career Recruiting
- Job Search/Placement Techniques
- Career Services Workshops/ Presentations
- Transfer Services – research and resources for students seeking to continue their studies at a four-year college/university
- Cooperative Education Program

We provide our services in all campuses District-wide; for more information contact us at 915-831-2636 or visit us at www.epcc.edu/Services/careerservices

Center for Students with Disabilities

El Paso Community College recognizes that people with disabilities wish to pursue the full range of educational opportunities. (Optimum accessibility to all programs is provided through the center). If you are a person with a disability, you may request accommodations through the Center for Students with Disabilities at each campus:

Valle Verde, Room C-112, 915-831-2426
Rio Grande, Room B201, 915-831-4198
Transmountain, Room 1400, 915-831-5808
Northwest, Room M54, 915-831-8815
Mission del Paso, Rm. A-125, 915-831-7024

Services include academic counseling, registration assistance, tutoring, note-taking/scribe, test-taking assistance, and reading and sign language interpreting support. Adaptive technology is also available. Documentation of disability will be required. All information is kept confidential. For more information, contact the Center, at 915-831-2426.

Project HIGHER is an innovative program that assists individuals with intellectual and developmental disabilities (ages 18-25) to complete a level-one certificate at EPCC and find employment in their area of study. It is a unique supported educational model based upon supported employment models. An educational coach works one-on-one with the student in a post-secondary training setting and gradually reduces the time spent with the student as they become better adjusted and more independent.

All participants must be consumers of the Texas Workforce Solutions Vocational Rehabilitation Service (VRS). Interested students must complete an application, interview and be selected to participate. The application process begins in March.

College Readiness Consortium

The College Readiness Consortium is a partnership with the University of Texas at El Paso, all 12 school districts in Region 19, and El Paso Community College. This partnership identifies ways to increase the number of students coming to higher education prepared to enter college level courses. For more information, contact us at 915-831-2816.



Counseling Services

El Paso Community College counselors assist students with academic advising, goal setting, career exploration, program selection, vocational/academic choices, specialized health/specialized program admissions requirements and transfer advising. Services also provided by counselors include degree planning, transfer information, testing requirements, student petitions, academic progress, retention, graduations, registration, and assistance for students with institutional conflicts and other student-related matters.

Counselors also participate in the development of New Student Orientations to inform new students about the college, programs, and services provided. Additionally, counselors teach classes and conduct workshops and seminars to assist students with academic success, self-development, adjustment to college life, life skills, testing, and other topics of interest or concern to students.

Counselors also refer students to appropriate community agencies and provide “outreach” assistance to local agencies and schools by conducting presentations about EPCC services and programs.

Every student is encouraged to meet with a counselor/advisor each semester to review his/her academic progress and graduation requirements. A student’s enrollment is based on his/her academic standing determined each semester by his/her semester and cumulative grade point average. Students who have not met state requirements for the Texas Success Initiative (TSI) are required to be advised by a counselor/advisor each semester until exiting the required remediation.

For more information you can call:

Valle Verde Counseling 915-831-2642
 Transmountain Counseling 915-831-5186
 Rio Grande Counseling 915-831-4636
 Mission del Paso Counseling 915-831-7094
 Northwest Counseling 915-831-8807
 Ft. Bliss Center 915-831-5511 /5512

or email counseling at:

www.epcc.edu/Services/Counseling.

EPCC-TV Programming

El Paso Community College Television show makes TV programs for use by College staff, mostly for the improvement of students, and also makes programs that contribute to the College’s general mission of service to the community. Occasionally you might encounter EPCC-TV photographers at campus events. They hope that you are enjoying your time at the College, and they will try to capture your image on video if you are smiling or in some other way showing your satisfaction with your experiences here.

As part of the Information Technology Division, EPCC-TV employs a fully digital infrastructure to create high-quality television programs and to originate almost all of the material appearing on EPCC-TV, broadcast channel 13.2, and on the EPIC Channel, Spectrum digital channel 1301. We stream selected programs live for worldwide viewing on the Internet.

Fort Bliss Programs

Credit and non-credit programs are offered at Fort Bliss for the civilian and military population. Special programs are available to service members and their family members through the Air Defense School and the Army Education Center.

The following is a brief list of services provided:

- Students attending EPCC at the Fort Bliss Center can enroll in their coursework online and on site during the regular registration periods.
- El Paso Community College is designated as a “Service Members Opportunity College” (SOC) by the American Association of Community and Junior Colleges and the U.S. Department of Defense.
- El Paso Community College is a designated “Concurrent Application” (CONAP) institution. Under CONAP, graduating high school seniors who enlist into the United States Army may also submit an application for pre- approval of admittance into EPCC and will be able to enroll in college-level courses at the end of their tour of duty with no delays in admittance.

For more information on the SOC and CONAP programs, please contact the EPCC Fort Bliss Center at, 915-831-5511/5512.

Honors Program

Students looking for an “academic challenge” should consider the Honors Program. The Honors Program provides an avenue for challenging academic opportunities and is open to all students enrolled in college-level academic or technical/vocational credit courses. To qualify for the Honors Program, the student must meet one of the following criteria:

- Current EPCC students must have a minimum cumulative grade point average (GPA) of 3.25.
- Transfer students applying to the Honors Program should have a cumulative GPA of 3.25 from another accredited institution.
- New students are admitted based on SAT or ACT scores.
- New students who have graduated in the top 15% of their high school class.
- New students who have submitted a high school transcript verifying the completion of a recommended advanced high school curriculum.

Interested students must apply for acceptance into the Honors Program purposes at www.epcc.edu/Services/Honors

Once accepted into the Honors Program, the students who want to receive Honors credit for each course(s) must contact an instructor(s) to establish the objectives the student must meet to be awarded the Honors credit.

Students receive a designation of “H” on their transcript next to the course(s) in which Honors credit was awarded. Students in the program completing a minimum of 15 Honors credits in three different subject areas can graduate with the academic distinction of “with College Honors” on their diploma.

Benefits of the Honors Program include designing individualized projects with your instructor(s), honors credit designation on your transcript, recognition at the annual Honors Program Convocation, transfer of honors credit to the University of Texas at El Paso (UTEP), and enhanced opportunities for advanced study and Scholarships.

For more information, please check the EPCC website or call the Honors Program office at 915-831-2331 at the Valle Verde Campus in room M109G.

Intramural Sports

El Paso Community College Intramural Sports Program provides an opportunity for EPCC students, faculty, and staff to participate in a variety of sports and physical activities. The main goal of the program is to meet the needs and abilities of all participants to facilitate a total educational experience. Students have the opportunity for recreation as an outlet from academic endeavors.

Activities include:

- Flag football
- Soccer
- Volleyball
- Basketball
- Weight lifting

For additional information, please call 915-831-2567.



International Student Services

Students from over 30 countries study at El Paso Community College. In order to meet the diverse needs of these F-1 students, the Office of International Student Services provides specialized counseling, orientation, academic advising, liaison with sponsoring agencies, and transfer services to four-year institutions.

Leadership EPCC

Leadership EPCC provides opportunities for students to develop leadership skills and encourages them to become leaders on their campuses, in their communities, and in the workforce. Participants will explore, discover, and enhance the leader within. The program accepts 30 applicants per class and provides opportunities to strengthen resumes, scholarships, personal and professional benefits, networking opportunities, and the posting of continuing education units (CEU's) on the student transcript.

For additional information, please call 915-831-2108.

Learning Communities

Learning Communities pair courses that are linked together by a common theme. They support learning as a social activity. The students enrolled will bring the confidence and social energy fostered by membership in the community into the classroom.

You may:

- Participate in a blend of curriculum and assignments which provide a consistent interdisciplinary experience that promotes broader learning.
- Develop a substantial transfer of skill from the paired courses to your other classes
- Actively learn and reflect on your learning
- Create links and apply the objectives of both courses through the curriculum and real life

Why are Learning Communities good for students?

- Students establish a sense of belonging to a college group
- Students become part of a community of learners and rely on their classmates for ideas and support.
- Students get an automatic transfer of skills to other courses, which allows them to learn more thoroughly
- Students can pair two classes that are required for their degree, usually with an overlap of assignments or topics, which helps with homework and time management.
- Students get practice working in groups through collaboration and projects just like in the workforce
- Students make friends and form academic partnerships and networks.
- Students learn to think and discuss numerous topics.

To register for a Learning Community

Using online registration, enter both CRNs into the Registration Worksheet. If one of the course pairs is a DEVELOPMENTAL (03XX) course, make sure to enter that course first and then its partner CRN. If you have any questions, please contact a counselor at 915-831-2642 or email counseling, at www.epcc.edu/Services/Counseling



Libraries

The EPCC libraries provide research materials and instruction for the College's academic programs. Librarians are available to assist students with their research assignments and other reference questions. Libraries are located at the five campuses.

Services include:

1. Research instruction classes
2. Online public catalog
 - Books
 - Audio, video cassettes, CD's, and DVD's
 - Electronic books
3. Periodicals
 - Magazines
 - Journals
 - Newspapers
4. Online article databases
 - Magazines
 - Journals
5. Internet
 - Access
 - Internet-searching instruction
6. Equipment
 - Copiers
 - Microfilm readers-printers
 - Audio and video players
 - Adaptive equipment
7. Interlibrary loan
8. Other campus-based services

For more information, contact:

Mission del Paso Library	915-831-7040
Northwest Library	915-831-8889
Rio Grande Library	915-831-4019
Transmountain Library	915-831-5098
Valle Verde Library	915-831-2442

Or email the library at:
www.epcc.edu/Services/Libraries

Phi Theta Kappa

Phi Theta Kappa International Honor Society is the oldest and most prestigious two-year college honor society.

Membership provides a multitude of benefits and honors. Membership requirements include a 3.5 cumulative grade point average, enrolled for 12 credit hours, which count toward an associate degree. A completed membership application and payment of membership fees as required. Benefits of membership include gold embossed membership certificate, Golden Key lapel pin, transfer scholarship opportunities, qualification for the **All USA Academic Team** and special graduation recognition.

Check with an academic counselor for more information or call 915-831-5082, or 915-831-5204.

Recruitment Services

Recruitment Services facilitates enrollment and serves the global community by promoting EPCC programs through presentations, workshops, and fairs in the following areas:

- Dual Credit Program
- Admission Application Workshops
- Testing-on-site
- Financial Aid Information Booths/Presentations
- New Student Orientation Tours for Dual Credit Program
- High School Faculty and Administrator Workshops
- Campus Tours
- College and Educational Fairs
- Information Booths
- Table Set-ups

Services are offered to high school students, community and local government organizations, and agencies. The non-traditional students served include ESL, military and prison/probation populations to include outreach into New Mexico. Recruitment Services also facilitates the enrollment process of high school students into the Dual Credit Program; Job Corps graduates and GED completers into EPCC. For more information and to customize your service requests, please call 915-831-3373.

Service Learning Program

Service Learning Program (SLP) at El Paso Community College encourages civic responsibility among students through community service. We provide resources and support for students and faculty who are currently using or would like to integrate service learning into their course and for community agencies who are interested in partnering with El Paso Community College.

The program provides academic credit for service work in the community. Interested students contact their instructor to verify if they are engaged with SLP and ask to participate in the program. All students must attend a Service Learning Program orientation session, which will be given at all campuses the third week of classes for Fall and Spring first week of classes for the Summer semester. Form due dates are online. After attending the orientation session, the student and faculty member agree on a minimum of 20 hours of specific volunteer work in a non-profit community service agency that students will perform in exchange for academic credit. Academic credit is at the discretion of the course instructor. If the student completes the designated assignment, he/she will receive credit for the course. Once 20+ hours of service are completed, students will participate in the Service Learning Program Reflection Session about their experience and gain recognition by El Paso Community College through a Certificate of Recognition.

Through Service Learning, students can apply newly-acquired academic skills and knowledge to address real-life needs in their communities and reflect on the meaning of this service. For more information, please check the EPCC Service Learning website at www.epcc.edu/services/SLP or call the Service Learning Program Office at 915-831-2489, at the Valle Verde Campus in room C-414.

Student Ambassador Program

The Student Ambassador program is a two-semester program that allows students to assist EPCC with recruitment, retention, and public relations. Student Ambassadors reach out to both prospective and current students, making them aware of the programs and services on campus. Their mission is to assist with EPCC events and day-to-day activities. They represent EPCC at community events that promote the growth and expansion of the college. As distinguished official student delegates, they instill spirit, pride, and the overall mission of EPCC by educating the college community and encouraging participation in campus activities. Benefits to participating are an enhanced résumé, leadership skill development, and six hours of tuition waivers.

Student Government Association

The Student Government Association (SGA) is a vital force in the lives of all EPCC members and community. The College encourages students to appreciate the privileges of and to assume the responsibilities of self-government. The SGA is the official student governing body and voice of students at EPCC. It strives to instill a feeling of collective work and responsibility to reiterate that achievement of common objectives depends on a cohesive attitude among students. The EPCC association has won state and national awards for its governance participation and involvement in national issues

Responsibilities of SGA include:

- A student relief fund
- Recognition of student clubs
- Serving on College committees
- Funding of student clubs and campus organizations like Leadership EPCC.
- Financially Aid Campus Life and Intramural Sports programs
- Presentation of student needs and concerns to the College administration

For additional information, please call 915-831-2096.

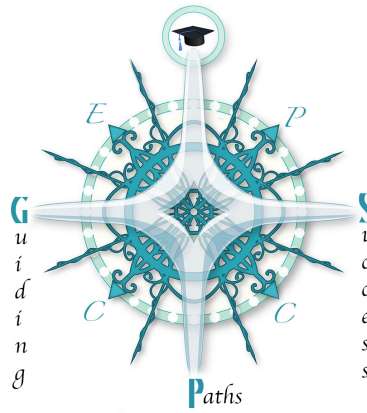
Student Technology Services (STS)

Student Technology Services is the student employment arm of the Instructional area of El Paso Community College. STS is managed entirely by students in a program that empowers decision making, budget management, and customer service. The program hires and trains students in the real work environment for future reference related to their major. Students are placed throughout the College District to support various departments and events. Business and industry partnerships in the El Paso area employ our students also. Some of these prestigious partnerships include the El Paso Sheriff's Department, Juvenile Probation Department, KCOS TV, El Paso Independent School District (EPISD), and USO at Fort Bliss. STS is open to all academic majors, international students, and degree plans. Requirements for this program include a 3.0 cumulative GPA and enrollment in a total of 6 credit hour courses for both Fall/Spring semesters.

When applying include the following:

- Resume
- Letter of interest
- Current transcript
- Detailed schedule

If hired, it is the student's responsibility to turn in the correct paperwork along with the completion of 20 community service hours assigned by Service Learning. The STS Lab location is in the ASC A Building, Room 601. For additional information, please contact us at 915-831-6406 or visit: www.epcc.edu/services/STS



Guiding Paths to Success

Guiding Paths to Success (GPS) provides peer to peer success coaching classroom workshops. The program is designed to guide, mentor, and provide some key skills (i.e. time-management, study skills, identifying college resources) taught in EDUC 1300 to students who have not met the pre-requisites for the course and/or for students not required to take EDUC 1300. GPS is a program that helps student successfully get on the path to higher education by gaining skills that are essential for a successful college student. Contact the GPS office at (915) 831-2672 for more information.

Testing Services

Testing Services provides a range of services to support new and enrolled students. Testing centers locations are throughout the college campuses, and a professional, helpful, and courteous staff are available to assist you.

Our services include:

- College placement tests (District-wide)
- Make-up/re-tests (District-wide)
- Pearson Vue exams (VV SSC 012 only)
- Proficiency exams (District-wide)
- Proctor tests from other colleges (VV only)
- GED tests (ASC B156 only)
- CLEP and DSST tests (VV C212 only)
- TV/Internet course tests (District-wide)
- Institutional TOEFL

For detailed information, visit our web page: www.epcc.edu/Services/TestingServices

or call one of our testing centers located at:

Mission Del Paso	915-831-7014/7038 Room A-102
Northwest	915-831-8870/8912 Room M68C
Rio Grande	915-831-4050/4128 Room D204
Transmountain	915-831-5035/5181 Room LRC 1607
Valle Verde	915-831-2043/2256 Room C212
VV Assessment	915-831-2347/3212 Room SSC 012
GED	915-831-7817/7815 Room ASC B156
Director's Office	915-831-2224/2223 Room VV SSC 010
Assistant Director	915-831-3297/2344 Room VV SSC 015

Test Preparation Services

Pretesting Retesting Educational Program (PREP) program offers free help in TSI (Texas Success Initiative Assessment) placement test preparation. PREP offers services that provide you with opportunities to review and gain skills to achieve the best score possible on your TSI assessment to place into college level courses. The free services include self-paced computer assisted tutorials in math, reading and writing. Help is also available in the form of free 2 to 3 day TSI Boot Camps. Call or come by the office on any EPCC campus:

Mission del Paso	915-831-7132 Room E 108
Northwest	915-831-8893 Room M-68D
Rio Grande	915-831-4147 Room A 250
Transmountain	915-831-5096 Room 1507
Valle Verde	915-831-2568 Room A 1415

For detailed information, visit our web page: www.epcc.edu/services/PREP

TUTORIAL SUPPORT SERVICES

Students may avail themselves of a variety of tutoring opportunities as listed below.



Student Support Services Program

The U.S. Department of Education Trio Projects funds the Student Support Services Program (S.S.S.P.).

The S.S.S.P. program provides support services for first-generation, low-income students and for individuals with disabilities to help them remain in college, make progress toward academic objectives, graduate with an associate degree, and transfer to a four-year institution. S.S.S.P. provides face-to-face and online tutoring in ENGL 0309; INRW 0311; MATH 0301, 0303, 0305; and READ 0307 and 0308; and ESOL 0317 and above.

Study skills development workshops in time management, textbook skills, note-taking, test-taking, and math anxiety are provided, as well as academic and personal advising, peer advising, career planning, financial aid assistance, financial literacy, transfer advisement, and techniques for personal growth and development. For additional information, please call 915-831-2667 or visit: www.epcc.edu/services/SSSP

Locations:

Mission del Paso (915) 831-7188	A135
Rio Grande (915) 831-4210	A122
Transmountain (915) 831-5114	1606
Valle Verde (915) 831-2128	A1401

PREP Program

The PREP Program assists students who are planning to enter college for the first time by helping them prepare to take the college placement test. Students meet with an advisor to develop a plan to improve their math, reading, and writing skills. A diagnostic assessment pinpoints specific areas of strength and weakness. Instruction consists of computerized-modules. All services are free and can help students save time and money by assuring proper class placement. The better your placement test score, the fewer developmental courses you will need to take. PREP also assists students in the health careers who need to take the placement test over for ranking purposes, or students who are already enrolled in the College and want to improve their placement test score results.

Help is also available in the form of free 2 to 3 day TSI Boot Camps. Call or come by the office on any EPCC campus:

There is a PREP office on each campus.

Please call or come by:

Valle Verde Campus	RM: A-1416 915-831-2568
Transmountain Campus	RM: 1507 915-831-5096
Mission de Paso Campus	RM: E108 915-831-7132
Rio Grande Campus	RM: A250 915-831-4147
Northwest Campus	RM: M-68-D 915-831-8893

Visit our website at:
www.epcc.edu/Services/PREP

Retention Action Program (R.A.P.)

The R.A.P. Program provides services to students enrolled in a Career & Technical Education field of study. It provides services which help students complete an Associate Degree or a Certificate of Completion in the Career & Technical Education fields of study.

R.A.P. has six primary functions:

- tutor (one-to-one or group) in the content area
- introduce and encourage students to utilize the Learning-to-Learn Method of inquiry to promote student success
- computer-assisted instruction and hands-on,

- cooperative learning
- group learning
- oral development
- and workshops to encourage and support student academic achievement

For additional information, please call: 915-831-3215 or 915-831-2601 or stop by one of our locations:

Mission de Paso Campus	RM: E108
Northwest Campus	RM: M-68-D
Rio Grande Campus	RM: A250 and E-120
Transmountain Campus	RM: LRC 1606
Valle Verde Campus	RM: A-1401

Please visit our website at, www.epcc.edu/epcc.edu/services/RAP

Tutoring Services

Tutoring is a valuable instructional service that can help students achieve better grades, pass courses, and prepare for testing requirements. Students are encouraged to seek tutoring services early in the semester and to attend sessions regularly to get the maximum instructional benefit.

All campuses provide one-to-one or small group tutoring. Tutoring is on a first-come, first-served basis. Computer-assisted instruction is also available at most campuses for students who need to work on improving specific skills.

Free online-tutoring is available to all EPCC students via Blackboard. Day, evening and weekend tutoring hours available.

Stop by one of our locations:

Mission de Paso Campus	RM: E108
Northwest Campus	RM: M-68-D
Rio Grande Campus	RM: A250
Transmountain Campus	LRC 1606
Valle Verde Campus	RM: A-1419

For more information visit us at Valle Verde RM:A-2414. or at, www.epcc.edu/Services/TutorialServices



The Best Place to Start *and Finish!*



Workforce and Continuing Education

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WORKFORCE AND CONTINUING EDUCATION

El Paso Community College Continuing Education provides a wide range of non-credit workforce education and community service courses, seminars, conferences, and workshops. The five campuses of the College, the Administrative Service Center 'B' Building, and a variety of locations throughout the county hold these activities to meet the lifelong learning needs of the community.

Many Continuing Education courses award Continuing Education Units (CEUs). One CEU is officially defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The CEU should not be interpreted as a substitute for college credit. Its primary purpose is to provide a record of the educational accomplishments of an individual who has completed one or more non-credit educational experiences. Request transcripts of earned CEUs from the Admissions and Registration Office.

Registration for Continuing Education courses/services is a continuous process and may be accomplished either in person or by mail. In both cases, students must complete a CE registration application. Students registering in person are encouraged to register at any of our five campuses, Fort Bliss, or the Administrative Service Center, 'B' Building at least one week before the first class day. **Payment is required at the time of registration.**

Students registering by mail should submit the mail-in registration form found in the Continuing Education Schedule, along with payment in full of all obligations, at least two weeks before the first class meeting to allow time for processing. A receipt will be mailed to the student upon completion of the mail-in registration process.

The Continuing Education Schedule contains information regarding the tuition, fees, and refunds for CE courses. Enrollment in Continuing Education courses is on a first-come, first-served basis, and sections close when maximum enrollment levels are reached. Additionally, the College reserves the right to cancel classes in the event of insufficient enrollment or other circumstances

beyond the College's control.

Because of the nature of instruction, age limitations may be imposed on selected courses. Also, enrollment in certain classes may be limited to individuals with specific prior training and/or skills. Some language programs may

require placement testing to determine a student's English level before enrollment. Please contact the program director or coordinator listed in the Continuing Education Schedule for more information.



Advanced Technology Center

The El Paso Community College Advanced Technology Center (ATC), located at the Valle Verde Campus provides training in Career Technical Education programs. Flexible schedules are offered during the day, and in the evenings to accommodate students and industry needs. ATC programs include: Computer Aided Design (CAD), Diesel Mechanics Technology, Electrical Technology, Energy Efficiency & Renewable Energy, Heating Ventilation & Air Conditioning (HVAC), Industrial Manufacturing, Industrial Maintenance, Robotics & Automation and Welding Technology. Some of the programs include advanced technology courses such as, EDM Wire, Programmable Logic Controllers (PLC), Plastic Injection Molding, Pipe Welding, Electronic Systems, Weatherization, Photovoltaic Energy Auditor

and LEED. Additionally embedded into several degree plans are national certifications such as, OSHA 10 for Construction in HVAC and Welding programs. HVAC faculty encourage students to test for EPA and 410A certifications. The welding program offers the American Welding Society (AWS) Level 1 Sense Certification. Electrical Technology has the OSHA 30 embedded into the program. The Renewable Energy program offers testing for the NABCEP certification. Quality education helps enhance a variety of opportunities to compete in regional and global job markets. A skilled workforce will support the specialized labor demands of industries across the nation, and facilitate their expansion into the local and regional economies of the El Paso Borderplex region.





Language Institute

The Language Institute, housed at the Valle Verde campus, offers the Intensive English Program, the Conversation ESL Program, and the Conversation Spanish program. All classes are full immersion; only the targeted language is spoken. For more information email, call or visit: alp@epcc.edu, 915-831-2154, or www.epcc.edu/Academics/LanguageInstitute

Intensive English Program (IEP)

The mission of the Intensive English Program is to successfully prepare students and professionals to acquire English proficiency to meet their personal, academic, and career goals. We are committed to offering classes in a dynamic, multicultural and effective environment with the most innovative supportive resources imparted by highly qualified and competent faculty members. The intermediate levels of IEP utilize terminology applicable to technical and business writing to develop proofreading and editing skills relevant to job-related contexts required for further advancement in the labor force. The emphasis is on enhancing effective written and oral communication skills for business applications in the workforce.

Intensive English Program- Fast Track

The program has six levels that can be completed within a year. Each level includes three courses: Reading/Writing, Listening/Speaking, and Grammar. Classes meet Monday to Friday from 8:00 am

to 2:30 pm for seven weeks; 200 hours of instruction per level.

Intensive English Program

This program has twelve levels. Classes are offered during the day or Saturdays; 100 hours of instruction per level. Each level includes three courses: Reading/Writing, Listening/Speaking, and Grammar.

Conversation ESL Program

The 50-hour Conversation ESL course of study is designed to advance the oral English skills of students in the workplace. Conversation ESL classes aim at improving pronunciation and the use of idiomatic expressions with emphasis on communication and formal presentations. There are six levels, and each level is approximately 4 months. The classes are on Saturdays from 9:00 am to 1:00 pm.

50 Hours/5.0 CEUs

Spanish Classes

The 48-hour Spanish courses are offered in two levels: beginning and intermediate. Both levels of Spanish classes emphasize instruction on job-related technical vocabulary and fluency in general business applications. These classes are usually offered on Saturdays from 9:00 am to 1:00 p.m. 48 Hours/4.8 CEUs

Business/Computers/Technical Education

This area provides opportunities for the employed worker to update or upgrade existing skills or to acquire new skills leading to certification in many areas of study. Technical Education and Professional courses include the following areas of study: Business, Computers, Sign Language for Professionals, Substitute Teacher Training, Writing, Math and Introduction to Accounting, Prep for Texas Landscape Irrigation Exam, and Professional Floral Design.

Management courses are offered in a variety of subjects, including basic supervision, human resources management, business communications, management techniques, and various others.

Real Estate offers all the courses that will enable students to obtain their real estate salespersons license. Students can complete their real estate license within one year.

Customs Brokers courses help prepare students for careers in international trade and also assist them to pass the customs brokers' exam.

Computer Business Applications

The focus of these computer courses is on business productivity software applications and professional behavior in computing, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Computer courses provide refresher training for on-the-go professionals. Business computer courses also include Graphic Design and Layout Certificate and CISCO Academy.





Children's College

The Children's College is designed to offer a broad spectrum of courses to encourage students to develop and apply critical and creative thinking skills to areas of study in which they have an interest. The objective of this program is to give children the opportunity to take classes in a college environment and to increase their awareness of the importance of a college education.

Children's College offers courses for children between the ages of 5-17 years of age to help improve their academic skills and explore a personal interest. The Children's College program offers annual events, including Spring Arts Festival and Summer Camps.

Academic Enrichment

Academic courses include Math, Reading, Spanish, Lego Mindstorms, Video Game Maker and Graphic Design. These courses help students to improve their academic and social skills.

The Arts for Children

These courses are for children who are interested in the performing arts which include Pre-Ballet, Ballet I, and Hip Hop Dance. The Arts include Vocal Studies and Young Artist Workshop. Courses that are instrument-related include Guitar and Piano.

Sports and Fitness

Sports and Fitness courses are for children who want to learn Gymnastics, Tennis, Golf, and Martial Arts. These courses will not only help improve their skills but will build their self-esteem.

Community Education Program

The Community Education Program (CEP) operates a variety of programs across El Paso County, ranging from basic adult literacy, family literacy, and vocational literacy to services for deaf, public housing residents, and welfare recipients.

CEP serves educationally disadvantaged adults with limited reading skills in their primary language. Participants typically develop literacy skills while studying pre-vocational topics, health, home ownership, community and survival topics. Free classes, including

supplemental computer-assisted instruction, are offered at sites throughout the city and county of El Paso. CEP also provides the STEP project for transitional instruction and assistance to educationally disadvantaged adults who wish to enter mainstream college courses.

Additional projects include specialized instruction for deaf/hearing impaired adults and their families through Literacy Education Action for the Deaf (LEAD) and instruction for isolated colonias residents, public housing residents, and Enterprise community residents.

Driver Training

Motorcycle Rider Courses are designed to train the student in the safe handling and operation of motorcycles. The course prepares the student to satisfy the state requirements for a motorcycle license in Texas. Our courses include Basic and Advanced 2-wheeled motorcycle training and basic 3-wheeled motorcycle training.





Nursing Home Activity Director

Provides the basic knowledge used by activity professionals to provide and promote quality of life for residents in long-term care settings.

Courses are offered to help current health professionals upgrade present skills or develop new skills.

CPR, ACLS, PALS, and First Aid courses are several of the courses offered to meet certification and CEU requirements for health professionals.

Health Studies

Continuing Education for Health offers **entry-level health courses** which lead directly to the job market such as:

Nursing Assistant

Prepares students for State certification. Presents the concepts and skills required to provide basic patient care in a healthcare facility or a person's home.

Health Unit Coordinator

The health unit coordinator performs clerical, reception, communication, and coordination tasks for the nursing unit.

Phlebotomy Technician

Presents principles and procedures, both theoretical and practical, associated with the collection of clinical blood specimens.

Medication Aide

Approved by the Texas Health and Human Services Commission (THHSC), this course prepares certified nurse aides to administer routine medications to individuals in a Skilled Nursing Facility, MHMR facility, correctional institution, or personal care facility.

Re-Entry Nursing

Offered for RNs and LVNs who need to update skills before returning to work. The theory portion of the course is on-line. Students must demonstrate clinical skills before completing an 80-hour pre-ceptored clinical.

Massage Therapy

This 525-hour program prepares students to sit for a national exam to become licensed in the State of Texas. Courses include Massage Therapy Fundamentals I, Anatomy and Physiology, Health and Hygiene, Hydrotherapy, Business Practices and Professional Ethics, Massage Therapy Fundamentals II, Kinesiology, Pathology, and an Internship. Also, courses are offered to assist massage therapists in maintaining their licensure and developing advanced skills.

Nail Technology

A 624-hour program that prepares students for the State Licensing Written and Practical Exams. Nail Technology includes instruction in professional development, bacteriology, sanitation and disinfection, nail structure, diseases and disorders, natural nails, artificial nails, pedicures, business principles, product knowledge, and other selected topics.

Cosmetology Instructor

Cosmetologists are required to take this 500-hour course to become cosmetology instructors.

Law Enforcement Training Academy

The El Paso County Community College District is an approved training site for Law Enforcement, Correctional Officers, Security and Special Officers, and Motorcycle Rider training courses.

The Law Enforcement Training Academy is licensed by the Texas Commission on Law Enforcement and is authorized to conduct pre-service and in-service programs and courses. The Texas Peace Officer Course is divided into five training phases. The entire program is 784 classroom (contact) hours and exceeds the state minimum standard by over 100 hours. Successful completion of this program will enable the student to sit for the State Licensing Examination, required for all Texas peace officers.

In-service training covers the state mandated training requirements and includes specialized training programs as determined by local agency needs. To help fulfill local training needs, the Training Academy facility consists of a state-of-the-art, 20-point indoor shooting range. The Academy also utilizes the Advanced Interactive-shooting System (A.I.S.) that challenges law enforcement students' decision-making abilities in a deadly force situation.

The Security and Special Officer Course is authorized by the Texas Department of Public Safety, Private Security Bureau to conduct the mandated, 56-hour basic course that is required of all security officers commissioned to carry firearms. Advanced courses are available, as well as specialized courses developed through the Continuing Education Licensure of the Academy.





Personal Enrichment

Sharpening our minds and having a great learning experience is what Personal Enrichment is all about.

Home and Garden

Interested in arts, crafts, or hobbies? There is a wide range of courses from which to choose. Courses include Floral Arrangements, Dog Behavior, Gardening, Interior Design, and Introduction to Jewelry Making. Sewing classes start with the very basic to the advanced courses such as serging or pattern alterations and quilting. Interested in photography? You can learn the basics of camera operation, darkroom techniques, or color. Art classes include watercolors, drawing, painting with acrylics, and stained glass. Cooking classes are popular every season starting with Basic Cooking, Baking, and Introduction to Fine Wines to more elaborate Holiday classes.

Dance and Music

Enjoy music in your life either through dancing or playing a musical instrument. Dance and music courses include Ballroom, Country Western, Latin, Guitar, Piano and Voice.



Online Enrichment Classes

Courses through the internet are available in conjunction with ed2go: A to Z Grant Writing, GRE Preparation, Effective Business Writing, Beginning Conversational French, Grammar Refresher, Personal Finance and Introduction to Algebra. Also available are Learn to Buy and Sell on eBay, Secrets of Better Photography and SAT/ACT Preparation.

Senior Adult Program

With our growing older population, programs and activities for seniors are in great demand. Our vision is to change the perception of aging by providing life-long learning opportunities and inspiring seniors to adopt a vibrant lifestyle. The Senior Adult Program offers specialized courses and events for individuals who are 55 years of age and over.

The curriculum includes classes in music, art, exercise, dance, nutrition and wellness, computers, creative writing, and language development. These courses are held at city/county senior centers, elderly housing, retirement communities, recreation centers, and college sites.

Check the Senior Adult Program section of the Continuing Education Class Schedule for dates, times, and locations of the non-tuition classes, tuition seminars and workshops. To qualify for these classes, students must provide proof of age with a driver's license, birth certificate, or other official document showing date of birth. Students are required to purchase textbooks and supplies at their own expense.

Seniors may qualify for a parking pass if enrolled in no more than 60 hours per semester. Parking policies apply to all El Paso Community College students and campuses. Senior adults who register for courses outside of the Senior Adult Program must pay all tuition and fees that apply to the course.

Other program activities include social, cultural, recreational events, and a weekly television show called "Mature Living." Seniors in the community enjoy attending the annual Seniors' Love Conference, Christmas Navidad on the Border Celebration, EPCC Arts Festival Exhibition, Grandparents Day Celebration, and Music Concerts held throughout the year in collaboration with, and support from, our community partners.

Our mission is to promote community partnerships and provide educational and social opportunities for our multi-cultural senior population.



Center for Corporate and Workforce Training

The mission of the Center for Corporate and Workforce Training (CCWT) is to train participants for employment by providing quality educational programs which promote self-sufficiency and meet employers' needs.

The CCWT provides services to veterans, military spouses, and the community at large to include unemployed and underemployed individuals. Participants learn the skills that will lead to productive employment and job advancement.

For more information call us at 915-831-7795 or visit us at, www.epcc.edu/Academics/ContinuingEducation/CorporateAndWorkforceTraining

Autobody Collision Repair

Participants will obtain the technical knowledge and skills in basic auto collision and repair to include Shop Safety and Procedures, Basic Refinishing, Basic Metal Repair, Automotive Plastic and Sheet Molding Compound Repair, Vehicle Design and Structural Analysis, Vehicle Trim and Hardware, Auto Body Repair and Repainting, Collision Repair Estimation, and professional development. Training in this course will enable participants to gain employment in various positions such as body shop and paint shop assistant, automotive refinisher, auto body technician, paint and body supplies salesperson, and insurance appraiser.

Introduction to Construction Technology

The program introduces the participants to various skills needed to perform in areas of framing, roofing, sheetrock-installation, carpentry, plumbing, painting, cost estimation, and entrepreneurial skills. Other topics include the construction of basic form and foundation systems; safe work practices, including the use of tools and materials; basic site preparation; and blueprint reading to estimate material requirements. Bilingual instruction will occur in a laboratory setting.

Electrical Maintenance and Repair

The program provides participants with basic knowledge for performing maintenance on tools and equipment; properly using appropriate hand and power tools; using electrical measuring instruments; reading and following basic electrical wiring diagrams; selecting safety devices and wire sizes to suit applied loads; cutting; and bending conduit to spec; pulling wire; assisting in the installation of fuse panels, disconnects, and circuit breakers; and assisting in small motor repair.

Customer Service Specialist

The program provides participants with essential customer service techniques in both an individual and a team setting. Participants learn to apply principles and appropriate customer service procedures, employ effective interpersonal skills, and perform basic workplace math calculations used in retail. Participants also learn decision-making, problem-solving techniques, and appropriate workplace employability skills.

Corporate and Workforce Training

Maintaining a talented and productive workforce in a growing local economy requires a commitment to employee development. The CCWT develops and delivers up-to-date and convenient innovative and accessible programs to meet the vocational and professional development needs of individuals and businesses in the El Paso region. CCWT can customize curriculum that can be delivered on- or off-site to your employees, with flexible schedules. To include:

Workplace Competencies

The spectrum of core business skills required to function effectively within any twenty-first-century work environment. CCWT has organized course work around these core requirements and creates a custom curriculum to ensure that your workforce is prepared with the ever-evolving skill-sets required by these important industries in the El Paso region.

Personal Effectiveness

The impact t a single employee has on efficiency of the total workforce can be difficult to measure. However, you can ensure that productivity is positively impacted by increasing the personal effectiveness of each member of your workplace team through a series of customized courses specifically designed to shape employee performance.

Technical Skills

The curriculum is designed to incorporate the development of industry-wide core skills as well as industry sector specific competencies. CCWT is helping meet new corporate challenges for the various industries in our region by designing customized training programs.



Workplace Skills and Training

This six-month course advances the student's English language skills in the workplace. Emphasis is on workplace communication, math, and computer literacy. The course promotes oral and written English, workplace safety, employability skills, decision-making/problem-solving, and other skills that enhance the student's workplace performance.



Center for College Access and Development

The Center for College Access and Development is the place where students become college ready by addressing their academic and personal challenges. We seek to develop or strengthen foundational skills that facilitate transition, persistence and completion of postsecondary education.

Courses include: Intensive College readiness for students to acquire the foundational academic skills in math, reading and writing (TSI Academy); ESL Bridge for second language learners considering enrolling at the college; GED to College preparation classes to acquire the high school equivalency certificate, and customized services offered by a variety of funding sources including government grants, community based organizations and corporate sponsorships.

For more information call us at (915) 831-7729 or visit our website at, [www.epcc.edu/Academics/Continuing Education/center-for-college-access](http://www.epcc.edu/Academics/ContinuingEducation/center-for-college-access)

Contract Opportunities Center (COC)

The COC, a Procurement Technical Assistance Center (PTAC), operated under a cooperative agreement with the Department of Defense/Defense Logistics Agency, is the primary local provider of technical assistance in the area of government procurement. The mission of the COC is to promote business development by providing bidding/contracting opportunities and technical support throughout the County of El Paso. The Center assists businesses' efforts in expansion and job creation through active pursuit of the federal government, state, county, city, educational, and commercial contracting opportunities.

The COC accomplishes its mission by providing services and support functions which include outreach, confidential one-on-one counseling, marketing, bid-matching, technical, reference, electronic commerce/data interchange, conferences, and workshops that provide information and education about facets of government procurement and electronic commerce.

Counseling and technical assistance are provided free of charge. Seminars and workshops will occasionally require a nominal registration fee.

Workforce Strategic Initiatives

The Workforce Strategic Initiatives (WSI) department furthers economic development and strengthens partnerships between EPCC and the surrounding community. WSI works with area business and industry to upgrade the skills of their employees in an effort to build a world-class workforce and remain competitive in a global economy. Training can be selected from existing offerings or customized to meet specific industry needs. WSI helps companies access public funds to offset the cost of training, which includes Texas Workforce Commission grants, such as, Apprenticeship, Skills Development Fund, Skills for Small Business, Skills for Transition Program, and Self-Sufficiency. Additional funding may be available from other public and private sources. WSI provides continuous support to other departments across EPCC by increasing continuing education enrollments and referrals to credit programs. For more information call or visit, 915-831-7840 www.epcc.edu/Services/WorkforceStrategicInitiatives

Small Business Development Center (SBDC)

The El Paso SBDC, a partnership program with the U.S. Small Business Administration (SBA), is the largest management and technical assistance program for small businesses in the United States.

The mission of the El Paso SBDC is to foster small business success. The mission is accomplished by providing one-on-one business advising, technical assistance, training forums, advocacy and research services. The SBDC coordinates with the SBA and other community resource partners to help small business owners and aspiring entrepreneurs with their projects and explore possible solutions to their business problems.

Business advising services are always provided at no-cost to our clients. Information and training seminars are offered throughout the year to help small business owners enhance their knowledge and skills in business management, operations, and specialized areas.

Besides specialized workshops, the SBDC offers the 48-hour Small Business Management Institute. Participants learn how to start and operate a small business, how to create an effective business plan, marketing, financing, human resource management, payroll and taxation, franchising, legal aspects of operating a business, and other topics. The course provides practical information needed to be a more successful business owner. The SBDC also conducts a 48-hour QuickBooks for Small Business series. Students that successfully complete the course should be able to set-up an in-house bookkeeping system.

On-line business education training is also available 24/7 at our website. The El Paso SBDC operates as a field center office of the South-West Texas Border SBDC Network of the University of Texas at San Antonio (UTSA) and is hosted by El Paso Community College under a cooperative agreement. Because of the diversity of the network, the El Paso SBDC is also able to offer assistance in minority certification, international trade and access to global markets, and invention, patenting, and product commercialization. Program funding is provided by the SBA through UTSA and El Paso Community College. For assistance, please contact us at (915) 915-831-7743 or visit us on our website at www.elpasosbdc.net.

CONTINUING EDUCATION

Certificates of Completion



Basic Peace Officer Certification

Certificate of Completion-CE-CJLE

The Texas Peace Officer Course is divided into five training phases. The entire program is 784 classroom (contact) hours and exceeds the state minimum standard by over 100 hours. Successful completion of this program will enable the student to sit for the State Licensing Examination, required for all Texas peace officers.

In-service training covers the state mandated training requirements and includes specialized training programs as determined by local agency needs. To help fulfill local training needs, the Training Academy facility consists of a state-of-the-art, 20-point indoor shooting range. The Academy also utilizes the Advanced Interactive-shooting System (A.I.S.) that challenges law enforcement students' decision-making abilities in a deadly force situation.

Required Courses		Course Hours
CJLE 1006	Texas Peace Officer Phase I	176
CJLE 1012	Texas Peace Officer Phase II	176
CJLE 1018	Texas Peace Officer Phase III	176
CJLE 1024	Texas Peace Officer Phase IV	176
CJLE 1029	Texas Peace Officer Phase V	<u>80</u>
TOTAL CERTIFICATE HOURS		784

Cosmetology Instructor

Certificate of Completion CE-COSM

This 500-hour program provides the skills needed to teach the theory and practice of cosmetology. Coursework includes requirements for being an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments qualified cosmetologists needed to teach.

Admission Requirements for the Program:

- Must be at least 18 years of age
- High School diploma or GED
- Reading level of 10th grade or above
- Current operator license
- Three years of verifiable experience as a licensed cosmetology operator
- Ability to meet the physical demands required of a cosmetology instructor

Required Courses	Course Hours
FIRST SEMESTER	
CSME 1035 Orientation to the Instruction of Cosmetology	100
CSME 1034 Cosmetology Instructor I	100
CSME 2014 Cosmetology Instructor II	100
SECOND SEMESTER	
CSME 2049 Cosmetology Instructor III	100
CSME 2045 Instructional Theory and Clinic Operation	<u>100</u>
TOTAL CERTIFICATE HOURS	500



Massage Therapy

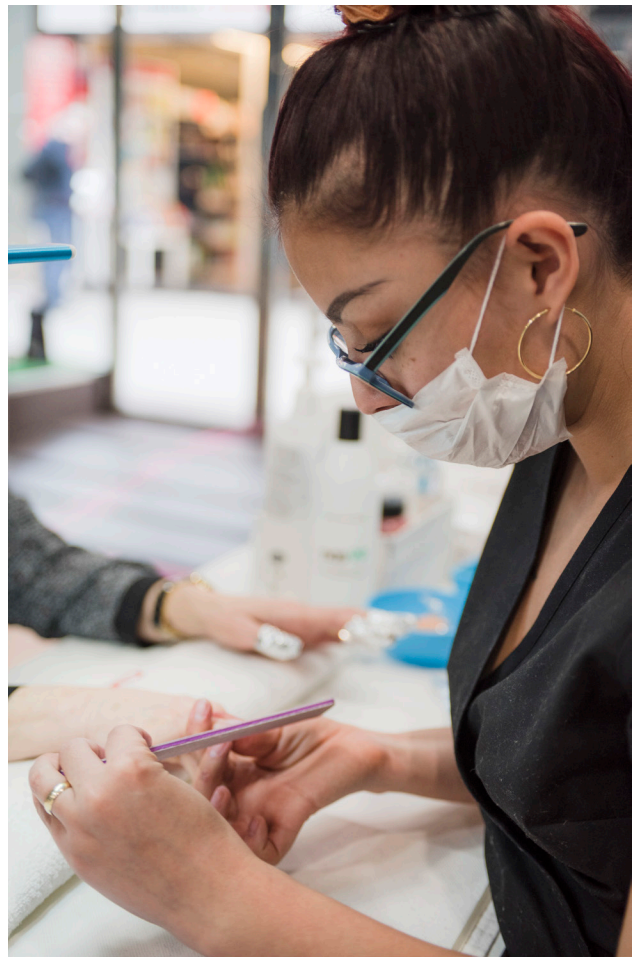
Certificate of Completion-CE-MSSG

The 525-hour continuing education Massage Therapy Certificate Program prepares individuals to successfully qualify for national certification and licensure through the Texas Department of Licensing and Regulation. The Program is in the massage suite at the Administrative Services Center, 'B' Building, located at 9050 Viscount. The massage suite is a state-of-the-art facility, with classrooms and internship and spa facilities. Students learn advanced techniques such as sports, prenatal, and spa massage. The course emphasizes professionalism and safe practice.

Admission Requirements for the Program:

- High School diploma or GED Reading level of 10th grade or above.
- Current CPR Certification
- Current First Aid Certification
- Orientation

Required Courses		Course Hours
MSSG 1005	Hydrotherapy/Therapeutic Modalities	20
MSSG 1007	Business Practices & Professional Ethics	45
MSSG 1009	Health and Hygiene	20
MSSG 1013	Anatomy & Physiology for Massage	75
MSSG 1011	Massage Therapy Fundamentals I	125
MSSG 2013	Kinesiology for Massage	50
MSSG 2014	Pathology for Massage	40
MSSG 2011	Massage Therapy Fundamentals II	75
MSSG 2086	Internship-Massage Therapy/ Therapeutic Massage	<u>75</u>
TOTAL CERTIFICATE HOURS		525



Nail Technology

Certificate of Completion-CE-NAIL

This 624-hour program prepares individuals to join one of the fastest areas of growth in the cosmetology industry—nail care.

The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets the Texas Department of Licensing and Regulation guides for cosmetology. The capstone course is Preparation for the State Licensing Written Examination.

Required Courses		Course Hours
FIRST SEMESTER		
CSME 1030	Orientation to Nail Technology	160
CSME 1031	Principles of Nail Technology I	112
CSME 1043	Manicuring and Related Theory	160
SECOND SEMESTER		
CSME 2030	Nail Enhancement	140
CSME 2051	Preparation for the State Licensing Practical Examination	<u>52</u>
TOTAL CREDIT HOURS		624



The Best Place to Start *and Finish!*



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STUDENT RIGHTS

I. GENERALLY

All students of the El Paso Community College are entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state. Each student is obligated to respect the rights of others. Such environment will enhance the educational purpose for which the College exists and the educational programs designed to achieve that purpose.

II. EQUAL EDUCATIONAL OPPORTUNITY

No student or prospective student of the College shall be discriminated against because of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. Students who feel aggrieved on the basis of race, gender, color, national origin, disability, creed, or age, disability, veteran status, sexual orientation, or gender identity, may file a written grievance with the Associate Vice President of Employee Relations.

III. ACADEMIC-RELATED GRIEVANCES

Academic-related grievances should be submitted in writing beginning with the faculty member and then to the Instructional Dean/Director. Appeals may then be directed to the Vice President.

IV. STUDENT GRADE APPEALS

The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A grade can be formally appealed only when there is demonstrable evidence that discriminatory, arbitrary, or capricious action on the part of the instructor has influenced the grade.

The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the appropriate Instructional Dean/Director.

The processing of formal grade appeals is the responsibility of the Instructional Dean/Director who administers the course. The decision on a grade appeal is the responsibility of the Vice-President that is responsible for the course: Vice President of Instruction (hereafter referred to as "Vice President").

Student Grade Appeal Process - To appropriately address the grade appeal, the following process will be followed.

Step 1. A student who believes that the grade received is incorrect should first discuss the grade with his/her instructor. The instructor and student should make every effort to resolve the issue.

Step 2. The student who is not satisfied with the outcome of the discussions with the instructor may contact the Instructional Dean/Director who is responsible for the course. This contact, like the discussion with the instructor, is informal. The Instructional Dean/Director may take what action is deemed necessary to resolve the issue at this level.

Step 3. If the student is not satisfied with the decision rendered by the Instructional Dean/Director, he/she may make a formal grade appeal to the office of the Vice President of the division administering the course. This appeal must be filed with the office of the Vice President using the Grade Appeal Petition Form. The student has 45 days from the end of the semester, term, or quarter, in which the action occurred, to present his/her appeal. The appeal must include supporting information. After the appeal is filed, a copy will be sent to the student, the instructor, and the Instructional Dean/ Director.

Step 4. The Vice President will request written information about the case from the instructor involved and will present the grade appeal and this

information to the campus Grade Appeals Committee, the student, the instructor, and the Instructional Dean.

Step 5. The Grade Appeals Committee will examine the evidence and conduct the necessary hearings and meetings to make a recommendation in the case. It is not necessary for the parties to appear unless requested by the Grade Appeals Committee. Parties have the right to appear if they wish to do so.

Step 6. The Grade Appeals Committee will give the Vice President a written recommendation as follows:

- a. Whether or not the grade should be changed. If so, what should the final grade be.
- b. Make other recommendations that it deems advisable in the disposition of each specific case.
- c. Committee members who voted in favor of the Committee's decision must sign recommendation. The dissenting members may also sign and state the reason for their dissenting vote.

Step 7. Taking into account the recommendation(s) of the Grade Appeals Committee, the Vice President over the division administering the course will make a final decision on the grade appeal and send it in writing to the student, the instructor, the Instructional Dean/Director, and the College President. If the decision is that the grade should be changed, the Vice President will take action to revise the student's record and notify the instructor.

Step 8. Either the student or the instructor may appeal the Vice President's decision to the President. The President's review shall be limited to whether the review procedures described herein were properly observed.

Step 9. A District Grade Appeals Committee consisting of a voting faculty chairperson, two other faculty members, and two voting students will be appointed by the Vice President to consider all grade appeals occurring during the academic year.

- a. Any member of the committee who believes that the professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment, or a conflict of interest must be disqualified and a replacement for that party will be chosen by the Vice President.
- b. The Vice President or a designee may attend meetings of the appeals committee. The Vice President may request presentation of evidence, but must not be present during the committee's deliberation on its final recommendation.

V. STUDENT PROGRAM AND STUDENT ACTIVITY-RELATED GRIEVANCES

Student-related grievances should be submitted in writing to the Vice President of Student Services. Appeals may be directed to the Vice President of Student and Enrollment Services for final disposition.

VI. APPEALS OF NON-ACADEMIC STUDENT GRIEVANCES

Non-Academic Student Grievance Process - To resolve issues and actions of a non-academic nature, the following process will be followed.

Step 1. The student will seek resolution of the action by contacting the supervisor of the department that initiated the action. Initial contact may be verbal or written. The supervisor has ten (10) working days from the date of initial contact to respond to the student's request/inquiry. If resolution is not reached, the student has ten (10) working days in which to appeal and proceed to the next step.

Step 2. The student will submit in writing to the administrator (Instructional Dean/Director) in charge of the division/ department that initiated the action in question. The administrator has ten (10) working days from receipt of the request/inquiry in which to respond. If resolution is not reached, the student has ten (10) working days in which to proceed to the next step.

Step 3. The student's request/inquiry with comments and back-up documentation from the appropriate administrator, as outlined in Step 2, will be forwarded to the appropriate administrator's direct supervisor (Associate Vice President or Vice President). The administrator has ten (10) working days from receipt of the petition in which to respond. If resolution is not reached, the student has ten (10) working days in which to proceed as follows:

- a. If the administrator's direct supervisor is an Associate Vice President, proceed to Step 4.
- b. If the administrator's direct supervisor is a Vice President, proceed to the President.

Step 4. The Student's request/inquiry with comments and back-up documentation from the Associate Vice President will be forwarded to the Vice President. The Vice President will respond within (10) working days from receipt of the request/inquiry.

Step 5. The student may appeal the Vice President's decision to the President.

VII. INTELLECTUAL PROPERTY RIGHTS

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 El Paso Community College, ownership resides with the College.

STUDENT RESPONSIBILITIES

I. GENERAL STATEMENT

In all aspects of student life, the student body collectively and individually has the responsibility of participation as citizens of the academic community in a mature fashion. Students must not confuse liberty with license. In voluntarily enrolling at the College, students have the responsibility to comply with all state and college regulations governing student conduct and academic affairs. Students assume responsibility for their behavior and acknowledge and share the following responsibilities.

II. CONDITIONS OF ENROLLMENT

1. All students are responsible for showing respect and for accepting the authority of the faculty and District officials.
2. All students are required to report any change in their legal address and/or legal name at the beginning of each enrollment period to the Admissions and Registrar's Office.

3. All students are responsible for knowing and obeying all College policies and regulations, this applies to students attending classes or participating in educational activities on District Property and at all College-sponsored events on or off campus to include but not limited to clinical sites, distance learning activities, and College sponsored trips.

4. All students are responsible for the consequences of their behavior.

5. All students will be held responsible for all fees, textbooks, fines or other financial obligations which they have incurred. Failure to comply may result in termination of enrollment and/or a hold being placed against future registration and the release of grades, diploma, and transcripts.

6. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions.

7. Students are responsible for reviewing, understanding, and abiding by the Colleges regulations, procedures, requirements, and deadlines as described in official publications, including the College catalog/schedule, EPCC websites, and official College e-mail communications.

8. Students must understand that while education is a shared activity, the ultimate responsibility for learning rests with the students' motivation and abilities.

9. 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 student in their educational pursuit or with employees in the exercise of their duties.

10. When approaching the administration about any matter, students must go through established channel of communication and authority.

III. RETAINED RIGHTS AND RESPONSIBILITIES

The enumeration of the above 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 CODE OF CONDUCT

I. Appropriate Student Behavior

- I. All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College's function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.
- II. Acts That Constitute Misconduct: The following behaviors are examples of actions or activities that violate the El Paso Community College Student Code of Conduct with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following.

II. Academic Dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat:

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students

may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize:

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate:

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. Collusion is prohibited

Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

III. Offenses Against Persons

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.
2. Possession or use of firearms on District-controlled property except as stated in College Procedure 5.01.07.10.
3. Threatening or causing physical harm or abuse to one's self or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
4. Verbal Abuse in the form of "fighting words," abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.
5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife,

ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.

8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/or may disrupt the campus environment.
9. Gambling, this includes bookmaking, pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
13. Endangering the health or safety of members of the District, community or visitors to the College's facilities.
14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this Code. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

IV. Property Offenses

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.
2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College's public, or private, property, including library materials, computer equipment, software, vending machines and vehicles.
3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.
4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities or their roofs.

5. Unauthorized or inappropriate use of EPCC property or the property of others.
6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.
7. Theft or unauthorized possession of property or services.
8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.
9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.
10. Any willful or malicious burning of any property of another.

D. Public/College Order Offenses

1. Creating a fire, safety, or health hazard.
2. Falsely reporting a fire or other emergency situation by actions such as activating a fire alarm or pre- alarm cover when there is no reasonably perceived emergency.
3. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.
4. Having an animal on campus, except as permitted by EPCC policies and procedures.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.
8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.
9. Impersonating any EPCC official.
10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.
11. Indecent exposure, including but not limited to "flashing." Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others or in a public place.
12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.
13. Failure to evacuate any building during a fire alarm.

E. Misuse of Computing Resources and Technology:

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.

2. Unauthorized copying or distribution of computer software or data.
3. Use of computing facilities and resources that interferes with the work of another student, faculty member, or College official.
4. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.
5. Use of computing facilities and resources to send obscene or defamatory messages.
6. Unauthorized accessing of College telephones to change a voice mail greeting.
7. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
8. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

V. Emergency Suspension

If a student's actions pose an immediate danger to any member of the EPCC community, the Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the Vice President shall notify the student concerned by certified letter or personal delivery of the date, time and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

VI. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.

3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.
10. Failing grade for a test, assignment, or course.
11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

VII. Records

A. Records of Disciplinary Actions:

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file in the office of the Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure 7.05.01.10, findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the Vice President for a period of seven years, after which the

file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure 7.05.01.10, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.

4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
 5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.
- B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College Catalog contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.

STUDENT DISCIPLINARY PROCEDURE

I. Authority of the Vice President

- A. All Non-Academic Student related issues should be forwarded to the Vice President of Student and Enrollment Services.
- B. All Academic Student related issues should be forwarded to the Vice President of Instruction and Workforce Education.

II. Discipline Process

When the Vice President receives information that a student has allegedly violated a District policy, or the Student Code of Conduct, the Vice President shall investigate the alleged violation of student misconduct. Alleged violations of student misconduct may be submitted by any member of the campus community, including faculty, staff or students, or from a third-party, such as the Police Department. The information should be submitted in writing with supporting documentation that supports the allegation.

Students shall be given a fair opportunity to demonstrate innocence before College officials, as outlined in Section III of this procedure. Students are entitled to a disciplinary hearing, including being given adequate notice of the hearing and allegations in advance. Stu-

dents with disabilities may request special accommodations, such as sign language interpreting services and visual aids, during the student discipline process.

After completing a preliminary investigation, the Vice President may:

- A. Dismiss the allegation;
- B. Summon the student for a conference. After conferring with the student, the Vice President may:

- 1. Dismiss the allegation.
- 2. Proceed with the disposition of the violation described herein;
- 3. Impose the appropriate sanction(s). In any case, where the accused student does not dispute the allegations and that student executes a written waiver of the hearing procedure, the Vice President shall assess a sanction, and shall inform the student of such action in writing. The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential. The decision of the Vice President shall be final; OR
- 4. Prepare a complaint and proceed with a discipline hearing when the facts of the allegation(s) are disputed.

- C. Interim Suspension

Interim Suspension - The Vice President may take immediate disciplinary action and suspend a student, pending a hearing for policy violations. If the continuing presence of the student poses a danger to persons or property, or an on-going threat of disrupting the academic process, a student who has been suspended from the District for disciplinary reasons shall not be permitted on any of the College properties, or other facilities of the District during the period of suspension without the prior written approval of the Vice President.

- D. Definition Of Disciplinary Action — Penalties shall be Defined as Follows:

- 1. A written reprimand from the Vice President or President shall be sent to the student.
- 2. Warning probation shall indicate that further violations of regulations will result in more severe disciplinary action. The Vice President shall impose warning probation for a period of not more than one (1) calendar year, and the student shall be removed automatically from probation when the imposed period expires.
- 3. Disciplinary probation shall indicate that further violations may result in suspension. Disciplinary probation may not be imposed for more than one calendar year.
- 4. A hold on a student's records occurs when a student has failed to make an appointment by his/her allotted time, has failed to keep his/her appointment or has failed to pay restitution. The hold will be lifted once the student has complied with the directives from the office of the Vice President.
- 5. Restitution shall be reimbursement for damages to, or misappropriation of, property. Reimbursement may take the form of service to repair or otherwise compensate for damage.
- 6. Suspension of rights and privileges is an elastic penalty. The Vice President or President may impose limitations on rights and privileges to fit the particular case.

- E. Actions may be imposed upon the student as follows:

- 1. Failing grade or a grade of W (Withdrawal) may be assigned to a student for a course in which the student was found guilty of scholastic dishonesty.
 - 2. A student found guilty of scholastic dishonesty may be denied a degree, certificate, or course credit.
 - 3. Suspension from the District prohibits, during the period of suspension, the suspended student from entering a District campus or facility under the control or jurisdiction of the District without prior written approval of the Vice President (charges of criminal trespass may be filed).
 - 4. A student may be denied initiation into an honorary or service organization.
 - 5. A student may be denied from receiving credit at a component of the District system for scholastic work done in residence or by correspondence or extension.
 - 6. Except when suspension is imposed for scholastic dishonesty, the Vice President may permit the receipt of credit for scholastic work done during the period of suspension.
 - 7. The decision of the Vice President is final.
- F. Procedural Appeal:
 - 1. The decision of the Vice President may be appealed to the President, but only on the basis that Procedures described herein were not properly observed.
 - 2. The decision of the President is final.

III. Discipline Hearings Procedure

Hearings will be conducted for offenses related to behavior misconduct identified in Procedure 7.05.01.18, Student Code of Conduct.

- A. Hearing Committee

In cases where the accused student disputes the facts upon which the charge(s) are based, such charge(s) shall be heard and determined by a Hearing Committee appointed by the Vice President. The Hearing Committee shall be composed of six members who are not directly or indirectly involved with the charge(s) against the student.

- 1. Three students chosen by the Student Government Association (when the SGA member is the "accused" student, the Vice President shall recommend the students).
- 2. A counselor (recommended by a Dean who supervises counselors).
- 3. A faculty member (recommended by the Vice President).
- 4. An administrative officer, non-voting hearing officer (recommended by the Vice President).

- B. Notice

- 1. The Vice President shall notify the student concerned by certified letter and regular mail or personal delivery, of the date, time, and place for the hearing, which shall take place no fewer than ten (10) working days after the date of notification.
- 2. If, however, the student has been suspended, the hearing shall take place as soon as possible. If after a reasonable amount of time has

passed and a hearing has not taken place, the student has the right to return to class.

3. An extension of time may be granted by the hearing officer "upon request for reasonable cause" by either the student or by the representative of the College.

C. Contents of Notice – The notice shall:

1. Direct the student, by certified letter and regular mail or personal delivery sent to the student's address of record, to appear on the date, time, and place specified.
 2. Advise the student of his/her rights as outlined below:
 - a. To a private hearing.
 - b. To appear in person and to have a representative at the hearing. The student shall present his or her defense. The student may elect to have a representative present who is not an Attorney or legal representative. The representative may not actively participate in the process by posing questions or responding to information presented. The Hearing Officer may request that the representative leave if the representative does not abide by the rules of the process.
 - c. An exchange of evidence and a list of witnesses expected to testify will be made available by both parties, five (5) working days prior to the hearing.
 - d. To call witnesses, to receive copies of evidence in the District's possession, and to argue in his or her own behalf.
 - e. To have the hearing electronically recorded and receive a copy of the tape.
 - f. To cross-examine each witness who testifies against the student.
 - g. To appeal.
 3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
 4. Include a copy of the complaint.
 5. Notify the student that the District may be represented by counsel, who may cross-examine any witness testifying on the student defendant's behalf or the student defendant if the student testifies in his/her own behalf.
- ### D. Failure to Comply with Notice

The Vice President may suspend or impose other appropriate penalties upon a student who fails, without good cause, to comply with a letter of notice, or, at the discretion of the Vice President, may proceed with the hearing in the student's absence.

E. Hearing Procedure

The hearing shall be held according to the following:

1. The non-voting administrator shall serve as the Chairperson of the Hearing Committee.
2. The hearing shall be informal, and the Hearing Committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed unless the student requests an open hearing.
3. The hearing shall proceed as follows:
 - a. The Vice President shall read the complaint.
 - b. The Administrator shall inform the student of his/her rights.
 - c. The Vice President shall present the District's case.
 - d. The student shall present his or her defense.
 - e. The Vice President shall present rebuttal evidence.

- f. The Vice President shall summarize and argue the District's case.
- g. The student shall summarize and argue his or her case.
- h. The Vice President shall have an opportunity for rebuttal argument.
- i. On the question of guilt and punishment, the Hearing Committee shall decide by majority vote.
- j. If the Hearing Committee finds the student guilty, the Vice President and the student defendant may present evidence and argument for an penalty.
- k. The Chairperson of the Hearing Committee shall inform the Vice President and the student in writing of the decision and penalty, if any.
- l. If less than a majority finds the student guilty, the complaint shall be dismissed with no further action taken against the student.

F. Evidence

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy. The hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing officer shall exclude irrelevant, immaterial, and unduly repetitious evidence. The hearing officer shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing, the District shall prove that the evidence supports the charges.
3. A student may not be compelled to testify.
4. The Hearing Committee shall decide the issue of guilt or innocence and an penalty solely on the basis of admitted evidence.
5. A student defendant may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

G. Decision

The Hearing Committee shall render a written decision as to the accused student's guilt or innocence of the charge(s) and shall set forth findings of facts in support of the charge(s). The penalty shall also be stated in the decision. The Vice President shall administer the penalty, if any.

H. Appeal

The decision of the Hearing Committee may be appealed to the President, but only on the basis that procedures described herein were not properly observed.

I. Hearing Records

The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential.

J. Types of Penalties

The Vice President and/or Hearing Committee may impose one or more of the penalties for offenses listed in the Student Code of Conduct, for violation of District rules and regulations:

1. Reprimand
2. Warning Probation
3. Disciplinary Probation
4. Placing an administrative hold and/or dropping current enrollment

5. Restitution
6. Suspension of rights and privileges
7. Assignment of failing grade(s)
8. Denial of degree
9. Suspension from the District for less than one (1) calendar year
10. Permanent Expulsion

Permanent Expulsion from the District prohibits the student from entering a District campus or facilities under the control or jurisdiction of the District without prior written approval of the Vice President (charges of criminal trespass may be filed).

IV. Disposition of Academic Dishonesty

When there is sufficient evidence of academic misconduct, the instructor should meet with the student to present the evidence and get an explanation/response to the allegation from the student. After presenting the evidence to the student, then the faculty member may take corrective action.

- A. If the student does not deny the allegation, the instructor should get the admission of the violation in writing from the student and can then take any or all of the following actions:

1. Provide a warning to the student and explain the consequence of another infraction.
2. Take any corrective action as deemed appropriate. For example, in the case of plagiarism, the student could be given an opportunity to redo the paper in question, but receive a lower grade.
3. Give the student a zero/failing grade for the test/quiz/paper in question.
4. In addition to the above, the instructor can give the student an “I” (Incomplete) for the course and refer the issue through the responsible Instructional Dean/Director to the Vice President for administrative disposition. The instructor should include his/her recommendation of the administrative disposition to be taken. A list of sanctions that can be imposed can be found in the Student Code of Conduct. However, it is advised that instructors not give an “F” for the course to the alleged student, since this places any challenges to the allegations directly on the instructor and bypasses the student’s right to due process. If, upon notification by the instructor of the allegation of academic misconduct, the student drops the class, the instructor’s final course failing grade does not override the drop. Nevertheless, if the issue is referred to the Vice President, the student will go through the administrative process and, if found responsible, can be administratively reinstated and receive the failing grade for the course, if that is the administrative disposition of the case.

B. Examples of Administrative Disposition

Following is the administrative disposition (penalty) normally applied in cases of academic misconduct. The following examples represent the “normal” administrative disposition of cases; however, each case is reviewed on an individual basis. Mitigating circumstances are taken into account, and the outcome may vary case by case.

1. First Offense: Receive a failing grade for the course and be placed on Disciplinary Probation. Record of disciplinary action becomes a permanent record of the student.
2. Second Offense: Receive a failing grade for the course, and administrative withdrawal from all current semester courses (without refund), and suspension.

3. Third Offense: Receive a failing grade for the course, administrative withdrawal from all current semester courses (without refund), and suspension for one (1) year or expulsion.

V. Non-Academic Misconduct in the Classroom

- A. The faculty member must use his/her own judgment as to what constitutes disruptive behavior, which is any activity that interrupts or causes the faculty member or a student to stop a class activity to respond to another student who is behaving in an unacceptable manner.

- B. These disciplinary actions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Student Code of Conduct, including harassment and other discriminatory behavior, also may violate local, state, and federal laws and may subject the student to additional penalties.

V. Disciplinary Sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

- A. Disciplinary sanctions will be based upon the seriousness of the offense, the student’s attitude, the impact of the misconduct on the College environment, the student’s overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual’s standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling
10. Failing grade for a test, assignment, or course.

11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
 12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
 13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
 14. Revocation of Degree and withdrawal of diploma.
- B. These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

VI. Records

A. Records of Disciplinary Actions:

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file maintained through Banner. The file will consist of the following: a statement of charges, a summary of the information presented at the disciplinary hearing as outlined in College Procedure 7.05.01.10, and findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure 7.05.01.10, may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to Review a Disciplinary Record:

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other College Records:

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College Catalog contains more information related to student records and other confidential information.

D. Obtaining a copy of your Student Records:

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.



The Best Place to Start *and Finish!*



Core Curriculum

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CORE CURRICULUM FOR ASSOCIATE OF ARTS AND SCIENCES DEGREES

The Core Curriculum is designed to provide students with the intellectual competencies that will enable them to meet the demands of college education and to facilitate transfer between colleges and universities. The Texas Core Curriculum for all undergraduate students in public Texas colleges and university consist of **42 Semester Credit Hour (SCH)**. By completing these courses, students will achieve college-level competence in general education skills of reading, writing, speaking, technology, and critical thinking. The curriculum is based on a wide range of coursework that will enable individuals to contribute economically, politically, and socially to our border community and ever-changing world. With these goals in mind, students may achieve the following objectives:

- **Comprehension:** The use of logical reasoning to comprehend the issues and problems of life. Students will learn to engage responsibly as an educated member of society.
- **Technology Skills:** The utilization of science and technology to improve students' productivity, efficiency, and quality of life.
- **Personal Responsibility:** To develop a strong sense of personal ethics, values, and aesthetics, so as to make sound judgments, utilize better decision-making skills, and enhance problem-solving abilities.
- **Transferability:** To transfer all required Core Curriculum courses to any Texas public college or university.

Core Curriculum Requirements:

The Core Curriculum consists of nine components that provide a solid foundation of a college education and facilitate transfer between college and university. **These are:**

Core Curriculum Requirements		
FCATranscript Code	Component Area	Required SCH
010	Communication	6 SCH
020	Mathematics	3 SCH
030	Life and Physical Science	6 SCH
040	Language, Philosophy and Culture	3 SCH
050	Creative Arts	3 SCH
060	American History	6 SCH
070	Government/ Political Science	6 SCH
080	Social and Behavioral Sciences	3 SCH
090	Component Area Option	6 SCH
Total Core Curriculum Hours		42

Courses chosen must satisfy at least the minimum required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA and AS Degrees.

Communication (Code 010)	
<i>Complete</i>	
ENGL 1301	Expository English Composition
<i>Complete one from</i>	
SPCH 1315	Fundamentals of Effective Speech
SPCH 1321	Organizational and Professional Communication
Total Semester Credit Hours: 6	

Mathematics (Code 020)

Complete one from

MATH 1314	Precalculus I College Algebra and Geometry
MATH 1324	Introductory Mathematics for Business and Social Science
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)
MATH 1342	Fundamentals of Statistics
MATH 2412	Precalculus II
MATH 2413	Calculus I

Total Semester Credit Hours: 3

***For MATH 2412 and MATH 2413, one credit hour will be counted in the discipline degree requirement**

Life and Physical Science (Code 030)

Complete any two from

ASTR 1303	Stars and Galaxies
ASTR 1304	Solar System
BIOL 1306	General Biology-Science Majors I
BIOL 1307	General Biology-Science Majors II
BIOL 1308	Introductory Biology
BIOL 1309	Human Biology
CHEM 1306	Health Science Chemistry I
CHEM 1307	Health Science Chemistry II
CHEM 1311	General Chemistry I
CHEM 1312	General Chemistry II
GEOL 1301	Principles of Earth Sciences
GEOL 1302	Principles of Geology
GEOL 1303	Physical Geology
GEOL 1304	Historical Geology
PHYS 1301	General Physics I
PHYS 1302	General Physics II
PHYS 1315	Principles of Physical Science I
PHYS 2325	Engineering Physics I
PHYS 2326	Engineering Physics II

Total Semester Credit Hours: 6

***One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours**

Language, Philosophy, & Culture (Code 040)	
<i>Complete one from</i>	
ARCH 1301	Architectural History I
ARTS 1303	Pre-Renaissance Art History
ARTS 1304	Renaissance and Modern Art History
COMM 1307	Mass Media and Society
ENGL 2322	British Literature Survey: Anglo-Saxon to the 18th Century
ENGL 2323	British Literature Survey: 18th to the Modern
ENGL 2332	World Literature: Ancient to the 16th Century
ENGL 2333	World Literature: 17th Century to the Modern
ENGL 2351	Chicana/o Literature
HIST 2321	World History to 1500
HIST 2322	World History 1500 to Present
PHIL 1301	Introduction to Philosophy
PHIL 2303	Logic
PHIL 2306	Ethics
SPAN 2311	Intermediate Spanish I for Non-Native Speakers
SPAN 2313	Intermediate Spanish I for Heritage Speakers
SPAN 2315	Intermediate Spanish II for Heritage Speakers
Total Semester Credit Hours: 3	

Creative Arts (Code 050)	
<i>Complete one from</i>	
ARTS 1301	Art Appreciation
COMM 2366	Introduction to Film
DANC 2303	Dance Appreciation
DRAM 1310	Introduction to Theatre
MUSI 1306	Music Appreciation
MUSI 1310	American Music
Total Semester Credit Hours: 3	

History (Code 060)	
<i>Complete</i>	
HIST 1301	History of the United States to 1877
HIST 1302	History of the United States since 1877
Total Semester Credit Hours: 6	

Government/Political Science (Code 070)	
<i>Complete</i>	
GOVT 2305	American Government and Politics
GOVT 2306	State and Local Government
Total Semester Credit Hours: 6	

Social and Behavioral Sciences (Code 080)	
<i>Complete one from</i>	
ECON 1301	Basic Economic Issues
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
PSYC 2301	Introduction to Psychology
PSYC 2306	Human Sexuality
PSYC 2314	Human Growth and Development
SOCI 1301	Introductory Sociology
SOCI 2301	Sociology of Marriage and the Family
Total Semester Credit Hours: 3	

Component Area Option (Code 090)	
<i>Complete</i>	
EDUC 1300	Learning Framework
ENGL 1302	Research Writing and Literary Analysis
Total Semester Credit Hours: 6	

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The Best Place to Start *and Finish!*



Associate of Arts and Sciences Degrees

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ASSOCIATE OF ARTS & SCIENCES DEGREE REQUIREMENTS

Areas of Study

El Paso Community College offers transferable academic degrees in eight Areas of Study based on the student's declared major and interest:

1. Arts, Humanities, Communication & Design
2. Business
3. Education
4. Health Sciences
5. Industry, Manufacturing & Construction
6. Public Service
7. Science, Technology, Engineering & Math
8. Social & Behavioral Sciences

It is important to consider transfer and career goals when selecting an Area of Study and major. Students can choose to declare their major when they first enroll at EPCC or they may choose to follow a degree plan from a subsequent Catalog year. The student's selected major and Catalog year must be on record with the Admissions and Registration Office. Students have five years from the date of the Catalog year selected to complete their declared major; if degree completion takes longer than five years, the student must adopt the degree plan of the current Catalog year or select and declare a new major. Each major has degree plans available to help students understand their program's requirements. Degree plans are available in this Catalog, on the EPCC website in the form of Program Maps, and through the Degree Works tool which is accessed through Web Banner. Counselors and Academic Advisors are also available to help students determine their options.

Awards

EPCC offers 32 Associate of Arts or Science degrees that are transferable to four-year colleges and universities. The Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) degrees require 60 credit hours and take approximately two years to complete if you attend full-time. These degrees are composed of the Core Curriculum and additional hours in an area of study selected by the student. The Core Curriculum includes general education courses such as English, mathematics, history, and government, which are considered to be core requirements for most baccalaureate degree programs. Students are encouraged to complete the requirements of an Associate degree at EPCC even if they plan to transfer to another college or university. Completing an Associate degree reflects commitment to a specific educational goal and opens doors to numerous employment opportunities. Students that complete an AA, AAT, or AS at EPCC, could potentially transfer into a Texas public college or university with junior (third-year) status. Students are advised to check the degree requirements of the receiving institution to verify transferability of credits.

Associate of Arts (AA)

Prepares students to transfer to a Texas public university as a junior with the intention of declaring a major in the liberal or fine arts.

Associate of Arts in Teaching (AAT)

Prepares students to transfer to a Texas public university as a junior with the intention of pursuing a baccalaureate program that leads to initial Texas teacher certification.

Associate of Science (AS)

Prepares students to transfer to a Texas public university as a junior with the intention of declaring a major in science, technology, engineering, or math.

Graduation Requirements for an Associate Degree

To graduate with an Associate Degree (AA, AS, or AAT), students must:

1. Complete a minimum of sixty (60) semester credit hours in college-level academic courses.
2. Complete all blocks of the Core Curriculum which total 42 credit hours (unless otherwise noted).
3. Meet EPCC's institutional residency requirement that 25% of courses toward the degree must be taken at EPCC, with at least six (6) credit hours in the student's declared major.
4. Have a cumulative grade point average of 2.0 and be in good academic standing. An average of at least a "C" or better is also required for all courses within the degree plan.

See page 52 for more information on graduation/commencement requirements.



Transferability

Not all majors available at four-year or upper-level colleges and universities are offered at El Paso Community College; however, students may prepare to transfer to a particular program at an upper-level institution by:

1. Completing the core requirements of the Associate of Arts or Associate of Sciences Degree at EPCC and selecting other courses in their major field of study, or
2. Selecting courses as specified in the transfer plans developed by EPCC in cooperation with senior institutions to which students transfer. These plans are available in the Counseling Center at each campus and are designed to prepare students to transfer to a particular four-year or upper-level college or university. The Texas Legislature has mandated that each public Texas college and university create a Core Curriculum and follow the Field of Study requirements (see below). These are designed to ensure smooth transferability between colleges and universities. If a student has problems transferring a course from the Core Curriculum or a Field of Study, the appeal procedure is outlined in the Admissions section of this Catalog.

All of the courses in the Field of Study are guaranteed to transfer across all public institutions of higher education in Texas, and they are required to apply toward a baccalaureate degree program in the discipline.

Fields of Study

Transferring made easy!

If you are planning to transfer to any public university in Texas, a Field of Study might be right for you.

What is a Field of Study?

A Field of Study is a set of courses designed to satisfy the lower-division requirements of a corresponding Bachelor's degree. This means that if a student is interested in pursuing a Bachelor's degree in Business, for example, they may complete the Business Field of Study at EPCC and directly transfer those courses into a Business Bachelor's degree at any Texas public university. Completing a Field of Study provides students with the peace of mind that their credits will undoubtedly transfer into their desired degree and major.

Additionally, by completing both the Core Curriculum and Field of Study at EPCC, students increase the likelihood that they will be able to meet the full requirements of the first two years of a four-year degree and enter into a Texas public university as a junior.

It is important to note that a Field of Study is not a degree; you will not receive a diploma for a Field of Study. However, some Fields of Study are incorporated into Associate of Arts or Science degree plans. Refer to the following pages or check with an EPCC Counselor/Advisor for more information.

All Texas public colleges and universities are required to accept Texas Higher Education Coordinating Board-approved Field of Study and Core Curriculum courses. If any Texas public college or university does not accept Core Curriculum or Field of Study courses, students are able to dispute the decision with the institution and/or the Commissioner of Higher Education. See the Resolution of Transfer Disputes section on page 26 for more details on the resolution process.

EPCC currently offers the following Fields of Study, with more coming soon!



Architecture

The Architecture Field of Study courses are intended to fulfill all or part of various National Architectural Accrediting Board (NAAB) Student Performance Criteria. The Architecture Field of Study courses are incorporated into an Associate of Science (AS) degree; with 36 credits of Field of Study courses and 24 credits of Core Curriculum courses. Completion of these courses plus EPCC graduation requirements will result in an AS in Architecture; however, students will not be considered Core complete and will need to finish the remaining Core Curriculum at the receiving institution.

Architecture Field of Study Courses

ARCH 1301	Architectural History I
ARCH 1302	Architectural History II
ARCH 1303	Architectural Design Studio I
ARCH 1304	Architectural Design Studio II
ARCH 1307	Architectural Graphics I
ARCH 1308	Architectural Graphics II
ARCH 1311	Introduction to Architecture
ARCH 2312	Architectural Technology
ARCH 2603	Architectural Design Studio III
ARCH 2604	Architectural Design Studio IV

Note: Architecture students may be subject to satisfying competency and proficiency requirements at the receiving institution. Completion of the Architecture Field of Study shall not prevent a receiving institution from requiring additional lower-division courses needed for specific

Bachelor degree programs. However, these courses may not be duplicative in content of any course already completed within the Field of Study.

Business Administration and Management

The Business Administration and Management Field of Study is designed to apply to any undergraduate Business-related major (other than Economics) such as Accounting, Finance, Marketing, Business/Commerce, or Management Information Systems. The Field of Study courses are incorporated into the Associate of Arts in Accounting, Business, and Economics degree. Students are encouraged to work closely with an EPCC Counselor/Advisor to select the necessary courses to complete both the Field of Study and Core Curriculum at EPCC.

Business Administration and Management Field of Study Courses

ACCT 2301	Principles of Accounting I
ACCT 2302	Principles of Accounting II
BCIS 1305	Business Computer Applications
BUSI 1301	Business Principles
BUSI 2305	Business Statistics
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
MATH 1324	Introductory Mathematics for Business and Social Sciences

Note: Students interested in pursuing a Bachelor's degree in Economics are encouraged to check the degree requirements at the receiving institution as this Field of Study may not apply to Economics majors.

Communication

There are four areas of concentration within the Communication Field of Study:

1. Advertising/Public Relations,
2. Journalism/Mass Communication,
3. Radio & Television Broadcasting/Broadcast Journalism/Cinematic Production, and
4. Speech Communication.

Students may select the Field of Study that best fits their interests and career goals. Each concentration is incorporated into a corresponding Associate of Arts degree.

To complete the Field of Study, students will need to complete 12-15 total credits, with 6-9 credits coming from the designated Competency Area 1, and 3-9 credits coming from the designated Competency Area 2, (the same course may not be used to satisfy more than one Competency Area). In order to complete an Associate degree in one of the Communication concentrations, students will need to take an additional 45-48 credits of Core Curriculum and other major-specific courses, see degree plan or check with an EPCC Counselor/Advisor for more information.

Advertising/Public Relations Field of Study Courses

Competency Area 1 – Complete 6-9 credits from:

COMM 1307	Mass Media and Society
COMM 2300	Introduction to Communication Studies
COMM 2327	Advertising in the Mass Media
COMM 2330	Introduction to Public Relations

Competency Area 2 – Complete 3-9 credits from:

COMM 1336	Video Field Production
COMM 1337	Advanced Video Field/Studio Production
COMM 2305	Grammar for Journalists
COMM 2311	Writing for the Mass Media I
COMM 2315	Writing for the Mass Media II
COMM 2339	Writing for the Electronic Media

Journalism/Mass Communication Field of Study Courses

Competency Area 1 – Complete 6-9 credits from:

COMM 1307	Mass Media and Society
COMM 2300	Introduction to Communication Studies
COMM 2311	Writing for the Mass Media I
COMM 2327	Advertising in the Mass Media
COMM 2330	Introduction to Public Relations

Competency Area 2 – Complete 3-9 credits from:

COMM 1316	Photojournalism
COMM 2305	Grammar for Journalists
COMM 2311	Writing for the Mass Media I
COMM 2315	Writing for the Mass Media II
COMM 2339	Writing for the Electronic Media



Radio & Television Broadcasting/ Broadcast Journalism/Cinematic Production Field of Study Courses

Competency Area 1 – Complete 6-9 credits from:

COMM 1307	Mass Media and Society
COMM 2300	Introduction to Communication Studies
COMM 2366	Introduction to Film

Competency Area 2 – Complete 3-9 credits from:

COMM 1336	Video Field Production
COMM 1337	Advanced Video Field/Studio Production
COMM 2303	Audio Production
COMM 2311	Writing for the Mass Media I
COMM 2315	Writing for the Mass Media II
COMM 2339	Writing for the Electronic Media

Speech Communication Field of Study Courses

Competency Area 1 – Complete 6-9 credits from:

SPCH 1318	Interpersonal Communication
SPCH 2333	Dynamics of Group Communication

Competency Area 2 – Complete 3-9 credits from:

SPCH 1315	Fundamentals of Effective Speech
SPCH 1321	Organizational and Professional Communication
SPCH 2335	Argumentation and Debate
SPCH 2341	Oral Interpretation of Literature

Note: Students may be required to complete additional degree-specific, lower-division credits at their receiving institution. However, these courses may not be duplicative in content of any course already completed within the Field of Study.

Computer Science

The Computer Science Field of Study provides a foundation for students wishing to pursue a Bachelor's degree in Computer Science. With careful planning, these Field of Study courses may be incorporated into the Associate of Arts degree in Computer Science. Students are encouraged to complete the math, physics, and computer science sequences at the same institution to reduce potential gaps in the curriculum.

Computer Science Field of Study Courses

COSC 1436	Programming Fundamentals I
COSC 1437	Programming Fundamentals II
COSC 2336	Programming Fundamentals III
COSC 2425	Computer Organization and Machine Language
MATH 2413	Calculus I
MATH 2314	Calculus II
PHYS 2325	Engineering Physics I
AND	
PHYS 2125	Engineering Physics Laboratory I
PHYS 2326	Engineering Physics II
AND	
PHYS 2126	Engineering Physics Laboratory II

Note: Some Field of Study courses are preparatory in nature and may not be required at all universities, but

may apply to general degree requirements. Check with the receiving institution particularly for COSC 1436, 1437, and 2425.

Criminal Justice

The Criminal Justice Field of Study courses are a set of lower-division courses that must be applied to a Bachelor's degree with a major in Criminal Justice, regardless of Bachelor's degree designation (B.A., B.S.). The Field of Study also applies to Criminology, Victim's Studies, Law Enforcement, Public Safety, and related undergraduate programs. These courses are incorporated into the Associate of Arts degree in Criminal Justice; with 15 credits of Field of Study courses and 45 credits of Core Curriculum and other major-specific courses.

Criminal Justice Field of Study Courses

CRIJ 1301	Introduction to Criminal Justice
CRIJ 1306	Court Systems and Practices
CRIJ 1310	Fundamentals of Criminal Law
CRIJ 2313	Correctional Systems and Practices
CRIJ 2328	Police Systems and Practices





Music

The Music Field of Study is comprised of 31 credits of Music-focused courses. Students will develop skills and knowledge to prepare for a Bachelor's degree in Music. The Music Field of Study courses are incorporated into an Associate of Arts (AA) degree; with 31 credits of Field of Study courses, 27 credits of Core Curriculum courses, and two credits of piano proficiency courses (recommended by the Texas Coordinating Board for all Music majors). Completion of these courses plus EPCC graduation requirements will result in an AA in Music; however, students will not be considered Core complete and will need to finish the remaining Core Curriculum at the receiving institution. Contact the Music Program Coordinator(s) for more information.

Music Field of Study Courses

MUAP 11XX, 21XX, AND/OR 22XX	Applied Music (8 credits total)
MUEN 11XX, AND/OR 21XX,	Instrumental Ensembles and/or Vocal Ensembles (4 credits total)
MUSI 1116, 1117, 2116, AND 2117	Sight-Singing and Dictation I, II, III, IV (4 credits total)
MUSI 1307	Introduction to Music History
MUSI 1311, 1312, 2311, AND 2312	Music Theory I, II, III, IV (12 credits total)

Mexican American Studies

The Mexican American Studies Field of Study courses are designed to meet the lower-division requirements of a Bachelor's degree in Mexican American Studies. The Field of Study courses are incorporated into the Associate of Arts degree in Chicana Studies; with 18 credits of Field of Study courses and 42 credits of Core Curriculum and other major-specific courses, see degree plan for details.

Mexican American Studies Field of Study Courses

ENGL 2351	Chicana/o Literature
GOVT 2311	Mexican-American Politics
HIST 2327	History of Mexican-American I
OR	
HIST 2328	History of Mexican-American II
HUMA 1305	Introduction to Chicana/o Studies
HUMA 1311	Mexican-American Art
SPAN	Any Spanish Course

Note: Music students may be subject to satisfying competency and proficiency requirements at the receiving institution. Should a transferring student fail to demonstrate proficiency, the student may be encouraged, but not required, to retake relevant courses to gain proficiency. Courses selected for inclusion in the Field of Study Curriculum for Music are considered common to lower-division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific, lower-division courses that are not included in the Field of Study Curriculum. These additional courses may not be duplicative in content of any course already completed within the Field of Study.

Nursing

The Nursing Field of Study is new to EPCC and is intended for generic baccalaureate degree-seeking nursing students who plan to take their prerequisite and Core Curriculum courses at community college and transfer the block of courses to a general academic teaching institution, or health-related institution in Texas. Courses are designed to meet the lower-division requirements of a Bachelor's degree in Nursing. Students interested in completing an Associate degree with the Nursing Field of Study courses may want to inquire about an Associate of Arts in Multidisciplinary Studies.

These Field of Study courses are NOT incorporated into the Associate of Applied Science (AAS) degree in Nursing and do not provide the appropriate preparation for the AAS in Nursing. Students interested in pursuing the AAS in Nursing should refer to the degree plan on page 210 or see an EPCC Counselor for more information on program requirements.

Nursing Field of Study Courses

BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
BIOL 2420	Microorganisms and Disease
OR	
BIOL 2421	General Microbiology
CHEM	Any Chemistry course, including lab (4 credits total)
ENGL 1301	Expository English Composition
ENGL 1302	Research Writing and Literary Analysis
OR	
ENGL 2311	Technical and Business Writing
HECO 1322	Nutrition and Diet Therapy
MATH 1342	Fundamentals of Statistics
PSYC 2301	Introduction to Psychology
PSYC 2314	Human Growth and Development

Political Science & Government

The Political Science & Government Field of Study is new to EPCC and facilitates transfer into Political Science & Government Bachelor degree programs at Texas public universities. This Field of Study does not apply to International Relations, Political Economy, National Security Policy Studies, or other related specialized undergraduate programs. EPCC does not currently offer an Associate degree in Political Science & Government; however, students may apply these courses to the Associate of Arts in Multidisciplinary Studies.

Political Science & Government Field of Study Courses

GOVT 2304	Introduction to Political Science
GOVT 2305	American Government and Politics
GOVT 2306	State and Local Government
MATH 1342	Fundamentals of Statistics

Psychology

The Psychology Field of Study is new to EPCC and facilitates transfer into Psychology Bachelor degree programs at Texas public universities, regardless of Bachelor's degree designation (B.A., B.S.). These Field of Study courses can be incorporated into either the Associate of Arts or Associate of Science degrees in Psychology; students can apply these Field of Study courses to the degree plans' Elective Options.

Psychology Field of Study Courses

PSYC 2301	Introduction to Psychology
PSYC 2314	Human Growth and Development
PSYC 2317	Statistics and Research Design
PSYC 2319	Social Psychology
PSYC 2320	Abnormal Psychology
PSYC 2330	Biological Psychology

Teaching

The Associate of Arts in Teaching (AAT) is a Board-approved, specialized lower-division academic degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification. See page 112 for more information about this degree.

My Associate of Arts or Sciences Degree Worksheet

Graduation Requirements

- To graduate with an Associate Degree, you must have a minimum of sixty (60) semester credit hours in academic transfer level courses.
- Complete all blocks in the Core Curriculum which total 42 credit hours and an additional 18 hours in an area of study.
- At least six (6) credit hours in the declared major at EPCC (25% of SCH hours must be fulfilled for residency).
- Maintain a cumulative Grade Point Average of at least a 2.0 ("C").

Follow your degree plan progress by checking or filling in the credit hours you have completed. Total it at the end.

Core Curriculum Requirements

The Core Curriculum consists of nine components. Students should consult with their advisor or counselor to select the recommended degree requirements for their major.

1 Communication:

ENGL 1301, and

SPCH 1315 or SPCH 1321

Total Credit Hours

2 Mathematics:

(Select One Course)

.....

Total Credit Hours

3 Life and Physical Sciences:

(Select Any Two Courses*)

.....

.....

Total Credit Hours

* Students must complete two (2) laboratory science courses that pair with the two lecture science courses. One credit hour for each lab will be counted in the major degree requirements for a total of 2 credit hours.

4 Language, Philosophy, and Culture:

(Select One Course)

.....

Total Credit Hours

5 Creative Arts:

(Select One Course)

.....

Total Credit Hours

6 History:

HIST 1301, and

HIST 1302

Total Credit Hours

7 Government/Political Science:

GOVT 2305, and

GOVT 2306

Total Credit Hours

8 Social and Behavioral Sciences:

(Select One Course)

.....

Total Credit Hours

9 Component Area Option:

ENGL 1302, and

EDUC 1300

Total Credit Hours

My Major:

Select a subject area that you want to specialize in and complete 18 credit hours as a part of the requirements for your area of study. *

Laboratory I

Laboratory II

.....

.....

.....

.....

.....

Total Credit Hours

* The Texas Higher Education Coordinating Board has developed Fields of Study (FOS) in some areas. If your major offers a FOS, your degree plan may be different than other AA or AS Degrees and may include additional hours in the major requirement. See your advisor/counselor for guidance.

Core Curriculum:

Major/FOS: **Required**

Total Credit Hours

To ensure orderly and timely progress towards a degree, check in with your advisor or counselor every semester. Please check with the transferring institution on the transfer and applicability of courses to specific BA/BS degrees.

ASSOCIATE OF ARTS IN ART-AA-ARTS

The two-year Art Program at El Paso Community College is designed for individuals interested in pursuing a career in the art field and for expressive personal endeavors by providing fundamental training in the visual arts. Studio coursework offers the opportunity to develop skills in drawing, design, painting, ceramics, sculpture, life drawing, metals, printmaking, and photography. Lecture courses include Art History and Art Appreciation. Upon completion of this degree, students will gain knowledge, skills, and confidence in the ability to express themselves through the visual arts. Following the degree plan and the suggested order of courses will assist students in timely graduation and preparedness for continued study in a Bachelor's program at a four-year college.

Students planning to transfer to a four-year institution should check degree requirements of the school in which they plan to apply.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

First Year

First Semester	Credit Hours
ARTS 1311 Design I	3
ARTS 1316 Basic Drawing I	3
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
	15

Second Semester	Credit Hours
ARTS 1303 Pre-Renaissance Art ⁴ (C)	3
ARTS 1317 Basic Drawing II	3
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302 History of the United States since 1877 ⁶ (C)	3
	12

Summer Session	Credit Hours
ARTS 1301 Art Appreciation ⁵ (C)	3
SPCH 1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321 Organizational and Professional Communication ¹ (C)	3
	6

Second Year

First Semester	Credit Hours
ARTS 1304 Renaissance and Modern Art History (C)	3
GOVT 2305 American Government and Politics ⁷ (C)	3
Mathematics ² (C)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
Elective Option ¹¹	1
	14

Second Semester	Credit Hours
ARTS 1312 Design II	3
GOVT 2306 State and Local Government ⁷ (C)	3
Social and Behavioral Sciences ⁸ (C)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
	13
TOTAL CREDIT HOURS	60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete ARTS 1303.

5 Creative Arts Block:

Complete ARTS 1301.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two labs from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete one course from ARTS 2316, 2323, 2326, 2333, 2341, 2346, 2347, 2356, or 2357, or any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN ACCOUNTING, BUSINESS, AND ECONOMICS-AA-BUSI

Field of Study in Business Administration and Management

The Associate of Arts in Accounting, Business, and Economics prepares students who will transfer directly into a Bachelor's Degree Program in Accounting, Business and/or Economics to a wide variety of careers. The courses in this specific degree are widely transferable to Texas colleges and universities and other institutions of Higher Education and will count toward graduation in any Accounting, Business, or Economics major, including all Accounting, Business, and Economics specializations. The students who plan to major in Accounting, Business and/or Economics may take some of the following courses as both Core Curriculum and Associate of Arts degree requirements.

Students planning to transfer to a Texas public university are encouraged to enroll in BCIS 1305 to complete the Field of Study in Business Administration. If transferring to UTEP, students are encouraged to enroll in MATH 1325 to meet UTEP's College of Business Administration program requirements.

Students planning to transfer to a four-year institution should check degree requirements of the school in which they plan to apply.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Students are encouraged to complete all Core Curriculum courses at EPCC prior to transfer. However, due to major-specific requirements of this degree, students will need to plan carefully in order to complete all Core Curriculum blocks at EPCC. Please see a Counselor/Advisor for assistance with creating an educational plan.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁸ (C)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁵ (C)		3
MATH	1324 Introductory Mathematics for Business and Social Sciences ² (CF)		3
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321 Organizational and Professional Communication ¹ (C)		3
			15
<u>Second Semester</u>			<u>Credit Hours</u>
BUSI	1301 Business Principles (F)		3
ECON	2301 Principles of Macroeconomics ⁷ (CF)		3
ENGL	1302 Research Writing and Literary Analysis ⁸ (C)		3
HIST	1302 History of the United States since 1877 ⁵ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ⁹		1
			16

		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
ACCT	2301 Principles of Accounting I (F)		3
BCIS	1305 Business Computer Applications (F) or		
MATH	1325 Introductory Analysis for Business or Social Sciences		3
ECON	2302 Principles of Microeconomics (CF)		3
GOVT	2305 American Government and Politics ⁶ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ⁹		1
			16
<u>Second Semester</u>			<u>Credit Hours</u>
ACCT	2302 Principles of Accounting II (F)		3
BUSI	2305 Business Statistics (F)		3
GOVT	2306 State and Local Government ⁶ (C)		3
	Language, Philosophy, and Culture ⁴ (C)		3
	Elective Option ¹⁰		1
			13
TOTAL CREDIT HOURS			60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1321 (preferred) or SPCH 1315.

2 Mathematics Block: Complete MATH 1324.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326. One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 American History Block:

Complete HIST 1301 and 1302.

6 Government/Political Science Block:

Complete GOVT 2305 and 2306.

7 Social and Behavioral Sciences Block:

Complete ECON 2301.

8 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

9 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126. Students must complete two laboratory science courses that pair with the two lecture science courses.

10 Elective Option:

Complete one course from the Creative Arts Core Block: ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, MUSI 1310, or any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN CHICANX STUDIES-AA-CHIX

Field of Study in Mexican American Studies

The Chicana Studies program is designed to provide students with knowledge about the Mexican-origin population, its history, literature, culture, social and political issues, demographics, and language. The program is designed to give its students the opportunity to prepare for (1) further study in the fields of the humanities, the social sciences, law, and education by transferring to a four-year university; (2) careers in community programs and teaching; and (3) advanced study in Chicana Studies fields.

Contact: Mauricio Rodriguez at 915-831- 2243.

Email: mrodr191@epcc.edu

Students transferring to UTEP can use the Chicana Studies courses as a minor in many of the Bachelor's Degrees. Check with UTEP advisor.

The degree plan by year and semester is an example of the optimal sequencing of courses. Course offering/availability by semester may be subject to change.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
HUMA	1305 Introduction to Chicana/o Studies (F)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		13
<u>Second Semester</u>		<u>Credit Hours</u>
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
GOVT	2305 American Government and Politics ⁷ (C)	3
	Mathematics ² (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		13
<u>Summer Session</u>		<u>Credit Hours</u>
HIST	1301 History of the United States to 1877 ⁶ (C)	3
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321 Organizational and Professional Communication ¹ (C)	3
		6

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
GOVT	2306 State and Local Government ⁷ (C)	3
HIST	1302 History of the United States since 1877 ⁶ (C)	3
	Creative Arts ⁵ (C)	3
	Social and Behavioral Sciences ⁸ (C)	3
	Elective Option ¹¹	1
		13
<u>Second Semester</u>		<u>Credit Hours</u>
ENGL	2351 Chicana/o Literature ⁴ (CF)	3
GOVT	2311 Mexican-American Politics (F)	3
HIST	2327 History of the Mexican-American I (F) or	
HIST	2328 History of the Mexican-American II (F)	3
HUMA	1311 Mexican-American Art (F)	3
SPAN	2311 Intermediate Spanish I for Non-Native Speakers (CF) or	
SPAN	2312 Intermediate Spanish II for Non-Native Speakers (F) or	
SPAN	2313 Intermediate Spanish I for Heritage Speakers (CF) or	
SPAN	2315 Intermediate Spanish II for Heritage Speakers (CF)	3
		15
TOTAL CREDIT HOURS		60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete ENGL 2351.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126. Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS DEGREE IN COMMUNICATION- ADVERTISING-PUBLIC RELATIONS-AA-COAP

Field of Study in Advertising/Public Relations

Students interested in creating and editing commercials or print advertisements or in developing marketing or promotional campaigns for specialized clients will want to follow the Advertising-Public Relations area. After an introductory class in mass media and society, students may choose among several media writing courses for both print and broadcast. Students interested in advertising will take COMM 2327, Advertising in the Mass Media. Those interested in public relations will take COMM 2330, Introduction to Public Relations. Students will then take a hands-on production course for a total of five courses. Students will be strongly urged to pursue internship in local media, agencies and PR firms as well, which will earn elective credit in the Mass Communication Media Internship Course. Upon successful completion of this area, students may begin their media careers as entry-level advertising representatives and public relations associates, or continue their pursuit of a Bachelor's Degree in Advertising/PR or General Communication.

Contact: Alex Hinojosa at 915-831-2195.

COMM 2389: Students must secure an internship before the first day of class. Please contact EPCC Career and Transfer Services to review a list of possible Mass Communication internships at 915-831-2636 or in room S16 of the Student Services Center at the Valle Verde Campus.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
		<u>First Semester</u>	<u>Credit Hours</u>
COMM	1307 Mass Media and Society ⁴ (CF)		3
EDUC	1300 Learning Framework ⁹ (C)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁶ (C)		3
	Mathematics ² (C)		<u>3</u>
			15
		<u>Second Semester</u>	<u>Credit Hours</u>
COMM	1336 Video Field Production (F)		3
COMM	2311 Writing for the Mass Media I (F)		3
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302 History of the United States since 1877 ⁶ (C)		<u>3</u>
			12
		<u>Summer Session</u>	<u>Credit Hours</u>
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321 Organizational and Professional Communication ¹ (C)		3
	Communication Elective ¹¹		3
	Social and Behavioral Sciences ⁸ (C)		<u>3</u>
			9

		<u>Second Year</u>	
		<u>First Semester</u>	<u>Credit Hours</u>
COMM	2315 Writing for the Mass Media II (F) or		
COMM	2339 Writing for the Electronic Media (F)		3
GOVT	2305 American Government and Politics ⁷ (C)		3
	Creative Arts ⁵ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		<u>1</u>
			13
		<u>Second Semester</u>	<u>Credit Hours</u>
COMM	2327 Advertising in the Mass Media (F) or		
COMM	2330 Introduction to Public Relations (F)		3
GOVT	2306 State and Local Government ⁷ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
	Elective Option ¹²		<u>1</u>
			11
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete COMM 1307.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two labs from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Communication Elective:**
Complete one course from COMM 1316, 2300, 2305, 2315, 2324, 2327, 2330, 2339, or 2389.
- 12 Elective Option:**
Complete one course from COMM 1316, 2300, 2305, 2315, 2324, 2327, 2330, 2339, 2389, or any academic course. See Course Descriptions section of catalog for courses with a Texas symbol.
Students who plan to transfer to the NMSU Journalism and Mass Communication Program should enroll in COMM 2305 and COMM 2315 because these courses fulfill core course requirements in the program. It is also recommended that students who select COMM 2305 as an elective take it before or concurrently with COMM 2311.

ASSOCIATE OF ARTS DEGREE IN COMMUNICATION- JOURNALISM-MASS COMMUNICATION-AA-COMM

Field of Study in Journalism/Mass Communication

Students who enjoy writing, interviewing people and covering breaking news events will want to follow the journalism/communication area. After an introductory class in mass media and society and digital photography, two levels of media writing courses are taken, followed by the choice of a communication elective course, for a total of five courses. Students will be strongly urged to pursue internships in local print, and electronic media as well, which will earn elective credit in the Mass Communication Media Internship course. Upon successful completion of this area, students may enter the media workforce as entry-level reporters and writers, or continue their pursuit of a bachelor's degree in journalism or general communication.

Contact: Alex Hinojosa at 915-831-2195.

COMM 2389: Students must secure an internship before the first day of class. Please contact EPCC Career and Transfer Services to review a list of possible Mass Communication internships at 915-831-2636 or in room S16 of the Student Services Center at the Valle Verde Campus.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

First Year

First Semester	Credit Hours
COMM 1307 Mass Media and Society ⁴ (CF)	3
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
Mathematics ² (C)	3
	15
Second Semester	Credit Hours
COMM 1316 Photojournalism (F)	3
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302 History of the United States since 1877 ⁶ (C)	3
Creative Arts ⁵ (C)	3
Communication Elective ¹¹	3
	15
Summer Session	Credit Hours
SPCH 1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321 Organizational and Professional	
Communication ¹ (C)	3
Elective Option ¹²	1
	4

Second Year

First Semester	Credit Hours
COMM 2311 Writing for the Mass Media I (F)	3
GOVT 2305 American Government and Politics ⁷ (C)	3
Social and Behavioral Sciences ⁸ (C)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
	13
Second Semester	Credit Hours
COMM 2315 Writing for the Mass Media II (F) or	
COMM 2339 Writing for the Electronic Media (F)	3
GOVT 2306 State and Local Government ⁷ (C)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
Communication Elective ¹¹	3
	13

TOTAL CREDIT HOURS

60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete COMM 1307.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Communication Elective:

Complete two courses from COMM 1336, 2300, 2303, 2305, 2315, 2327, 2330, 2339, or 2389.

12 Elective Option:

Complete one course from COMM 1336, 2300, 2303, 2305, 2315, 2327, 2330, 2339, 2389, or any academic course. See Course Descriptions section of catalog for courses with a Texas symbol.

Students who plan to transfer to the NMSU Journalism and Mass Communication Program should enroll in COMM 2305 and COMM 2315 because these courses fulfill core course requirements in the program. It is also recommended that students who select COMM 2305 as an elective take it before or concurrently with COMM 2311.

ASSOCIATE OF ARTS DEGREE IN COMMUNICATION- RADIO AND TELEVISION BROADCASTING-CINEMATIC PRODUCTION-AA-CORT

Field of Study in Radio and Television Broadcasting/Broadcast Journalism/ Cinematic Production

New media, television, and radio will attract students who are looking for a fast-paced work environment that draws on their creative talents in writing and audio/video presentation. This area offers opportunities for careers in both journalism and entertainment programming. Students begin with a general introduction course on Mass Media and Society. They continue by taking a course on audio production and a course reviewing the history of film. The film course also counts as completing the Creative Arts core requirement. Students interested in broadcast production and programming will take COMM 2311: Writing for the Mass Media I and two digital production classes. Those who wish to pursue a career in film will take COMM 2339: Writing for the Electronic Media and two digital production classes. All students will be strongly urged to pursue internships in local electronic media as well, which will earn elective credit in the Mass Communication Media Internship course. Upon successful completion of this area, students may start as entry-level TV or radio announcers and reporters or continue their pursuit of a Bachelor's Degree in Electronic Media or Film or General Communication.

Contact: Alex Hinojosa at 915-831-2195.

COMM 2389: Students must secure an internship before the first day of class. Please contact EPCC Career and Transfer Services to review a list of possible Mass Communication internships at 915-831-2636 or in room S16 of the Student Services Center at the Valle Verde Campus.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
COMM 1307	Mass Media and Society ⁴ (CF)	3
EDUC 1300	Learning Framework ⁹ (C)	3
ENGL 1301	Expository English Composition ¹ (C)	3
HIST 1301	History of the United States to 1877 ⁶ (C)	3
	Mathematics ² (C)	3
		15
<u>Second Semester</u>		<u>Credit Hours</u>
COMM 2303	Audio Production (F)	3
ENGL 1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302	History of the United States since 1877 ⁶ (C)	3
	Focus Area Option ¹¹	3
	Elective Option ¹³	1
		13
<u>Summer Session</u>		<u>Credit Hours</u>
COMM 2366	Introduction to Film ⁵ (CF)	3
SPCH 1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321	Organizational and Professional	
	Communication ¹ (C)	3
		6

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
COMM 1336	Video Field Production (F)	3
GOVT 2305	American Government and Politics ⁷ (C)	3
	Social and Behavioral Sciences ⁸ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		13
<u>Second Semester</u>		<u>Credit Hours</u>
COMM 1337	Advanced Video Field/Studio	
	Production (F)	3
GOVT 2306	State and Local Government ⁷ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
	Communication Elective ¹²	3
		13
TOTAL CREDIT HOURS		60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete COMM 1307.
- 5 Creative Arts Block:**
Complete COMM 2366.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Focus Area Option:**
Complete one course from:
Radio-Broadcast Students: OR **Cinematic Production Students:**
COMM 2311 OR COMM 2339
- 12 Communication Elective:**
Complete one course from COMM 1316, 2300, 2305, 2311, 2315, 2324, 2327, 2330, or 2389.
- 13 Elective Option:**
Complete one course from COMM 1336, 2300, 2303, 2305, 2311, 2315, 2324, 2327, 2389, or any academic course. See Course Descriptions section of catalog for courses with a Texas symbol.
Students who plan to transfer to the NMSU Journalism and Mass Communication Program should enroll in COMM 2305 and COMM 2315 because these courses fulfill core course requirements in the program.

ASSOCIATE OF ARTS DEGREE IN COMPUTER SCIENCE-AA-COSC

Field of Study in Computer Science

The two-year Computer Science program prepares students to transfer directly into a Bachelor's Degree Program in Computer Science at a four-year institution. Students planning to enter the computer science field or the Associates Degree in Computer Programming or Telecommunication and Networking are advised to select electives which will apply to the academic coursework in that degree plan. The Computer Science Field of Study will provide a balanced program which will give the students a strong concentration in the computer programming area. It is highly recommended that students complete the Math and Physics sequence at the same institution.

The student who plans to major in Computer Science may take some of the following courses as both Core Curriculum requirements and Field of Study requirements.

It is highly recommended that students transferring to UTEP Computer Science, Bachelor of Science, should additionally consider taking MATH 2305, Discrete Mathematics.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

First Year

First Semester	Credit Hours
COSC 1436 Programming Fundamentals I (F)	4
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
MATH 2413 Calculus I ² (CF)	4
	17

Second Semester	Credit Hours
COSC 1437 Programming Fundamentals II (F)	4
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302 History of the United States since 1877 ⁶ (C)	3
MATH 2314 Calculus II (F)	3
	13

Summer Session	Credit Hours
SPCH 1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321 Organizational and Professional	
Communication ¹ (C)	3
Language, Philosophy, and Culture ⁴ (C)	3
Social and Behavioral Sciences ⁸ (C)	3
	9

Second Year

First Semester	Credit Hours
COSC 2336 Programming Fundamentals III (F)	3
GOVT 2305 American Government and Politics ⁷ (C)	3
PHYS 2325 Engineering Physics I ³ (CF)	3
PHYS 2125 Engineering Physics Laboratory I ¹⁰ (F)	1
	10

Second Semester	Credit Hours
GOVT 2306 State and Local Government ⁷ (C)	3
PHYS 2326 Engineering Physics II ³ (CF)	3
PHYS 2126 Engineering Physics Laboratory II ¹⁰ (F)	1
Creative Arts ⁵ (C)	3
Elective Option ¹¹	1
	11

TOTAL CREDIT HOURS 60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete MATH 2413.

3 Life and Physical Sciences Block:

Complete PHYS 2325 and 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete PHYS 2125 and 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete COSC 2425, or any academic course. See Course Descriptions section for courses with a Texas symbol. COSC 2425 is required to complete the Field of Study.

ASSOCIATE OF ARTS DEGREE IN CRIMINAL JUSTICE- AA-CRIJ

Field of Study in Criminal Justice

The Criminal Justice program prepares students who will transfer into a Bachelor's Degree Program at a four-year institution. The program also prepares students for entry-level careers in agencies at local, state, and federal levels. Completing this Field of Study and the EPCC Core Curriculum leads to an Associate of Arts Degree and is fully transferable to Texas public four-year institutions.

EPCC also offers an Associate of Applied Science (AAS) in Criminal Justice for those students who do not want to pursue a Bachelor's Degree. The AAS Degree is not totally transferable. See the requirements for that degree in the section on AAS Degrees.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
CRIJ	1301 Introduction to Criminal Justice (F)	3
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321 Organizational and Professional	
	Communication ¹ (C)	3
	Mathematics ² (C)	3
		15
<u>Second Semester</u>		<u>Credit Hours</u>
CRIJ	2313 Correctional Systems and Practices (F)	3
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST	1301 History of the United States to 1877 ⁶ (C)	3
HIST	1302 History of the United States since 1877 ⁶ (C)	3
		12
<u>Summer Session</u>		<u>Credit Hours</u>
	Language, Philosophy, and Culture ⁴ (C)	3
	Creative Arts ⁵ (C)	3
	Elective Option ¹¹	1
		7
<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
CRIJ	1310 Fundamentals of Criminal Law (F)	3
CRIJ	2328 Police Systems and Practices (F)	3
GOVT	2305 American Government and Politics ⁷ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		13

<u>Second Semester</u>		<u>Credit Hours</u>
CRIJ	1306 Court Systems and Practices (F)	3
GOVT	2306 State and Local Government ⁷ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
	Social and Behavioral Sciences ⁸ (C)	3
		13
TOTAL CREDIT HOURS		60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirement for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126. Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete one course from KINE 1100, 1104, or 2100.

ASSOCIATE OF ARTS IN DANCE-AA-DANC

The Dance Program provides quality learning experiences in a wide range of dance styles through emphasis on creative expression, the development of physical skills, participation in formal and informal performances, and exposure to historical and aesthetic aspects of dance.

Coursework in Dance provides students with the opportunity to develop dance skills in Ballet, Modern, and Jazz techniques; apply technical dance skills and artistic development to the production of dance performances; create solo and group compositions using a variety of movement concepts and choreographic forms; differentiate between the traditions and trends of several cross-cultural dance forms throughout history; and critique dance performances using appropriate vocabulary and concepts about theme, time, space, and dynamics.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements. **EDUC 1300 is required for all AA Degrees.**

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
DANC	1241	Beginning Ballet	2
DANC	1247	Beginning Jazz Dance	2
		Mathematics ² (C)	3
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
			16
<u>Second Semester</u>			<u>Credit Hours</u>
DANC	1151	Freshman Dance Performance	1
DANC	2241	Intermediate Ballet or	
DANC	2247	Intermediate Jazz Dance	2
DANC	2303	Dance Appreciation ⁵ (C)	3
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
		Language, Philosophy and Culture ⁴ (C)	3
HIST	1302	History of the United States since 1877 ⁶ (C)	3
			15

		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
DANC	1128	Ballroom and Social Dance	1
DANC	1201	Dance Composition-Improvisation	2
DANC	2151	Sophomore Dance Performance	1
GOVT	2305	American Government and Politics ⁷ (C)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
		Social and Behavioral Sciences ⁸ (C)	3
			14
<u>Second Semester</u>			<u>Credit Hours</u>
DANC	1245	Beginning Modern Dance	2
DANC	1301	Dance Composition-Choreography	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
GOVT	2306	State and Local Government ⁷ (C)	3
SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
			15
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete DANC 2303.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF ARTS IN ENGLISH-AA-ENGL

The two-year English program provides students with effective written communication skills. It also prepares students who plan to transfer into baccalaureate programs in English at four-year institutions.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer and see an El Paso Community College Academic counselor. Students are responsible for completing all course prerequisites.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
		<u>First Semester</u>	<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁶ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
		<u>Second Semester</u>	<u>Credit Hours</u>
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302 History of the United States since 1877 ⁶ (C)		3
	Mathematics ² (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
		<u>Summer Session</u>	<u>Credit Hours</u>
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321 Organizational and Professional Communication ¹ (C)		3
	English Option ¹¹		3
	Elective Option ¹²		1
			7

		<u>Second Year</u>	
		<u>First Semester</u>	<u>Credit Hours</u>
ENGL	2322 British Literature Survey: Anglo Saxon to the 18 th Century ⁴ (C) or		
ENGL	2323 British Literature Survey: 18 th Century to Modern ⁴ (C)		3
ENGL	2351 Chicana/o Literature (C)		3
GOVT	2305 American Government and Politics ⁷ (C)		3
	Creative Arts ⁵ (C)		3
	English Option ¹¹		3
			15

		<u>Second Semester</u>	<u>Credit Hours</u>
ENGL	2333 World Literature: 17th Century to the Modern (C)		3
GOVT	2306 State and Local Government ⁷ (C)		3
	Social and Behavioral Sciences ⁸ (C)		3
	English Option ¹¹		3
			12
TOTAL CREDIT HOURS			60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete ENGL 2322 or 2323.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 English Options:

Complete three courses from ENGL 2307, 2311, 2322, 2323, 2327, 2328, 2332, or 2389.

ENGL 2322 or 2323 can only be counted once to fulfill the Language, Philosophy and Culture Block of the Core Curriculum; however students can complete the other British Literature course not taken to fulfill one of the English Options.

12 Elective Option:

Complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN KINESIOLOGY-AA-PHED

Kinesiology is the science of human movement and physical activity. EPCC Kinesiology students prepare to study how people learn new motor skills, the effects of exercise on the physiology and biomechanics of the human body, how to best treat and rehabilitate sports injuries, and much more. In addition to providing students with basic courses and prerequisites, classes in the Kinesiology degree program introduce students to the many sub-disciplines in Kinesiology. After completion of degree, students can enroll in four-year degree programs focused on teaching physical education and coaching, exercise science and fitness careers, or preparation for physical and occupational therapy graduate studies.

The faculty members in the Kinesiology department are dedicated to life-long learning, personal growth and student success. Furthermore, faculty members use cooperative and active learning strategies to enhance the value of the learning experience.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
BIOL	1306	General Biology-Science Majors I ³ (C)	3
BIOL	1106	General Biology-Science Majors Laboratory I ¹⁰	1
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
KINE	1301	Foundations of Kinesiology	<u>3</u>
			16
		<u>Second Semester</u>	
			<u>Credit Hours</u>
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302	History of the United States since 1877 ⁶ (C)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
		Mathematics ² (C)	<u>3</u>
			13
		<u>Summer Session</u>	
			<u>Credit Hours</u>
SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
		Creative Arts ⁵ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	<u>3</u>
			9

		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
BIOL	2401	Anatomy and Physiology I	4
GOVT	2305	American Government and Politics ⁷ (C)	3
KINE	1306	First Aid and Safety	3
		Elective Option ¹¹	<u>1</u>
			11
		<u>Second Semester</u>	
			<u>Credit Hours</u>
BIOL	2402	Anatomy and Physiology II	4
GOVT	2306	State and Local Government ⁷ (C)	3
		Social and Behavioral Sciences ⁸ (C)	3
		Elective Option ¹¹	<u>1</u>
			11
TOTAL CREDIT HOURS			60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete MATH 1324 (preferred) or one course from MATH 1314, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete BIOL 1306 (required) and BIOL 1307 (preferred) or one course from ASTR 1303, 1304, BIOL 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete PSYC 2301 (preferred) or one course from ECON 1301, 2301, 2302, PSYC 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete BIOL 1106 (required) and BIOL 1107 (preferred) or one lab course from ASTR 1103, 1104, BIOL 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Options:

Complete two credits from KINE 1100, 1104, 1108, 1116, 1120, 1338, 2100, 2116, 2124, HECO 1322, or PSYC 2317.

ASSOCIATE OF ARTS DEGREE IN MULTIDISCIPLINARY STUDIES-AA-AAMS

Students enrolled in the associate degree program in multidisciplinary studies are taught a broad array of subjects. During the multidisciplinary studies associate program, the communication, critical-thinking, and research skills of students are developed. This program prepares graduates for transfer to bachelor degree programs of study by introducing a broad base of concepts in the humanities, social/behavioral sciences, mathematics, and natural and physical sciences. Graduates receiving the associate of arts degree will be prepared for further study at the university level in the performing arts, service professions, and related fields and/or to seek entry-level jobs in various industries.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁶ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
<u>Spring Semester</u>			<u>Credit Hours</u>
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302 History of the United States since 1877 ⁶ (C)		3
	Mathematics ² (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
<u>Summer Session</u>			<u>Credit Hours</u>
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321 Organizational and Professional Communication ¹ (C)		3
	Language, Philosophy, and Culture ⁴ (C)		3
	Elective Option ¹¹		3
	Elective Option ¹¹		3
			12
		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
GOVT	2305 American Government and Politics ⁷ (C)		3
	Elective Option ¹¹		3
	Elective Option ¹¹		3
	Creative Arts ⁵ (C)		3
			12

		<u>Second Semester</u>	<u>Credit Hours</u>
GOVT	2306 State and Local Government ⁷ (C)		3
	Elective Option ¹¹		3
	Elective Option ¹¹		1
	Social and Behavioral Sciences ⁸ (C)		3
			10
TOTAL CREDIT HOURS			60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126. Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete 16 credit hours from any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN MUSIC-AA-MUSI

Field of Study in Music

The program is designed for individuals interested in pursuing a career in the field of music and covers the first two years of the four-year Bachelor's Degree in Music. Students planning to transfer to a four-year institution should check degree requirements of the institution to which they plan to transfer and see an advisor. The Field of Study provides a balanced program, including music theory, ear-training, music history (literature), applied music, and performance ensembles. The prospective music major should complete 31-credit hours in all five parts of the Field of Study. Any student interested in completing the Field of Study in Music should work closely with the Program Coordinators in the Music Department Dr. Yasmin Flores at 915-831-2361 or Dr. Arthur Hernandez at 915-831-3396.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Due to Music major requirements, students may not complete all Core Curriculum Blocks at EPCC. Students may complete the remaining Core Curriculum Blocks at the receiving university.

Important Information for Music Students:

- It is highly recommended that students contact Dr. Flores or Dr. Hernandez before enrolling in MUSI 1311, Music Theory I.
- Students will be evaluated for instrument proficiency by Music Program Coordinator(s). Students needing remedial work with their principal instrument will be placed into MUAP 11XX, Introduction to Individual Instruction, in their first and second semesters. These two courses will be the equivalent to the first semester MUAP 12XX course.
- Students must demonstrate piano proficiency through exams that will be administered by the music department

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>		
<u>First Semester</u>				<u>Credit Hours</u>
EDUC	1300	Learning Framework ⁶ (C)		3
ENGL	1301	Expository English Composition ¹ (C)		3
MUAP	12XX	Individual Instruction ⁷ (F)		2
MUEN	11XX	Ensemble Course ⁸ (F)		1
MUSI	1116	Sight Singing and Dictation I (F)		1
MUSI	1181	Piano Class I		1
MUSI	1311	Music Theory I (F)		3
				14
<u>Second Semester</u>				<u>Credit Hours</u>
HIST	1301	History of the United States to 1877 ⁴ (C)		3
MUAP	12XX	Individual Instruction ⁷ (F)		2
MUEN	11XX	Ensemble Course ⁸ (F)		1
MUSI	1117	Sight Singing and Dictation II (F)		1
MUSI	1182	Piano Class II		1
MUSI	1306	Music Appreciation ³ (C)		3
MUSI	1312	Music Theory II (F)		3
				14

		<u>Summer Session</u>	<u>Credit Hours</u>
ENGL	1302	Research Writing and Literary Analysis ⁶ (C)	3
HIST	1302	History of the United States since 1877 ⁴ (C)	3
			6

		<u>Second Year</u>		
<u>First Semester</u>				<u>Credit Hours</u>
GOVT	2305	American Government and Politics ⁵ (C)		3
MATH	1324	Introductory Mathematics for Business and Social Sciences ² (C) or		3
MATH	1332	Contemporary Mathematics (Quantitative Reasoning) ² (C)		
MUAP	22XX	Individual Instruction ⁷ (F)		2
MUEN	21XX	Ensemble Course ⁸ (F)		1
MUSI	2116	Sight Singing and Dictation III (F)		1
MUSI	2311	Music Theory III (F)		3
				13

		<u>Second Semester</u>		<u>Credit Hours</u>
GOVT	2306	State and Local Government ⁵ (C)		3
MUAP	22XX	Individual Instruction ⁷ (F)		2
MUEN	21XX	Ensemble Course ⁸ (F)		1
MUSI	1307	Introduction to Music History (F)		3
MUSI	2117	Singing and Dictation IV (F)		1
MUSI	2312	Music Theory IV (F)		3
				13

TOTAL CREDIT HOURS **60**

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301.

2 Mathematics Block:

Complete MATH 1324 or 1332.

3 Creative Arts Block:

Complete MUSI 1306.

4 American History Block:

Complete HIST 1301 and 1302.

5 Government/Political Science Block:

Complete GOVT 2305 and 2306.

6 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

7 MUAP Courses:

Complete 8 credit hours of MUAP courses. Students must complete 4-5 courses in the same instrument.

Strings: MUAP (1101 and 1102 or 1201), 1202, 2201, and 2202

Woodwind: MUAP (1117 and 1118 or 1217), 1218, 2219, and 2220

Brass: MUAP (1137 and 1138 or 1237), 1238, 2239, and 2240

Percussion: MUAP (1157 and 1158 or 1257), 1258, 2259, and 2260

Guitar: MUAP (1161 and 1162 or 1261), 1262, 2261, and 2262

Keyboard: MUAP (1165 and 1166 or 1265), 1266, 2267, and 2268

Voice: MUAP (1181 and 1182 or MUAP 1281), 1282, 2283,

and 2284. The co-requisite to Voice is **Vocal Coaching:**

MUAP 1285, 1286, 2287, and 2288

8 MUEN Courses:

Complete 4 courses from ONE ensemble area. Students must complete 4 courses in the same ensemble area.

Concert Band: MUEN 1121, 1122, 2121, and 2122

Orchestra: MUEN 1123, 1124, 2123, and 2124

Mariachi: MUEN 1131, 1132, 2131, and 2132

Guitar Ensemble: MUEN 1133, 1134, 2133, and 2134

Percussion Ensemble: MUEN 1135, 1136, 2135, and 2136

Jazz Ensemble: MUEN 1137, 1138, 2137, and 2138

Chorus: MUEN 1141, 1142, 2141, and 2142

ASSOCIATE OF ARTS IN PHILOSOPHY-AA-PHIL

The Philosophy Program is designed to give individuals a solid foundation in critical thinking that can be applied to a wide variety of professions and fields of study. PHIL 1301 Introduction to Philosophy focuses on the nature of philosophical problems and the analysis of arguments presented by classical and modern thinkers. In PHIL 2303 Logic, the student learns the manner and application of critical thinking central to rational thought. PHIL 2306 Ethics looks at moral theory and contemporary ethical issues. PHIL 2321 Philosophy of Religion provides a critical investigation of major religious ideas and experiences. PHIL 2307 Introduction to Social and Political Philosophy studies the major issues in social and political theory and/or the work of major philosophical figures in this area. Regardless of the intellectual and professional interests of the student, he or she will find the information relevant and useful in business, medicine, law, science, mathematics and the humanities. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements. **EDUC 1300 is required for all AA Degrees.**

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
HIST	1301 History of the United States to 1877 ⁶ (C)	3
PHIL	1301 Introduction to Philosophy (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		16
<u>Second Semester</u>		<u>Credit Hours</u>
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302 History of the United States since 1877 ⁶ (C)	3
PHIL	2306 Ethics (C)	3
	Mathematics ² (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
		16
<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
GOVT	2305 American Government and Politics ⁷ (C)	3
PHIL	2303 Logic (C)	3
PHIL	2307 Introduction to Social and Political Philosophy	3
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321 Organizational and Professional Communication ¹ (C)	3
	Language, Philosophy, and Culture ⁴ (C)	3
		15

<u>Second Semester</u>		<u>Credit Hours</u>
GOVT	2306 State and Local Government ⁷ (C)	3
PHIL	2321 Philosophy of Religion	3
	Social and Behavioral Sciences ⁸ (C)	3
	Creative Arts ⁵ (C)	3
	Elective Option ¹¹	1
		13
TOTAL CREDIT HOURS		60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Elective Option:**
Complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN PSYCHOLOGY-AA-PSYC

Field of Study in Psychology

The two-year Associate of Arts Degree in Psychology prepares students who will transfer directly into a bachelor's degree program in psychology at a four-year institution. The student is responsible for completing all prerequisite course(s) within the program. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

First Year

First Semester	Credit Hours
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
PSYC 2301 Introduction to Psychology ⁸ (CF)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
	16

Second Semester	Credit Hours
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302 History of the United States since 1877 ⁶ (C)	3
PSYC 2317 Statistics and Research Design (F)	3
Life and Physical Sciences ³ (C)	3
Life and Physical Sciences Laboratory ¹⁰	1
Mathematics ² (C)	3
	16

Summer Session	Credit Hours
SPCH 1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321 Organizational and Professional Communication ¹ (C)	3
Language, Philosophy, and Culture ⁴ (C)	3
	6

Second Year

First Semester	Credit Hours
GOVT 2305 American Government and Politics ⁷ (C)	3
Psychology Elective ¹¹	3
Psychology Elective ¹¹	3
Creative Arts ⁵ (C)	3
	12

Second Semester	Credit Hours
GOVT 2306 State and Local Government ⁷ (C)	3
Psychology Elective ¹¹	3
Psychology Elective ¹¹	3
Elective Option ¹²	1
	10
TOTAL CREDIT HOURS	60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306
- 8 Social and Behavioral Sciences Block:**
Complete PSYC 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Psychology Electives:**
Complete four courses from PSYC 2306, 2314, 2315, 2316, 2319, 2320, or 2330.
Students pursuing the Psychology Field of Study should select PSYC 2314, 2319, 2320 and 2330 as their Psychology Electives.
- 12 Elective Option:**
Complete one course from PSYC 2306, 2314, 2315, 2316, 2319, 2320, 2330, or complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN SPEECH COMMUNICATION- AA-SPCH

Field of Study in Speech Communication

Effective Speech Communication is an art and a skill that empowers individuals to succeed in personal and professional endeavors. Oral and written communication skills are an integral element in academic, professional, technical, and personal/social facets of one's life. Coursework in Speech Communication is intended to provide students with heightened self-awareness; dynamic presentational, persuasive, and interpersonal skills which promote career attainment; techniques which develop and enrich personal relationships; enhanced ability to apply critical-thinking and performance skills; increased technical proficiency; and a sensitivity toward multiculturalism.

Contact: Richard Falvo at 915-831-3336.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁶ (C)		3
SPCH	1315 Fundamentals of Effective Speech ¹ (CF)		3
			12
<u>Second Semester</u>			<u>Credit Hours</u>
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302 History of the United States since 1877 ⁶ (C)		3
SPCH	1318 Interpersonal Communication (F)		3
	Mathematics ² (C)		3
	Elective Option ¹¹		1
			13
<u>Summer Session</u>			<u>Credit Hours</u>
	Language, Philosophy, and Culture ⁴ (C)		3
	Creative Arts ⁵ (C)		3
	Social and Behavioral Sciences ⁸ (C)		3
			9

		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
GOVT	2305 American Government and Politics ⁷ (C)		3
SPCH	1321 Organizational and Professional Communication (CF)		3
SPCH	2335 Argumentation and Debate (F)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
<u>Second Semester</u>			<u>Credit Hours</u>
GOVT	2306 State and Local Government ⁷ (C)		3
SPCH	2333 Dynamics of Group Communication (F)		3
SPCH	2341 Oral Interpretation of Literature (F)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and SPCH 1315.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Elective Option:**
Complete SPCH 2389 or any academic course.
See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN TEACHER PREPARATION- (ALL GRADE LEVELS)-AA-TEED

This program prepares students for multiple career opportunities in child related fields. Courses in this program provide skills in critical thinking, problem solving, communication, and opportunities to volunteer in various community activities. Students will also develop and enhance technology skills to communicate with others. Planning and organizational skills learned/applied in the classes are used to develop leadership.

The program has complete transfer and applicability into the Multidisciplinary program in the School of Liberal Arts at the University of Texas at El Paso (UTEP) where students combine courses from several disciplines to complete their bachelor degree. For example, students wishing to work in a child related field can create an individualized program that will prepare them to pursue multiple career opportunities in the field (i.e. Child Care Licensing, Child Welfare Case Worker, Director/Owner of a Child Care Facility, Hospitals, Social Agencies and Alternative Teaching Certification).

Students should check other four-year institutions of higher education for transfer opportunities.

CAREER OPPORTUNITIES: Child Care Licensing Worker, Child Welfare Case Worker, Director/Owner of a Child Care Facility, Hospitals, Social Agencies and Alternative Teaching Certification, Child Development Specialist, Job Coaches, Activities Director, Child Cruise Activities Director, Parent Trainer, Community to School Liaison, Teacher.

For student advising see:

Isela Castanon-Williams 915-831-2430
Margret Rodriguez 915-831-2111
Cristina I. Sharp 915-831-5203

REQUIRED: CRIMINAL BACKGROUND CHECK

A criminal background check is required of all students in this program in order to perform the required volunteer hours for the courses requiring volunteer service in Pre-Kindergarten to 12th grade schools. During the second week of class, in EDUC 1301 and EDUC 2301, the student must obtain a criminal background check from the school district the student selects as a volunteer site to fulfill the 30 hour volunteer lab requirement. The faculty member teaching the course will provide more information regarding this process during class. TECA 1303, 1318, 1311 each require 16 field based hours in a child care setting. These field-based hours qualify as Service Learning opportunities.

EDUC 1301 and EDUC 2301 cannot be taken concurrently. EDUC 2301 can be taken before or after EDUC 1301.

FOUR YEAR INSTITUTION TRANSFER: Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AA Degrees.

		<u>First Year</u>		
		<u>First Semester</u>		<u>Credit Hours</u>
EDUC	1300	Learning Framework ⁹ (C)		3
EDUC	1301	Introduction to the Teaching Profession		3
ENGL	1301	Expository English Composition ¹ (C)		3
HIST	1301	History of the United States to 1877 ⁶ (C)		3
TECA	1354	Child Growth and Development		3
				15
		<u>Second Semester</u>		
		<u>First Semester</u>		<u>Credit Hours</u>
EDUC	2301	Introduction to Special Populations		3
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302	History of the United States since 1877 ⁶ (C)		3
		Mathematics ² (C)		3
		Creative Arts ⁵ (C)		3
				15
		<u>Second Year</u>		
		<u>First Semester</u>		<u>Credit Hours</u>
GOVT	2305	American Government and Politics ⁷ (C)		3
TECA	1303	Family, School, and Community		3
SPCH	1315	Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321	Organizational and Professional Communication ¹ (C)		3
		Life and Physical Sciences ³ (C)		3
		Life and Physical Sciences Laboratory ¹⁰		1
				13
		<u>Second Semester</u>		
		<u>First Semester</u>		<u>Credit Hours</u>
GOVT	2306	State and Local Government ⁷ (C)		3
TECA	1311	Educating Young Children or		
TECA	1318	Wellness of the Young Child Language, Philosophy, and Culture ⁴ (C)		3
		Social and Behavioral Sciences ⁸ (C)		3
		Life and Physical Sciences ³ (C)		3
		Life and Physical Sciences Laboratory ¹⁰		1
		Elective Option ¹¹		1
				17
TOTAL CREDIT HOURS				60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF ARTS IN TEACHING EC-6, 4-8, EC-12, SPECIAL EDUCATION-AAT-EDUC

The AAT Degree as defined by the Coordinating Board is fully transferable to all Texas public universities. Because the AAT fulfills the requirements of the field of study curriculum statutes and Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification.

Students who complete the AAT 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.

Completion of the AAT is much like that of an Associate of Arts or Associate of Applied Science degree in that it may qualify students for work that requires at least an associate degree. A Bachelor's degree is required for Teacher Certification to be awarded.

Students are encouraged to complete the requirements of the AAT Degree at El Paso Community College before transferring to another college or university to complete a baccalaureate degree.

EDUC 1301 and EDUC 2301 cannot be taken concurrently. EDUC 2301 can be taken before or after EDUC 1301.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Courses in this program provide a foundation for students who wish to pursue an alternative Teacher Certification upon graduation with a bachelor's degree from four-year institution.

CAREER OPPORTUNITIES: Career opportunities include but are not limited to employment in public or private schools, textbook sales industry, government agencies, hospitals, and social service agencies. Elementary school teacher, middle school teacher, high school teacher, vocational school teacher, School Librarian, School Counselor, Textbook and Instructional Materials Sales Representative, Training and Development Specialist or Manager, Instructional Designer, Archivist for Arts Organization.

For student advising see:

Isela Castanon-Williams	915-831-2430
Margret Rodriguez	915-831-2111
Cristina I. Sharp	915-831-5203

CRIMINAL BACKGROUND CHECK REQUIRED

A criminal background check is required of all students in this program in order to perform the required volunteer hours for the courses requiring volunteer service in Pre-Kindergarten to 12th grade schools. During the second week of class in EDUC 1301 and EDUC 2301, the student must obtain a criminal background check from the school district the student selects as a volunteer site to fulfill the 30 hour volunteer lab requirement. The faculty member teaching the course will provide more information regarding this

process during class. These field-based hours qualify as Service Learning opportunities.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements. **EDUC 1300 is required for all AA Degrees.**

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

		<u>First Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
EDUC	1300 Learning Framework ⁹ (C)		3
EDUC	1301 Introduction to the Teaching Profession (F)		3
ENGL	1301 Expository English Composition ¹ (C)		3
HIST	1301 History of the United States to 1877 ⁶ (C)		3
			12
<u>Second Semester</u>			<u>Credit Hours</u>
EDUC	2301 Introduction to Special Populations (F)		3
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)		3
HIST	1302 History of the United States since 1877 ⁶ (C)		3
MATH	1342 Fundamentals of Statistics ² (C)		3
			12
		<u>Summer Session</u>	
<u>Summer Session</u>			<u>Credit Hours</u>
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or		
SPCH	1321 Organizational and Professional Communication ¹ (C)		3
	Language, Philosophy, and Culture ⁴ (C)		3
	Creative Arts ⁵ (C)		3
			9
		<u>Second Year</u>	
<u>First Semester</u>			<u>Credit Hours</u>
GOVT	2305 American Government and Politics ⁷ (C)		3
MATH	1350 Mathematics for Teachers I (F)		3
PHYS	1315 Principles of Physical Science I (CF)		3
PHYS	1115 Principles of Physical Science (F)		
	Laboratory I		1
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			14
<u>Second Semester</u>			<u>Credit Hours</u>
GOVT	2306 State and Local Government ⁷ (C)		3
MATH	1351 Mathematics for Teachers II (F)		3
	Social and Behavioral Sciences ⁸ (C)		3
	Life and Physical Sciences ³ (C)		3
	Life and Physical Sciences Laboratory ¹⁰		1
			13
TOTAL CREDIT HOURS			60

(C) Core Curriculum Course (F) Field of Study Course

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete MATH 1342.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF ARTS IN THEATER—AA-THEA

The two-year Theater program prepares those students who will transfer directly into a bachelor's degree program in Drama and/or Theater Arts at a four-year institution. This program provides graduates with the necessary understanding and appreciation of the basic theories and practices associated with theatrical performance. The student is responsible for completing all prerequisite course(s) within the program. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Contact Matthew Smith at 915-831-2151.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements. **EDUC 1300 is required for all AA Degrees.**

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Arts degrees.

First Year

First Semester

		Credit Hours
DRAM	1310 Introduction to Theater ⁵ (C)	3
DRAM	1351 Acting I	3
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321 Organizational and Professional Communication ¹ (C)	<u>3</u>
		15

Second Semester

		Credit Hours
DRAM	1120 Theater Practicum I	1
DRAM	1352 Acting II	3
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
	Mathematics ² (C)	3
	Social and Behavioral Sciences ⁸ (C)	<u>3</u>
		13

Summer Session

		Credit Hours
HIST	1301 History of the United States to 1877 ⁶ (C)	3
HIST	1302 History of the United States since 1877 ⁶ (C)	<u>3</u>
		6

Second Year

First Semester

		Credit Hours
DRAM	1121 Theater Practicum II	1
DRAM	1330 Stagecraft I	3
PHIL	1301 Introduction to Philosophy ⁴ (C)	3
GOVT	2305 American Government and Politics ⁷ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	<u>1</u>
		14

Second Semester

		Credit Hours
DRAM	2120 Theater Practicum III	1
DRAM	2331 Stagecraft II	3
GOVT	2306 State and Local Government ⁷ (C)	3
	Life and Physical Sciences ³ (C)	3
	Life and Physical Sciences Laboratory ¹⁰	1
	Elective Option ¹¹	<u>1</u>
		12

TOTAL CREDIT HOURS **60**

Explanation to Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete one course from MATH 1314, 1324, 1332, 1342, 2412, or 2413.

3 Life and Physical Sciences Block:

Complete two courses from ASTR 1303, 1304, BIOL 1306, 1307, 1308, 1309, CHEM 1306, 1307, 1311, 1312, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete PHIL 1301.

5 Creative Arts Block:

Complete DRAM 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from ASTR 1103, 1104, BIOL 1106, 1107, 1108, 1109, CHEM 1106, 1107, 1111, 1112, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Elective Option:

Complete any academic course. See Course Descriptions section for courses with a Texas symbol.

ASSOCIATE OF SCIENCE IN ARCHITECTURE-AS-ARCH

Field of Study in Architecture

Architects are licensed professionals trained in the art and science of the design and construction of buildings and structures. Additionally, architects may be involved with designing the total built environment—from how a building integrates with its surrounding landscape, to architectural or construction details that involve the interior of the building, to designing and creating furniture to be used in a specific space.

An architect will create the overall aesthetic and look of buildings and structures, but the design of a building involves far more than its appearance. Buildings also must be functional, safe, and economical and must suit the specific needs of the people who use them. Most importantly, they must be built with the public's health, safety, and welfare in mind.

Thinking about becoming an architect? It's important to remember that there are many aspects involved with this career. The Architect's responsibilities require specific skills—designing, engineering, managing, supervising, and communicating with clients and builders. Architects spend a great deal of time explaining their ideas to clients, construction contractors, and others. Successful architects must have a thorough knowledge of the construct of a building, and be able to design and communicate their unique vision effectively.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements. **EDUC 1300 is required for all AS Degrees.**

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

Summer Session		Credit Hours
ARCH	1311	Introduction to Architecture (F) 3
EDUC	1300	Learning Framework ⁶ (C) 3
ENGL	1301	Expository English Composition ¹ (C) <u>3</u>
		9

First Year

First Semester		Credit Hours
ARCH	1303	Architectural Design Studio I (F) 3
ARCH	1307	Architectural Graphics I (F) 3
HIST	1301	History of the United States to 1877 ⁴ (C) 3
		Any Core Curriculum Block ⁷ (C) <u>3</u>
		12

Second Semester		Credit Hours
ARCH	1304	Architectural Design Studio II (F) 3
ARCH	1308	Architectural Graphics II (F) 3
HIST	1302	History of the United States since 1877 ⁴ (C) 3
MATH	1314	Precalculus I College Algebra and Geometry ² (C) <u>3</u>
		12

Summer Session		Credit Hours
GOVT	2305	American Government and Politics ⁵ (C) 3
GOVT	2306	State and Local Government ⁵ (C) <u>3</u>
		6

Second Year

First Semester		Credit Hours
ARCH	1301	Architectural History I ³ (CF) 3
ARCH	2312	Architectural Technology (F) 3
ARCH	2603	Architectural Design Studio III (F) <u>6</u>
		12

Second Semester		Credit Hours
ARCH	1302	Architectural History II (F) 3
ARCH	2604	Architectural Design Studio IV (F) <u>6</u>
		9

TOTAL CREDIT HOURS 60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301.
- 2 Mathematics Block:**
Complete MATH 1314.
- 3 Language, Philosophy, and Culture Block:**
Complete ARCH 1301.
- 4 American History Block:**
Complete HIST 1301 and 1302.
- 5 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 6 Component Area Option Block:**
Complete EDUC 1300.
- 7 Any Core Curriculum Block:**
Complete a total of one course from the following:
Communication: SPCH 1315 or SPCH 1321.
Life and Physical Sciences: ASTR 1303, 1304, BIOL 1306, 1307, CHEM 1311, 1312, GEOL 1303, 1304, PHYS 1301, 2325, 2326.
Creative Arts: ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, 1310.
Social and Behavioral Sciences: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, 2301.
Component Area Option: ENGL 1302.

ASSOCIATE OF SCIENCE IN BIOLOGICAL SCIENCES-AS-BIOL

The two-year Biological Sciences Program prepares those students who will transfer directly into a Bachelor's degree program in the biological sciences or in related disciplines such as horticulture, range science, forestry, at a four-year institution. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Students pursuing the Associate Degree in Biology must take at least one of the following: Zoology, Botany or General Microbiology.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
BIOL 1306	General Biology-Science Majors I ³ (C)	3
BIOL 1106	General Biology-Science Majors Laboratory I ¹⁰	1
EDUC 1300	Learning Framework ⁹ (C)	3
ENGL 1301	Expository English Composition ¹ (C)	3
HIST 1301	History of the United States to 1877 ⁶ (C)	3
		13
<u>Second Semester</u>		<u>Credit Hours</u>
BIOL 1307	General Biology-Science Majors II ³ (C)	3
BIOL 1107	General Biology-Science Majors Laboratory II ¹⁰	1
ENGL 1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302	History of the United States since 1877 ⁶ (C)	3
	Mathematics ² (C)	3
		13
<u>Summer Session</u>		<u>Credit Hours</u>
SPCH 1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321	Organizational and Professional Communication ¹ (C)	3
	Creative Arts ⁵ (C)	3
	Language, Philosophy, and Culture ⁴ (C)	3
		9

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
CHEM 1311	General Chemistry I (C)	3
CHEM 1111	General Chemistry Laboratory I	1
GOVT 2305	American Government and Politics ⁷ (C)	3
	Biology Option ¹¹	4
		11

<u>Second Semester</u>		<u>Credit Hours</u>
CHEM 1312	General Chemistry II (C)	3
CHEM 1112	General Chemistry Laboratory II	1
GOVT 2306	State and Local Government ⁷ (C)	3
	Biology Option ¹¹	4
	Social and Behavioral Sciences ⁸ (C)	3
		14
TOTAL CREDIT HOURS		60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete MATH 1314 (preferred) or one course from 2412 or 2413.
- 3 Life and Physical Sciences Block:**
Complete BIOL 1306 and 1307.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete BIOL 1106 and 1107
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Biology Options:**
Complete eight credits from BIOL 1313 and 1113, 1411, 1413, 2421, or ENVR 1401.

ASSOCIATE OF SCIENCE IN CHEMISTRY-AS-CHEM

The program covers the first two years of the four-year Chemistry curriculum leading to a Bachelor's degree. Students with an Associate of Science Degree in Chemistry may also be eligible for mid-level technician positions in business and industry or admission into health occupation professional programs. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

<u>First Year</u>			
<u>First Semester</u>		<u>Credit Hours</u>	
CHEM	1311	General Chemistry I ³ (C)	3
CHEM	1111	General Chemistry Laboratory I ¹⁰	1
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
			13
<u>Second Semester</u>		<u>Credit Hours</u>	
CHEM	1312	General Chemistry II ³ (C)	3
CHEM	1112	General Chemistry Laboratory II ¹⁰	1
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302	History of the United States since 1877 ⁶ (C)	3
MATH	2413	Calculus I ² (C)	4
			14
<u>Summer Session</u>		<u>Credit Hours</u>	
SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
		Creative Arts ⁵ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
			9
<u>Second Year</u>			
<u>First Semester</u>		<u>Credit Hours</u>	
CHEM	2423	Organic Chemistry I	4
GOVT	2305	American Government and Politics ⁷ (C)	3
MATH	2314	Calculus II	3
			10

<u>Second Semester</u>		<u>Credit Hours</u>	
CHEM	2425	Organic Chemistry II	4
GOVT	2306	State and Local Government ⁷ (C)	3
PHYS	2325	Engineering Physics I (C)	3
PHYS	2125	Engineering Physics Laboratory I	1
		Social and Behavioral Sciences ⁸ (C)	3
			14
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete MATH 2413.
- 3 Life and Physical Sciences Block:**
Complete CHEM 1311 and 1312.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete CHEM 1111 and 1112.
Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF SCIENCE IN ENGINEERING IN CIVIL ENGINEERING-AS-CIVI

This Program prepares the student with CAD hands-on skills, structural engineering, material properties, infrastructure and environmental factors, as well as the theory to be able to join the industry at the completion of the program.

The program provides an excellent foundation for those students that want to transfer to a four-year university as a Civil Engineering major.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester	Credit Hours
CHEM 1311 General Chemistry I ³ (C)	3
CHEM 1111 General Chemistry Laboratory I ¹⁰	1
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
Mathematics ² (C)	3
	<u>16</u>

Second Semester	Credit Hours
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
ENGR 1201 Introduction to Engineering	2
ENGR 1204 Engineering Graphics	2
PHYS 2325 Engineering Physics I ³ (C)	3
PHYS 2125 Engineering Physics Laboratory I ¹⁰	1
	<u>11</u>

Summer Session	Credit Hours
HIST 1302 History of the United States since 1877 ⁶ (C)	3
SPCH 1321 Organizational and Professional Communication ¹ (C)	3
	<u>6</u>

Second Year

First Semester	Credit Hours
ENGR 2301 Statics	3
GOVT 2305 American Government and Politics ⁷ (C)	3
MATH 2314 Calculus II	3
Language, Philosophy, and Culture ⁴ (C)	3
	<u>12</u>

Second Semester	Credit Hours
GOVT 2306 State and Local Government ⁷ (C)	3
MATH 2315 Calculus III	3
Creative Arts ⁵ (C)	3
Social and Behavioral Sciences ⁸ (C)	3
Engineering Elective Option ¹¹	3
	<u>15</u>
TOTAL CREDIT HOURS	60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and SPCH 1321.
- 2 Mathematics Block:**
Complete MATH 2413 (preferred) or one course from MATH 1314 or 2412.
- 3 Life and Physical Sciences Block:**
Complete CHEM 1311 and PHYS 2325.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete CHEM 1111 and PHYS 2125.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Engineering Elective Option:**
Complete one course from ENGR 2302, 2308, or 2332. For students transferring to UTEP, ENGR 2308 is recommended.

ASSOCIATE OF SCIENCE IN ENGINEERING IN ELECTRICAL ENGINEERING PRINCIPLES-AS-ENGR

This Program prepares the student with CAD hands-on, MATLAB, C++ skills as well as the theory to be able to join the industry at the completion of the program. This program concentrates on AC/DC circuit analysis, Digital design, and software development. The program provides an excellent foundation for those students that want to transfer to a four-year university as an Electrical Engineering major.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester		Credit Hours
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
HIST	1301 History of the United States to 1877 ⁶ (C)	3
	Mathematics ² (C)	3
		12

Second Semester		Credit Hours
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302 History of the United States since 1877 ⁶ (C)	3
MATH	2314 Calculus II	3
	Engineering Elective Option ¹¹	4
		13

Summer Session		Credit Hours
SPCH	1321 Organizational and Professional Communication ¹ (C)	3
	Language, Philosophy, and Culture ⁴ (C)	3
	Social and Behavioral Sciences ⁸ (C)	3
		9

Second Year

First Semester		Credit Hours
ENGR	2304 Programming for Engineers	3
GOVT	2305 American Government and Politics ⁷ (C)	3
MATH	2320 Differential Equations	3
PHYS	2325 Engineering Physics I ³ (C)	3
PHYS	2125 Engineering Physics Laboratory I ¹⁰	1
		13

Second Semester		Credit Hours
ENGR	2308 Economy for Engineers and Scientists	3
GOVT	2306 State and Local Government ⁷ (C)	3
PHYS	2326 Engineering Physics II ³ (C)	3
PHYS	2126 Engineering Physics Laboratory II ¹⁰	1
	Creative Arts ⁵ (C)	3
		13
TOTAL CREDIT HOURS		60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and SPCH 1321.

2 Mathematics Block:

Complete MATH 2413 (preferred) or one course from MATH 1314, or 2412.

3 Life and Physical Sciences Block:

Complete PHYS 2325 and 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete PHYS 2125 and 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Engineering Elective Option:

Complete ENGR 2405 or 2406.

ASSOCIATE OF SCIENCE IN ENGINEERING IN INDUSTRIAL ENGINEERING-AS-IMME

This Program prepares the student with CAD hands-on, MATLAB, C++ skills as well as the theory to be able to join the industry at the completion of the program. This program provides a solid foundation in applied Mathematics.

The program provides an excellent foundation for those students that want to transfer to a four-year university as an Industrial Engineering major.

This program prepares students for entry-level jobs in Engineering or related fields requiring two years of college and/or further study at a four-year college or university. Students planning to transfer to a four-year institution should see an academic advisor and contact the institution for assistance in developing a suitable Bachelor's Degree Program of Study.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

<u>First Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
CHEM	1311	General Chemistry I ³ (C)	3
CHEM	1111	General Chemistry Laboratory I ¹⁰	1
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
		Mathematics ² (C)	3
			16
<u>Second Semester</u>			
			<u>Credit Hours</u>
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
ENGR	1201	Introduction to Engineering	2
ENGR	1204	Engineering Graphics	2
PHYS	2325	Engineering Physics I ³ (C)	3
PHYS	2125	Engineering Physics Laboratory I ¹⁰	1
			11
<u>Summer Session</u>			
			<u>Credit Hours</u>
HIST	1302	History of the United States since 1877 ⁶ (C)	3
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
			6

<u>Second Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
ENGR	2301	Statics	3
GOVT	2305	American Government and Politics ⁷ (C)	3
MATH	2314	Calculus II	3
		Language, Philosophy, and Culture ⁴ (C)	3
		Social and Behavioral Sciences ⁸ (C)	3
			15
<u>Second Semester</u>			
			<u>Credit Hours</u>
ENGR	2305	Electromechanical Systems	3
ENGR	2308	Economy for Engineers and Scientists	3
GOVT	2306	State and Local Government ⁷ (C)	3
		Creative Arts ⁵ (C)	3
			12
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and SPCH 1321.
- 2 Mathematics Block:**
Complete MATH 2413 (preferred) or one course from MATH 1314 or 2412.
- 3 Life and Physical Sciences Block:**
Complete CHEM 1311 and PHYS 2325.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete CHEM 1111 and PHYS 2125.
Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF SCIENCE IN ENGINEERING IN MATERIALS ENGINEERING-AS-MATE

This Program prepares the student with CAD hands-on, MATLAB, C++ skills as well as the theory to be able to join the industry at the completion of the program. This program concentrates on Statics and Mechanics of Materials.

The program provides an excellent foundation for those students that want to transfer to a four-year university as a Materials Science Engineering major.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

<u>First Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
CHEM	1311	General Chemistry I ³ (C)	3
CHEM	1111	General Chemistry Laboratory I ¹⁰	1
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
		Mathematics ² (C)	3
			16
<u>Second Semester</u>			<u>Credit Hours</u>
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
ENGR	1201	Introduction to Engineering	2
ENGR	1204	Engineering Graphics	2
PHYS	2325	Engineering Physics I ³ (C)	3
PHYS	2125	Engineering Physics Laboratory I ¹⁰	1
			11
<u>Summer Session</u>			<u>Credit Hours</u>
HIST	1302	History of the United States since 1877 ⁶ (C)	3
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
			6

<u>Second Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
ENGR	2301	Statics	3
GOVT	2305	American Government and Politics ⁷ (C)	3
MATH	2314	Calculus II	3
		Creative Arts ⁵ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
			15

<u>Second Semester</u>			<u>Credit Hours</u>
ENGR	2332	Mechanics of Materials	3
GOVT	2306	State and Local Government ⁷ (C)	3
MATH	2315	Calculus III	3
		Social and Behavioral Sciences ⁸ (C)	3
			12
TOTAL CREDIT HOURS			60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and SPCH 1321.

2 Mathematics Block:

Complete MATH 2413 (preferred) or one course from MATH 1314 or 2412.

3 Life and Physical Sciences Block:

Complete CHEM 1311 and PHYS 2325.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete CHEM 1111 and PHYS 2125.

Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF SCIENCE IN ENGINEERING IN MECHANICAL ENGINEERING-AS-MECH

This Program prepares the student with CAD hands-on, MATLAB, C++ skills as well as the theory to be able to join the industry at the completion of the program. This program concentrates on Statics, Mechanics of Materials, Robotics, and Dynamics.

The program provides an excellent foundation for those students that want to transfer to a four-year university as a Mechanical Engineering major.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester Credit Hours

CHEM	1311	General Chemistry I ³ (C)	3
CHEM	1111	General Chemistry Laboratory I ¹⁰	1
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
		Mathematics ² (C)	<u>3</u>
			16

Second Semester Credit Hours

ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
ENGR	1201	Introduction to Engineering	2
ENGR	1204	Engineering Graphics	2
PHYS	2325	Engineering Physics I ³ (C)	3
PHYS	2125	Engineering Physics Laboratory I ¹⁰	<u>1</u>
			11

Summer Session Credit Hours

HIST	1302	History of the United States since 1877 ⁶ (C)	3
SPCH	1321	Organizational and Professional Communication ¹ (C)	<u>3</u>
			6

Second Year

First Semester Credit Hours

ENGR	2301	Statics	3
GOVT	2305	American Government and Politics ⁷ (C)	3
MATH	2314	Calculus II	3
		Creative Arts ⁵ (C)	3
		Social and Behavioral Sciences ⁸ (C)	<u>3</u>
			15

Second Semester Credit Hours

ENGR	2302	Mechanics II: Dynamics	3
GOVT	2306	State and Local Government ⁷ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
		Engineering Elective Option ¹¹	<u>3</u>
			12

TOTAL CREDIT HOURS 60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and SPCH 1321.
- 2 Mathematics Block:**
Complete MATH 2413 (preferred) or one course from MATH 1314 or 2412.
- 3 Life and Physical Sciences Block:**
Complete CHEM 1311 and PHYS 2325.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete CHEM 1111 and PHYS 2125.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Engineering Elective Options:**
Complete one course from ENGR 2305, 2332, or 2334.

ASSOCIATE OF SCIENCE IN GEOLOGICAL SCIENCES- AS-GEOL

The two-year Geological Sciences Associate of Science Program allows students to complete the first two years of the four-year Geology curriculum leading to a Bachelor's degree. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Contact: Robert Rohbaugh at 915-831-7144.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester		Credit Hours
EDUC	1300 Learning Framework ⁹ (C)	3
ENGL	1301 Expository English Composition ¹ (C)	3
GEOL	1303 Physical Geology ³ (C)	3
GEOL	1103 Physical Geology Laboratory ¹⁰	1
HIST	1301 History of the United States to 1877 ⁶ (C)	3
		13

Second Semester		Credit Hours
ENGL	1302 Research Writing and Literary Analysis ⁹ (C)	3
GEOL	1304 Historical Geology ³ (C)	3
GEOL	1104 Historical Geology Laboratory ¹⁰	1
HIST	1302 History of the United States since 1877 ⁶ (C)	3
	Mathematics ² (C)	3
		13

Summer Session		Credit Hours
MATH	2412 Precalculus II (C)	4
SPCH	1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321 Organizational and Professional Communication ¹ (C)	3
	Language, Philosophy, and Culture ⁴ (C)	3
		10

Second Year

First Semester		Credit Hours
CHEM	1311 General Chemistry I (C)	3
CHEM	1111 General Chemistry Laboratory I	1
ENVR	1301 Environmental Science I	3
GOVT	2305 American Government and Politics ⁷ (C)	3
	Creative Arts ⁵ (C)	3
		13

Second Semester		Credit Hours
GEOL	2289 Research Techniques in Geology	2
GEOL	2389 Research in Field Methods	3
GOVT	2306 State and Local Government ⁷ (C)	3
	Social and Behavioral Sciences ⁸ (C)	3
		11
TOTAL CREDIT HOURS		60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete MATH 1314 (preferred) or one course from MATH 2412 or 2413.

3 Life and Physical Sciences Block:

Complete GEOL 1303 and 1304.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete GEOL 1103 and 1104.

Students must complete two laboratory science courses that pair with the two lecture science courses.

ASSOCIATE OF SCIENCE IN MATHEMATICS-AS-MATH

The program covers the first two years of the four-year Mathematics curriculum leading to a Bachelor's degree. Students with an Associate of Science Degree in Mathematics may also be eligible for mid-level technical positions in business and industry.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester Credit Hours

EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
		Mathematics ² (C)	4
			13

Second Semester Credit Hours

ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302	History of the United States since 1877 ⁶ (C)	3
		Mathematics Elective ¹¹	3
		Creative Arts ⁵ (C)	3
			12

Summer Session Credit Hours

SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
		Mathematics Elective ¹¹	3
			9

Second Year

First Semester Credit Hours

GOVT	2305	American Government and Politics ⁷ (C)	3
		Mathematics Elective ¹¹	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
		Social and Behavioral Sciences ⁸ (C)	3
			13

Second Semester Credit Hours

GOVT	2306	State and Local Government ⁷ (C)	3
		Mathematics Elective ¹¹	3
		Mathematics Elective ¹¹	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
			13

TOTAL CREDIT HOURS 60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete MATH 2412 or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from BIOL 1306, 1307, CHEM 1311, 1312, GEOL 1303, 1304, PHYS 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from BIOL 1106, 1107, CHEM 1111, 1112, GEOL 1103, 1104, PHYS 2125, or 2126. Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Mathematics Electives:**
Complete five courses from MATH 2305, 2314, 2315, 2318, 2320, or 2413.

ASSOCIATE OF SCIENCE IN MULTIDISCIPLINARY STUDIES IN SCIENCES-AS-ASMS

The two-year Associate of Science degree is a multidisciplinary Math and Science degree program using a critical thinking, problem-solving and communication systems approach to develop skills and abilities necessary to succeed in higher education and in the job market. The program is designed especially for the students who want to increase analytical and critical thinking skills or who simply want to expand an overall base of knowledge in Math and Science.

Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

<u>First Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	<u>1</u>
			13
<u>Second Semester</u>			<u>Credit Hours</u>
ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302	History of the United States to 1877 ⁶ (C)	3
		Mathematics ² (C)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	<u>1</u>
			13
<u>Summer Session</u>			<u>Credit Hours</u>
SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional Communication ¹ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
		Creative Arts ⁵ (C)	<u>3</u>
			9

<u>Second Year</u>			
<u>First Semester</u>			<u>Credit Hours</u>
GOVT	2305	American Government and Politics ⁷ (C)	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	<u>3</u>
			12
<u>Second Semester</u>			<u>Credit Hours</u>
GOVT	2306	State and Local Government ⁷ (C)	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	3
		Mathematics or	
		Life and Physical Sciences Elective ¹¹	1
		Social and Behavioral Sciences ⁸ (C)	<u>3</u>
			13
TOTAL CREDIT HOURS			60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete one course from MATH 1314, 2412, or 2413.
- 3 Life and Physical Sciences Block:**
Complete two courses from BIOL 1306, 1307, CHEM 1311, 1312, GEOL 1303, 1304, PHYS 2325, or 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, ARTS 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete two courses from BIOL 1106, 1107, CHEM 1111, 1112, GEOL 1103, 1104, PHYS 2125, or 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Elective Options:**
Complete a total of 16 credit hours of Mathematics or Science courses.
Mathematics Courses: MATH 1314, 2305, 2314, 2315, 2318, 2320, 2412, or 2413.
Science Courses: BIOL 1306 and 1106, 1307 and 1107, BIOL 1313 and 1113, 1411, 1413, 2389, 2401, 2402, 2420, 2421, ENVR 1301, 1401, CHEM 1311 and 1111, 1312 and 1112, 2389, 2423, 2425, GEOL 1303 and 1103, 1304 and 1104, 2289, 2389, PHYS 2289, PHYS 2325 and 2125, or 2326 and 2126.

ASSOCIATE OF SCIENCE IN PHYSICS-AS-PHYS

Physics is the science concerned with investigating and understanding the basic laws of nature from the domains of the very small sub-atomic particles to the very large astronomical objects. This program prepares students for entry-level physical science jobs and/or further academic study. These fields of study include engineering, industrial research and development, computer science, medicine, teaching, business and other branches of physical science such as astronomy, meteorology, biophysics, geophysics, chemistry, space sciences and others. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester	Credit Hours
EDUC 1300 Learning Framework ⁹ (C)	3
ENGL 1301 Expository English Composition ¹ (C)	3
HIST 1301 History of the United States to 1877 ⁶ (C)	3
MATH 2413 Calculus I ² (C)	4
	13

Second Semester	Credit Hours
ENGL 1302 Research Writing and Literary Analysis ⁹ (C)	3
HIST 1302 History of the United States since 1877 ⁶ (C)	3
MATH 2314 Calculus II	3
PHYS 2325 Engineering Physics I ³ (C)	3
PHYS 2125 Engineering Physics Laboratory I ¹⁰	1
	13

Summer Session	Credit Hours
GOVT 2305 American Government and Politics ⁷ (C)	3
SPCH 1315 Fundamentals of Effective Speech ¹ (C) or	
SPCH 1321 Organizational and Professional	
Communication ¹ (C)	3
Language, Philosophy and Culture ⁴ (C)	3
	9

Second Year

First Semester	Credit Hours
MATH 2315 Calculus III	3
PHYS 2326 Engineering Physics II ³ (C)	3
PHYS 2126 Engineering Physics Laboratory II ¹⁰	1
Creative Arts ⁵ (C)	3
Physics Program Elective A ¹¹	4
	14

Second Semester	Credit Hours
GOVT 2306 State and Local Government ⁷ (C)	3
PHYS 2289 Research Techniques in Physics	2
Physics Program Elective B ¹¹	3
Social and Behavioral Sciences ⁸ (C)	3
	11
TOTAL CREDIT HOURS	60

Explanation of Superscripts

- 1 Communication Block:**
Complete ENGL 1301 and one course from SPCH 1315 or 1321.
- 2 Mathematics Block:**
Complete MATH 2413.
- 3 Life and Physical Sciences Block:**
Complete PHYS 2325 and 2326.
One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.
- 4 Language, Philosophy, and Culture Block:**
Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
- 5 Creative Arts Block:**
Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.
- 6 American History Block:**
Complete HIST 1301 and 1302.
- 7 Government/Political Science Block:**
Complete GOVT 2305 and 2306.
- 8 Social and Behavioral Sciences Block:**
Complete one course from ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.
- 9 Component Area Option Block:**
Complete EDUC 1300 and ENGL 1302.
- 10 Lab Science Courses:**
Complete PHYS 2125 and 2126.
Students must complete two laboratory science courses that pair with the two lecture science courses.
- 11 Physics Program Elective Options:**
Complete seven credits from the following. Choose one course or pair from Physics Program Elective A and one course or pair from Physics Program Elective B.
Physics Program Elective A:
BIOL 1306 and 1106, CHEM 1311 and 1111, GEOL 1303 and 1103, or ENGR 2302*.
Physics Program Elective B:
BIOL 1307 and 1107, CHEM 1312 and 1112, GEOL 1304 and 1104, ENGR 2334*, or MATH 2320*.
***Students are required to take a minimum of seven credits of Elective options. Students who select Physics Program Elective courses that do not add up to a total of seven credits will need to select an additional academic course to satisfy the total credit requirements of the degree. See Course Descriptions section for courses with at Texas symbol.**

ASSOCIATE OF SCIENCE IN PSYCHOLOGY-AS-PSYS

Field of Study in Psychology

The two-year Associate of Science in Psychology degree will help prepare students to transfer to a Bachelor's of Science degree program at a four-year university or college. The Associate of Science degree calls for higher level science and math courses to be taken, than the Associate of Arts degree calls for.

Core Curriculum Requirements:

The Core Curriculum consists of nine fundamental component areas. Courses chosen must satisfy the required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

EDUC 1300 is required for all AS Degrees.

Please check with the transferring institution on the transfer and applicability of courses to specific Bachelor of Science degrees.

First Year

First Semester Credit Hours

EDUC	1300	Learning Framework ⁹ (C)	3
ENGL	1301	Expository English Composition ¹ (C)	3
HIST	1301	History of the United States to 1877 ⁶ (C)	3
PSYC	2301	Introduction to Psychology ⁸ (CF)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
			<u>16</u>

Second Semester Credit Hours

ENGL	1302	Research Writing and Literary Analysis ⁹ (C)	3
HIST	1302	History of the United States since 1877 ⁶ (C)	3
PSYC	2317	Statistics and Research Design (F)	3
		Life and Physical Sciences ³ (C)	3
		Life and Physical Sciences Laboratory ¹⁰	1
		Mathematics ² (C)	3
			<u>16</u>

Summer Session Credit Hours

SPCH	1315	Fundamentals of Effective Speech ¹ (C) or	
SPCH	1321	Organizational and Professional	
		Communication ¹ (C)	3
		Language, Philosophy, and Culture ⁴ (C)	3
			<u>6</u>

Second Year

First Semester Credit Hours

GOVT	2305	American Government and Politics ⁷ (C)	3
		Psychology Elective ¹¹	3
		Psychology Elective ¹¹	3
		Creative Arts ⁵ (C)	3
			<u>12</u>

Second Semester Credit Hours

GOVT	2306	State and Local Government ⁷ (C)	3
		Psychology Elective ¹¹	3
		Psychology Elective ¹¹	3
		Elective Option ¹²	1
			<u>10</u>

TOTAL CREDIT HOURS 60

Explanation of Superscripts

1 Communication Block:

Complete ENGL 1301 and one course from SPCH 1315 or 1321.

2 Mathematics Block:

Complete MATH 2413 (preferred) or one course from MATH 1314 or 2412.

3 Life and Physical Sciences Block:

Complete two courses from BIOL 1306, 1307, CHEM 1311, 1312, GEOL 1303, 1304, PHYS 2325, or 2326.

One credit hour for each lab will be counted in the discipline degree requirements for a total of two credit hours.

4 Language, Philosophy, and Culture Block:

Complete one course from ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

5 Creative Arts Block:

Complete one course from ARTS 1301, COMM 2366, DANC 2303, DRAM 1310, MUSI 1306, or 1310.

6 American History Block:

Complete HIST 1301 and 1302.

7 Government/Political Science Block:

Complete GOVT 2305 and 2306.

8 Social and Behavioral Sciences Block:

Complete PSYC 2301.

9 Component Area Option Block:

Complete EDUC 1300 and ENGL 1302.

10 Lab Science Courses:

Complete two courses from BIOL 1106, 1107, CHEM 1111, 1112, GEOL 1103, 1104, PHYS 2125, or 2126.

Students must complete two laboratory science courses that pair with the two lecture science courses.

11 Psychology Electives:

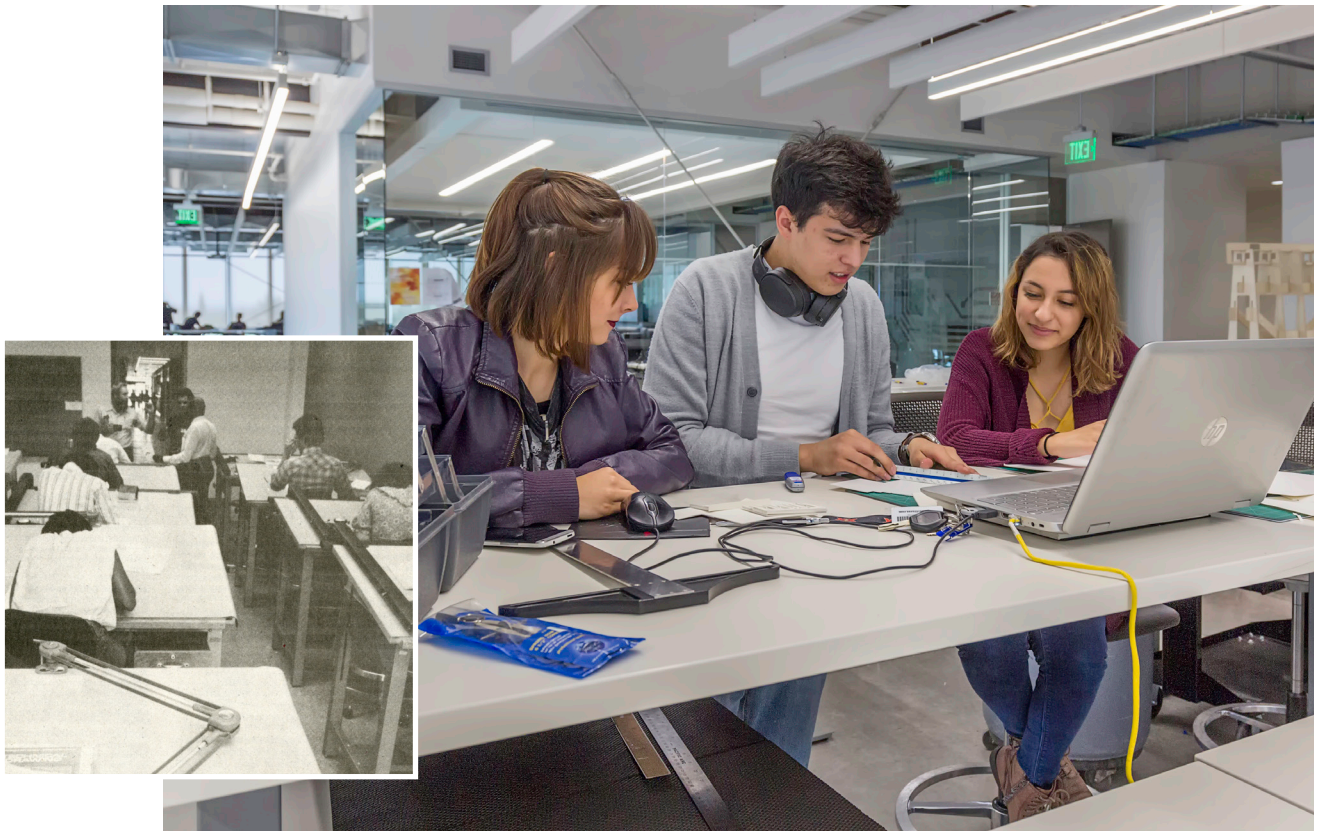
Complete four courses from PSYC 2306, 2314, 2315, 2316, 2319, 2320, or 2330.

Students pursuing the Psychology Field of Study should select PSYC 2314, 2319, 2320, and 2330 as their Psychology Electives.

12 Elective Option:

Complete one course from PSYC 2306, 2314, 2315, 2316, 2319, 2320, 2330, or complete any academic course. See Course Descriptions section for courses with a Texas symbol.

Retrospective 50 Years of change at EPCC





The Best Place to Start *and Finish!*



Career and Technical Associate of Applied Science Degrees and Certificates

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CAREER AND TECHNICAL ASSOCIATE OF APPLIED SCIENCE DEGREE AND CERTIFICATE REQUIREMENTS

Areas of Study

El Paso Community College offers Associate of Applied Science Degrees and several types of Certificates of Completion in eight Areas of Study based on the student's declared major and interest:

1. Arts, Humanities, Communication & Design
2. Business
3. Education
4. Health Sciences
5. Industry, Manufacturing & Construction
6. Public Service
7. Science, Technology, Engineering & Math
8. Social & Behavioral Sciences

It is important to consider transfer and career goals when selecting an Area of Study and major. Students can choose to declare their major when they first enroll at EPCC or they may choose to follow a degree plan from a subsequent Catalog year. The student's selected major and Catalog year must be on record with the Admissions and Registration Office. Students have five years from the date of the Catalog year selected to complete their declared major; if degree completion takes longer than five years, the student must adopt the degree plan of the current Catalog year or select and declare a new major. Each major has degree plans available to help students understand their program's requirements. Degree plans are available in this Catalog, on the EPCC website in the form of Program Maps, and through the Degree Works tool which is accessed through Web Banner. Counselors and Academic Advisors are also available to help students determine their options.



Awards & Certificates

EPCC's Career and Technical Programs offer 52 Associate of Applied Science Degrees and numerous Certificates of Completion designed to meet specific occupational competencies that prepare students for employment in specialized industries upon graduation.

Associate of Applied Science (AAS)

Designed to lead the recipient to immediate employment and/or career advancement. It requires a total of 60 semester credit hours (unless otherwise noted) and is structured to be completed within a maximum of two and one-half years of full-time attendance. It is composed of technical courses and a minimum of 15 credits of general education courses. All students enrolled in an AAS degree program must meet TSI requirements. This degree is not focused on transfer, but EPCC has formal agreements with certain partner universities that allow transferability.

Level 1 Certificate (CERT 1)

Can be completed by a student in one year or less and consists of between 15 and 42 semester credit hours. Students pursuing this certificate are exempt from TSI requirements, but programs may perform local assessment and remediation of students, provided that these activities do not exclude the student from enrollment in the level one certificate program.

Level 2 Certificate (CERT 2)

Requires that students meet certain eligibility requirements prior to entry into the program and consists of between 30 and 51 semester credit hours. Students enrolling in this certificate are subject to TSI requirements.

Enhanced Skills Certificate (ESC/CERT 3)

Accompanies an AAS degree program and is intended to provide advanced skills which are not part of the AAS degree. It consists of between 6 and 12 semester credit hours and is awarded concurrently with an AAS degree. Few programs offer an ESC, check the degree plans in this catalog or see a Counselor/Academic Advisor for more information.

Advanced Technical Certificate (ATC/CERT 4)

Requires a defined associate or baccalaureate degree as a prerequisite. It consists of between 16 and 45 semester credit hours and must be in the same program area as the completed associate or baccalaureate degree. Few programs offer an ATC, check the degree plans in this catalog or see a Counselor/Academic Advisor for more information.



Graduation Requirements for an Associate of Applied Science Degree

To graduate with an Associate of Applied Science Degree (AAS), students must:

1. Complete a minimum of sixty (60) semester credit hours in college-level courses
2. Complete a minimum of 15 credit hours of General Education courses.
3. Meet EPCC's institutional residency requirement that 25% of courses toward the degree must be taken at EPCC, with at least six (6) credit hours in the student's declared major.
4. Have a cumulative grade point average of 2.0 and be in good academic standing. An average of at least a "C" or better is also required for all courses within the degree plan.

To confirm Certificate of Completion graduation requirements, please contact the Office of Admissions & Registration.

See page 52 for more information on graduation/commencement requirements.

ACCOUNTING-AAS-ACNT

Associate of Applied Science Degree

The Associate of Applied Science Degree in Accounting prepares students to enter the Accounting profession at an Accounting Technician position. The two-year program emphasizes internal accounting procedures and Generally Accepted Accounting Principles (GAAP) as they apply to external reporting. The program of study allows students the option to strengthen their overall education and to select accounting electives in their area of special interest or job opportunity. The Accounting Capstone course for the AAS Degree is ACNT 2302.

First Year

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I	3
ACNT 1303	Introduction to Accounting I	3
ACNT 1329	Payroll and Business Tax Accounting	3
BCIS 1305	Business Computer Applications	3
(MNS)	Mathematics Elective (C)	3
		15
Second Semester		Credit Hours
ACCT 2302	Principles of Accounting II (F)	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Expository English Composition (C)	3
ITSW 2334	Advanced Spreadsheets	3
		15

Second Year

First Semester		Credit Hours
ACNT 1331	Federal Income Tax: Individual	3
ACNT 2303	Intermediate Accounting I	3
ACNT 2380	Cooperative Education-Accounting I	3
ENGL 2341 (HFA)	Introduction to Literature	3
	Speech Communication Elective	3
		15
Second Semester		Credit Hours
ACNT 2302	Accounting Capstone	3
ACNT 2309	Cost Accounting	3
ECON 2301 (SBS)	Principles of Macroeconomics (C)	3
ENGL 2311	Technical and Business Writing	3
	Accounting Elective Option	3
		15
TOTAL CREDIT HOURS		60

Accounting Elective Option: ACNT 1305, 2381, or BNKG 1356.

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1324 (preferred) or complete MATH 1314, 1342, 2412, or 2413.

Computerized Accounting Applications-C1-ACNC

Certificate of Completion

The Computerized Accounting Applications Certificate of Completion prepares students to enter the Accounting profession at an entry-level Bookkeeping/Accounting Technician position. The one-year program emphasizes internal accounting procedures and Generally Accepted Accounting Principles (GAAP) as they apply to external reporting. The capstone course for the Certificate of Completion is ACNT 1313, Computerized Accounting Applications.

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I	3
ACNT 1303	Introduction to Accounting I	3
ACNT 1329	Payroll and Business Tax Accounting	3
BCIS 1305	Business Computer Applications	3
	Mathematics Elective (C)	3
		15
Second Semester		Credit Hours
ACCT 2302	Principles of Accounting II	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Expository English Composition (C)	3
ITSW 2334	Advanced Spreadsheets	3
		15
TOTAL CREDIT HOURS		30

Mathematics Elective MATH 1324 (preferred) or complete MATH 1314, 1342, 2412, or 2413.

ADVANCED TECHNOLOGY CENTER PROGRAMS

COMPUTER-AIDED DESIGN-AAS-DFTG

Associate of Applied Science Degree

Designers, this Computer-Aided Design program is for you! The Associate of Applied Science Degree prepares students as Designers and provides opportunities in over 125 CAD related fields including Manufacturing, Engineering, Construction, Structural Design, City Planning and Development, and Architectural documentation utilizing 2D or 3D software programs; AutoCAD, Inventor, Revit, AutoCAD Civil 3D, 3DS Max, SolidWorks, Corel, Photoshop, and Video Studio. Guided by an Engineer or Architect, the CAD Drafter prepares drawings and plan elevations, entering the workforce at an advanced level, earning upwards of \$14/hr. and National CAD Certifications are awarded upon completion of required tests. If you are a High School Student, 12 hours of articulated High School courses include: DFTG 1309, DFTG 1317, DFTG 1333, and DFTG 2332. The capstone course for the AAS Degree is DFTG 2380, Cooperative Education-Drafting and Design Technology/Technician, General I.

First Year

First Semester **Credit Hours**

DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1317	Architectural Drafting-Residential	3
DFTG 1333	Mechanical Drafting	3
ENGL 1301	Expository English Composition (C)	3
	Speech Communication Elective	3
		15

Second Semester **Credit Hours**

DFTG 2321	Topographical Drafting	3
DFTG 2328	Architectural Drafting-Commercial	3
DFTG 2332	Advanced Computer-Aided Drafting	3
DFTG 2340	Solid Modeling/Design	3
DFTG 2450	Geometric Dimensioning and Tolerancing	4
		16

Second Year

First Semester **Credit Hours**

ARCE 1352	Structural Drafting	3
ARCE 2344	Statics and Strength of Materials	3
(MNS)	Mathematics Elective (C)	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
		15

Second Semester **Credit Hours**

DFTG 2330	Civil Drafting	3
DFTG 2380	Cooperative Education-Drafting and Design Technology/Technician, General I	3
DFTG 2412	Technical Illustration and Presentation	4
DFTG 2471	3D Printing	4
		14

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Construction Specialization-C1-DFCS

Certificate of Completion

The CAD Construction Specialization Drafter creates and edits 2/3D blueprint construction and civil drawings and utilizes basic video processing for entry-level employment in Architectural Drafting and Design, where AutoCAD, Inventor, Revit, and SolidWorks is utilized in over 125 CAD related fields including Engineering, Construction, Manufacturing, and Building Design. Students attaining this Certificate may also pursue the Computer-Aided Design Associate of Applied Science Degree while earning upwards of \$10/hr. in an office environment and National CAD Certifications are awarded upon completion of required tests.

If you are a High School Student, nine hours of articulated High

School courses include: DFTG 1309, DFTG 1317, and DFTG 2332. The capstone course is DFTG 2380, Cooperative Education Drafting and Design Technology/Technician, General I.

For further course information, visit Computer-Aided Design at <https://www.epcc.edu>.

First Semester **Credit Hours**

DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1317	Architectural Drafting-Residential	3
		6

Second Semester **Credit Hours**

DFTG 2321	Topographical Drafting	3
DFTG 2328	Architectural Drafting-Commercial	3
DFTG 2330	Civil Drafting	3
DFTG 2332	Advanced Computer-Aided Drafting	3
		12

Third Semester **Credit Hours**

DFTG 2380	Cooperative Education–Drafting and Design Technology/Technician, General I	3
DFTG 2412	Technical Illustration and Presentation	4
		7

TOTAL CREDIT HOURS **25**

Mechanical Specialization-C1-DFMS

Certificate of Completion

Mechanical Specialization provides creating and editing of 3D drawings, with an introduction to video processing and editing for the student seeking employment where AutoCAD, Inventor, and SolidWorks is utilized in over 125 CAD related fields including Engineering, Manufacturing, and Proto-typing.

CAD students may earn upwards of \$10/hr. in an office environment while pursuing the Computer-Aided Design Associate of Applied Science Degree and National CAD Certifications are awarded upon completion of required tests.

High School Students may apply nine hours of articulated High School courses include: DFTG 1309, DFTG 1333, and DFTG 2332 on your pathway to CAD. The capstone course for the Certificate of Completion is DFTG 2380, Cooperative Education-Drafting and Design Technology/Technician, General I. Visit Computer-Aided Design at <https://www.epcc.edu>.

First Semester **Credit Hours**

DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1333	Mechanical Drafting	3
		6

Second Semester **Credit Hours**

DFTG 2332	Advanced Computer-Aided Drafting	3
DFTG 2340	Solid Modeling/Design	3
DFTG 2412	Technical Illustration and Presentation	4
DFTG 2450	Geometric Dimensioning and Tolerancing	4
		14

Third Semester **Credit Hours**

DFTG 2380	Cooperative Education–Drafting and Design Technology/Technician, General I	3
DFTG 2471	3D Printing	4
		7

TOTAL CREDIT HOURS **27**

DIESEL TECHNOLOGY-AAS-DEMA

Associate of Applied Science Degree

The two-year Diesel Technology Associate of Applied Science degree prepares students with the solid foundational knowledge and applied technical skills to start working as a diesel technician. Today's diesel industry demands technicians to have more than technical skills. Individuals are also required to have computer, writing, calculating, and communication skills.

The curriculum, which is molded after the National Automotive Education Foundation (NATEF) standards, covers a broad range of topics such as light duty engine hydraulic systems, computer diagnostic systems, and electrical/electronic light duty troubleshooting skills. Students will learn the use of tools needed for service and repairs; to include up to date diagnostic procedures. Most companies today require a degree to apply for managerial positions; the AAS program prepares future technicians with training for these leadership positions; which will have higher pay and better job security. According to the Bureau of Labor Statistics, employment of diesel service technicians and mechanics is projected to grow 9 percent until 2026. Job prospects should be best for those who have completed postsecondary training in the diesel technology program. If you are good with your hands and have a natural curiosity for how diesel engines work, this field is for you. The capstone course for the AAS-Diesel Technology is DEMR 2334, Advanced Diesel Tune-Up and Troubleshooting.

First Year

First Semester		Credit Hours
DEMR 1305	Basic Electrical Systems	3
DEMR 1317	Basic Brake Systems	3
DEMR 1329	Preventative Maintenance	3
DEMR 1416	Basic Hydraulics	4
		13

Second Semester		Credit Hours
DEMR 1306	Diesel Engine I	3
DEMR 1330	Steering and Suspension I	3
DEMR 1421	Power Train I	4
ENGL 1301	Expository English Composition (C)	3
(MNS)	Mathematics Elective (C)	3
		16

Summer Session		Credit Hours
DEMR 1313	Fuel Systems	3
DEMR 1327	Tractor Trailer Service and Repair	3
PHIL 2306 (HFA)	Ethics (C)	3
SPCH 1315 (SBS)	Fundamentals of Effective Speech (C)	3
	Social and Behavioral Sciences Elective (C)	3
		15

Second Year

First Semester		Credit Hours
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3
DEMR 1449	Diesel Engine II	4
DEMR 2280	Cooperative Education-Diesel Mechanics Technology/Technician	2
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting	3
DEMR 2432	Electronic Controls	4
		16
TOTAL CREDIT HOURS		60

Mathematics Elective: MATH 1314, 1324, 1332, or 1342.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Diesel Mechanic Assistant-C1-DMAC

Certificate of Completion

This is a two-semester program. The Diesel Mechanics Assistant program provides a foundation in the latest diesel technology: perform service and entry level repairs on heavy duty vehicles and equipment. This program is modeled after the National Automotive Technicians Foundation (NATEF) by Automotive Service Excellence (ASE). Upon completion of the entry level program the student will have an understanding of industry safety standards, knowledge of basic tools, proper maintenance and servicing procedures, understanding of air brake system and components, basic electrical, system and hydraulic operation, diesel engine operating principles, cooling system, lubrication system and air induction. The capstone course for the level I Certificate of Completion is DEMR 1421 Power Train I.

First Semester		Credit Hours
DEMR 1305	Basic Electrical Systems	3
DEMR 1317	Basic Brake Systems	3
DEMR 1329	Preventative Maintenance	3
DEMR 1416	Basic Hydraulics	4
		13

Second Semester		Credit Hours
DEMR 1306	Diesel Engine I	3
DEMR 1421	Power Train I	4
		7
TOTAL CREDIT HOURS		20

Diesel Mechanics-C2-DEMR

Certificate of Completion

This is a four-semester program. The Diesel Mechanics program provides a foundation in the latest diesel technology and instruction in the diagnosis, service and repair of heavy duty vehicles and equipment. Diesel Mechanics program is modeled after the National Automotive Technician Education Foundation (NATEF) standards for Medium/Heavy Duty Truck Technicians. Students will have the skills to diagnose and make necessary repairs on the following: modern diesel engines and fuel management systems, understand and repair electrical systems, electronic controls, heavy duty truck hydraulic systems, air brake systems, standard and transmissions, clutches and differentials, steering and suspension system components, identification and proper adjustments, understanding diagnosis and repair of modern HVAC systems, repair and maintenance of heavy-duty on-highway trailers, with heavy emphasis on diagnosis and repair. Students completing the program will be ready to be part of the workforce at a technician level position. The capstone course for the Certificate of Completion is DEMR 2432, Electronic Controls. This program may start at any time during the calendar year.

CAREER AND TECHNICAL ASSOCIATE OF APPLIED SCIENCE DEGREES - 2019-2020

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
DEMR 1305	Basic Electrical Systems	3
DEMR 1317	Basic Brake Systems	3
DEMR 1329	Preventative Maintenance	3
DEMR 1416	Basic Hydraulics	4
		13

<u>Second Semester</u>		<u>Credit Hours</u>
DEMR 1306	Diesel Engine I	3
DEMR 1330	Steering and Suspension I	3
DEMR 1421	Power Train I	4
ENGL 1301	Expository English Composition (C)	3
		13

<u>Summer Session</u>		<u>Credit Hours</u>
DEMR 1313	Fuel Systems	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC)	
	Troubleshooting and Repair	3
DEMR 1327	Tractor Trailer Service and Repair	3
	Mathematics Elective (C)	3
		12

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
DEMR 1449	Diesel Engines II	4
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting	3
DEMR 2432	Electronic Controls	4
		11
TOTAL CREDIT HOURS		49

Mathematics Elective: MATH 1314, 1324, 1332, or 1342.

Electrical Technology-C1-ELPT

Certificate of Completion

The one-year Electrical Technology Certificate of Completion prepares individuals for employment as an apprentice electrician in residential, commercial, and industrial fields. Meaningful employment can be found in construction, hospitals, hotels, apartment complexes, and office buildings, as well as in manufacturing plants. The program provides a solid foundation in basic electrical principles, motors and controls, schematics, and troubleshooting of complex electrical systems. The program also covers commercial and industrial facilities maintenance such as lighting, security systems, fire alarms, elevators, and computerized irrigation systems. The capstone course for the Certificate of Completion is ELPT 2325, National Electric Code II. Additionally, the program prepares the student to take the Texas Electrical Journeyman Exam.

<u>First Semester</u>		<u>Credit Hours</u>
ELPT 1320	Fundamentals of Electricity II	3
ELPT 1321	Introduction to Electrical Safety and Tools	3
ELPT 1370	Introduction to Electrical Blueprint Reading	3
ELPT 1419	Fundamentals of Electricity I	4
		13

<u>Second Semester</u>		<u>Credit Hours</u>
ELPT 1341	Motor Control	3
ELTN 1343	Electrical Troubleshooting	3
ENTC2414	Facility Operation and Maintenance I	4
RBTC1401	Programmable Logic Controllers	4
		14

<u>Summer Session</u>		<u>Credit Hours</u>
ELPT 1325	National Electrical Code I	3
ELPT 2325	National Electrical Code II	3
ENTC2439	Facility Operation and Maintenance II	4
		10
TOTAL CREDIT HOURS		37

HEATING, VENTILATION, AND AIR CONDITIONING-AAS-HART

Associate of Applied Science Degree

This two-year program prepares the student for employment in the heat transfer industries. Course content provides theory and practical experience in this field. Students are required to obtain a basic tool kit and OSHA-approved safety glasses. This program also offers certificate options. Students have the opportunity to achieve two National Certifications: Environmental Protection Agency (EPA) Section 608 and 410 A Certification. The capstone course for the AAS Degree is HART 2380, Cooperative Education-Heating, Air Conditioning and Refrigeration Technology/Technician.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
DFTG 1325	Blueprint Reading and Sketching	3
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1445	Gas and Electric Heating	4
KINE 1100	Conditioning or	
KINE 2100	Weight Training I	1
		16

<u>Second Semester</u>		<u>Credit Hours</u>
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2442	Commercial Refrigeration	4
	Computer Elective	3
		15

<u>Summer Session</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
HART 2438	Air Conditioning Installation and Startup	4
	(MNS) Mathematics Elective (C)	3
	(SBS) Social and Behavioral Sciences Elective (C)	3
PHIL 2306	(HFA) Ethics (C)	3
		16

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
	Business Elective	3
HART 2380	Cooperative Education Heating, Air Conditioning and Refrigeration Technology/Technician	3
HART 2470	Pneumatics and System Controllers	4
	Speech Communication Elective	3
		13
TOTAL CREDIT HOURS		60

Business Elective: BUSG 1301, 2305, or 2309.

Computer Elective: INMT 1370 (preferred), COSC 1301, or ITSC 1301.

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

(C) Core Curriculum Course (F) Field of Study Course

Residential HVAC Technician- C1-HVAC

Certificate of Completion

This one-year Certificate of Completion program prepares students for employment in the heat transfer of Residential HVAC. Course content provides theory and practical experience in the field. Students are required to obtain tool kit and OSHA-approved safety glasses. The capstone experience for the Certificate of Completion is the 410 Certification provided by INSCO.

First Semester Credit Hours

DFTG 1325	Blueprint Reading and Sketching	3
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1445	Gas and Electric Heating	4
KINE 1100	Conditioning or	
KINE 2100	Weight Training I	$\frac{1}{16}$

Second Semester Credit Hours

HART 1403	Air Conditioning Control Principles	4
	Computer Elective	$\frac{3}{7}$

TOTAL CREDIT HOURS **23**

Computer Elective: INMT 1370 (preferred), COSC 1301, or ITSC 1301.

Heating, Ventilation, and Air Conditioning-C2-HARC

Certificate of Completion

This one-year Certificate of Completion program prepares the student for employment in the heat transfer industries. Course content provides theory and practical experience in the field. Students are required to obtain a basic tool kit and OSHA-approved safety glasses. The capstone course for this Certificate of Completion is HART 1441, Residential Air Conditioning.

Summer Session Credit Hours

ENGL 1301	Expository English Composition (C)	3
	Mathematics Elective (C)	$\frac{3}{6}$

First Semester Credit Hours

HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1445	Gas and Electric Heating	$\frac{4}{12}$

Second Semester Credit Hours

HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
HART 2442	Commercial Refrigeration	$\frac{4}{12}$

TOTAL CREDIT HOURS **30**

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

INDUSTRIAL MANUFACTURING- AAS-MANU

Associate of Applied Science Degree

The two-year AAS in Industrial Manufacturing Option is a comprehensive program where the core objective is to provide technicians with the tools and knowledge needed for success in the Advanced Manufacturing career. The program helps the students have a solid foundation in the use of tools and labor to make products for use or for sale. This program may refer to a vast range of human activity, from handicraft to high tech, applied to the industrial production in which raw materials are transformed into finished goods on a large scale by methods and process, what makes a manufacturing process "tick" and how to develop new products with manufacturing technology in mind. The program will enable the students to gain an understanding of manufacturing process statistics and statistical process control, management and manufacturing control systems and professional responsibility. The program provides a great opportunity for hands-on laboratory experience helping the students to obtain a job. Job opportunities in the manufacturing industries are diversified, for example: chemical industry, construction, electronics, emerging technologies, energy industry, food and beverage, industrial design, plastics, steel production and many more. The capstone course for the AAS Degree is INMT 2280, Cooperative Education-Manufacturing Technology/Technician. After program completion potential starting income is \$36,000 plus. The total cost of the program is approximately \$13,304.00 including tuition, fees, books, supplies, parking, etc. New students entering the program must take the TSI test for proper class placement. The better the TSI test score the fewer developmental courses students will need to take. Before students take the TSI they are encouraged to take the PREP program. The PREP program helps the students to be successful on their TSI test and be placed on the math level required as well as the reading and writing requirements to be college students.

First Year

First Semester Credit Hours

CETT 1302	Electricity Principles	3
CETT 1407	Fundamentals of Electronics	4
INMT 1305	Introduction to Industrial Maintenance or	
INMT 1319	Manufacturing Processes (preferred)	3
INMT 1370	Introduction to Computers for Industrial Applications or	
PLTC 1301	Introduction to Plastics (preferred)	$\frac{3}{13}$

Second Semester Credit Hours

DFTG 1413	Drafting for Specific Occupations	4
ENGL 1301	Expository English Composition (C)	3
HYDR 1445	Hydraulics and Pneumatics	4
INMT 2334	Numerical Control/Computerized Numerical Control Programming (NC/CNC)	$\frac{3}{14}$

Summer Session Credit Hours

(MNS)	Mathematics Elective (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
	Speech Communication Elective	$\frac{3}{9}$

Second Year

First Semester		Credit Hours
BMGT 1331	Production and Operations Management	3
QCTC 1343	Quality Assurance	3
RBTC 1305	Robotic Fundamentals	3
RBTC 1401	Programmable Logic Controllers	4
(SBS)	Social and Behavioral Sciences Elective (C)	<u>3</u>
		16
Second Semester		Credit Hours
INMT 2280	Cooperative Education-Manufacturing Technology/Technician	2
RBTC 1245	Robot Interfacing	2
SMFT 1343	Semiconductor Manufacturing Technology	3
	Elective Option	<u>1</u>
		8
TOTAL CREDIT HOURS		60

Speech Communication Elective: SPCH 1315 (preferred), 1318, or 1321.

Mathematics Elective: MATH 1332 (preferred), MATH 1314, 1324, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: PHIL 2306 (preferred), ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: PSYC 2301 (preferred), ECON 1301, 2301, 2302, PSYC 2306, 2314, SOCI 1301, or 2301.

Elective Option: Complete any college-level course.

INDUSTRIAL MAINTENANCE-AAS-MAIN

Associate of Applied Science Degree

The two-year AAS in Industrial Maintenance is a comprehensive program that prepares individuals for employment as Industrial Maintenance Technicians in commercial and/or industrial fields. The program provides a solid foundation in electrical principles, A.C. and D.C. motors and controls, robotics, schematic diagrams, troubleshooting and maintenance of electrical systems, blueprint reading, hydraulic and pneumatic systems, mechanical theory and mechanisms, Programmable Logic Controllers programming, welding, and automation. The program provides a great deal of hands-on laboratory experience enabling the individuals to obtain employment in a large variety of manufacturing facilities and refineries, as well as construction and city services, such as water treatment plants and gas and water distribution systems. The program helps prepare the student to take the Fluid Power Certification and Society of Maintenance and Reliability Professionals (SMRP) Exams. The capstone course for the AAS Degree is INMT 2280, Cooperative Education-Manufacturing Technology/Technician. After program completion potential starting income is \$36,000 plus. The total cost of the program is approximately \$13,304.00 including tuition, fees, books, supplies, parking, etc. New students entering the program must take the TSI test for proper class placement. The better the TSI test score the fewer developmental courses students will need to take. Before students take the TSI they are encouraged to take the PREP program. The PREP program helps the students to

be successful on their TSI test and be placed on the math level required as well as the reading and writing requirements to be college students.

First Year

First Semester		Credit Hours
CETT 1302	Electricity Principles	3
CETT 1407	Fundamentals of Electronics	4
INMT 1305	Introduction to Industrial Maintenance (preferred) or	
INMT 1319	Manufacturing Processes	3
INMT 1370	Introduction to Computers for Industrial Applications (preferred) or	
PLTC 1301	Introduction to Plastics	<u>3</u>
		13
Second Semester		Credit Hours
DFTG 1413	Drafting for Specific Occupations	4
ENGL 1301	Expository English Composition (C)	3
HYDR 1445	Hydraulics and Pneumatics	4
INMT 2334	Numerical Control/Computerized Numerical Control Programming (NC/CNC)	<u>3</u>
		14

Summer Session		Credit Hours
(MNS)	Mathematics Elective (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
	Speech Communication Elective	<u>3</u>
		9

Second Year

First Semester		Credit Hours
ELPT 1341	Motor Control	3
ELMT 2433	Industrial Electronics	4
RBTC 1401	Programmable Logic Controllers	4
RBTC 1305	Robotic Fundamentals	<u>3</u>
		14
Second Semester		Credit Hours
INMT 2280	Cooperative Education-Manufacturing Technology/Technician	2
INMT 2345	Industrial Troubleshooting	3
RBTC 1245	Robot Interfacing	2
(SBS)	Social and Behavioral Sciences Elective	<u>3</u>
		10

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315 (preferred), 1318, or 1321.

Mathematics Elective: MATH 1332 (preferred), MATH 1314, 1324, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: PHIL 2306 (preferred), ARCH 1301, ARTS 1303, 1304, COMM 1307, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2303, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: PSYC 2301 (preferred) ECON 1301, 2301, 2302, PSYC 2306, 2314, SOCI 1301, or 2301.

Mechanic Technician-C1-IMMT

Certificate of Completion

This one-year Mechanic Technician Certificate of Completion program prepares individuals for employment as an Industrial Maintenance Technician in commercial and industrial fields. The program provides a solid foundation in basic electrical principles, motors and controls, schematics, troubleshooting of complex electrical systems, hydraulics and pneumatics, mechanical systems. Additionally, the program prepares the student to take the Fluid Power and Society of Maintenance and Reliability Professionals (SMRP) Certification Examinations. Students finishing the Certificate of Completion in Mechanic Technician can continue with the Certificate of Completion in Robotics and Automation, and also with the Associate of Applied Science Degree in Advanced Technology Industrial Manufacturing-Industrial Maintenance Option. The capstone course for this Certificate of Completion is INMT 2345, Industrial Troubleshooting. After program completion potential starting income is \$31,000 plus. The total cost of the program is approximately \$5,233.00 including tuition, fees, books, supplies, parking, etc.

<u>First Semester</u>		<u>Credit Hours</u>
CETT 1302	Electricity Principles	3
CETT 1407	Fundamentals of Electronics	4
ELPT 1341	Motor Control	3
INMT 1305	Introduction to Industrial Maintenance	3
INMT 1370	Introduction to Computers for Industrial Applications (preferred) or	
PLTC 1301	Introduction to Plastics	<u>3</u>
		16
<u>Second Semester</u>		<u>Credit Hours</u>
DFTG 1413	Drafting for Specific Occupations	4
HYDR 1445	Hydraulics and Pneumatics	4
INMT 2334	Numerical Control/Computerized Numerical Control Programming (NC/CNC)	3
INMT 2345	Industrial Troubleshooting	<u>3</u>
		14
TOTAL CREDIT HOURS		30

Robotics and Automation- C2-RBTC

Certificate of Completion

The Robotics and Automation Certificate of Completion prepares individuals for employment as an Industrial Maintenance Technician in commercial and industrial fields. The program provides a solid foundation in basic electrical principles, motors and controls, robotics, schematics, troubleshooting of complex electrical systems, hydraulics and pneumatics, mechanical systems, Programmable Logic Controllers programming, welding, and automation. Meaningful employment can be found in manufacturing plants, construction, and city services, such as water treatment plants, gas and water distribution, and refineries. Additionally, the program prepares the student to take the Fluid Power and Society of Maintenance and Reliability Professionals (SMRP) Certification Examinations. Students finishing the Certificate of Completion in Robotics and Automation can continue with the Associate of Applied Science Degree in Advanced Technology Industrial Manufacturing-Industrial Maintenance Option. The capstone course for this Certificate of Completion is INMT 2345,

Industrial Troubleshooting. After program completion potential starting income is \$33,000 plus. The total cost of the program is approximately \$11,363.00 including tuition, fees, books, supplies, parking, etc. New students entering the program must take the TSI test for proper class placement. The better the TSI test score the fewer developmental courses students will need to take. Before students take the TSI they are encouraged to join the PREP program. The PREP program helps the students be successful on their TSI test and be placed on the math level required as well as the reading and writing requirements to be college students.

<u>First Year</u>		<u>Credit Hours</u>
<u>First Semester</u>		<u>Credit Hours</u>
CETT 1302	Electricity Principles	3
CETT 1407	Fundamentals of Electronics	4
ELPT 1341	Motor Control	3
INMT 1305	Introduction to Industrial Maintenance	3
INMT 1370	Introduction to Computers for Industrial Applications (preferred) or	
PLTC 1301	Introduction to Plastics	<u>3</u>
		16
<u>Second Semester</u>		<u>Credit Hours</u>
DFTG 1413	Drafting for Specific Occupations	4
ENGL 1301	Expository English Composition (C)	3
HYDR 1445	Hydraulics and Pneumatics	<u>4</u>
		11
<u>Second Year</u>		<u>Credit Hours</u>
<u>First Semester</u>		<u>Credit Hours</u>
ELMT 2433	Industrial Electronics	4
RBTC 1305	Robotic Fundamentals	3
RBTC 1401	Programmable Logic Controllers	<u>4</u>
		11
<u>Second Semester</u>		<u>Credit Hours</u>
INMT 2345	Industrial Troubleshooting	3
RBTC 1245	Robot Interfacing	2
	Mathematics Elective (C)	<u>3</u>
		8
TOTAL CREDIT HOURS		46

Mathematics Elective: MATH 1332 (preferred), MATH 1314, 1324, 1342, 2412, or 2413.

Machining Technology- CNC Machinist-C1-MCHN

Certificate of Completion

The CNC-Machinist Certificate of Completion in Machining Technology adds computer numerical controls, computer-assisted manufacturing, and computer-integrated manufacturing to the conventional skills developed in the program. This certificate prepares individuals for employment as entry-level machinists. The capstone course for the Certificate of Completion is MCHN 2272, Electrical Discharge Machine.

First Semester Credit Hours

DFTG 1325	Blueprint Reading and Sketching	3
MCHN 1308	Basic Lathe	3
MCHN 1313	Basic Milling Operations	3
MCHN 1335	Grinders, Outside, Internal, Surface	3
MCHN 1438	Basic Machine Shop I	4
		16

Second Semester Credit Hours

MCHN 1305	Metals and Heat Treatment	3
MCHN 1326	Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 2331	Operation of CNC Turning Centers	3
MCHN 2334	Operation of CNC Machining Centers	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
		16

Summer Session Credit Hours

INMT 2334	Numerical Control/Computerized Numerical Control Programming (NC/CNC)	3
MCHN 2272	Electrical Discharge Machine	2
PLTC 1343	Mold Design and Maintenance	3
		8

TOTAL CREDIT HOURS 40

RENEWABLE ENERGY TECHNOLOGY SYSTEMS-AAS-RETS

Associate of Applied Science Degree

The Renewable Energy Technology Systems degree will prepare students for entry-level positions in the field of PV and Solar Thermal installation and maintenance. The entry-level will provide students with sufficient academic experience to enter the field. Students who have experience in fields such as construction, electrical, plumbing and roofing will enrich their skills with the addition of renewable energy systems and energy conservation training.

The program curriculum includes: Safety Basics, Electricity Basics, Solar Energy Fundamentals, PV Module Fundamentals, System Components, PV System Sizing Principles, PV System Electrical Design, PV System Mechanical Design, and Performance Analysis, Maintenance and Troubleshooting, Green Building, as well as preparation for the North American Board of Certified Energy Practitioners (NABCEP) exam.

Students are responsible for purchasing their own supplies and tools. In order to complete the program students enrolled must have a grade of "C" or better in all technical courses. This

program prepares students for the NABCEP certification exam. Those who receive this certification are employable nationwide.

The capstone course for the AAS-Renewable Energy is HART 2280, Cooperative Education-Heating, Ventilation and Air Conditioning, General I.

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
FCEL 1305	Fuel Cell and Alternative/Renewable Energy	3
MATH 1332 (MNS)	Contemporary Mathematics (Quantitative Reasoning) (C)	3
OSHT 1305	OSHA Regulations-Construction Industry	3
		12

Second Semester Credit Hours

CETT 1409	DC/AC Circuits	4
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
ELMT 1302	Solar Photovoltaic Systems	3
ELMT 1411	Solar Fundamentals	4
		14

Summer Session Credit Hours

EPCT 1311	Introduction to Environmental Science	3
SOCI 1301 (SBS)	Introductory Sociology (C)	3
SPCH 1315	Fundamentals of Effective Speech (C)	3
		9

Second Year

First Semester Credit Hours

CNBT 2317	Green Building	3
EEIR 1309	National Electrical Code	3
EEIR 2370	Electrical and Electronics	3
RBPT 2345	Onsite Power Generation and Renewable Energy	3
		12

Second Semester Credit Hours

ELMT 2341	Electromechanical Systems	3
ELPT 2337	Electrical Planning and Estimating	3
HART 2280	Cooperative Education-Heating, Ventilation and Air Conditioning, General I	2
PHIL 2306 (HFA)	Ethics (C)	3
RETS 1270	Review & Preparation for the NABCEP for Entry-Level Certification	2
		13

TOTAL CREDIT HOURS 60

Photovoltaic (PV) Installers-C1-REPV

Certificate of Completion

This certificate allows students to move directly into the alternative energy workforce installing solar photovoltaic systems. Prepares students for entry-level positions in both national and local businesses. This program trains students to install, operate, and repair solar PV systems. Graduates of this Level 1 Certificate who complete all the requirements will receive the OSHA 30 certificate. Upon successful completion of the certificate, the student should be able to perform diagnostic analysis, demonstrate an understanding of solar energy industry standards and apply safety principles. The capstone course for the Certificate of Completion is ELMT 1302, Solar Photovoltaic Systems.

First Semester		Credit Hours
CETT 1409	DC/AC Circuits	4
ELMT 1411	Solar Fundamentals	4
FCEL 1305	Fuel Cell and Alternative/Renewable Energy	3
OSHT 1305	OSHA Regulations-Construction Industry	3
		14
Second Semester		Credit Hours
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
EEIR 1309	National Electrical Code	3
ELMT 1302	Solar Photovoltaic Systems	3
EPCT 1311	Introduction to Environmental Science	3
		12
TOTAL CREDIT HOURS		26

Renewable Energy Technology Systems-C2-RETC

Certificate of Completion

This Certificate will prepare students for entry-level positions in the field of PV and Solar Thermal installation and maintenance. This entry-level preparation will provide students with sufficient academic preparation to enter the field. Students who have experience in fields such as construction, electrical, plumbing and roofing will enrich their skills with the addition of renewable energy systems and energy conservation training.

The program curriculum includes: Safety Basics, Electricity Basics, Solar Energy Fundamentals, PV Module Fundamentals, System Components, PV System Sizing Principles, PV System Electrical Design, PV System Mechanical Design, and Performance Analysis, Maintenance and Troubleshooting, Green Building, as well as preparation for the North American Board of Certified Energy Practitioners (NABCEP) exam.

Students are responsible for purchasing their own supplies and tools. In order to complete the program students enrolled must have a grade of "C" or better in all technical courses. This program prepares students for the NABCEP certification exam. Those who receive this certification are employable nationwide.

The capstone course for the Certificate of Completion-Renewable Energy is RETS 1270, Review & Preparation for the NABCEP for Entry-Level Certification.

First Year		
First Semester		Credit Hours
FCEL 1305	Fuel Cell and Alternative/Renewable Energy	3
OSHT 1305	OSHA Regulations-Construction Industry	3
		6
Second Semester		Credit Hours
CETT 1409	DC/AC Circuits	4
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
ELMT 1302	Solar Photovoltaic Systems	3
ELMT 1411	Solar Fundamentals	4
		14
Summer Session		Credit Hours
EPCT 1311	Introduction to Environmental Science	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning) (C)	3
		6
Second Year		
First Semester		Credit Hours
CNBT 2317	Green Building	3
EEIR 1309	National Electrical Code	3
EEIR 2370	Electrical and Electronics	3
RBPT 2345	Onsite Power Generation and Renewable Energy	3
		12
Second Semester		Credit Hours
ELMT 2341	Electromechanical Systems	3
ELPT 2337	Electrical Planning and Estimating	3
RETS 1270	Review & Preparation for the NABCEP for Entry-Level Certification	2
		8
TOTAL CREDIT HOURS		46

Welding-C1-WELD

Certificate of Completion

The one-year Welding Certificate of Completion prepares individuals for employment as a Commercial/Industrial AWS Certified Welder. The program provides a solid foundation in basic Arc MIG, TIG, and Oxy-Acetylene welding principles. The student will demonstrate proficiency in single and multi-pass welding in all positions. Blueprint reading, job estimating, fabrication procedures, metallurgy, and weld inspections are emphasized. Meaningful employment can be found in aerospace, manufacturing, building construction, and city services, such as water treatment plants, gas and water distribution, as well as in refineries. Additionally, the program prepares the student to take the American Welding Society Certification Examination. The capstone course for the Certificate of Completion is WLDG 2453, Advanced Pipe Welding.

First Semester		Credit Hours
WLDG 1337	Introduction to Welding Metallurgy	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
		11

Second Semester		Credit Hours
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	4
		<u>12</u>

Summer Session		Credit Hours
WLDG 1327	Welding Codes and Standards	3
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 2453	Advanced Pipe Welding	4
		<u>15</u>

TOTAL CREDIT HOURS **38**

ADVERTISING GRAPHICS AND DESIGN-AAS-ARTC

Associate of Applied Science Degree

The Advertising Graphics and Design Program is based on the professional standards followed by advertising agencies, art studios, and free-lance artists. Students prepare for a variety of employment opportunities in Advertising Graphics and Design, including agencies, web design studios, letterpress, lithographic and silk screen process companies, department stores, newspapers, and magazines. The capstone course for the AAS Degree is ARTC 2335, Portfolio Development for Graphic Design. Prior to registering for this course, student needs to contact the Program Coordinator at 915-831-2527.

First Year

First Semester		Credit Hours
ARTC 1325	Introduction to Computer Graphics	3
ARTC 1327	Typography	3
ARTC 2311	History of Communication Graphics	3
ARTS 1311	Design I	3
ARTS 1316	Basic Drawing I	3
		<u>15</u>

Second Semester		Credit Hours
ARTS 1317	Basic Drawing II	3
ENGL 1301	Expository English Composition (C)	3
ITSE 1311	Beginning Web Programming	3
(MNS)	Mathematics Elective (C)	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		<u>15</u>

Second Year

First Semester		Credit Hours
ARTC 1302	Digital Imaging I	3
ARTC 1321	Illustration Techniques I	3
ARTC 2370	Illustration (Airbrush)	3
COMM 2327	Advertising in the Mass Media	3
	Speech Communication Elective	3
		<u>15</u>

Second Semester		Credit Hours
ARTC 1349	Art Direction I	3
ARTC 1353	Computer Illustration	3
ARTC 2301	Illustration Techniques II	3
ARTC 2335	Portfolio Development for Graphic Design	3
ARTS 1301 (HFA)	Art Appreciation (C)	3
		<u>15</u>

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321 (preferred).

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Advertising Graphics and Design-C1-ARCC

Certificate of Completion

The articulated courses from high schools are six hours for ARTC 1325 and ARTC 1353. The capstone course for the Certificate of Completion Degree is ARTC 2335, Portfolio Development for Graphic Design. Prior to registering for this course, a student needs to contact the Program Coordinator at 915-831-2527.

First Semester		Credit Hours
ARTC 1302	Digital Imaging I	3
ARTC 1321	Illustration Techniques I	3
ARTC 1325	Introduction to Computer Graphics	3
ARTC 1327	Typography	3
ARTS 1311	Design I	3
		<u>15</u>

Second Semester		Credit Hours
ARTC 1349	Art Direction I	3
ARTC 1353	Computer Illustration	3
ARTC 2301	Illustration Techniques II	3
ARTC 2335	Portfolio Development for Graphic Design	3
ITSE 1311	Beginning Web Programming	3
		<u>15</u>

TOTAL CREDIT HOURS **30**

AUTOMOTIVE TECHNOLOGY- AAS-AUMT

Associate of Applied Science Degree

The Automotive Technology Two-Year Program provides the knowledge and skills for entry-level employment in the automotive field and related areas. Students are required to obtain a basic tool kit and OSHA-approved safety glasses. The Associate of Applied Science Degree also offers certificate options. The certificates include some of the courses in the degree plan, providing the student with alternate exit points. The capstone course for the AAS Degree is AUMT 2310, Automotive Service Consultant.

First Year

First Semester Credit Hours

AUMT 1307	Automotive Electrical Systems	3
AUMT 1319	Automotive Engine Repair	3
AUMT 2317	Automotive Engine Performance Analysis I	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		12

Second Semester Credit Hours

AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 2337	Automotive Electronics	3
ENGL 1301	Expository English Composition (C)	3
		12

Summer Session Credit Hours

(HFA)	Humanities or Fine Arts Elective (C)	3
(MNS)	Mathematics Elective (C)	3
		6

Second Year

First Semester Credit Hours

AUMT 2313	Automotive Drive Train and Axles	3
AUMT 2325	Automotive Automatic Transmission and Transaxle	3
AUMT 2334	Automotive Engine Performance Analysis II	3
AUMT 2380	Cooperative Education-Automobile/Automotive Mechanics Technology/Technician I or Open Elective	3
		12

Second Semester Credit Hours

AUMT 1345	Automotive Climate Control Systems	3
AUMT 2310	Automotive Service Consultant	3
AUMT 2321	Automotive Electrical Diagnosis and Repair	3
AUMT 2381	Cooperative Education-Automobile/Automotive Mechanics Technology/Technician II or Open Elective	3
		12

Summer Session Credit Hours

	Computer Elective	3
	Speech Communication Elective	3
		6

TOTAL CREDIT HOURS **60**

Computer Elective: BCIS 1305, COSC 1301, or ITSC 1301.

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Open Elective: Complete any college-level course.

Drive-ability Technician C1-AUDT

Certificate of Completion

This six-course specialty Certificate of Completion prepares the student to diagnose and repair drive-ability complaints. The Certificate emphasizes automotive computer-controlled systems and electronic testing. The capstone course for this Certificate of Completion is AUMT 2381, Cooperative Education-Automotive/Automobile Mechanics Technology/Technician II.

First Semester Credit Hours

AUMT 1307	Automotive Electrical Systems	3
AUMT 2317	Automotive Engine Performance Analysis I	3
AUMT 2337	Automotive Electronics	3
		9

Second Semester Credit Hours

AUMT 2334	Automotive Engine Performance Analysis II	3
AUMT 2380	Cooperative Education-Automobile/Automotive Mechanics Technology/Technician I	3
		6

Third Semester Credit Hours

AUMT 2381	Cooperative Education-Automobile/Automotive Mechanics Technology/Technician II	3
		3

TOTAL CREDIT HOURS **18**

One Year-C1-AUMC

Certificate of Completion

Upon completion of the first-year curriculum of the Automotive Technology Certificate of Completion, a One-Year Certificate of Completion may be awarded. The student must make an application for graduation to receive the certificate. The capstone course for the one-year Certificate of Completion is AUMT 2337, Automotive Electronics.

First Semester Credit Hours

AUMT 1307	Automotive Electrical Systems	3
AUMT 1319	Automotive Engine Repair	3
AUMT 2317	Automotive Engine Performance Analysis I	3
		9

Second Semester Credit Hours

AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 2337	Automotive Electronics	3
		9

TOTAL CREDIT HOURS **18**

Two-Year-C2-AITY

Certificate of Completion

This two-year Certificate of Completion prepares the student for entry-level work in the automotive repair profession. Course content provides theory and practical experience in the automotive repair field. The capstone course for the two-year Certificate of Completion is AUMT 2310, Automotive Service Consultant.

First Year

First Semester Credit Hours

AUMT 1307	Automotive Electrical Systems	3
AUMT 1319	Automotive Engine Repair	3
AUMT 2317	Automotive Engine Performance Analysis I	3 9

Second Semester Credit Hours

AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 2337	Automotive Electronics	3 9

Second Year

First Semester Credit Hours

AUMT 2313	Automotive Drive Train and Axles	3
AUMT 2325	Automotive Automatic Transmission and Transaxle	3
AUMT 2334	Automotive Engine Performance Analysis II	3 9

Second Semester Credit Hours

AUMT 1345	Automotive Climate Control Systems	3
AUMT 2310	Automotive Service Consultant	3
AUMT 2321	Automotive Electrical Diagnosis and Repair	3 9

TOTAL CREDIT HOURS 36

BUSINESS MANAGEMENT-INSURANCE OPTION-AAS-INSR

The Associate of Applied Science Degree in Business Management Insurance Option trains students to enter a wide range of insurance fields in today's workforce. The program provides students with insurance skills needed in today's changing insurance industry and workplace. Students will be introduced to Principals of Insurance; Organizations of Insurance Companies; State and Local Insurance Regulations; Types of Policies to meet the Insured needs; Career Opportunities in the Insurance field; Insurance Customer Service Representative Skills; Insurance Ethics; Essentials of Risk Management; Insurance Practice for Special Areas; Insurance Protection and Prohibited Practices; and Medical Compensation and Medical Aspects of Claims in Insurance. The Capstone Course for the AAS Degree is INSR 2311 Worker's Compensation and Medical Aspects of Claims. Upon completion of the Insurance program these courses will help prepare students for the Insurance Exam and the Insurance Industry.

First Year

First Semester Credit Hours

ACCT 2301	Principles of Accounting I (F) or	
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications (F)	3
BUSG 1301	Introduction to Business or	
BUSI 1301	Business Principles (F)	3
ECON 2301 (SBS)	Principles of Macroeconomics (CF)	3
(MNS)	Mathematics Elective (C)	3 15

Second Semester Credit Hours

ACCT 2302	Principles of Accounting II (F) or	
ACNT 1313	Computerized Accounting Applications	3
ECON 2302 (SBS)	Principles of Microeconomics (CF)	3
ENGL 1301	Expository English Composition (C)	3
IBUS 1305	Introduction to International Business and Trade	3
	Speech Communication Elective	3 15

Second Year

First Semester Credit Hours

BMGT 1341	Business Ethics	3
(HFA)	Humanities or Fine Arts Elective (C)	3
INSR 1217	Insurance Customer Service Representative	2
INSR 1351	Essentials of Risk Management	3
INSR 2340	Multiline Insurance Sales and Marketing	3 14

Second Semester Credit Hours

BMGT 2382	Cooperative Education-Business Administration and Management, General I	3
BUSI 2305	Business Statistics (F)	3
INSR 1209	Principles of Insurance	2
INSR 1372	Insurance Practice for Special Areas	3
INSR 2311	Worker's Compensation and Medical Aspects of Claims	3
	Elective Option	2 16

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Elective Option: Complete any college-level course.

Insurance-C1-INSC

Certificate of Completion

The Business Management Insurance Certificate of Completion trains students to enter a wide range of insurance fields in today's workforce. The program provides students with insurance skills needed in today's changing insurance industry and workplace. Students will be introduced to Principals of Insurance; Organizations of Insurance Companies; State and Local Insurance Regulations; Types of Policies to meet the Insured needs; Career Opportunities in the Insurance field; Insurance Customer Service Representative Skills; Insurance Ethics; Essentials of Risk Management; Insurance Practice for Special Areas; Insurance Protection and Prohibited

Practices; and Medical Compensation and Medical Aspects of Claims in Insurance. The Capstone Course for the Certificate of Completion is INSR 2311 Worker’s Compensation and Medical Aspects of Claims. Upon completion of the Insurance program these courses will help prepare students for the Insurance industry and provide direction for the examination.

<u>First Semester</u>		<u>Credit Hours</u>
BMGT 1341	Business Ethics	3
INSR 1217	Insurance Customer Service Representative	2
INSR 1351	Essentials of Risk Management	3
INSR 2340	Multiline Insurance Sales and Marketing	3
		<u>11</u>
<u>Second Semester</u>		<u>Credit Hours</u>
BMGT 2382	Cooperative Education-Business Administration and Management, General I	3
INSR 1209	Principles of Insurance	2
INSR 1372	Insurance Practice for Special Areas	3
INSR 2311	Worker’s Compensation and Medical Aspects of Claims	3
		<u>11</u>

TOTAL CREDIT HOURS 22

OFFICE ADMINISTRATION OPTION-AAS-POFT

Associate of Applied Science Degree

The Associate of Applied Science Degree in Business Management-Office Administration Option prepares students to work in an office as an administrative assistant, executive secretary, and a word processor. Students will be exposed to the latest technology and challenges affecting the profession with doing more with less with increased job responsibility in general office management. During their first year of study, students acquire a broad range of general business, office, and computer skills. In their second year, students develop their communication skills and enhance their knowledge of software, business practices, and the use of technology in the business environment. This program offers one certificate of completion and prepares students to take program specific exams. Students who pass a certification exam show they meet globally recognized performance standards. To be certified, an exam must be taken from a third-party testing company. Refer to course descriptions for specific certification information. The capstone course for the AAS Degree in Business Management-Office Administration Option is POFT 1309, Administrative Office Procedures I.

This degree transfers to many colleges/universities in Texas and New Mexico that offer Bachelor of Applied Science Technology degrees. A few of the four-year colleges/universities are New Mexico State University, Texas A&M at Commerce, and University of North Texas.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
ACCT 2301	Principles of Accounting I (F) or	
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications (F)	3
BUSG 1301	Introduction to Business or	
BUSI 1301	Business Principles (F)	3
ECON 2301 (SBS)	Principles of Macroeconomics (CF)	3
	(MNS) Mathematics Elective (C)	3
		<u>15</u>

<u>Second Semester</u>		<u>Credit Hours</u>
ACCT 2302	Principles of Accounting II (F) or	
ACNT 1313	Computerized Accounting Applications	3
ECON 2302 (SBS)	Principles of Microeconomics (CF)	3
ENGL 1301	Expository English Composition (C)	3
IBUS 1305	Introduction to International Business and Trade	3
	Speech Communication Elective	3
		<u>15</u>

<u>Summer Session</u>		<u>Credit Hours</u>
	(HFA) Humanities or Fine Arts Elective (C)	3
POFT 1329	Beginning Keyboarding	3
		<u>6</u>

<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
POFI 1104	Computer Fundamentals	1
POFI 1204	Computer Fundamentals	2
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
POFT 1301	Business English	3
		<u>12</u>

<u>Second Semester</u>		<u>Credit Hours</u>
BMGT 1341	Business Ethics	3
POFI 2350	Databases	3
POFT 1309	Administrative Office Procedures I	3
POFT 2380	Cooperative Education-Administrative Assistant and Secretarial Science, General	3
		<u>12</u>

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Office Assistant-C 1-POFC

Certificate of Completion

Students completing the three semesters of the Business Management Office Administration Option degree will earn an Office Assistant Certificate of Completion. This certificate prepares students to apply their skills in an automated office environment. Office Assistants have duties that vary with the needs of the employer in different industries. Students demonstrate skill in keyboarding, databases, spreadsheets, webpage design, power point and word processing. This certificate prepares students to take Microsoft Office Specialist certification exams. These exams are global certifications that validate students' Microsoft Office program skills. Students who pass a certification exam show that they can meet globally recognized performance standards. To be certified, an exam must be taken from a third-party testing company. The capstone course for the Certificate of Completion is POFT 2380, Cooperative Education-Administrative Assistant and Secretarial Science, General.

Summer Session Credit Hours

POFT 1329	Beginning Keyboarding	3
		3

First Semester Credit Hours

POFI 1104	Computer Fundamentals	1
POFI 1204	Computer Fundamentals	2
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
POFT 1301	Business English	3
		12

Second Semester Credit Hours

BMGT 1341	Business Ethics	3
POFT 1309	Administrative Office Procedures I	3
POFT 2380	Cooperative Education-Administrative Assistant and Secretarial Science, General	3
		9

TOTAL CREDIT HOURS **24**

REAL ESTATE OPTION-AAS-RELE

Associate of Applied Science Degree

The two-year Real Estate Associate of Applied Science Degree Program will prepare individuals to enter the job market for a career as a Real Estate Agent. Students completing this AAS program will be fully prepared to take the exam for a Texas Real Estate Agent License. The capstone course for the AAS is BUSG 2309, Small Business Management/Entrepreneurship.

First Year

First Semester Credit Hours

ACCT 2301	Principles of Accounting I (F) or	
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications (F)	3
BUSG 1301	Introduction to Business or	
BUSI 1301	Business Principles (F)	3
ECON 2301 (SBS)	Principles of Macroeconomics (CF)	3
	(MNS) Mathematics Elective (C)	3
		15

Second Semester Credit Hours

ACCT 2302	Principles of Accounting II (F) or	
ACNT 1313	Computerized Accounting Applications	3
ECON 2302 (SBS)	Principles of Microeconomics (CF)	3
ENGL 1301	Expository English Composition (C)	3
IBUS 1305	Introduction to International Business and Trade	3
	Speech Communication Elective	3
		15

Second Year

First Semester Credit Hours

BUSI 2305	Business Statistics (F)	3
RELE 1300	Contract Forms and Addenda	3
RELE 1301	Principles of Real Estate I	3
RELE 1309	Real Estate Law	3
RELE 1319	Real Estate Finance	3
		15

Second Semester Credit Hours

BUSG 2309	Small Business Management/ Entrepreneurship	3
RELE 1311	Law of Contracts	3
RELE 1338	Principles of Real Estate II	3
RELE 2301	Law of Agency	3
	(HFA) Humanities or Fine Arts Elective (C)	3
		15

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Real Estate-C 1-RELC

Certificate of Completion

The one-year Real Estate Certificate of Completion Program will prepare individuals to enter the job market for a career as a Real Estate Agent. Students completing this certificate program will be fully prepared to take the exam for a Texas Real Estate Agent License. The capstone course for the Certificate of Completion is RELE 1338, Principles of Real Estate II.

First Semester Credit Hours

RELE 1300	Contract Forms and Addenda	3
RELE 1301	Principles of Real Estate I	3
RELE 1309	Real Estate Law	3
RELE 1319	Real Estate Finance	3
		12

Second Semester Credit Hours

RELE 1311	Law of Contracts	3
RELE 1338	Principles of Real Estate II	3
RELE 2301	Law of Agency	3
		9

TOTAL CREDIT HOURS **21**

SMALL BUSINESS MANAGEMENT OPTION-AAS-BMGT

Associate of Applied Science Degree

The Associate of Applied Science Degree in Small Business Management Option trains students to enter a wide range of management fields. The program provides students with management skills needed in today's changing workplace. Students will be introduced to global trade, E-Business and Commerce, labor relations, and relationships in the workplace. The capstone course for the AAS Degree is BUSG 2309, Small Business Management/Entrepreneurship.

First Year

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I (F) or	
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications (F)	3
BUSG 1301	Introduction to Business or	
BUSI 1301	Business Principles (F)	3
ECON 2301 (SBS)	Principles of Macroeconomics (CF)	3
(MNS)	Mathematics Elective (C)	<u>3</u>
		15

Second Semester		Credit Hours
ACCT 2302	Principles of Accounting II (F) or	
ACNT 1313	Computerized Accounting Applications	3
ECON 2302 (SBS)	Principles of Microeconomics (CF)	3
ENGL 1301	Expository English Composition (C)	3
IBUS 1305	Introduction to International Business and Trade	3
	Speech Communication Elective	<u>3</u>
		15

Second Year

First Semester		Credit Hours
BMGT 1305	Communications in Management	3
BUSI 2305	Business Statistics (F)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
HRPO 2301	Human Resources Management	3
MRKG 1311	Principles of Marketing	<u>3</u>
		15

Second Semester		Credit Hours
BMGT 1341	Business Ethics	3
BMGT 2382	Cooperative Education-Business Administration and Management, General I	3
BUSG 2305	Business Law/Contracts	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
MRKG 2349	Advertising and Sales Promotion	<u>3</u>
		15

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Small Business Management- C2-BMGC

Certificate of Completion

Students completing their first semester and second semester will earn a Certificate of Completion in Small Business Management and acquire skills needed as an entry-level manager. The student will be prepared and exposed to several fields, such as human resources, international businesses, and marketing. The capstone course for the Certificate of Completion is BUSG 2309, Small Business Management/Entrepreneurship.

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I (F) or	
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications (F)	3
BUSG 1301	Introduction to Business or	
BUSI 1301	Business Principles (F)	3
ECON 2301	Principles of Macroeconomics (CF)	3
	Mathematics Elective (C)	<u>3</u>
		15

Second Semester		Credit Hours
ACCT 2302	Principles of Accounting II (F) or	
ACNT 1313	Computerized Accounting Applications	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
ECON 2302	Principles of Microeconomics (CF)	3
IBUS 1305	Introduction to International Business and Trade	3
	Speech Communication Elective	<u>3</u>
		15

TOTAL CREDIT HOURS 30

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

CHILD DEVELOPMENT-AAS-TEAC

The Child Development two-year program prepares students for positions in childcare facilities and head start programs. An Associate of Applied Science Degree is awarded upon completion of the program. A criminal background history check is required of all students in this program. Students should contact the Child Development faculty for more information.

Graduates of this program are qualified to work with infants, toddlers, preschoolers, and school age children, including children with special needs. Students must successfully complete the Child Development Core Curriculum, and the courses listed below. The capstone course for the AAS Degree in Child Development CDEC 2384, Cooperative Education-Child Development I.

First Year

First Semester		Credit Hours
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1356	Emergent Literacy for Early Childhood or	
CDEC 1370	Language and Literacy for Infants and Toddlers	3
CDEC 2307	Math and Science for Early Childhood	3
ENGL 1301	Expository English Composition (C)	3
	Speech Communication Elective	<u>3</u>
		15

Second Semester		Credit Hours
CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 2315	Diverse Cultural/Multilingual Education	3
	(MNS) Mathematics Elective (C)	3
TECA 1311	Educating Young Children or	
TECA 1318	Wellness of the Young Child or	
CDEC 1318	Wellness of the Young Child	<u>3</u>
		15

Second Year

First Semester		Credit Hours
CDEC 1303	Families, School, & Community or	
TECA 1303	Family, School, and Community	3
CDEC 1339	Early Childhood Development: 0-3 Years	3
CDEC 1359	Children with Special Needs or	
CDEC 2326	Administration of Programs for Children I	3
CDEC 2341	The School Age Child or	
CDEC 2374	Managing Non-Center Based Child Care Settings	3
	(SBS) Social and Behavioral Sciences Elective (C)	<u>3</u>
		15

Second Semester		Credit Hours
CDEC 1321	The Infant and Toddler	3
CDEC 1323	Observation and Assessment	3
CDEC 2384	Cooperative Education- Child Development I	3
ITSC 1301	Introduction to Computers	3
	(HFA) Humanities or Fine Arts Elective (C)	<u>3</u>
		15

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or SPCH 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Teacher Assistant-C1-CDTA

Certificate of Completion

The Teacher Assistant Certificate of Completion Curriculum is designed to provide entry-level skills to individuals employed in childcare facilities. The capstone course for the Certificate of Completion is CDEC 2384, Cooperative Education-Child Development I.

First Semester		Credit Hours
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1339	Early Childhood Development: 0-3 Years	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math and Science for Early Childhood	<u>3</u>
		12

Second Semester		Credit Hours
CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1359	Children with Special Needs or	
CDEC 2326	Administration of Programs for Children I or	
CDEC 2341	The School Age Child	3
CDEC 2315	Diverse Cultural/Multilingual Education	3
CDEC 2384	Cooperative Education-Child Development I	<u>3</u>
		15

TOTAL CREDIT HOURS 27

Infants and Toddlers-C1-CDIT

Certificate of Completion

The Certificate of Completion in Infants and Toddlers Curriculum is designed to provide knowledge and skills to individuals employed in childcare facilities and head start programs. The capstone course for the Certificate of Completion is CDEC 2384, Cooperative Education-Child Development I.

First Semester		Credit Hours
CDEC 1318	Wellness of the Young Child	3
CDEC 1339	Early Childhood Development: 0-3 Years	3
CDEC 1359	Children with Special Needs	3
CDEC 1370	Language and Literacy for Infants and Toddlers	<u>3</u>
		12

Second Semester		Credit Hours
CDEC 1303	Families, School & Community	3
CDEC 1319	Child Guidance	3
CDEC 1321	The Infant and Toddler	3
CDEC 1323	Observation and Assessment	3
CDEC 2384	Cooperative Education-Child Development I	<u>3</u>
		15

TOTAL CREDIT HOURS 27

COURT REPORTING-AAS-CRTR

Associate of Applied Science Degree

The Associate of Applied Science Degree in Court Reporting provides students with the skills and knowledge needed to pass the Texas Certified Shorthand Reporter Exam and the National Court Reporters Association Examination. The capstone course for the AAS Degree is CRTR 2331, Court Reporter Certification Preparation.

Students are required to contact the Court Reporting Instructional Coordinator directly for information regarding this program.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
BCIS 1305	Business Computer Applications	3
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I	4
		<u>12</u>
<u>Second Semester</u>		<u>Credit Hours</u>
CRTR 1314	Court Reporting Technology I	3
CRTR 1406	Machine Shorthand II	4
CRTR 2311	Court Reporting Communications II	3
HPRS 1206	Essentials of Medical Terminology	2
		<u>12</u>
<u>Summer Session</u>		<u>Credit Hours</u>
CRTR 2401	Intermediate Machine Shorthand	4
ENGL 1301	Expository English Composition (C)	3
		<u>7</u>
<u>Second Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
CRTR 1308	Realtime Court Reporting I	3
CRTR 2403	Advanced Machine Shorthand	4
ENGL 2341 (HFA)	Introduction to Literature	3
(MNS) Mathematics Elective (C)		3
		<u>13</u>
<u>Second Semester</u>		<u>Credit Hours</u>
CRTR 2312	Court Reporting Procedures	3
CRTR 2435	Accelerated Machine Shorthand	4
GOVT 2306 (SBS)	State and Local Government (C)	3
		<u>10</u>
<u>Summer Session</u>		<u>Credit Hours</u>
CRTR 2331	Court Reporter Certification Preparation	3
CRTR 2380	Cooperative Education-Court Reporting/Court Reporter	3
		<u>6</u>
TOTAL CREDIT HOURS		60

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Machine Shorthand Scopist-C1-CMSS

Certificate of Completion

The Machine Shorthand Scopist Certificate of Completion will provide the necessary knowledge, skills, and background to find employment preparing and editing transcripts for Certified Shorthand Reporters. The capstone for the Certificate of Completion is CRTR 1314, Reporting Technology I.

<u>First Semester</u>		<u>Credit Hours</u>
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I	4
		<u>9</u>
<u>Second Semester</u>		<u>Credit Hours</u>
CRTR 1314	Court Reporting Technology I	3
CRTR 1406	Machine Shorthand II	4
CRTR 2311	Court Reporting Communications II	3
HPRS 1206	Essentials of Medical Terminology	2
		<u>12</u>
TOTAL CREDIT HOURS		21

CRIMINAL JUSTICE OPTION-AAS-CJCR

Associate of Applied Science Degree

The Criminal Justice Program prepares students interested in working within the Criminal Justice field for careers in agencies at local, state, and federal levels and includes entry-level courses in the Criminal Justice Option and the Homeland Security Option. The curriculum is designed to be completed within two years. All students must complete the first year Core Curriculum courses for the Criminal Justice Program and complete the second-year courses in Criminal Justice Option, or the Homeland Security Option to receive an Associate of Applied Science Degree.

Students enrolling in this program who plan to transfer to a four-year institution should consult an academic counselor regarding transfer requirements and transferability of these courses.

Not all courses in this degree are transferable to a Texas four-year institution.

This degree plan option emphasizes the enforcement aspect of the criminal justice system. It prepares students for careers in law enforcement or corrections agencies at local, state, and federal levels. Students should meet Texas Commission on Law Enforcement (TCOLE) requirements for minimum standards for employment in the law enforcement field as per Commission Licensing Rules 217.1: The applicant must be able to successfully pass a background investigation, psychological exam, drug, and physical exam. The capstone course for the AAS Degree is CJCR 2381, Cooperative Education-Corrections II.

<u>First Year</u>		
<u>First Semester</u>		<u>Credit Hours</u>
CRIJ 1301	Introduction to Criminal Justice (F)	3
ENGL 1301	Expository English Composition (C)	3
GOVT 2305 (SBS)	American Government and Politics (C)	3
(MNS) Mathematics Elective (C)		3
	Speech Communication Elective	3
		<u>15</u>

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Second Semester		Credit Hours
CRIJ 2313	Correctional Systems and Practices (F)	3
CRIJ 2328	Police Systems and Practices (F)	3
ENGL 2341 (HFA)	Introduction to Literature	3
GOVT 2306 (SBS)	State and Local Government (C)	3
ITSC 1301	Introduction to Computers	3
		15

Summer Session		Credit Hours
ENGL 2311	Technical and Business Writing	3
		3

Second Year

First Semester		Credit Hours
CJCR 2380	Cooperative Education-Corrections I or Elective Option	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law (F)	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
		12

Second Semester		Credit Hours
CJCR 2381	Cooperative Education-Corrections II	3
CRIJ 1306	Court Systems and Practices (F)	3
CRIJ 2301	Community Resources in Corrections	3
CRIJ 2314	Criminal Investigation	3
HMSY 1337	Introduction to Homeland Security	3
		15

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318 or 1321.

Mathematics Elective: MATH 1314, 1324, or 1332.

Elective Option: ACNT 1305, CRIJ 1313, HIST 2322, HMSY 1342, ITDF 1300, ITSE 2309, PSYC 2301, 2316, SOCI 1301, or 1306.

Law Enforcement-C1-CJCC

Certificate of Completion

The Certificate of Completion in Law Enforcement provides a curriculum suitable for students seeking the credentials needed for application to some law enforcement agencies. It also provides a clear pathway for high school students who enjoy criminal justice but have not yet decided whether they will move on to an Associate or Baccalaureate degree. This Certificate of Completion is fully embedded in the Associate of Applied Science in Criminal Justice, meaning that every class found in this certificate will apply for those students opting to move on to the two-year AAS degree. The capstone course for this Certificate of Completion in Law Enforcement is HMSY 1337, Introduction to Homeland Security.

First Semester		Credit Hours
CRIJ 1301	Introduction to Criminal Justice (F)	3
ENGL 1301	Expository English Composition (C)	3
GOVT 2306	State and Local Government (C)	3
	Speech Communication Elective	3
		12

Second Semester		Credit Hours
CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2328	Police Systems and Practices (F)	3
HMSY 1337	Introduction to Homeland Security	3
		12

Summer Session		Credit Hours
ENGL 2311	Technical and Business Writing	3
		3
TOTAL CREDIT HOURS		27

Speech Communication Elective: SPCH 1315, 1318, or 1321.

HOMELAND SECURITY OPTION-AAS-HMSY

Associate of Applied Science Degree

This option emphasizes the Homeland Security aspect of Law Enforcement within the Criminal Justice System. It gives the student additional training in terrorism, information analysis security, and weapons of mass destruction and prepares the student to take a Homeland Security role in local, state, and federal law enforcement. Students should meet Texas Commission on Law Enforcement (TCOLE) requirements for minimum standards for employment in the law enforcement field as per Commission Licensing Rules 217.1. The applicant must be able to successfully pass a background investigation, psychological exam, drug, and physical exam. The capstone course for the AAS Degree in Homeland Security Option is CJCR 2381, Cooperative Education-Corrections II.

First Year

First Semester		Credit Hours
CRIJ 1301	Introduction to Criminal Justice (F)	3
ENGL 1301	Expository English Composition (C)	3
GOVT 2305 (SBS)	American Government and Politics (C)	3
	(MNS) Mathematics Elective (C)	3
	Speech Communication Elective	3
		15

Second Semester		Credit Hours
CRIJ 2313	Correctional Systems and Practices (F)	3
CRIJ 2328	Police Systems and Practices (F)	3
ENGL 2341 (HFA)	Introduction to Literature	3
GOVT 2306 (SBS)	State and Local Government (C)	3
ITSC 1301	Introduction to Computers	3
		15

Summer Session		Credit Hours
ENGL 2311	Technical and Business Writing	3
		3

Second Year

First Semester		Credit Hours
CJCR 2380	Cooperative Education-Corrections I or Elective Option	3
CRIJ 1310	Fundamentals of Criminal Law (F)	3
HMSY 1337	Introduction to Homeland Security	3
HMSY 2337	Managing a Unified Incident Command	3
		12

Second Semester		Credit Hours
CJCR 2381	Cooperative Education-Corrections II	3
CRIJ 1306	Court Systems and Practices (F)	3
CRIJ 2314	Criminal Investigation	3
HMSY 1340	Homeland Security Intelligence Operations	3
HMSY 1342	Understanding and Combating Terrorism	3
		15

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.

(C) Core Curriculum Course (F) Field of Study Course

Mathematics Electives: MATH 1314, 1324, or 1332.
Elective Option: ITSY 2300 or 2341.

Homeland Security-C1-HMSC

Certificate of Completion

This two-semester Homeland Security Certificate of Completion provides students with specialized training in the areas of information gathering, information security, and understanding terrorist organizations. This certificate is available to those students who have met the Criminal Justice AAS competencies or who have shown competency in the Criminal Justice field by current employment in a Criminal Justice Agency. Students should meet Texas Commission on Law Enforcement (TCOLE) requirements for minimum standards for employment in the law enforcement field as per Commission Licensing Rules 217.1. The applicant must be able to successfully pass a background investigation, psychological exam, drug, and physical exam. The capstone course for the Certificate of Completion is HMSY 2337, Managing a Unified Incident Command.

First Semester		Credit Hours
ACNT 1305	Forensic Accounting	3
HMSY 1337	Introduction to Homeland Security	3
HMSY 1342	Understanding and Combating Terrorism	3
ITSC 1301	Introduction to Computers	3
		12

Second Semester		Credit Hours
HMSY 1340	Homeland Security Intelligence Operations	3
HMSY 2337	Managing a Unified Incident Command	3
ITSY 2300	Operating System Security	3
ITSY 2341	Security Management Practices	3
		12

TOTAL CREDIT HOURS 24

FASHION TECHNOLOGY FASHION DESIGN OPTION-AAS-FSHD

Associate of Applied Science Degree

The Fashion Technology Program is designed to prepare individuals interested in working within the fashion industry to obtain entry-level employment or advancement in the following fields: Apparel Design, Apparel Manufacture, Wholesale, Retail, Product Display, Sales Promotion, Advertising, Fashion Show Production, Fashion Design, and Fashion Illustration. The curriculum offers three specialized options: Fashion Design, Fashion Illustration, and Fashion Merchandising. All options include an overview of the interrelated segments within the fashion industry. Successful completion of this program leads to an Associate of Applied Science Degree. Students planning to transfer to a four-year institution should check degree requirements of the college or university to which they plan to transfer and see an advisor. All first-semester Fashion Technology students should be advised by the lead instructor of the Fashion Technology Program. Students must successfully complete the first-year core curriculum prior to enrollment in the second-year program options.

The Fashion Design Option of the Fashion Technology Program prepares students to work in the fashion industry as it relates to the design and manufacture of apparel, garment construction, techniques of pattern development, mid-management, and wholesale promotion.

This two-year program includes the art of pattern design and draping, computer-aided apparel design, clothing construction, manufacturing, advertising, promotion techniques, and illustration techniques. The capstone course for the AAS Degree for Fashion Design Option is FSHN 2301, Fashion Promotion.

First Year		
First Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
FSHD 1311	Fashion History	3
FSHN 2305	Fashion Retailing	3
MATH 1324 (MNS)	Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning) (C)	3
		12

Second Semester		Credit Hours
ARTS 1311 (HFA)	Design I	3
FSHN 1311	Garment Construction	3
FSHN 2303	Fashion Buying	3
	(SBS) Social and Behavioral Sciences Elective (C)	3
SPCH 1321	Organizational and Professional Communication (C)	3
		15

Second Year		
First Semester		Credit Hours
FSHD 1322	Fashion Sketching	3
FSHD 1328	Flat Pattern Design I	3
FSHD 2343	Fashion Collection Design	3
FSHN 1301	Textiles	3
FSHN 1315	Draping- (Apparel and Textile Marketing Management)	3
		15

Second Semester		Credit Hours
FSHD 1346	Fashion Illustration Media	3
FSHD 2305	Computer-Aided Apparel Design	3
FSHD 2306	Draping (Fashion/Apparel Design)	3
FSHD 2344	Fashion Collection Production	3
FSHD 2371	Apparel Product Development	3
FSHN 2301	Fashion Promotion	3
		18

TOTAL CREDIT HOURS 60

Social and Behavioral Sciences Elective: ECON 1301, GOVT 2305, PSYC 2301, or 2306.

ILLUSTRATION OPTION-AAS-FSHN

Associate of Applied Science Degree

Prepares students to work in the fashion industry as it relates to the design and drawing of fashion figures and accessories for advertising, creative design, textile design, product display, and sales promotion. This two-year program includes the study of drawing, layout, advertising promotion, and fashion illustration techniques. The capstone course for the AAS Degree for Illustration Option is FSHD 1346, Fashion Illustration Media.

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
FSHD 1311	Fashion History	3
FSHN 2305	Fashion Retailing	3
MATH 1324 (MNS)	Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning) (C)	3
		12

Second Semester Credit Hours

ARTS 1311 (HFA)	Design I	3
FSHN 1311	Garment Construction	3
FSHN 2303	Fashion Buying	3
	(SBS) Social and Behavioral Sciences Elective (C)	3
SPCH 1321	Organizational and Professional Communication (C)	3
		15

Summer Session Credit Hours

MRKG 2349	Advertising and Sales Promotion	3
		3

Second Year

First Semester Credit Hours

ARTC 1327	Typography	3
ARTC 2311	History of Communication Graphics	3
ARTS 1316	Basic Drawing I	3
FSHD 1322	Fashion Sketching	3
FSHD 2343	Fashion Collection Design	3
FSHN 1301	Textiles	3
		18

Second Semester Credit Hours

ARTS 1312	Design II	3
FSHD 1346	Fashion Illustration Media	3
FSHN 2301	Fashion Promotion	3
FSHN 2380	Cooperative Education-Apparel and Textile Manufacture or	
	Elective Group	3
		12

TOTAL CREDIT HOURS **60**

Social and Behavioral Sciences Elective: ECON 1301, GOVT 2305, PSYC 2301, or 2306.

Elective Group: BMGT 1305, BUSG 1301, MRKG 1311, or POFT 1329.

MERCHANDISING OPTION-AAS-FSHM

Associate of Applied Science Degree

Prepares students to work in the fashion industry as it relates to buying and vending merchandise. This two-year program includes the art of product display, retail store windows and counter arrangement, advertising and promotion techniques, mid-management techniques involving wholesaling, retailing, sales promotion, and dollar unit planning using merchandising mathematics. The capstone course for the AAS Degree for Merchandising Option is FSHN 2301, Fashion Promotion.

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
FSHD 1311	Fashion History	3
FSHN 2305	Fashion Retailing	3
MATH 1324 (MNS)	Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning) (C)	3
		12

Second Semester Credit Hours

ARTS 1311 (HFA)	Design I	3
FSHN 1311	Garment Construction	3
FSHN 2303	Fashion Buying	3
	(SBS) Social and Behavioral Sciences Elective (C)	3
SPCH 1321	Organizational and Professional Communication (C)	3
		15

Summer Session Credit Hours

ITSC 1301	Introduction to Computers	3
		3

Second Year

First Semester Credit Hours

ACCT 2301	Principles of Accounting I or	
ACNT 1303	Introduction to Accounting I	3
FSHD 2343	Fashion Collection Design	3
FSHN 1301	Textiles	3
ITSW 2334	Advanced Spreadsheets	3
MRKG 1311	Principles of Marketing	3
		15

Second Semester Credit Hours

FSHN 2301	Fashion Promotion	3
FSHN 2382	Cooperative Education-Fashion Merchandising or	
	Elective Group	3
IBUS 1305	Introduction to International Business and Trade	3
MRKG 2349	Advertising and Sales Promotion	3
	Elective Group	3
		15

TOTAL CREDIT HOURS **60**

Social and Behavioral Sciences Elective: ECON 1301, GOVT 2305, PSYC 2301, or 2306.

Elective Group: BMGT 1305, BUSG 1301.

Industrial Patternmaking-C1-FSHC

Certificate of Completion

The Industrial Patternmaking Curriculum gives students a practical study of the fashion industry as it relates to the creation and production of commercial patterns for apparel manufacturing. The capstone course for the Certificate of Completion is FSHD 2371, Apparel Product Development.

<u>First Semester</u>		<u>Credit Hours</u>
FSHD 1322	Fashion Sketching	3
FSHD 1328	Flat Pattern Design I	3
FSHD 2343	Fashion Collection Design	3
FSHN 1301	Textiles	3
FSHN 1315	Draping (Apparel and Textile Marketing Management)	3
		<u>15</u>
<u>Second Semester</u>		<u>Credit Hours</u>
FSHD 1346	Fashion Illustration Media	3
FSHD 2305	Computer Aided Apparel Design	3
FSHD 2306	Draping (Fashion/Apparel Design)	3
FSHD 2344	Fashion Collection Production	3
FSHD 2371	Apparel Product Development	3
FSHN 1311	Garment Construction	3
		<u>18</u>
TOTAL CREDIT HOURS		33

FIRE TECHNOLOGY

Upon successful completion of FIRS 1401, FIRS 1407, FIRS 1413, FIRS 1419, FIRS 1433, EMSP 1501 and EMSP 1160, or certification as EMT-B, students may apply to the Commission for Texas Basic Structure Fire Protection Certificate. Students are also eligible to apply for Firefighter I and II Certification from the International Fire Service Accreditation Congress (IFSAC). The part-time schedule offers courses in the evenings and on weekends and requires three semesters to complete the FIRS and EMSP courses. The full-time schedule offers courses during the day, Monday through Friday, giving students the ability to complete all FIRS and EMSP courses in two semesters. There are additional requirements associated with entry into the Certificate of Completion, Fire Technology Academy. In order to enroll, students must be advised by the Fire Technology Counselor at the Valle Verde campus. Students will be required to take placement testing, and achieve the following levels of placement at: INRW 0311, MATH 0301, READ 0308, or by placement exam.

After completing the placement testing, the students will attend a mandatory orientation and verify passing the FIRS 1103, Firefighter Agility and Fitness Preparation, prior to beginning the Firefighter Certification courses (FIRS). Students must provide certification from a doctor indicating they are physically capable of performing firefighter training evolutions. Students will be required to sign a release of liability relieving the college and the facility provider of liability for injuries to students. FIRS 1103, Firefighter Agility and Fitness Preparation course is a prerequisite to the Firefighter Certification Courses (FIRS). The student should have attended and received their first aid and cardio pulmonary Resuscitation-Health Care Provider (CPR) certification prior to the start of the certification courses. In addition to regular textbooks, students will be required to purchase Texas Commission on Fire Protection Curriculum and Performance Skills Manuals. Students will be required to be uniformed, which includes two polo shirts, tee

shirts, pants, belt, and safety shoes. The purchase of sweatshirts and jackets are optional. Personal Protective Equipment (PPE): helmet, gloves, and hoods will be required of the student prior to entering the certification program. Students are responsible for testing and certification fees with the Texas Commission on Fire Protection. At the mandatory orientation, students will be informed of the approximate cost and where items can be purchased.

Current firefighters meeting state exemption requirements can earn the associate degree, tuition-free. For more information visit the Financial Aid Office at any campus, or visit www.collegeforalltexas.com.

The curriculum for this degree satisfies the Texas Commission on Fire Protection's requirements for Texas Basic Structure Fire Protection Certification, i.e. Basic Firefighter and provides additional curriculum in order to prepare students for employment with a fire department. The capstone experience for the AAS Degree and Certificate of Completion is The Texas Commission on Fire Protection's Basic Structure Fire Suppression Examination. The FIRT 1311, Fire Service Hydraulics, may be taken for certification as Driver/Operator-Pump with the Texas Commission on Fire Protection.

BASIC FIREFIGHTER OPTION-AAS-FIRS

Associate of Applied Science Degree

<u>Prerequisite Semester</u>		<u>Credit Hours</u>
FIRS 1103	Firefighter Agility and Fitness Preparation	1
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1319	Firefighter Health and Safety	3
		<u>7</u>

First Year

<u>First Semester</u>		<u>Credit Hours</u>
EMSP 1160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I	1
EMSP 1501	Emergency Medical Technician	5
		<u>6</u>

<u>Second Semester</u>		<u>Credit Hours</u>
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1413	Firefighter Certification III	4
FIRS 1419	Firefighter Certification IV	4
FIRS 1433	Firefighter Certification VII	4
		<u>20</u>
TOTAL CREDIT HOURS		33

EXIT CERTIFICATE OF COMPLETION: BASIC FIREFIGHTER CERTIFICATE-C2-FIRC

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
FIRT 1327	Building Construction in the Fire Service	3
(MNS)	Mathematics Elective (C)	3
	Speech Communication Elective	3
		<u>12</u>

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Second Semester		Credit Hours
FIRT 1305	Public Education Programs	3
FIRT 1307	Fire Prevention Codes and Inspections	3
FIRT 1311	Fire Service Hydraulics	3
(HFA)	Humanities or Fine Arts Elective (C)	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		15
TOTAL CREDIT HOURS		60

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

FIRE SCIENCE OPTION-AAS-FIRT

Associate of Applied Science Degree

The objective of the Fire Science option is to provide students with a professional-level education to meet personnel needs in the field of fire science. The capstone experience for the AAS Degree and Certificate of Completion is the Texas Commission on Fire Protection's Basic Structure Fire Suppression Examination.

Prerequisite Semester		Credit Hours
FIRS 1103	Firefighter Agility and Fitness Preparation	1
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1319	Firefighter Health and Safety	3
		7

First Year

First Semester		Credit Hours
EMSP 1160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I	1
EMSP 1501	Emergency Medical Technician	5
		6

Second Semester		Credit Hours
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1413	Firefighter Certification III	4
FIRS 1419	Firefighter Certification IV	4
FIRS 1433	Firefighter Certification VII	4
		20

TOTAL CREDIT HOURS **33**

EXIT CERTIFICATE OF COMPLETION: BASIC FIREFIGHTER CERTIFICATE-C2-FIRC

Second Year

First Semester		Credit Hours
FIRT 1303	Fire and Arson Investigation I or	
FIRT 1315	Hazardous Materials I	3
FIRT 1338	Fire Protection Systems	3
KINE 2100	Weight Training I	1
		7

Second Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
FIRT 1445	Hazardous Materials II or	
FIRT 2433	Fire and Arson Investigation II	4
(SBS)	Social and Behavioral Sciences Elective (C)	3
		10

Summer Session		Credit Hours
KINE 1104	Jogging	1
(MNS)	Mathematics Elective (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
	Speech Communication Elective	3
		10

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

FIRE MANAGEMENT-AAS-FIRE

Associate of Applied Science Degree

The Fire Management option provides higher-level fire protection courses for veteran fire personnel who are preparing for supervisory and management positions within the fire protection field. The Texas Commission on Fire Protection, Fire Officer I can be achieved by completing and taking FIRT 1342, Fire Officer I and FIRT 2307, Fire Instructor I. The cost for the state exam is \$85.00 and the certification cost is \$85.00. The Fire Technology Instructor will advise you on the application process as well as assisting you in completing the necessary forms. The capstone experience for the AAS Degree is FIRT 2351, Company Fire Officer. Students will be required to take the placement testing, and achieve the following levels of placement INRW 0311, MATH 0301, READ 0308, or by placement exam.

First Year

First Semester		Credit Hours
FIRT 1309	Fire Administration I	3
FIRT 1319	Firefighter Health and Safety	3
FIRT 1338	Fire Protection Systems	3
FIRT 2309	Firefighting Strategies and Tactics I	3
	Fire Technology Elective	3
		15

Second Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
FIRT 1327	Building Construction in the Fire Service	3
(MNS)	Mathematics Elective (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		15

Second Year		
First Semester		Credit Hours
FIRT 1342	Fire Officer I	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 2305	Fire Instructor I	3
FIRT 2331	Firefighting Strategies and Tactics II	3
	Speech Communication Elective	<u>3</u>
		15
Second Semester		Credit Hours
FIRT 1307	Fire Prevention Codes and Inspection	3
FIRT 1343	Fire Officer II	3
FIRT 2307	Fire Instructor II	3
FIRT 2351	Company Fire Officer	3
	Fire Technology Elective	<u>3</u>
		15
TOTAL CREDIT HOURS		60

Fire Technology Elective: FIRT 1303, 1305, or 1315.
Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.
Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.
Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Fire Inspector-C3-FICC

Enhanced Skills Certificate of Completion

The Fire Inspector I and II and Plan Examiner I courses will prepare the students to perform fire inspections. The student will be able to recognize fire and safety hazards and through proper inspection practice, minimize the potential for loss of life and property. Upon successful completion of this course, students will be eligible to take the state certification exam for Basic Fire Inspector. Upon completion of these courses and FIRT 1202, Plan Examiner I, the student will be eligible for Basic Fire Inspector. The capstone course for the Fire Inspector is FIRT 1340, Fire Inspector II.

Completion of the Course of Study awards an Enhanced Skills Certificate of Completion to individuals who are pursuing, or have completed a fire technology degree from an accredited institution of higher learning.

Student must meet the placement testing for READ 0308 and GET APPROVAL FROM THE FIRE TECHNOLOGY COORDINATOR in order to register for the course.

An Enhanced Skills Certificate (CERT3) is an optional certificate associated with an AAS degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree. ESCs are awarded concurrently with a degree but may not be considered to be an intrinsic part of the degree.

Current firefighters meeting state exemption requirements can earn the associate degree, tuition-free. For more information visit the Financial Aid Office at any campus, or visit www.collegeforalltexans.com.

First Semester		Credit Hours
FIRT 1202	Plan Examiner I	2
FIRT 1327	Building Construction in the Fire Service	3
FIRT 1340	Fire Inspector II	3
FIRT 1408	Fire Inspector I	<u>4</u>
		12
TOTAL CREDIT HOURS		12

Fire Officer-C3-FOCC

Enhanced Skills Certificate of Completion

The Fire Officer Certificate of Completion is designed for fire protection personnel functioning as a fire department line officer. After successful completion of the series of courses, the student will become eligible to take the Texas Commission on Fire Protection state certification exam for Fire Officer. The capstone course for Fire Officer is FIRT 2351, Company Fire Officer.

Completion of the Course of Study awards an Enhanced Skills Certificate of Completion to individuals who are pursuing, or have completed a fire technology degree from an accredited institution of higher learning.

Student must meet the placement testing for READ 0308 and GET APPROVAL FROM THE FIRE TECHNOLOGY COORDINATOR in order to register for the course.

An Enhanced Skills Certificate (CERT3) is an optional certificate associated with an AAS degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree. ESCs are awarded concurrently with a degree but may not be considered to be an intrinsic part of the degree.

Current firefighters meeting state exemption requirements can earn the associate degree, tuition-free. For more information visit the Financial Aid Office at any campus, or visit www.collegeforalltexans.com.

First Semester		Credit Hours
FIRT 1342	Fire Officer I	3
FIRT 1343	Fire Officer II	3
FIRT 2305	Fire Instructor I	3
FIRT 2351	Company Fire Officer	<u>3</u>
		12
TOTAL CREDIT HOURS		12

INFORMATION TECHNOLOGY SYSTEMS

COMPUTER PROGRAMMING- AAS-ITSC

Associate of Applied Science Degree

An Associate of Applied Science Degree in Computer Programming trains one to become an entry-level junior programmer. Working under the supervision of a senior programmer, the junior programmer (sometimes referred to as a programmer trainee) develops program structure charts and logic plans; codes, debugs, and tests programs written in a high-level language; and prepares program documentation. The junior programmer may be assigned such tasks as modifying existing programs and system design projects, including system analysis and flow-charting, input/output design, and system documentation. The capstone course for the AAS Degree is ITSC 2381, Cooperative Education-Computer and Information Sciences, General II.

<u>Summer Session</u>		<u>Credit Hours</u>
ITSC 1301	Introduction to Computers	3
ITSE 1329	Programming Logic and Design	<u>3</u>
		6

First Year

<u>First Semester</u>		<u>Credit Hours</u>
ITSE 1311	Beginning Web Programming	3
ITSE 2309	Database Programming	3
ITSW 1313	Introduction to Data Entry	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 2372	Mobile Application Development	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSE 1307	Introduction to C++ Programming or	
COSC 1320	C Programming	3
ITSE 1350	System Analysis and Design	<u>3</u>
		15

<u>Summer Session</u>		<u>Credit Hours</u>
	Speech Communication Elective	<u>3</u>
		3

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
ITSE 1345	Introduction to Oracle SQL	3
ITSE 2317	Java Programming	3
	(MNS) Mathematics Elective (C)	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
	(HFA) Humanities or Fine Arts Elective (C)	3
ITSC 2381	Cooperative Education-Computer and Information Sciences, General II	3
ITSE 1359	Introduction to Scripting Languages	3
	(SBS) Social and Behavioral Sciences Elective (C)	<u>3</u>
		12

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Entry-Level Computer Programming-C I-ITEL

Certificate of Completion

The Computer Programming Certificate of Completion trains entry-level junior programmers. Working under the supervision of a senior programmer, the junior programmer (sometimes referred to as a programmer trainee) develops program structure charts and logic plans; codes, debugs, and tests programs written in a high-level language; and prepares program documentation. The capstone course for the Certificate of Completion is ITSC 2380, Cooperative Education-Computer and Information Sciences, General I.

<u>Summer Session</u>		<u>Credit Hours</u>
ITSC 1301	Introduction to Computers	3
ITSE 1329	Programming Logic and Design	<u>3</u>
		6

<u>First Semester</u>		<u>Credit Hours</u>
ITSE 2309	Database Programming	3
ITSW 1313	Introduction to Data Entry	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		9

<u>Second Semester</u>		<u>Credit Hours</u>
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 2372	Mobile Application Development	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSE 1307	Introduction to C++ Programming or	
COSC 1320	C Programming	3
ITSE 1345	Introduction to Oracle SQL	3
ITSE 1350	System Analysis and Design	<u>3</u>
		18

TOTAL CREDIT HOURS **33**

CYBER SECURITY-AAS-CYBE

Associate of Applied Science Degree

The Cyber Security Degree prepares the student with the ability to install, design, manage, operate, plan, troubleshoot, and secure an information technology infrastructure. The scope of topics range from a local area network to a wide area network and security technology. The student learns to guard vital information systems vigilantly while fighting cyber-crime, such as identity data theft, hacking, and invasion of privacy that plagues corporations and government agencies. Network Security training provides the students with the ability to handle web and network security exploits, intrusion prevention, network traffic analysis, cryptography, and encryption. The capstone course for the AAS Degree is ITSC 2381, Cooperative Education-Computer and Information Sciences, General II.

<u>Summer Session</u>		<u>Credit Hours</u>
ITSC 1301	Introduction to Computers	3
ITSW 1313	Introduction to Data Entry	<u>3</u>
		6

First Year

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
ITCC 1314	CCNA 1: Introduction to Networks	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
	Speech Communication Elective	<u>3</u>
		15

<u>Second Semester</u>		<u>Credit Hours</u>
ITCC 1340	CCNA 2: Routing and Switching Essentials	3
ITSE 1359	Introduction to Scripting Languages	3
(HFA)	Humanities or Fine Arts Elective (C)	3
(MNS)	Mathematics Elective (C)	<u>3</u>
		12

<u>Summer Session</u>		<u>Credit Hours</u>
ITSY 2300	Operating System Security	3
(SBS)	Social and Behavioral Sciences Elective (C)	<u>3</u>
		6

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
ITSC 1316	Linux Installation and Configuration	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSY 2301	Firewalls and Network Security	3
ITSY 2343	Computer System Forensics	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
ITSC 2381	Cooperative Education-Computer and Information Sciences, General II	3
ITSY 2330	Intrusion Detection	3
ITSY 2341	Security Management Practices	<u>3</u>
		9

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

INFORMATION TECHNOLOGY IN BUSINESS-AAS-ITB

Associate of Applied Science Degree

The Information Technology in Business Associate of Applied Science Degree prepares the graduate to be competent in adapting commercial application packages for business solutions. In addition to the exit competencies of the required first-year coursework, such as operating systems familiarity, and problem solving with business productivity software, the graduate will also be able to design and implement solutions to business action plans using a variety of business software. The graduate can provide employers with input regarding hardware and software capabilities and specifications and will be qualified to act as a training aide or provide user liaison services. This program also provides a certificate option. The capstone course for the AAS Degree is ITSC 2381, Cooperative Education-Computer and Information Sciences, General II.

<u>Summer Session</u>		<u>Credit Hours</u>
ITSC 1301	Introduction to Computers	3
ITSW 1313	Introduction to Data Entry	<u>3</u>
		6

First Year

<u>First Semester</u>		<u>Credit Hours</u>
ACCT 2301	Principles of Accounting I or	
BUSG 1301	Introduction to Business	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSE 1329	Programming Logic and Design	3
ITSW 2334	Advanced Spreadsheets	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
ITSC 2373	Technology and Social Media Marketing	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSE 1311	Beginning Web Programming	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		12

Second Year

<u>Summer Session</u>		<u>Credit Hours</u>
(SBS)	Social and Behavioral Sciences Elective (C)	3
	Speech Communication Elective	<u>3</u>
		6

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
ITCC 1314	CCNA 1: Introduction to Networks	3
ITSE 2309	Database Programming	3
(MNS)	Mathematics Elective (C)	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
(HFA)	Humanities or Fine Arts Elective (C)	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITSC 2381	Cooperative Education-Computer and Information Sciences, General II	3
ITSE 1345	Introduction to Oracle SQL	<u>3</u>
		12

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Information Technology in Business-C 1-ITBC

Certificate of Completion

The Information Technology in Business Certificate of Completion prepares graduates who are proficient in commercial application packages in a business environment. The graduate will also be able to design and implement IT solutions to business plans. The graduate will be able to provide employers with input regarding hardware and software capabilities and specifications, and will be trained in web page development. The capstone course for the Certificate of Completion is ITSC 2380, Cooperative Education-Computer and Information Sciences, General I.

Summer Session		Credit Hours
ITSC 1301	Introduction to Computers	3
ITSW 1313	Introduction to Data Entry	<u>3</u>
		6

First Semester		Credit Hours
ACCT 2301	Principles of Accounting I or	
BUSG 1301	Introduction to Business	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSE 1329	Programming Logic and Design	3
ITSW 2334	Advanced Spreadsheets	<u>3</u>
		12

Second Semester		Credit Hours
ITSC 2373	Technology and Social Media Marketing	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSE 1311	Beginning Web Programming	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		12

TOTAL CREDIT HOURS 30

Data Support Specialist-C 1-DSSC

Certificate of Completion

The Certificate of Completion in Data Support Specialist prepares entry-level computer processing information technicians or support specialists. The curriculum includes data entry input to PC screens and keyboarding to provide speed and accuracy skills. It also includes computer fundamentals, operating systems, input and program editing, networking, troubleshooting, and business computer applications techniques. The capstone course for the Certificate of Completion is ITSC 2381, Cooperative Education-Computer and Information Sciences, General II.

Summer Session		Credit Hours
ITSC 1301	Introduction to Computers	<u>3</u>
		3

First Semester		Credit Hours
ITSC 1305	Introduction to PC Operating Systems	3
ITSE 1329	Programming Logic and Design	3
ITSW 1313	Introduction to Data Entry	3
ITSW 2334	Advanced Spreadsheets	<u>3</u>
		12

Second Semester		Credit Hours
ITCC 1314	CCNA I: Introduction to Networks	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSE 1311	Beginning Web Programming	<u>3</u>
		12

Summer Session		Credit Hours
ITSC 2381	Cooperative Education-Computer and Information Sciences, General II	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		6

TOTAL CREDIT HOURS 33

INFORMATION NETWORKING-AAS-NETW

Associate of Applied Science Degree

This Information Networking Program provides training for the network systems technician, administrator and network and multimedia installer or specialist. Topics include microcomputers, spreadsheets, multimedia, networking, hardware electronics, and computer programming. The capstone course for the AAS Degree is ITSC 2381, Cooperative Education-Computer and Information Sciences, General II.

Summer Session		Credit Hours
ITSC 1301	Introduction to Computers	3
ITSW 1313	Introduction to Data Entry	<u>3</u>
		6

First Year

First Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
ITCC 1314	CCNA I: Introduction to Networks	3
ITSC 1305	Introduction to PC Operating Systems	3
	Speech Communication Elective	<u>3</u>
		12

Second Semester		Credit Hours
ITCC 1340	CCNA 2: Routing and Switching Essentials	3
ITSC 1316	Linux Installation and Configuration (HFA) Humanities or Fine Arts Elective (C)	3
	(MNS) Mathematics Elective (C)	3
		12

Summer Session		Credit Hours
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I (SBS) Social and Behavioral Sciences Elective (C)	3
		3
		6

Second Year

First Semester		Credit Hours
ITCC 2312	CCNA 3: Scaling Networks	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1353	Supporting Network Server Infrastructure	3
ITSY 1300	Fundamentals of Information Security	3
		12

Second Semester		Credit Hours
ITCC 2313	CCNA 4: Connecting Networks	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 2325	Advanced Linux	3
ITSC 2381	Cooperative Education-Computer and Information Sciences, General II	3
		12

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, GOVT 2305, 2306, HIST 1301, 1302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Computer Support Technician A+ - C1-ITCS

Certificate of Completion

The Computer Support Technician A+ Certificate of Completion prepares students for entry-level positions in computer maintenance, repair, and upgrade. This training will include troubleshooting, configuration, installation, and upgrading of hardware, hardware peripherals, and software with an emphasis on A+ Certification concepts and practices. This course of study will also provide the student with a basic understanding of data communications concepts and with hands-on networking training.

This Certificate will prepare students to handle all facets of computer technician job requirements and provide a foundation in networking. The capstone course for the Certificate of Completion is ITSC 2380, Cooperative Education-Computer and Information Sciences, General I.

Summer Session		Credit Hours
ITSC 1301	Introduction to Computers	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSW 1313	Introduction to Data Entry	3
		9

First Semester		Credit Hours
ITCC 1314	CCNA 1: Introduction to Networks	3
ITSC 1316	Linux Installation and Configuration	3
ITSY 1300	Fundamentals of Information Security	3
ITSY 2300	Operating System Security	3
		12

Second Semester		Credit Hours
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSY 2341	Security Management Practices	3
		6

Summer Session		Credit Hours
ITSY 2343	Computer System Forensics	3
		3

TOTAL CREDIT HOURS 30

Cisco Networking Training C1-ITCC Certificate of Completion

The Cisco Networking Training-Certificate of Completion Program teaches students the skills needed to design, build, and maintain small to medium-size networks. This program provides the opportunity to enter the workforce and/or further education and training in the computer-networking field. Instruction includes safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, routers, router programming, star topology, IP addressing, and network standards. It emphasizes the use of decision-making and problem-solving techniques to solve networking problems. Students participate in hands-on training on Cisco routers and switches in a laboratory environment to enhance the student's knowledge of network configuration.

The Cisco Networking Academy training will guide the student to Certification as a Cisco Certified Network Associate (CCNA). The capstone course for the Certificate of Completion is ITSC 2380, Cooperative Education-Computer and Information Sciences, General I.

Summer Session		Credit Hours
ITCC 1314	CCNA 1: Introduction to Networks	3
ITSC 1301	Introduction to Computers	3
		6

First Semester		Credit Hours
ITCC 1340	CCNA 2: Routing and Switching Essentials	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
		9

Second Semester		Credit Hours
ITCC 2312	CCNA 3: Scaling Networks	3
ITSC 1316	Linux Installation and Configuration	3
ITSY 2343	Computer System Forensics	3
		9

Summer Session		Credit Hours
ITCC 2313	CCNA 4: Connecting Networks	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
		6

TOTAL CREDIT HOURS 30

Health Information Networking-C1-HINW

Certificate of Completion

The Health Information Networking Certificate of completion is a technology-focused curriculum designed for students who are looking for entry-level healthcare focused specialist skills required to support the medical technical infrastructure/environment. The certificate will provide in-depth understanding of protocols, safety procedures, and privacy considerations in a healthcare setting. The capstone course for the Certificate of Completion is ITSC 2380, Cooperative Education-Computer and Information Sciences, General I.

Summer Session Credit Hours

ITCC 1314	CCNA 1: Introduction to Networks	3
ITSC 1301	Introduction to Computers	<u>3</u>
		6

First Semester Credit Hours

ITCC 1340	CCNA 2: Routing and Switching Essentials	3
ITNW 2371	Health Information Networking	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
		12

Second Semester Credit Hours

ITCC 2312	CCNA 3: Scaling Networks	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITSY 2343	Computer System Forensics	<u>3</u>
		9

Summer Session Credit Hours

ITCC 2313	CCNA 4: Connecting Networks	3
ITSC 2380	Cooperative Education-Computer and Information Sciences, General I	3
ITSY 2341	Security Management Practices	<u>3</u>
		9

TOTAL CREDIT HOURS **36**

Networking and Security Technologies-C3-ITNC

Enhanced Skills Certificate of Completion

This Networking and Security Technologies Enhanced Skills Certificate of Completion provides individuals who have specialized in the area of CISCO Network Training additional networking-related skills. The certificate provides an opportunity to gain employment as a CISCO Certified Network Professional with a highly specialized technical range of network skills and expertise.

This certificate is only available to those who successfully complete the Information Technology Systems Information Networking Degree or have passed the CCNA Certification Exam. However, the courses which make up the certificate may be taken by anyone who meets program and College prerequisites.

First Semester Credit Hours

ITCC 2341	CCNA Security	3
ITCC 2354	CCNP R&S Route	3
ITCC 2355	CCNP R&S Switch	3
ITCC 2356	CCNP R&S TSHOOT	<u>3</u>
		12

TOTAL CREDIT HOURS **12**

INTERIOR DESIGN TECHNOLOGY-AAS-INDS

Associate of Applied Science Degree

The Interior Design Technology Program prepares individuals for entry-level employment and provides continuing education opportunities for those already in the Interior Design field. Beginning work under the supervision of a senior designer, the interior design technician's purpose is to improve the quality of life, increase productivity, and protect health, safety, and welfare in the public and private sector in both commercial and residential interiors. State-of-the-art courses such as Computer-Aided Design, lighting, and internship are part of the curriculum. Interior Design students may also participate in the Student Chapter of the American Society of Interior Designers (ASID). The capstone course for the AAS Degree is INDS 2337, Portfolio Presentation.

Summer Session Credit Hours

ARTS 1301 (HFA)	Art Appreciation (C)	3
ENGL 1301	Expository English Composition (C)	3
MATH 1332 (MNS)	Contemporary Mathematics (Quantitative Reasoning) (C)	<u>3</u>
		9

First Year

First Semester Credit Hours

INDS 1311	Fundamentals of Interior Design	3
INDS 1319	Technical Drawing for Interior Designers	3
INDS 1349	Fundamentals of Space Planning	3
INDS 1351	History of Interiors I	3
SPCH 1315	Fundamentals of Effective Speech (C) or	
SPCH 1321	Organizational and Professional Communication (C)	<u>3</u>
		15

Second Semester Credit Hours

INDS 1315	Materials, Methods and Estimating	3
INDS 2305	Interior Design Graphics	3
INDS 2315	Lighting for Interior Designers	3
INDS 2325	Professional Practices for Interior Designers	<u>3</u>
		12

Second Year

First Semester Credit Hours

INDS 1341	Color Theory and Application	3
INDS 2307	Textiles for Interior Design	3
INDS 2313	Residential Design I	3
INDS 2321	Presentation Drawing	<u>3</u>
		12

Second Semester Credit Hours

INDS 1345	Commercial Design I	3
INDS 2337	Portfolio Presentation	3
INDS 2387	Internship-Interior Design	3
PSYC 2301(SBS)	Introduction to Psychology (C)	<u>3</u>
		12

TOTAL CREDIT HOURS **60**

Personal Design-C1-INDC

Certificate of Completion

The Interior Design Technology, Personal Design Certificate of Completion provides a basis for those who are interested in a fast-track option in learning Interior Design for their personal use and enjoyment. The student may decide after completion to continue for an AAS Degree. The capstone course for the Certificate of Completion is INDS 2325, Professional Practices for Interior Designers.

First Semester Credit Hours

INDS 1311	Fundamentals of Interior Design	3
INDS 1341	Color Theory and Application	3
INDS 1349	Fundamentals of Space Planning	3
INDS 2307	Textiles for Interior Design	3
INDS 2313	Residential Design I	3
		15

Second Semester Credit Hours

INDS 1315	Materials, Methods and Estimating	3
INDS 1351	History of Interiors I	3
INDS 2315	Lighting for Interior Designers	3
INDS 2325	Professional Practices for Interior Designers	3
		12

TOTAL CREDIT HOURS 27

Kitchen and Bath Design-C2-INKB

Certificate of Completion

Kitchen and Bath Design is an exciting and rewarding specialty in the interior design industry. The Kitchen and Bath Certificate Level II, at EPCC, educates the student with courses such as space planning, computer aided drawings, lighting, construction, rendering, internship, etc. All to give the student the skill, knowledge, and preparation needed to enter an amazing career in kitchen and bath design. You can earn certification at several levels through the NKBA-National Kitchen and Bath Association (certification requirements include, education, work experience, and examination). The certificate capstone, INDS 2372, will develop a student's experience demonstrating mastery of the interior design process from concept to completion.

Summer Session Credit Hours

INDS 2317	Rendering Techniques	3
		3

First Year

First Semester Credit Hours

INDS 1319	Technical Drawing for Interior Designers	3
INDS 1349	Fundamentals of Space Planning	3
INDS 2321	Presentation Drawing	3
		9

Second Semester Credit Hours

INDS 1315	Materials, Methods and Estimating	3
INDS 2305	Interior Design Graphics	3
INDS 2315	Lighting for Interior Designers	3
INDS 2325	Professional Practices for Interior Designers	3
		12

Second Year

First Semester Credit Hours

INDS 1341	Color Theory and Application	3
INDS 2310	Kitchen and Bathroom Design	3
INDS 2330	Interior Design Building Systems	3
		9

Second Semester Credit Hours

INDS 2371	Advanced Kitchen and Bath	3
INDS 2372	Project Management for Interior Design	3
INDS 2387	Internship-Interior Design	3
		9

TOTAL CREDIT HOURS 42

PARALEGAL-AAS-LGLA

Associate of Applied Science Degree

The Paralegal is trained to provide an essential auxiliary service to the legal profession. Under the supervision and direction of the lawyer, the Paralegal applies knowledge of law and legal procedures in rendering direct assistance to a lawyer in the form of legal research; preparation and interpretation of legal documents; assistance in the courtroom or at trial; client interviewing and investigation; and document organization and calendaring. Students completing the Associate of Applied Science Degree in Paralegal will be eligible to apply to the various National Paralegal Associations that offer certification. The capstone course for the AAS Degree is LGLA 2381, Cooperative Education-Legal Assistant/Paralegal II.

Students starting in the Fall Semester of the Paralegal Program must take the following courses concurrently LGLA 1307, LGLA 1345, and LGLA 1303.

Students registering for the following course: LGLA 2380 must have already completed LGLA 1303, LGLA 1307, LGLA 1345, LGLA 2335 plus second year standing.

Students registering for LGLA 2381 must have completed LGLA 2380 OR OBTAIN PROGRAM APPROVAL FROM THE PROGRAM COORDINATOR at 915-831-2433.

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
ITSC 1301	Introduction to Computers	3
LGLA 1303	Legal Research	3
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1345	Civil Litigation	3
		15

Second Semester Credit Hours

ENGL 2311 (HFA)	Technical and Business Report Writing	3
ENGL 2341 (HFA)	Introduction to Literature	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 2309	Real Property	3
LGLA 2335	Advanced Civil Litigation	3
		15

<u>Summer Session</u>	<u>Credit Hours</u>
SPCH 1321 Organizational and Professional Communication (C)	3
	<u>3</u>

Second Year

<u>First Semester</u>	<u>Credit Hours</u>
GOVT 2305 (SBS) American Government and Politics (C)	3
LGLA 1351 Contracts	3
LGLA 2303 Torts and Personal Injury Law	3
LGLA 2380 Cooperative Education-Legal Assistant/Paralegal I	3
MATH 1332 (MNS) Contemporary Mathematics (Quantitative Reasoning) (C)	3
	<u>15</u>

<u>Second Semester</u>	<u>Credit Hours</u>
LGLA 1301 Legal Research and Writing	3
LGLA 1355 Family Law	3
LGLA 2381 Cooperative Education-Legal Assistant/Paralegal II	3
	Paralegal Elective Option
	<u>3</u>
	<u>12</u>

TOTAL CREDIT HOURS **60**

Paralegal Elective Option LGLA 1343, 1359, or 2313.

Paralegal-C4-LGLC

Advanced Technical Certificate of Completion

This Paralegal Advanced Technical Certificate of Completion Program is available for students who have previously completed an Associate's or Bachelor's Degree Program or have previously completed at least 27-semester credit hours or the equivalent thereof in quarter hours, which include a minimum of 18 hours of general education. Students completing this program receive a Certificate of Completion and may apply to various National Paralegal Associations that offer certification. The capstone course for this Advanced Technical Certificate of Completion is LGLA 2335, Advanced Civil Litigation.

Prior to registering for this Advanced Technical Certificate of Completion, or for LGLA 2381, students need to contact the Program Coordinator at 915-831-2433.

Paralegal Advanced Technical Certificate of Completion program is AVAILABLE ONLY for students who have previously completed an associate's or bachelor's degree program.

<u>First Semester</u>	<u>Credit Hours</u>
LGLA 1303 Legal Research	3
LGLA 1307 Introduction to Law and the Legal Professions	3
LGLA 1345 Civil Litigation	3
LGLA 1351 Contracts	3
LGLA 2303 Torts and Personal Injury Law	3
	<u>15</u>

<u>Second Semester</u>	<u>Credit Hours</u>
LGLA 1301 Legal Research and Writing	3
LGLA 1353 Wills, Trusts and Probate Administration	3
LGLA 1355 Family Law	3
LGLA 2309 Real Property	3
LGLA 2335 Advanced Civil Litigation	3
LGLA 2381 Cooperative Education-Legal Assistant/Paralegal II	3
	<u>18</u>

TOTAL CREDIT HOURS **33**

SIGN LANGUAGE/INTERPRETER PREPARATION-AAS-SLNG

Associate of Applied Science Degree

The Sign Language/Interpreter Preparation Degree program prepares individuals interested in securing entry-level employment working with deaf and hard-of-hearing individuals. The student is trained to serve as an interpreter or communication support person for Deaf/deaf and hard-of-hearing persons in a number of settings. Strong language and cognitive abilities are required.

General Criteria:

The following is required of all students enrolling in this program:

- Applicants must be fully accepted by EPCC as an academic credit student.
- Attend SLNG Interpreting Majors Orientation Session
- Submit all previous college/university official transcripts (translation of all foreign coursework required to the Admission Office P.O. Box 20500, El Paso, Texas 79998).
- EPCC cumulative GPA of 2.0 required.

Admission Requirements: Students are responsible for the following requirements after accepting placement in the Sign Language/Interpreter Preparation program.

- Major Declaration: Must file a SLNG Sign Language/Interpreter Preparation degree plan with designated program counselor.
- Textbooks and other course materials must be purchased at student's expense in accordance with the course syllabi.
- Testing Fees: Students will begin preparations to apply for the Test of English Proficiency (TEP). The test must be completed and results submitted prior to the end of Interpreting III-SLNG 2331. This test is given by the State of Texas Deaf and Hard of Hearing Services (DHHS) and Board for Evaluation of Interpreters (BEI). Fees for the TEP are the student's responsibility and are paid to Texas DHHS.
- American Sign Language (ASL) Competencies: In order to be successful as a sign language interpreter, excellent expressive and receptive skills are the prerequisite for interpreting between American Sign Language and English. Students must demonstrate conversational and functional knowledge of both languages prior to entering the SLNG Interpreter program. Students may enter the program without prior ASL experience, but the program requires the student to complete SLNG 1344 American Sign Language (ASL) III prior to enrolling in the SLNG 1321 Introduction to the Interpreting Profession. These American Sign Language (ASL) courses are offered in the summer semester prior to the first fall semester of the first year. This sequence permits a beginning student to graduate in two years. All ASL courses must have been successfully completed within three years of start SLNG 1321 into the program.

- Challenge Exams - For those students who enter with “*native or near native conversational*” fluencies in ASL, challenge placement examinations are available for SLNG 1404, American Sign Language (ASL) I and SLNG 1405, American Sign Language (ASL) II. Please contact the EPCC Testing Center and the SLNG Program Coordinator for challenge exam arrangements and fees.
- **Special Requirements for SLNG 1321.** Sign Language Interpreters must have a thorough knowledge of the English language and an extensive vocabulary. The Texas Success Initiative (TSI) is a state mandated test that all entering undergraduate students be assessed for readiness to enroll in college-level work. All new first-time students must take the academic placement test prior to enrolling at EPCC (see your counselor for more information). TSI Test require a minimum passing score for all SLNG Interpreting students:
- TSI Reading (PTSR) 351 or better and TSI Essay (PTSE) six or better prior to SLNG 1321 Introduction to the Interpreting Profession.
- TSI scores must be valid within two years from the official date and only the most recent test scores will be used for qualification and admissions.
- Students must have completed ENGL 1301, Expository English Composition with a “C” or better.
- Thereafter, SLNG departmental competency exams are required to demonstrate ASL competencies and interpreting competencies in order to progress to the second semester courses and the co-op experiences.
- The SLNG program requires SLNG 2280 Cooperative Education-Sign Language Interpretation and Translation I and SLNG 2281 Cooperative Education-Sign Language Interpretation and Translation II. These courses provide career-related activities combining classroom learning with work experience with a total of 320 hours. Most cooperative experiences are non-paid. The student is responsible for professional interpreting attire and providing own transportation to/from the work experience sites.
- Students are expected to follow the sign language interpreting current **Code of Professional Conduct** during internship. Students enrolling in the SLNG program with internship components must also meet Program Specific Criteria prior to enrolling in specified course. These include:
 - Background – Board of Evaluators of Interpreters are questioned regarding prior criminal convictions and this may or may not be cause for non-ability to obtain Texas state certification.
 - Proof of car insurance and registration may be required for specific internship sites.
 - Specific site requirements: Some internship sites or agencies may require additional requirements such as HIPAA training, drug testing, and immunizations; parking fees may be required at some assignments.
- The capstone course for this A.A.S. Degree is SLNG 2331, Interpreting III and the course prepares the students to apply acquired skills to the state level and/or national certification processes.
- Upon completion, the students are eligible to take the independently administered state and national examinations for licensure and/or certification. Students must apply directly to the Department of Assistive and Rehabilitative Services (DARS) and the Board for Evaluation of Interpreters (BEI) for the written Test of English Proficiency and Interpreter

Performance Tests and pass exams to become a state-certified interpreter. Texas state certification is required by Texas Education Agency (TEA) interpreting positions. Effective, 2012 hearing candidates for certification must have a minimum of a bachelor’s degree to take the National Interpreter Certification (NIC), Written Knowledge Exam, and Interview and Performance Exam. All certifications require application and testing fees.

- Some specialized areas such as court and legal settings require additional certification and training well beyond that offered in the A.A.S. program. Advanced training can be obtained through professional associations such as the Texas Society of Interpreters for the Deaf and the Registry of Interpreters for the Deaf and other providers, and four-year BA programs.

This program offers a Certificate of Completion option. The ASL-Deaf Studies certificate includes some of the introductory courses in the degree plan, providing the student with a possible exit point. This certificate is designed to provide entry level ASL signing skills and not intended as an interpreter training program.

<u>Summer Session</u>		<u>Credit Hours</u>
SLNG 1404	American Sign Language (ASL) I	4
SLNG 1405	American Sign Language (ASL) II	4
		8

First Year

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
SLNG 1317	Introduction to the Deaf Community	3
SLNG 1344	American Sign Language (ASL) III	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		12

<u>Second Semester</u>		<u>Credit Hours</u>
SLNG 1321	Introduction to the Interpreting Profession	3
SLNG 1345	American Sign Language (ASL) IV	3
SLNG 1347	Deaf Culture	3
SPCH 1315	Fundamentals of Effective Speech (C)	3
(HFA)	Humanities or Fine Arts Elective (C)	3
		15

<u>Summer Session</u>		<u>Credit Hours</u>
SLNG 2301	Interpreting I	3
		3

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
(MNS)	Mathematics Elective (C)	3
SLNG 1248	Vocabulary Development for Interpreters	2
SLNG 2280	Cooperative Education-Sign Language Interpretation and Translation I	2
SLNG 2302	Interpreting II	3
SLNG 2315	Interpreting in Educational Settings	3
		13

<u>Second Semester</u>		<u>Credit Hours</u>
SLNG 1350	Sign-to-Voice	3
SLNG 2281	Cooperative Education-Sign Language Interpretation and Translation II	2
SLGN 2311	Interpreting in Specialized Settings	3
SLNG 2331	Interpreting III	3
SLNG 2337	Multicultural Issues in Interpreting	3
		14

TOTAL CREDIT HOURS **65**

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, PHIL 1301, or 2306.

Mathematics Elective: MATH 1314, 1324 or 1332.

Social and Behavioral Sciences Elective: GOVT 2305, 2306, PSYC 2301, 2315, or SOCI 1301.

American Sign Language-Deaf Studies-C1-SLNC

Certificate of Completion

The American Sign Language (ASL)-Deaf Studies Certificate prepares the student to communicate directly with deaf and hard-of-hearing persons in a range of conversational environments. The capstone course for this Certificate of Completion is SLNG 1345, American Sign Language (ASL) IV.

Summer Session Credit Hours

SLNG 1404	American Sign Language (ASL) I	4
SLNG 1405	American Sign Language (ASL) II	4
		<u>8</u>

First Semester Credit Hours

SLNG 1317	Introduction to the Deaf Community	3
SLNG 1344	American Sign Language (ASL) III	3
		<u>6</u>

Second Semester Credit Hours

SLNG 1345	American Sign Language (ASL) IV	3
SLNG 1347	Deaf Culture	3
		<u>6</u>

TOTAL CREDIT HOURS 20

SOCIAL WORK-AAS-SCWK

Associate of Applied Science Degree

The Associate of Applied Science Degree in Social Work prepares individuals interested in working with people to obtain entry-level employment in the Social Work field. Social Work students are sensitive and caring persons who as a result of enrollment in the Social Work Program will become equipped with the necessary skills, knowledge, and attitudes to effectively serve people in need in a variety of community and social service agencies. The curriculum encompasses four semesters, (two-year program). During the second year of the program, students enroll in two semesters of internship and will be placed at social service agencies consistent with their area of interest. Admission to internship requires student completion of the first-year core curriculum in Social Work and approval of the Social Work faculty. The internship courses involve working a minimum of 15 hours per week at a social service agency and attending a weekly one-hour seminar class.

The Social Work Program's combination of coursework and hands-on experience through the internship courses will prepare students for entry-level positions such as intake worker, case work assistant, mental health technician, or coordinator at a variety of social service agencies in the community. The Social Work Program also offers a basis for entry into academic areas offering four year and graduate degrees such as Social Work, Psychology or Social Psychology, Human Services, Education, and Counseling. The local universities accept either most or a substantial number of the academic credits from El Paso Community College's Social Work Program. Students should research transferability of credits from EPCC to the local universities prior to taking classes at El Paso Community College. Students should be aware that licensure in the field of Social Work

in the State of Texas requires a minimum of a Bachelor's Degree in Social Work from an accredited Social Work Program. The AAS Degree in Social Work will not meet the educational requirement for Social Work licensure in Texas. Both the University of Texas at El Paso and New Mexico State University offer accredited Bachelor's Degree programs in Social Work. Both universities also offer Master's Degree programs in Social Work. The capstone course for the AAS Degree in Social Work is SCWK 2487, Internship-Social Work II.

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
PSYC 2301 (SBS)	Introduction to Psychology (C)	3
SCWK 2307	Human Behavior and the Social Environment	3
SCWK 2311	Interview and Counseling Theories	3
SOCW 2361	Introduction to Social Work	3
		<u>15</u>

Second Semester Credit Hours

SCWK 1305	Group Work Intervention	3
SCWK 2301	Assessment and Case Management	3
SCWK 2372	Human Behavior and Social Environment II	3
SOCI 1301 (SBS)	Introductory Sociology (C)	3
SOCW 2362	Social Welfare Policy and Services	3
		<u>15</u>

Second Year

First Semester Credit Hours

CMSW 1353	Family Intervention Strategies	3
SCWK 2331	Abnormal Behavior	3
SCWK 2486	Internship-Social Work I	4
SPCH 1315	Fundamentals of Effective Speech (C) or	
SPCH 1321	Organizational and Professional Communication (C)	3
	Open Elective	1
		<u>14</u>

Second Semester Credit Hours

CMSW 1309	Problems of Children and Adolescents	3
	Mathematics Elective (C)	3
SCWK 1370	Social Work Practice and Services to Special Populations	3
SCWK 2487	Internship-Social Work II	4
	(HFA) Humanities or Fine Arts Elective (C)	3
		<u>16</u>

TOTAL CREDIT HOURS 60

Humanities or Fine Arts Elective: ARTS 1301, DRAM 1310, or MUSI 1306.

Mathematics Elective: MATH 1324 or 1332.

Open Elective: Complete any college-level course.

Drug/Alcohol Abuse Counseling- C1-DAAC

Certificate of Completion

The Drug/Alcohol Abuse Counseling Certificate of Completion prepares individuals to work with substance abusers in a variety of settings, including outpatient, inpatient, and rehabilitation programs. The curriculum encompasses two semesters, (one-year program). During the second semester of the program students enroll in an internship and will be placed at a substance abuse agency consistent with their area of interest. Admission to the internship requires student completion of the first semester curriculum in Drug/Alcohol Abuse Counseling and approval of the Social Work faculty. The internship course involves working a minimum of 15 hours per week at a substance abuse agency and attending a weekly one-hour seminar class.

The Certificate of Completion in Drug/Alcohol Abuse Counseling combination of coursework and hands on experience through the internship course will prepare students for entry-level positions in the substance abuse field. The Certificate Program also offers a basis for entry into academic areas offering two years, four years, and graduate degrees such as Social Work, Psychology or Social Psychology, Human Services, Education, and Counseling. The local universities accept either most or a substantial number of the academic credits from El Paso Community College's Certificate of Completion in Drug/Alcohol Abuse Counseling. Students should research transferability of credits from EPCC to the local universities prior to taking classes at El Paso Community College.

Completion of the Certificate of Completion in Drug/Alcohol Abuse Counseling will help prepare students for licensure as Licensed Chemical Dependency Counselors in the State of Texas. These requirements include required coursework, a 300 hours Practicum (internship), work experience hours at a drug/alcohol abuse agency, and passing the written exam given by the state agency that administers the LCDC license. Students completing the Certificate of Completion in Drug/Alcohol Abuse Counseling will be eligible to receive licensure as Counselor Interns prior to completing all of the requirements for the LCDC license. Students should contact the appropriate state agency for current information about licensure as Licensed Chemical Dependency Counselors at www.dshs.state.tx.us/lcdc/.

The capstone course for the Certificate of Completion in Drug/Alcohol Counseling is SCWK 2487, Internship-Social Work II.

First Semester		Credit Hours
DAAC 1319	Substance Related and Addictive Disorders	3
DAAC 2343	Current Issues	3
SCWK 2311	Interviewing and Counseling Theories	3
SCWK 2331	Abnormal Behavior	3
SOCW 2361	Introduction to Social Work	3
		15
Second Semester		Credit Hours
CMSW 1309	Problems of Children and Adolescents	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
SCWK 1305	Group Work Intervention	3
SCWK 2301	Assessment and Case Management	3
SCWK 2487	Internship-Social Work II	4
		16
TOTAL CREDIT HOURS		31

THE INSTITUTE OF EXECUTIVE RESORT SERVICES

Cosmetology-C1-CSME

Certificate of Completion

This one-year Certificate of Completion prepares individuals for successful entry into a variety of careers within the Cosmetology industry. This program helps men and women find exciting careers in the challenging, profitable hair-care field. All aspects of the beauty profession are presented. Students are provided beginning, intermediate, and advanced levels of training that include theoretical and practical applications of sterilization and sanitation. Graduates of this program are eligible to take the Texas Department of Licensing and Regulations Examination. The capstone experience for the Certificate of Completion is the Texas Department of Licensing and Regulations Examination.

Students are encouraged to have a strong reading level to succeed in the coursework, see an academic counselor or advisor for guidance.

First Semester		Credit Hours
CSME 1443	Manicuring and Related Theory	4
CSME 1505	Fundamentals of Cosmetology	5
CSME 1553	Chemical Reformation and Related Theory	5
		14
Second Semester		Credit Hours
CSME 1430	Orientation to Nail Technology	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	4
CSME 2401	The Principles of Hair Coloring and Related Theory	4
CSME 2410	Advanced Haircutting and Related Theory	4
		16
Third Semester		Credit Hours
CSME 2337	Advanced Cosmetology Techniques	3
CSME 2439	Advanced Hair Design	4
CSME 2541	Preparation for the State Licensing Examination	5
		12
TOTAL CREDIT HOURS		42

CULINARY ARTS AND RELATED SCIENCES

CULINARY ARTS-AAS-CHEF

Associate of Applied Science Degree

The Culinary Arts Program prepares students for entry-level positions and beyond in the food service industry. The Culinary Arts AAS Degree emphasizes basic concepts and techniques related to food and beverage production and control. The Culinary Arts AAS Degree studies the creation, preparation, and presentation of foods for both commercial and institutional foodservice establishments. It is designed for the following individuals: those currently employed in the industry who desire increased skills for eventual advancement, those who desire to increase their knowledge of food preparation for entry into the industry, and those who are a novice to the foodservice industry. Students will be required to be uniformed, which includes two chef coats, each with appropriate emblem, black oil-resistant non-skid shoes, and black neckerchief. An equipment kit is also required and equipment needs will be outlined in the orientation seminar (see below for information). The capstone course for the AAS Degree is CHEF 2264, Practicum (or Field Experience)-Culinary Arts/Chef Training I.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session		Credit Hours
HECO 1322	Nutrition and Diet Therapy	3
RSTO 2431	Food Service Management	4
		7

First Year

First Semester		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
(SBS)	Social and Behavioral Sciences Elective (C)	3
		12

Second Semester		Credit Hours
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
ENGL 1301	Expository English Composition (C)	3
(MNS)	Mathematics Elective (C)	3
		12

Summer Session		Credit Hours
CHEF 1300	Professional Cooking and Meal Service	3
RSTO 1325	Purchasing for Hospitality Operations	3
		6

Second Year		Credit Hours
First Semester		
CHEF 1314	A La Carte Cooking	3
CHEF 1410	Garde Manger	4
CHEF 2302	Saucier	3
RSTO 1221	Menu Management	2
		12

Second Semester		Credit Hours
CHEF 2264	Practicum (or Field Experience) - Culinary Arts/Chef Training I	2
CHEF 2331	Advanced Food Preparation	3
PHIL 2306 (HFA)	Ethics (C)	3
	Speech Communication Elective (C)	3
		11

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315 or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

Culinary Arts-C1-CHEC

Certificate of Completion

A Certificate of Completion is also offered in Culinary Arts and introduces and prepares the student for entry into the foodservice industry. The capstone course for the Certificate of Completion is CHEF 1300, Professional Cooking and Meal Service.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session		Credit Hours
HECO 1322	Nutrition and Diet Therapy	3
RSTO 2431	Food Service Management	4
		7

First Semester		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
	Social and Behavioral Sciences Elective (C)	3
		12

Second Semester		Credit Hours
CHEF 1341	American Regional Cuisine	3
CHEF 1345	International Cuisine	3
ENGL 1301	Expository English Composition (C)	3
	Mathematics Elective (C)	3
		12

Summer Session		Credit Hours
CHEF 1300	Professional Cooking and Meal Service	3
RSTO 1325	Purchasing for Hospitality Operations	<u>3</u>
		6

TOTAL CREDIT HOURS 37

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

PASTRY-AAS-PSTR

The Pastry Program prepares students for entry-level positions and beyond in the foodservice industry as it relates to Bakeries and Pastry shops. The Pastry AAS Degree emphasizes basic concepts and techniques related to baked goods production and control. The Pastry AAS Degree studies the creation, preparation, and presentation of foods for both commercial and institutional bakery establishments. The student is exposed to the business aspects of baking, along with practical hands-on training. It is designed for the following individuals: those currently employed in the industry who desire increased skills for eventual advancement, those who desire to increase their knowledge of food preparation for entry into the industry, and those who are a novice to the foodservice and baking industry. Students will be required to be uniformed, which includes two chef coats, each with appropriate emblem, black chef pants, black oil-resistant non-skid shoes, and black neckerchief. An equipment kit is also required and equipment needs will be outlined in the orientation seminar (see below for information). The capstone course for the AAS is PSTR 1342, Quantity Bakeshop Production.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session		Credit Hours
HECO 1322	Nutrition and Diet Therapy	3
RSTO 2431	Food Service Management	<u>4</u>
		7

First Year

First Semester		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
(SBS)	Social and Behavioral Sciences Elective (C)	<u>3</u>
		12

Second Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
(MNS)	Mathematics Elective (C)	3
PSTR 1210	Pies, Tarts, Teacakes and Cookies	2
PSTR 1343	Bakery Operations and Management	<u>3</u>
		11

Summer Session		Credit Hours
PSTR 2331	Advanced Pastry Shop	3
RSTO 1325	Purchasing for Hospitality Operations	<u>3</u>
		6

Second Year

First Semester		Credit Hours
PSTR 1305	Breads and Rolls	3
PSTR 1312	Laminated Dough, Pate a Choux, and Donuts	3
PSTR 2264	Practicum (or Field Experience)-Baking and Pastry Arts/Baker/Pastry Chef I	2
PSTR 2270	Mexican Breads and Pastries	2
RSTO 1221	Menu Management	<u>2</u>
		12

Second Semester		Credit Hours
PHIL 2306 (HFA)	Ethics (C)	3
PSTR 1340	Plated Desserts	3
PSTR 1342	Quantity Bakeshop Production	3
	Speech Communication Elective (C)	<u>3</u>
		12

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315 or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

Pastry-C1-PSTC

Certificate of Completion

A Certificate of Completion is also offered in Pastry and introduces and prepares the student for entry into the foodservice industry. The capstone course for the Certificate of Completion is PSTR 2331, Advanced Pastry Shop.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session		Credit Hours
HECO 1322	Nutrition and Diet Therapy	3
RSTO 2431	Food Service Management	<u>4</u>
		7

First Semester		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
	Social and Behavioral Sciences Elective (C)	<u>3</u>
		12

CAREER AND TECHNICAL ASSOCIATE OF APPLIED SCIENCE DEGREES - 2019-2020

Second Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
	Mathematics Elective (C)	3
PSTR 1210	Pies, Tarts, Teacakes and Cookies	2
PSTR 1343	Bakery Operations and Management	<u>3</u>
		11

Summer Session		Credit Hours
PSTR 2331	Advanced Pastry Shop	3
RSTO 1325	Purchasing for Hospitality Operations	<u>3</u>
		6

TOTAL CREDIT HOUR **36**

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

RESTAURANT MANAGEMENT- AAS-RSTO

Associate of Applied Science Degree

The Restaurant Management Degree prepares students for entry-level positions and beyond in Front of House Operations of the foodservice industry. The Restaurant Management AAS Degree provides instruction focusing on the concepts necessary for successful food and beverage service and operation. The Restaurant Management AAS Degree includes emphasis on marketing, sales, catering, cost controls, and foodservice-related accounting. It is designed for the following individuals: those currently employed in the industry who desire increased skills for eventual advancement, those who desire to increase their knowledge of food and beverage service and management in preparation for entry into the industry, and those who are a novice to the foodservice industry. Students will be required to be uniformed, which includes two chef coats, each with appropriate emblem, black chef pants, black oil-resistant non-skid shoes, and black neckerchief. An equipment kit is also required and equipment needs will be outlined in the orientation seminar (see below for information). The capstone course for the AAS is RSTO 2407, Catering.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session		Credit Hours
HAMG 1300	Introduction to the Casino and Gaming Industry	3
HECO 1322	Nutrition and Diet Therapy	<u>3</u>
		6

First Year

First Semester		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
(SBS)	Social and Behavioral Sciences Elective (C)	<u>3</u>
		12

Second Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
HAMG 1321	Introduction to Hospitality Industry	3
	(MNS) Mathematics Elective (C)	3
RSTO 1201	Beverage Management	<u>2</u>
		11

Summer Session		Credit Hours
RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2405	Management of Food Production and Service	<u>4</u>
		7

Second Year

First Semester		Credit Hours
HAMG 1340	Hospitality Legal Issues	3
RSTO 1204	Dining Room Service	2
RSTO 1221	Menu Management	2
RSTO 1319	Viticulture and Enology	3
TRVM 1201	Customer Sales and Service	<u>2</u>
		12

Second Semester		Credit Hours
PHIL 2306 (HFA)	Ethics (C)	3
RSTO 1270	Wine and Food Pairing	2
RSTO 2407	Catering	4
	Speech Communication Elective (C)	<u>3</u>
		12

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315 or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

Restaurant Management- C1-RSTC

Certificate of Completion

A Certificate of Completion is also offered in Restaurant Management and introduces and prepares the student for entry into the foodservice industry. The capstone course for the Certificate of Completion is RSTO 2405, Management of Food Production and Service.

It is strongly recommended that students desiring to enter the program first attend an orientation seminar. Information presented during the orientation seminar includes a tour of the facilities, introduction to the program, and an interview with one of the chef instructors. Other information covered during the orientation seminar includes information on where to purchase uniforms and equipment, their costs, and a brief explanation of schedule of events for the upcoming semester. Orientation seminars are held approximately four weeks prior to the start of every semester; please feel free to contact 915-831-1303 to schedule an appointment.

Summer Session Credit Hours

HAMG 1300	Introduction to the Casino and Gaming Industry	3
HECO 1322	Nutrition and Diet Therapy	<u>3</u>
		6

First Semester Credit Hours

CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
	Social and Behavioral Sciences Elective (C)	<u>3</u>
		12

Second Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
HAMG 1321	Introduction to Hospitality Industry	3
	Mathematics Elective (C)	3
RSTO 1201	Beverage Management	<u>2</u>
		11

Summer Session Credit Hours

RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2405	Management of Food Production and Service	<u>4</u>
		7

TOTAL CREDIT HOURS **36**

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Social and Behavioral Sciences Elective: PSYC 2301 or SOCI 1301.

HOSPITALITY OPERATIONS- AAS-HAMG

Associate of Applied Science Degree

The Associate of Applied Science Degree in Hospitality Operations prepares students for a variety of entry-level positions in the hospitality industry. This program provides students with the fundamental knowledge necessary for a professional career in the hospitality industry in areas such as front desk clerk, reservation systems, city convention centers and conference centers. The capstone course for the AAS Degree is HAMG 2302, Hospitality Security and Loss Prevention. This program offers an exit Certificate of Completion in Front Desk Operations after the first year.

Summer Session Credit Hours

TRVM 1201	Customer Sales and Service	2
TRVM 1217	Cruises	<u>2</u>
		4

First Year

First Semester Credit Hours

HAMG 1300	Introduction to the Casino and Gaming Industry	3
HAMG 1313	Front Office Management	3
HAMG 1340	Hospitality Legal Issues	3
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1308	Travel Destinations I- Western Hemisphere	<u>3</u>
		15

Second Semester Credit Hours

HAMG 1317	Recreational Services	3
HAMG 1321	Introduction to Hospitality Industry	3
TRVM 1341	Travel Destinations II - Eastern Hemisphere	3
	Speech Communication Elective (C)	<u>3</u>
		12

Summer Session Credit Hours

HAMG 2266	Practicum (or Field Experience) - Hospitality Administration/Management, General	<u>2</u>
		2

Second Year

First Semester Credit Hours

CHEF 1305	Sanitation and Safety	3
ENGL 1301	Expository English Composition (C)	3
HAMG 1342	Guest Room Management	3
	(MNS) Mathematics Elective (C)	3
	(SBS) Social and Behavioral Sciences Elective (C)	<u>3</u>
		15

Second Semester Credit Hours

ENGL 2311	Technical and Business Writing	3
HAMG 2302	Hospitality Security and Loss Prevention	3
TRVM 2331	Convention and Exposition Law and Ethics	3
	(HFA) Humanities or Fine Arts Elective (C)	<u>3</u>
		12

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315 or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310,

ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Front Desk Operations- C1-HAMC

Certificate of Completion

The Hospitality Operations-Front Desk Operations Certificate of Completion prepares students for employment as a hotel/motel reservation systems or front desk clerk. Employment may also be available at city convention centers, and conference centers. The capstone course for the Certificate of Completion is HAMG 2266, Practicum (or Field Experience)–Hospitality Administration/Management, General.

Summer Session		Credit Hours
TRVM 1201	Customer Sales and Service	2
TRVM 1217	Cruises	2
		4

First Year

First Semester		Credit Hours
HAMG 1300	Introduction to the Casino and Gaming Industry	3
HAMG 1313	Front Office Management	3
HAMG 1340	Hospitality Legal Issues	3
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1308	Travel Destinations I - Western Hemisphere	3
		15

Second Semester		Credit Hours
HAMG 1317	Recreational Services	3
HAMG 1321	Introduction to Hospitality Industry	3
TRVM 1341	Travel Destinations II - Eastern Hemisphere	3
		9

Summer Session		Credit Hours
HAMG 2266	Practicum (or Field Experience) - Hospitality Administration/Management, General	2
		2

TOTAL CREDIT HOURS **30**

TRAVEL AND TOURISM- AAS-TRVM

Associate of Applied Science Degree

The Associate of Applied Science Degree in Travel and Tourism prepares students for a variety of entry-level positions in the travel and tourism industry. This program provides students with the fundamental knowledge necessary for a professional career in the travel and tourism industry in such areas as reservation systems; individual and group travel and tour planning; corporate and incentive travel; travel agency management; planning and marketing for meetings, conventions, and trade shows; and domestic and international tourism and tourist attractions. The capstone course for the AAS Degree is TRVM 2305, Travel Industry Management. This program offers an exit Certificate of Completion in Travel Counselor/Airline Reservationist after the first year.

Summer Session		Credit Hours
TRVM 1201	Customer Sales and Service	2
TRVM 1217	Cruises	2
		4

First Year

First Semester		Credit Hours
HAMG 1300	Introduction to Casino and Gaming Industry	3
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1306	Travel Automation I	3
TRVM 1308	Travel Destinations I-Western Hemisphere	3
TRVM 1345	Travel and Tourism Sales and Marketing Techniques	3
		15

Second Semester		Credit Hours
HAMG 1321	Introduction to Hospitality Industry	3
	Speech Communication Elective (C)	3
TRVM 1341	Travel Destinations II-Eastern Hemisphere	3
TRVM 2335	Travel Automation II	3
		12

Summer Session		Credit Hours
TRVM 2266	Practicum (or Field Experience) - Tourism and Travel Services Management	2
		2

Second Year

First Semester		Credit Hours
CHEF 1305	Sanitation and Safety	3
ENGL 1301	Expository English Composition (C)	3
	(MNS) Mathematics Elective (C)	3
	(SBS) Social and Behavioral Sciences Elective (C)	3
TRVM 1323	Group Tour Operations	3
		15

Second Semester		Credit Hours
ENGL 2311	Technical and Business Writing	3
TRVM 2305	Travel Industry Management	3
TRVM 2331	Convention and Exposition Law and Ethics	3
	(HFA) Humanities or Fine Arts Elective (C)	3
		12

TOTAL CREDIT HOURS **60**

Speech Communication Elective: SPCH 1315 or 1321.

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: ECON 1301, 2301, 2302, PSYC 2301, 2306, 2314, SOCI 1301, or 2301.

Travel Counselor/Airline Reservationist-C1-TRVC

Certificate of Completion

The Certificate of Completion prepares students for employment as an airline reservationist or travel counselor. Employment may also be available at car rental agencies, hotel/motel reservation systems, and city convention and tourism offices. The capstone course for the Certificate of Completion is TRVM 2266, Practicum (or Field Experience) -Tourism and Travel Services Management.

Summer Session Credit Hours

TRVM 1201	Customer Sales and Service	2
TRVM 1217	Cruises	<u>2</u>
		4

First Semester Credit Hours

HAMG 1300	Introduction to the Casino and Gaming Industry	3
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1306	Travel Automation I	3
TRVM 1308	Travel Destinations I-Western Hemisphere	3
TRVM 1345	Travel and Tourism Sales and Marketing Techniques	<u>3</u>
		15

Second Semester Credit Hours

HAMG 1321	Introduction to Hospitality Industry	3
TRVM 1341	Travel Destinations II-Eastern Hemisphere	3
TRVM 2335	Travel Automation II	3
	Humanities or Fine Arts Elective (C)	<u>3</u>
		12

Summer Session Credit Hours

TRVM 2266	Practicum (or Field Experience) - Tourism and Travel Services Management	<u>2</u>
		2

TOTAL CREDIT HOURS 33

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, DANC 2303, DRAM 1310, ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, MUSI 1306, 1310, PHIL 1301, 2303, 2306, SPAN 2311, 2313, or 2315.

Retrospective 50 Years of change at EPCC



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The Best Place to Start *and Finish!*



Health Career and Technical Education Degrees

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GENERAL INFORMATION

First, congratulations on choosing a career in healthcare! At El Paso Community College, you can choose from numerous healthcare majors such as:

Dental Assisting
 Dental Hygiene
 Diagnostic Medical Sonography
 Emergency Medical Services
 Health Information Management
 Medical Assisting Technology
 Medical Imaging Technology-Radiography
 Medical Laboratory Technology
 Nursing
 Pharmacy Technology
 Physical Therapist Assistant
 Respiratory Care Technology
 Surgical Technology
 Vocational Nursing

Many of these programs have special entrance requirements in addition to the College's standard admissions requirements. Some of these requirements are mandated by state or federal legislation. Others are based on the standards set by accrediting agencies. You will need to complete a Health Careers Orientation (online or in person) and meet with your counselor to review the requirements for the specific program you have selected.

If you have a disability that requires special assistance, your counselor will work with our faculty and the Center for Students with Disabilities to meet your needs.

If you are still undecided about which health career would best suit your talents, you might consider taking HPRS 1201: Introduction to Health Professions, which gives you a broad perspective of career choices. Because healthcare is such a growing field, there are many students applying each semester for a limited number of slots. While you may declare a Health Careers major, this is no guarantee that you will enter the program you've chosen.

To be eligible for the applicant pool, you must first:

- Complete a Health Careers Orientation Session
- Pay a one-time Health Careers admissions fee
- Complete the current assessment exam with a score at or above the program's cut-off score
- Complete mandatory courses and other program requirements

Background Checks:

Changes are taking place within healthcare facilities nationally. These changes directly affect all health programs at EPCC. The Joint Commission, which accredits healthcare facilities across the country, enforced background screening in September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

A background investigation must be completed prior to your acceptance into most health programs or courses at EPCC. Students are responsible for the cost associated with

the background investigation, and the investigation must be conducted by an approved company. Your clearance will be sent directly to the dean/director of your programs at the college. There are two levels of background screening. Level I includes all students, while Level II is specifically for students already licensed or certified in any area. Only background checks from the approved vendor, American Databank, are accepted. Go to www.elpasoex.com to request our background check.

Level I requires:

1. Social Security Number Verification
2. Criminal Search (seven years or up to five criminal searches)
3. Violent Sexual Offender and Predator Registry Search
4. OIG List of Excluded Individuals/ Entities
5. GSA List of Parties Excluded from Federal Programs
6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
7. State Exclusion List (<http://www.hhsc.state.tx.us/OIE/exclusionlist/exclusion.asp>)

Level II requires:

1. All of Level I elements
2. License Verification
3. Certification Verification
4. Employment Verification
(Include reason for separation and eligibility for rehire for each employer)

Deadlines

There are different ranking dates for each of the health programs. Please check with the information in the catalog as well as with your health career counselor to make sure you have completed all requirements by the deadlines.

You will receive a letter from the Specialized Admissions Office once you are accepted into the program. Please make sure the college has your current mailing address at all times. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

Substance Abuse Screening

Students enrolled in clinical education courses must complete substance abuse screening tests at student expense from the approved vendor, American Databank at www.elpasoex.com to request. Do not do your drug screen more than 90 days prior to your first clinical course.

General Education Options

Each Associate of Applied Science Degree Plan must contain 15 hours of general education courses. Students must take one course from each of the three course areas listed below. Other general education courses may be included to meet the 15-hour requirement. It is recommended that students choose courses from the Core Curriculum. Courses which meet the general education criteria are designated with the following codes:

- **Humanities or Fine Arts - HFA**
- **Social and Behavioral Science - SBS**
- **Mathematics or Natural Sciences - MNS**

ENGL 1301 is required for all AAS Degrees.

Health Requirements

Acceptance and enrollment in any Health Career and Technical Education program requires that you submit evidence of titers and immunizations as listed below. All students are also required to have a physical exam by a doctor or nurse practitioner licensed to practice in the United States. These policies are mandated by OSHA and the Texas State Department of Health Services and our clinical affiliates, to protect both you and the patients you will encounter during clinical training. The cost of titers, immunizations, and physical examinations are at your expense.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

- **POSITIVE TITER** required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- **Tuberculosis (TB) Screening** required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.

iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- **POSITIVE TITER** required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - **POSITIVE TITER** required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

For more information on EPCC Health Programs visit:

<https://www.epcc.edu/Academics/Health>

Other Information

In addition to tuition, Health Career and Technical Education students enrolled in certain classes must budget for professional practice insurance. Check the FEES section of the Catalog for the cost of the insurance premium. The premium you pay for one course will cover all other courses requiring insurance for that semester. You will also pay an additional fee for each course that requires lab.

Almost all our programs include at least one semester of clinical experience at a local hospital or healthcare facility. Transportation to and from these sites is your responsibility. Some programs may require you to purchase a specific uniform and/or equipment. These must be purchased at your own cost.

Standardized Testing

Many Nursing and Health Career and Technical Education programs require students to complete end-of-course and/or end-of-program standardized tests. Standardized testing is a tool that can be utilized to evaluate whether or not a particular student is likely to be successful on a national standardized licensing and/or certification exam that Nursing and many Allied Health program graduates are required to take. Many accrediting agencies for Nursing and Allied Health programs require standardized testing or advise the programs to use it. The standardized tests are also used as a measure of Student Learning Outcomes for the programs as required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Health Careers Program Testing Fees

The fees are assessed every semester:

Program	Test Description/Name	Fee per Course(s)
Diagnostic Medical Sonography	OB/GYN Mock Exam	\$40
Diagnostic Medical Sonography	ABD Mock Exam	\$40
Diagnostic Medical Sonography	Physics Mock Exam	\$40
Pharmacy Technology	Pharmacy Tech Mock Exam	\$29
Physical Therapist Assistant	FSBPT PEAT	\$90
Physical Therapist Assistant	Score Builders Online Advantage	\$30

These fees are assessed by program code. (Fees may vary)

Nursing	ATI	\$172
Transition to RN	ATI	\$514
Paramedic to RN	ATI	\$342
Vocational Nursing	ATI	\$184

Specialized Admissions Process

Health Career Students - If you wish to declare a major in one of the Health Career degree programs currently requiring specialized admissions, you must go through the regular EPCC admissions process first.

To qualify to be ranked for entrance into a Health Career program, you must satisfy and submit the following requirements to the Office of Specialized Admissions for Health Careers, prior to the appropriate ranking deadlines for your selected program.

- Attend a mandatory Health Career Orientation session.
- Submit a Health Careers Admission Application with a \$10.00, one-time, non-refundable fee.
- Request official, final transcripts from all institutions to include high school/GED scores and all prior colleges/universities and have them sent directly to:
EPCC Admissions Office
P.O. Box 20500
El Paso, TX 79998
- Demonstrate minimum competency levels on the current assessment test as stated on the program information sheets for each program.
- Respond to all correspondence by the date indicated, attend scheduled program orientations and complete physical examination/post admission requirements.
- Complete any course prerequisites as indicated in the degree plans and course descriptions. All applicants must have at least a 2.0 cumulative grade point average (G.P.A.) for health careers. Please see chart on page 178 for the minimum G.P.A. requirement for your program. A minimum grade of "C" is required on ALL degree plan classes in the Health Career discipline.
- Nursing will use the TEAS test (Test of Essential Academic Skills) for qualification and ranking.

Since many of the health career programs have limited enrollment, completion of the specialized admissions requirements does not guarantee acceptance into a program. Acceptance is competitive and based on individual academic performance and current assessment testing.

See the chart on page 178 for current deadlines and special course requirements. To obtain the most recent requirements please visit a Health Career Counselor or Health Career Program Coordinator for your major.

Financial Aid and VA Provisional Admission

As per VA Federal Regulations and Financial Aid guidelines, students who are applying for ranking to Health Career and Nursing Programs under the Specialized Admissions Procedure may be accepted provisionally to a program for the sole purpose of completing academic and program degree plan courses in the current catalog. This provisional acceptance does not guarantee acceptance into the limited enrollment program courses, which require official admission to the program.



HEALTH PROGRAM CONTACT INFORMATION

Specialized Admissions Health Programs 2019-2020

DENTAL ASSISTING

Coordinator: Lourdes Garduño

Email: mgardun2@epcc.edu

915-831-4048

RG H-231

Counselor: Argelia S. Juarez

Email: aduarte8@epcc.edu

915-831-4040

RG Campus, 103 Montana Ave., 3rd Floor

DENTAL HYGIENE

Coordinator: Elia Mendez

Email: echaco20@epcc.edu

915-831-4094

RG H-226-C

Counselor: Argelia S. Juarez

Email: aduarte8@epcc.edu

915-831-4040

RG Campus, 103 Montana Ave., 3rd Floor

DIAGNOSTIC MEDICAL SONOGRAPHY

Coordinator: Nora Balderas

Email: nbalder2@epcc.edu

915-831-4141

RG H-227 or Lab H-158

Counselor: Argelia S. Juarez

Email: aduarte8@epcc.edu

915-831-4040

RG Campus, 103 Montana Ave., 3rd Floor

HEALTH INFORMATION MANAGEMENT

Coordinator: Jean Garrison

Email: jgarris2@epcc.edu

915-831-4074

RG B-307-A

Counselor: Priscilla Gutierrez

Email: pgutie21@epcc.edu

915-831-4022

RG Campus, 103 Montana Ave., 3rd Floor

MEDICAL ASSISTING TECHNOLOGY

Coordinator: Norma Ornelas

Email: nornelas@epcc.edu

915-831-4157/915-831-4505

RG B-300

Counselor: Martha Brown

Email: mgonz225@epcc.edu

915-831-4020

RG Campus, 103 Montana Ave., 3rd Floor

MEDICAL IMAGING TECHNOLOGY- RADIOGRAPHY

Coordinator: Christl Thompson

Email: cthomp27@epcc.edu

915-831-4613

RG Lab A-004

Counselor: Martha Brown

Email: mgonz225@epcc.edu

915-831-4020

RG Campus, 103 Montana Ave., 3rd Floor

MEDICAL LABORATORY TECHNOLOGY

Coordinator: Veronica Dominguez

Email: vdoming6@epcc.edu

915-831-4085

RG B-415

Counselor: Martha Brown

Email: mgonz225@epcc.edu

915-831-4020

RG Campus, 103 Montana Ave., 3rd Floor

NURSING

Coordinator: Pauline Ballesteros

Email: pballes1@epcc.edu

915-831-4093

RG A-226-B

Counselors:

Veronica Cena

Email: vcena@epcc.edu

915-831-4123

RG Campus, 103 Montana Ave., 3rd Floor

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915-831-4447

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RG Campus, 103 Montana Ave., 3rd Floor

Sandra Ornelas

Email: sornelas@epcc.edu

915-831-4608

RG Campus, 103 Montana Ave., 3rd Floor

PHARMACY TECHNOLOGY

Coordinator: Dr. Nader Rassaei

Email: nrassaei@epcc.edu

915-831-4490

RG B-308-A

Counselor: Martha Brown

Email: mgonz225@epcc.edu

915-831-4020

RG Campus, 103 Montana Ave., 3rd Floor

PHYSICAL THERAPIST ASSISTANT

Coordinator: Dr. Debra Tomacelli-Brock

Email: dtomacel@epcc.edu

915-831-4172

RG H-149

Counselor: Argelia S. Juarez

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RESPIRATORY CARE TECHNOLOGY

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RG B-216

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VOCATIONAL NURSING

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RM D-108

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RM C-154

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MDP Campus, 10700 Gateway East

RM C-149

Lupe Marshall

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MDP Campus, 10700 Gateway East

RM C-149

Non-Specialized Health Programs

BORDER HEALTH ISSUES

Coordinator: Helga Carrion

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RG A-246

Counselor: Priscilla Gutierrez

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EMERGENCY MEDICAL SERVICES

Coordinator: Tony Ayub

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MDP D-132

Counselors:

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RM C-154

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RM C-149

Lupe Marshall

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915-831-7148

MDP Campus, 10700 Gateway East

RM C-149

HEALTH INFORMATION

MANAGEMENT

MEDICAL TRANSCRIPTION

Coordinator: Jean Garrison

Email: jgarris2@epcc.edu

915-831-4074

RG 307-A

Counselor: Priscilla Gutierrez

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RG Campus, 103 Montana Ave., 3rd Floor

SPECIALIZED ADMISSIONS CHART

Health Career Disciplines	Mandatory courses	Ranking courses	Test Scores	Ranking Date	EPCC Minimum GPA
Dental Assisting (AAS and Certificate)	NONE	NONE	PTSM 350 PTSR 351 PTSW 363 PTSE 6	June 3, 2019	2.0
Dental Hygiene (AAS)	BIOL 2401 BIOL 2402	BIOL 2401 BIOL 2402 ENGL 1301	PTSM 350 PTSR 351 PTSW 363 PTSE 6	June 3, 2019	2.5
Diagnostic Medical Sonography (AAS)	NONE	BIOL 2404 ENGL 1301 HPRS 1206 PHYS 1301 and 1101	PTSM 350 PTSR 351 PTSW 363 PTSE 6	March 2, 2020	2.5
Diagnostic Medical Sonography (Certificate)	<i>Applicant must be a graduate of a two-year accredited health occupation program that is patient-care related.</i>	NONE	PTSM 350 PTSR 365 PTSW 365 PTSE 6	March 2, 2020	2.5
Health Information Management (AAS) Medical Coding & Billing (Certificate)	HPRS 1206	BIOL 2404 HPRS 1206	PTSM 350 PTSR 351 PTSW 363 PTSE 6	June 3, 2019	2.5
Medical Assisting Technology (AAS and Certificates)	NONE	NONE	PTSM 350 PTSR 351 PTSW 350 PTSE 4	June 3, 2019 and November 6, 2019	2.0
Medical Imaging Technology- Radiography (AAS)	RADR 1317	BIOL 2404 RADR 1317	PTSM 360 PTSR 365 PTSW 365 PTSE 6	June 3, 2019	3.0
Medical Laboratory Technology (AAS)	BIOL 2401 BIOL 2402	BIOL 2401 BIOL 2402	PTSM 350 PTSR 351 PTSW 363 PTSE 6	June 3, 2019	2.0
Nursing (AAS)	BIOL 2401 BIOL 2402 MATH 1314, 1324 or 1342 RNSG 1301	BIOL 2401 BIOL 2402 RNSG 1301	PTNC 0570	June 3, 2019 and October 1, 2019	2.5
Pharmacy Technology (AAS and Certificate)	<i>Post Requirement: TSBP Registration: Students are required to register with Texas State Board of Pharmacy prior to clinical training.</i>	NONE	PTSM 350 PTSR 351 PTSW 350 PTSE 4	June 3, 2019 and November 6, 2019	2.0
Physical Therapist Assistant (AAS)	BIOL 2401 BIOL 2402 PTHA 1309	BIOL 2401 BIOL 2402 PTHA 1309	PTSM 355 PTSR 356 PTSW 363 PTSE 6	June 3, 2019	3.0
Respiratory Care Technology (AAS)	NONE	BIOL 2404 RSPT 2317 RSPT 1329	PTSM 350 PTSR 351 PTSW 363 PTSE 6	June 3, 2019	2.5
Surgical Technology (AAS)	BIOL 2401 BIOL 2402 BIOL 2420 HPRS 1206	BIOL 2401 BIOL 2402 BIOL 2420 ENGL 1301 ENGL 2341 HPRS 1206 PSYC 2301 SPCH 1315	PTSM 350 PTSR 351 PTSW 363 PTSE 6	March 2, 2020	2.7
Vocational Nursing (Certificate)	BIOL 2401 BIOL 2402 MATH 1314, 1324 or 1342 RNSG 1301	BIOL 2401 BIOL 2402 RNSG 1301	PTNC 0570	June 3, 2019 and October 1, 2019	2.5

Non Specialized Admission Programs

Border Health Issues, Emergency Medical Services, Health Information Management-Medical Transcription

Border Health Issues-C3-HLTH**Enhanced Skills Certificate of Completion**

This one-semester classroom and clinical education program prepares individuals from a variety of health occupations and educational programs to work as members of a multidisciplinary team to meet the health care needs of the U.S./Mexico border community. Completion of this course of study awards an Enhanced Skills Certificate of Completion to individuals who are pursuing, or have completed a health care degree from an accredited institution of higher learning. For Tech-Prep articulated students, this certificate is designed to augment their basic program of study. Transferability of the Enhanced Skills Certificate of Completion courses to a college or university is subject to the approval of the receiving institution.

This program is not under specialized admissions. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner. Students may enroll in selected courses prior to completion of an Associate of Applied Science Degree in a Health Career.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- None at this time.

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring, or the prefix of another health-related discipline.

First Semester	Credit Hours
HPRS 1191 Special Topics in Health Professions and Related Sciences, Other	1
HPRS 1201 Introduction to Health Professions	2
HPRS 1202 Wellness and Health Promotion	2
HPRS 1205 Essentials of Medical Law/Ethics for Health Professionals	2
HPRS 1206 Essentials of Medical Terminology	2
HECO 1322 Nutrition and Diet Therapy or	
HPRS 2300 Pharmacology for Health Professions or	
HPRS 2301 Pathophysiology or	
HPRS 2332 Health Care Communications	<u>3</u>
	12
TOTAL CREDIT HOURS	12

DENTAL ASSISTING-AAS-DNTA**Associate of Applied Science Degree**

This articulated classroom and clinical education program prepares individuals with the knowledge, skills, and techniques to become a vital member of the dental health care team. Students accepted into the Dental Assisting Program attend specialized classes in dental assisting, as well as classes in biological sciences, communication, dental management, and dental sciences. Clinical applications are gained within the educational facility and through community experience under the supervision of the faculty or dentist. Students may enter the program with articulated credit from high school.

- The capstone experience for the AAS Degree is Dental Assisting National Board Exam (DANB) and appropriate State Exams.
- Non-Traditional Credit may be available. Students applying for entry under the Non-Traditional Credit process for DNTA to DHYG or DHYG to DNTA must meet specialized admissions requirements and ranking.
- The Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR - American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- Evidence of Health Care Insurance may be required
- Professional Practice Insurance
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing

prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:

- a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

First Year

First Semester		Credit Hours
DNTA 1245	Preventive Dentistry	2
DNTA 1301	Dental Materials	3
DNTA 1305	Dental Radiology	3
DNTA 1311	Dental Science	3
DNTA 1315	Chairside Assisting	3
DNTA 1353	Dental Assisting Applications	3
		<u>17</u>

Second Semester		Credit Hours
DNTA 1202	Communication and Behavior in the Dental Office	2
DNTA 1447	Advanced Dental Science	4
DNTA 2252	Advanced Dental Radiology	2
DNTA 2350	Advanced Dental Assisting Applications	3
DNTA 2360	Clinical-Dental Assisting/Assistant I	3
		<u>14</u>

Summer Session		Credit Hours
DNTA 1251	Dental Office Management	2
DNTA 2230	Seminar for the Dental Assistant	2
DNTA 2363	Clinical-Dental Assisting/Assistant II	3
ENGL 1301	Expository English Composition (C)	3
		<u>10</u>

Second Year

First Semester		Credit Hours
BIOL 1306 (MNS)	General Biology- Science Majors I (C) and BIOL 1106 (MNS) General Biology-Science Majors Laboratory I or	
BIOL 1308 (MNS)	Introductory Biology (C) and	3
BIOL 1108 (MNS)	Introductory Biology Laboratory	1
COSC 1301	Introduction to Computing or	
ITSC 1301	Introduction to Computers	3
(MNS)	Mathematics Elective (C)	3
		<u>10</u>

Second Semester		Credit Hours
(HFA)	Humanities or Fine Arts Elective (C)	3
(SBS)	Social and Behavioral Sciences Elective	3
	Speech Communication Elective	3
		<u>9</u>

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ENGL 2341, 2322, 2323, PHIL 1301, or 2306.

Social and Behavioral Sciences Elective: PSYC 2301, 2314, or 2316.

Dental Assisting-C2-DNTC

Certificate of Completion

This articulated classroom and clinical education program prepares individuals with the knowledge, skills, and techniques to become a vital member of the dental health care team. Students accepted into the Dental Assisting Program attend specialized classes in dental assisting, as well as classes in biological sciences, communication, dental management, and dental sciences. Clinical applications are gained within the educational facility and through community experience under the supervision of the faculty or dentist. Students may enter the program with articulated credit from high school.

- The capstone course for the Certificate of Completion is DNTA 2363, Clinical-Dental Assisting/Assistant II, Dental Assisting National Board Exam (DANB) and appropriate State Exams.
- Non-Traditional Credit may be available. Students applying for entry under the Non-Traditional Credit process for DNTA to DHYG or DHYG to DNTA must meet specialized admissions requirements and ranking.
- The Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
 - CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
 - Community Wide Orientation (conducted online)
 - Evidence of Health Care Insurance may be required
 - Professional Practice Insurance
 - HIPAA Training (conducted online)
 - POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
 - Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
1. Individuals who previously tested negative, have never

tested, or are not sure if previously tested:

- a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
 - Current Physical Examination
 - Physical Technical Standard Form
 - Program Orientation
 - Specialized Equipment and/or Lab Supplies
 - Substance Abuse Screening
 - Uniforms
 - Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

First Semester		Credit Hours
DNTA 1245	Preventive Dentistry	2
DNTA 1301	Dental Materials	3
DNTA 1305	Dental Radiology	3
DNTA 1311	Dental Science	3
DNTA 1315	Chairside Assisting	3
DNTA 1353	Dental Assisting Applications	3
		17

Second Semester		Credit Hours
DNTA 1202	Communication and Behavior in the Dental Office	2
DNTA 1447	Advanced Dental Science	4
DNTA 2252	Advanced Dental Radiology	2
DNTA 2350	Advanced Dental Assisting Applications	3
DNTA 2360	Clinical-Dental Assisting/Assistant I	3
		14

Summer Session		Credit Hours
DNTA 1251	Dental Office Management	2
DNTA 2230	Seminar for the Dental Assistant	2
DNTA 2363	Clinical-Dental Assisting/Assistant II	3
ENGL 1301	Expository English Composition (C)	3
		10

TOTAL CREDIT HOURS 41

DENTAL HYGIENE-AAS-DHYG

Associate of Applied Science Degree

The Dental Hygiene Program is two-calendar years in length with a limited enrollment. Students accepted into the Dental Hygiene Program attend classes in biological and dental science, as well as specialized courses in Dental Hygiene. This knowledge is then applied in the dental hygiene clinic where the student performs dental hygiene services. All clinical education is supervised by the Dental Hygiene faculty.

- The capstone experience for the AAS Degree is DHYG 2363, Clinical-Dental Hygiene/Hygienist IV, National Board and appropriate Clinical Regional and/or State Exams.
- Non-Traditional Credit may be available. Students applying for entry under any Non-Traditional Credit for DNTA to DHYG or DHYG to DNTA must meet specialized admissions requirements and ranking.
- Students who successfully complete the program will be eligible to take the National Board and State and Regional Board Examinations for licensure as a Registered Dental Hygienist.
- The Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- Professional Practice Insurance
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
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 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

Prerequisite Semester **Credit Hours**

BIOL 2401 (MNS)	Anatomy and Physiology I	4
BIOL 2402 (MNS)	Anatomy and Physiology II	4
CHEM 1306 (MNS)	Health Science Chemistry I (C)	3
CHEM 1106 (MNS)	Health Science Chemistry Laboratory I	<u>1</u>
		12

First Year

First Semester **Credit Hours**

DHYG 1103	Preventive Dental Hygiene I	1
DHYG 1201	Orofacial Anatomy, Histology and Embryology	2
DHYG 1219	Dental Materials	2
DHYG 1239	General and Oral Pathology	2
DHYG 1304	Dental Radiology	3
DHYG 1431	Preclinical Dental Hygiene	4
		<u>14</u>

Second Semester **Credit Hours**

BIOL 2420	Microorganisms and Disease or	
BIOL 2421	General Microbiology	4
DHYG 1211	Periodontology	2
DHYG 1235	Pharmacology for the Dental Hygienist	2
DHYG 1261	Clinical-Dental Hygiene/Hygienist I	2
DHYG 2201	Dental Hygiene Care I	2
		<u>12</u>

Summer Session **Credit Hours**

DHYG 2161	Clinical-Dental Hygiene/Hygienist II	1
ENGL 1301	Expository English Composition (C)	3
PSYC 2301 (SBS)	Introduction to Psychology (C) or	
PSYC 2314 (SBS)	Human Growth and Development (C)	3
		<u>7</u>

Second Year

First Semester **Credit Hours**

DHYG 1207	General and Dental Nutrition	2
DHYG 1215	Community Dentistry	2
DHYG 2231	Dental Hygiene Care II	2
DHYG 2262	Clinical-Dental Hygiene/Hygienist III	2
PHIL 2306 (HFA)	Ethics (C)	<u>3</u>
		11

Second Semester **Credit Hours**

DHYG 2102	Applied Community Dentistry	1
DHYG 2253	Dental Hygiene Practice	2
DHYG 2363	Clinical-Dental Hygiene/Hygienist IV	3
SOCI 1301 (SBS)	Introductory Sociology (C) or	
SOCI 1306 (SBS)	Social Problems	3
SPCH 1315	Fundamentals of Effective Speech (C) or	
SPCH 1318	Interpersonal Communication or	
SPCH 1321	Organizational and Professional Communication (C)	<u>3</u>
		12

TOTAL CREDIT HOURS **68**

DIAGNOSTIC MEDICAL SONOGRAPHY-AAS-DMSO

Associate of Applied Science Degree

The Diagnostic Medical Sonography Program prepares individuals for a career in Diagnostic Ultrasound. This program provides students with the knowledge and skills necessary to perform complex diagnostic ultrasound procedures using high frequency sound waves in the category of the abdomen, small parts, neurosonology, obstetrics, and gynecology. Students are highly recommended to have completed BIOL 2404. For more information, please visit the Diagnostic Medical Sonography webpage at <https://www.epcc.edu/Academics/Health/diagnostic-medical-sonography>

- The capstone course for the AAS Degree is DMSO 2366, Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III.
- DMSO 1242, Intermediate Ultrasound Physics has an Allied Health Testing Fee of \$40.
- DMSO 1441, Abdominopelvic Sonography has an Allied Health Testing Fee of \$40.
- DMSO 2405, Sonography of Obstetrics/Gynecology has an Allied Health Testing Fee of \$40.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirement for graduation, students who successfully complete the program will be eligible for the registry examination for certification by the American Registry of Diagnostic Medical Sonographers (ARDMS).
- The AAS in Diagnostic Medical Sonography programs is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727.210.2350; www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDSM), (6021 University Boulevard, Suite 500, Ellicott City, MD 21043; 443-973-3251; www.jrcdms.org)
- Medical Advisor: Dr. Benjamin Y. Wang.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is March 2. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 - Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 - TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration

Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

Prerequisite Semester **Credit Hours**

BIOL 2404	Introduction to Anatomy and Physiology	4
ENGL 1301	Expository English Composition (C)	3
MATH 1314 (MNS)	Precalculus I College Algebra and Geometry (C)	3
PHYS 1301 (MNS)	General Physics I (C)	3
PHYS 1101 (MNS)	General Physics Laboratory I	1
		14

Summer Session **Credit Hours**

DMSO 1210	Introduction to Sonography	2
HPRS 1206	Essentials of Medical Terminology	2
		4

First Year

First Semester **Credit Hours**

DMSO 1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
DMSO 2405	Sonography of Obstetrics/Gynecology	4
		6

Second Semester		Credit Hours
DMSO 1302	Basic Ultrasound Physics	3
DMSO 1441	Abdominopelvic Sonography	4
DMSO 1460	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	4
		11

Summer Session		Credit Hours
DMSO 1242	Intermediate Ultrasound Physics	2
DMSO 2266	Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
DSVT 1200	Principles of Vascular Technology	2
PSYC 2301 (SBS)	Introduction to Psychology (C)	3
		9

Second Year

First Semester		Credit Hours
DMSO 1355	Sonographic Pathophysiology	3
DMSO 2351	Doppler Physics	3
DMSO 2353	Sonography of Superficial Structures	3
DMSO 2367	Practicum (or Field Experience)- Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	3
		12

Second Semester		Credit Hours
DMSO 2345	Advanced Sonography Practices	3
DMSO 2366	Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III	3
PHIL 2306 (HFA)	Ethics (C)	3
		9

TOTAL CREDIT HOURS 65

Diagnostic Medical Sonography-C4-DMSC

Advanced Technical Certificate of Completion

The 18-month Diagnostic Medical Sonography Advanced Technical Certificate of Completion (ATC) Program is a discipline of study for graduates of a two-year accredited health occupation program that is patient-care related. This program provides the student with the knowledge and skills necessary to perform complex diagnostic ultrasound procedures using high frequency sound waves in the category of abdomen, small parts, neurosonology, obstetrics, and gynecology. The program curriculum includes ultrasound physics and instrumentation, cross-sectional anatomy and pathology, ultrasound quality control, ultrasound case studies, and administrative procedures. Students are highly recommended to have completed BIOL 2404, ENGL 1301, MATH 1314, PHYS 1301, and PHYS 1101. For more information, please visit the Diagnostic Medical Sonography webpage at <https://www.epcc.edu/Academics/Health/diagnostic-medical-sonography>

- The capstone course for the Certificate of Completion is DMSO 2366, Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III.

- DMSO 1242, Intermediate Ultrasound Physics has an Allied Health Testing Fee of \$40.
- DMSO 1441, Abdominopelvic Sonography has an Allied Health Testing Fee of \$40.
- DMSO 2405, Sonography of Obstetrics/Gynecology has an Allied Health Testing Fee of \$40.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirement for graduation, students who successfully complete the program will be eligible for the registry examination for certification by the American Registry of Diagnostic Medical Sonographers (ARDMS).
- The certificate in Diagnostic Medical Sonography programs is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158. Clearwater, FL 33763; 727.210.2350; www.caahep.org upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCdms), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; 443-973-3251; www.jrcdms.org.
- Medical Advisor: Dr. Benjamin Y. Wang.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is March 2. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (online)
- HIPAA Training (online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 - Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - Initial TB Skin Test (TST) administered and read 48-72 hours later.

- ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
- iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Summer Session</u>		<u>Credit Hours</u>
DMSO 1210	Introduction to Sonography	2
DMSO 1260	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
HPRS 1206	Essentials of Medical Terminology	<u>2</u>
		6

First Year

<u>First Semester</u>		<u>Credit Hours</u>
DMSO 1302	Basic Ultrasound Physics	3
DMSO 1460	Clinical-Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	4
DMSO 2405	Sonography of Obstetrics/Gynecology	<u>4</u>
		11

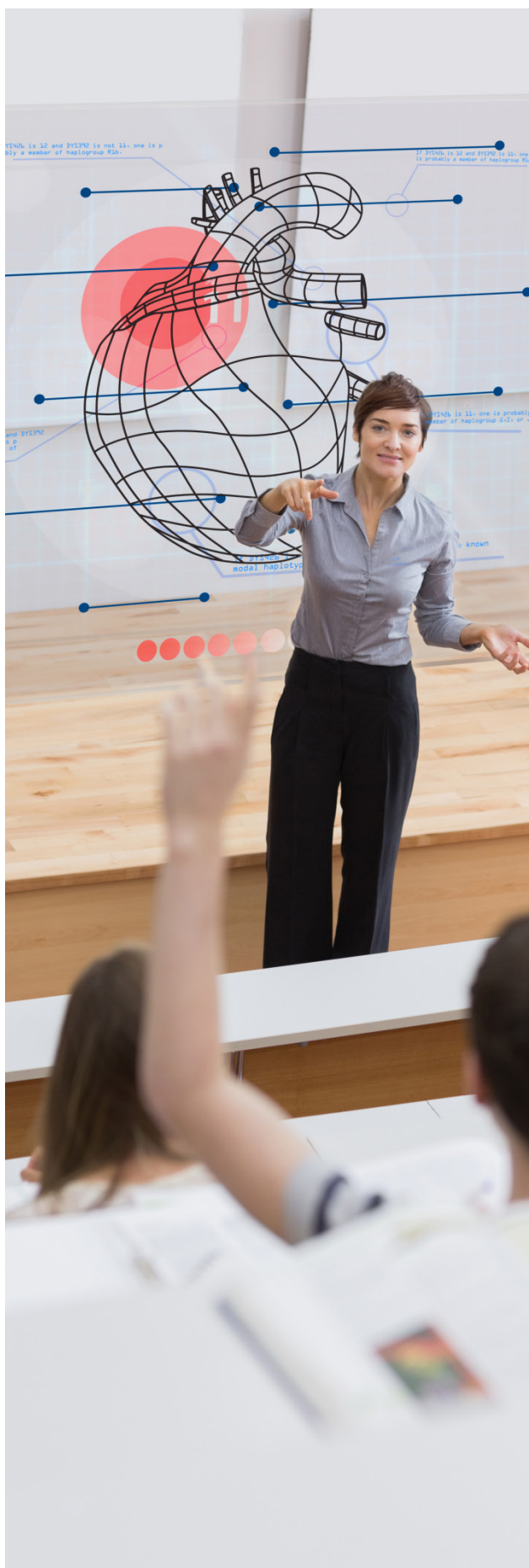
<u>Second Semester</u>		<u>Credit Hours</u>
DMSO 1242	Intermediate Ultrasound Physics	2
DMSO 1441	Abdominopelvic Sonography	4
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician II	<u>3</u>
		9

<u>Summer Session</u>		<u>Credit Hours</u>
DMSO 2266	Practicum (or Field Experience) - Diagnostic Medical Sonography/Sonographer and Ultrasound Technician I	2
DMSO 2351	Doppler Physics	3
DSVT 1200	Principles of Vascular Technology	<u>2</u>
		7

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
DMSO 1355	Sonographic Pathophysiology	3
DMSO 2345	Advanced Sonography Practices	3
DMSO 2353	Sonography of Superficial Structures	3
DMSO 2366	Practicum (or Field Experience) – Diagnostic Medical Sonography/Sonographer and Ultrasound Technician III	<u>3</u>
		12

TOTAL CREDIT HOURS 45



EMERGENCY MEDICAL SERVICES- AAS-EMSP

Paramedic

Associate of Applied Science Degree

This articulated classroom, clinical and field experience education program prepares the individual for a career in out-of-hospital emergency medical care. EMS Personnel, through performance of patient assessments and initial treatment of medical emergencies of the acutely ill or injured, work to prevent and reduce mortality and morbidity. EMS Personnel are primarily employed by licensed private and municipal providers (ambulance services), fire departments, industrial safety departments, recreational facilities (theme parks), and hospitals. Employment is also found in EMS management, education, and EMS marketing/sales, the military and governing/accrediting agencies. Graduates may then transfer to a university to complete a Bachelor of Science in EMS or in Allied Health. This Emergency Medical Services Program provides training at three progressive levels: EMS-EMT, Advanced EMT, and EMS-Paramedic. Admission to the College does not guarantee admission to the program. Enrollment is limited.

- The capstone course for the AAS Degree is EMSP 2143, Assessment Based Management.
- Non-Traditional Credit may be available.
- To prepare competent entry-level Certificate of Completion Paramedics and/or Associate of Applied Science Degree-Paramedics, in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point for Advanced Emergency Medical Technician (AEMT) Certificate of Completion. Students entering the Paramedic program must possess a current Emergency Medical Technician (EMT) certification/registration.
- Upon completion of the requirements for graduation, the graduates are eligible to take both the State and National Registry Examinations for Emergency Medical Technician-Paramedic.
- The Program is approved by the Texas Department of State Health Services, Division of Emergency Management.
- The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).
- Medical Advisors: Juan Fitz, M.D.; Russell Baker, M.D.; Jose Crespo, M.D.

It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
Highly recommended to have the Background Clearance, CPR, Required Immunizations and Titers, and Physical Examination completed before starting program
- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline,

he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:

a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).

- Initial TB Skin Test (TST) administered and read 48-72 hours later.
- If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.

iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, Enhanced Skills Certificates of Completion in Community Paramedic or Critical Care/Flight Paramedic are available.

<u>Prerequisite Semester</u>	<u>Credit Hours</u>
BIOL 2401 (MNS) Anatomy and Physiology I	4
EMSP 1160 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I	1
EMSP 1501 Emergency Medical Technician	<u>5</u>
	10

First Year

<u>First Semester</u>	<u>Credit Hours</u>
BIOL 2402 (MNS) Anatomy and Physiology II	4
EMSP 1161 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) II	1
EMSP 1356 Patient Assessment and Airway Management	3
EMSP 1438 Introduction to Advanced Practice	4
ENGL 1301 Expository English Composition (C)	<u>3</u>
	15

<u>Second Semester</u>		<u>Credit Hours</u>
EMSP 1162	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) III	1
EMSP 1355	Trauma Management	3
EMSP 2305	EMS Operations	3
FIRS 1103	Firefighter Agility and Fitness Preparation or	
KINE 11xx	Physical Activity Course (1100 Series)	1
	(HFA) Humanities or Fine Arts Elective (C)	$\frac{3}{11}$
<u>Summer Session</u>		<u>Credit Hours</u>
EMSP 2444	Cardiology	4
EMSP 2306	Emergency Pharmacology or	
RNSG 1301	Pharmacology	$\frac{3}{7}$

<u>Second Year</u>		<u>Credit Hours</u>
<u>First Semester</u>		<u>Credit Hours</u>
EMSP 2160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) IV	1
EMSP 2430	Special Populations	4
EMSP 2534	Medical Emergencies	5
PSYC 2301 (SBS)	Introduction to Psychology (C) or	
PSYC 2314 (SBS)	Human Growth and Development (C)	$\frac{3}{13}$

<u>Second Semester</u>		<u>Credit Hours</u>
EMSP 2143	Assessment Based Management	1
EMSP 2266	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	2
	Open Elective	$\frac{1}{4}$
TOTAL CREDIT HOURS		60

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, 2341, PHIL 1301, or 2306.

Open Elective: Complete any EPCC college-level course, EMSP 1147, or 2135.

Emergency Medical Services-C2-EMSC

Paramedic

Certificate of Completion

This articulated classroom, clinical and field experience education program prepares the individual for a career in out-of-hospital emergency medical care. EMS Personnel, through performance of patient assessments and initial treatment of medical emergencies of the acutely ill or injured, work to prevent and reduce mortality and morbidity. EMS Personnel are primarily employed by licensed private and municipal providers (ambulance services), fire departments, industrial safety departments, recreational facilities (theme parks), and hospitals. Employment is also found in EMS management, education, and EMS marketing/sales, the military and governing/accrediting agencies. Graduates may then transfer to a university to complete a Bachelor of Science in EMS or in Allied Health. This Emergency Medical Services Program provides training at three progressive levels: EMS-EMT, Advanced EMT, and EMS-Paramedic. Admission to the College does not guarantee admission to the program. Enrollment is limited.

- The capstone course for the Certificate of Completion is EMSP 2143, Assessment Based Management.
- Non-Traditional Credit may be available.
- To prepare competent entry-level Certificate of Completion Paramedics and/or Associate of Applied Science Degree Paramedics, in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point for Advanced Emergency Medical Technician (AEMT) Certificate Completion. Students entering the Paramedic program must possess a current Emergency Medical Technician (EMT) certification/registration.
- Upon completion of the requirements for graduation, the graduates are eligible to take both the State and National Registry Examinations for Emergency Medical Technician-Paramedic.
- The Program is approved by the Texas Department of State Health Services, Division of Emergency Management.
- The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).
- Medical Advisors: Juan Fitz, M.D.; Russell Baker, M.D.; Jose Crespo, M.D.

It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
Highly recommended to have the Background Clearance,

CPR, Required Immunizations and Titers, and Physical Examination completed before starting program

- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
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 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
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 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
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 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student’s expense

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Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Prerequisite Semester</u>	<u>Credit Hours</u>
EMSP 1160 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I	1
EMSP 1501 Emergency Medical Technician	$\frac{5}{6}$

<u>First Year</u>	
<u>First Semester</u>	<u>Credit Hours</u>
EMSP 1161 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) II	1
EMSP 1356 Patient Assessment and Airway Management	3
EMSP 1438 Introduction to Advanced Practice	$\frac{4}{8}$

<u>Second Semester</u>	
<u>Second Semester</u>	<u>Credit Hours</u>
EMSP 1162 Clinical-Emergency Medical Technology/Technician (EMT Paramedic) III	1
EMSP 1355 Trauma Management	3
EMSP 2305 EMS Operations	$\frac{3}{7}$

Summer Session		Credit Hours
EMSP 2444	Cardiology	4
EMSP 2306	Emergency Pharmacology or	
RNSG 1301	Pharmacology	$\frac{3}{7}$
Second Year		
First Semester		Credit Hours
EMSP 2160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) IV	1
EMSP 2430	Special Populations	4
EMSP 2534	Medical Emergencies	$\frac{5}{10}$
Second Semester		Credit Hours
EMSP 2143	Assessment Based Management	1
EMSP 2266	Practicum (or Field Experience) - Emergency Medical Technology/ Technician (EMT Paramedic)	$\frac{2}{3}$
TOTAL CREDIT HOURS		41

Emergency Medical Services- C1-EMTC

Emergency Medical Technician (EMT) Certificate of Completion

This articulated classroom, clinical and field experience education program prepares the individual for a career in out-of-hospital emergency medical care. EMS Personnel, through performance of patient assessments and initial treatment of medical emergencies of the acutely ill or injured, work to prevent and reduce mortality and morbidity. EMS Personnel are primarily employed by licensed private and municipal providers (ambulance services), fire departments, industrial safety departments, recreational facilities (theme parks), and hospitals. Employment is also found in EMS management, education, and EMS marketing/sales, the military and governing/accrediting agencies. Graduates may then transfer to a university to complete a Bachelor of Science in EMS or in Allied Health. This Emergency Medical Services Program provides training at three progressive levels: EMS-EMT, Advanced EMT, and EMS-Paramedic. Admission to the College does not guarantee admission to the program. Enrollment is limited.

- The capstone course for the Certificate of Completion is EMSP 1501, Emergency Medical Technician.
- Non-Traditional Credit may be available.
- To prepare competent entry-level Certificate of Completion Paramedics and/or Associate of Applied Science Degree Paramedics, in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point for Advanced Emergency Medical Technician (AEMT) Certificate Completion. Students entering the Paramedic program must possess a current Emergency Medical Technician (EMT) certification/registration.
- Upon completion of the requirements for graduation, students who successfully complete the Program will be eligible to take the National Registry Examinations for Emergency Medical Technician-Basic.
- The Program is approved by the Texas Department of State Health Services, Division of Emergency Management.
- The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).
- Medical Advisors: Juan Fitz, M.D.; Russell Baker, M.D.; Jose Crespo, M.D.

It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
Highly recommended to have the Background Clearance, CPR, Required Immunizations and Titters, and Physical Examination completed before starting program
- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the

understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>First Semester</u>	<u>Credit Hours</u>
BIOL 2401	Anatomy and Physiology I 4
EMSP 1160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I 1
EMSP 1501	Emergency Medical Technician 5
ENGL 1301	Expository English Composition (C) 3
FIRS 1103	Firefighter Agility and Fitness Preparation or
KINE 11xx	Physical Activity Course (1100 Series) 1
PSYC 2301	Introduction to Psychology (C) or
PSYC 2314	Human Growth and Development (C) 3
	17
TOTAL CREDIT HOURS	17

Emergency Medical Services- C2-EMAD

Advanced EMT

Certificate of Completion

This articulated classroom, clinical and field experience education program prepares the individual for a career in out-of-hospital emergency medical care. EMS Personnel, through performance of patient assessments and initial treatment of medical emergencies of the acutely ill or injured, work to prevent and reduce mortality and morbidity. EMS Personnel are primarily employed by licensed private and municipal providers (ambulance services), fire departments, industrial safety departments, recreational facilities (theme parks), and hospitals. Employment is also found in EMS management, education, and EMS marketing/sales, the military and governing/accrediting agencies. This Emergency Medical Services Program provides training at three progressive levels: EMS-EMT, Advanced EMT, and EMS-Paramedic. Admission to the College does not guarantee admission to the program. Enrollment is limited.

- The capstone course for the Certificate of Completion for the Advanced EMT is EMSP 2305, EMS Operations.
- Non-Traditional Credit may be available.
- To prepare competent entry-level Certificate of Completion Paramedics and/or Associate of Applied Science Degree-Paramedics, in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point for Advanced Emergency Medical Technician (AEMT) Certificate Completion. Students entering the Paramedic program must possess a current Emergency Medical Technician (EMT) certification/registration.
- Upon completion of the requirements for graduation, students who successfully complete the Program will be eligible to take the National Registry Examinations for Emergency Medical Technician-Intermediate. Graduates may then transfer to a university to complete a Bachelor of Science in EMS or in Allied Health.
- The Program is approved by Texas Department of State Health Services, Division of Emergency Management.
- The Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).
- Medical Advisors: Juan Fitz, M.D.; Russell Baker, M.D.; Jose Crespo, M.D.

It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
 - Highly recommended to have the Background Clearance, CPR, Required Immunizations and Titers, and Physical Examination completed before starting program**
- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

Summer Session		Credit Hours
BIOL 2401	Anatomy and Physiology I	4
EMSP 1160	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) I	1
EMSP 1501	Emergency Medical Technician	5
		<u>10</u>

First Year		Credit Hours
First Semester		Credit Hours
BIOL 2402	Anatomy and Physiology II	4
EMSP 1161	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) II	1
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1438	Introduction to Advanced Practice Humanities or Fine Arts Elective	4
		<u>3</u>
		<u>15</u>

Second Semester		Credit Hours
EMSP 1162	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) III	1
EMSP 1355	Trauma Management	3
EMSP 2305	EMS Operations	3
	Open Elective	1
		<u>8</u>

TOTAL CREDIT HOURS **33**

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, 2341, PHIL 1301, or 2306.

Open Elective: Complete any college-level EPCC course, EMSP 1147, or 2135.



Emergency Medical Services- C3-EMCP

Community Paramedic

Enhanced Skills Certificate of Completion

This one semester classroom and clinical education program provides education and training for those paramedics who respond to specific health needs in the community. The community paramedics program will prepare students for roles in outreach, wellness, health screening assessments, health teaching, providing immunizations, wound care, recognition of mental health issues, disease management, etc.

Community paramedics function as physician extenders in providing care to patients, immigrants, impoverished families and patients with overall poor health.

Community paramedics assist with minor and chronic health problems in the patient's home, rather than routinely driving patients to a hospital emergency room. Therefore, reducing readmissions and preventing unnecessary ambulance transports.

An Enhanced Skills Certificate (CERT3) is an optional certificate associated with an AAS degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree. ESCs are awarded concurrently with a degree but may not be considered to be an intrinsic part of the degree.

Transferability of the Enhanced Skills Certificate of Completion courses to a college or university is subject to the approval of the receiving institution.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

This program is not under specialized admissions. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner. Students may enroll in selected courses prior to completion of an Associate of Applied Science Degree in Emergency Medical Services-Paramedic.

- Non-Traditional Credit may be available. Students applying for entry under any Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Courses may be completed as co-requisites within the same semester or HPRS 2301 and HPRS 1202 may be completed as prerequisites to EMSP 1471 and EMSP 1163.
- Upon completion of the requirements for graduation, the graduates are eligible for exam. Exam by International Board for Specialty Certification (IBSC), CP-C Examination (Certified Community Paramedics).
- PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Tony Ayub; EMSP Program Coordinator, MDP Campus, room D-132 - Telephone (915) 831-7079 or (915) 831-7070.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
 - Highly recommended to have the Background Clearance, CPR, Required Immunizations and Titters, and Physical Examination completed before starting program**
- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

First Semester	Credit Hours
EMSP 1163	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) 1
EMSP 1471	Community Paramedic 4
HPRS 1202	Wellness and Health Promotion 2
HPRS 2301	Pathophysiology 3
	10

Emergency Medical Services-C3-EMFP

Critical Care/Flight Paramedic Enhanced Skills Certificate of Completion

This one semester classroom and clinical education program provides education and training for those paramedics who function as members of a critical care transport team.

Transferability of the Enhanced Skills Certificate of Completion courses to a college or university is subject to the approval of the receiving institution.

An Enhanced Skills Certificate (CERT3) is an optional certificate associated with an AAS degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree. ESCs are awarded concurrently with a degree but may not be considered to be an intrinsic part of the degree.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

This program is not under specialized admissions. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner. Students may enroll in selected courses prior to completion of an Associate of Applied Science Degree in Emergency Medical Services-Paramedic.

- Non-Traditional Credit may be available. Students applying for entry under any Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Courses may be completed as co-requisites within the same semester, or HPRS 2301 may be completed as a prerequisite to EMSP 2458 and EMSP 2163.
- Upon completion of the requirements for graduation, the graduates are eligible for exam. Exam by: International Board for Specialty Certification (IBSC). Certified Flight Paramedic (FP-C) and Certified Critical Care Paramedic (CCP-C).
- PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Tony Ayub/EMSP Program Coordinator, MDP Campus, room D-132 - Telephone (915) 831- 7079 and (915) 831-7070.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
Highly recommended to have the Background Clearance, CPR, Required Immunizations and Titers, and Physical Examination completed before starting program
- Substance Abuse Screening
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the under-

standing that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR Certification card must not be older than one-year until end of semester.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Uniforms
- Specialized Equipment and/or Lab Supplies
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

First Semester	Credit Hours
EMSP 2163	Clinical-Emergency Medical Technology/Technician (EMT Paramedic) 1
EMSP 2458	Critical Care Paramedic 4
HPRS 2301	Pathophysiology <u>3</u>
	8

HEALTH INFORMATION MANAGEMENT-AAS-HIMA

Associate of Applied Science Degree

The Health Information Technician is the professional responsible for maintaining components of health information systems consistent with medical, administrative, ethical, legal, accreditation, and regulatory requirements. In all types of facilities, the Health Information Technician possesses the knowledge and skills necessary to process, maintain, compile, and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment, and research; to abstract and code clinical data; and to analyze health records. The Health Information Technician may be responsible for functional supervision.

- The capstone course for the AAS Degree is HITT 2266, Practicum-Health Information/Medical Records Technology/Technician I.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Successful completion of this Program allows graduates to sit for the Registered Health Information Technician (RHIT) Examination.
- The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).
- Upon completion of the requirements for graduation, the graduates are eligible for the Registered Health Information Technician (RHIT) Examination.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student’s responsibility

to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- Program Orientation

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- Evidence of Health Care Insurance may be required
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin result.
 - Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 - TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration

Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Physical Examination
- Professional Practice Insurance
- Physical Technical Standard Form
- Substance Abuse Screening
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

<u>Prerequisite Semester</u>		<u>Credit Hours</u>
BIOL 2404 (MNS)	Introduction to Anatomy and Physiology	4
HITT 2471	Pharmacology and Pathophysiology	4
HPRS 1206	Essentials of Medical Terminology	<u>2</u>
		10

First Year

<u>First Semester</u>		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
HITT 1301	Health Data Content and Structure	3
HITT 1311	Health Information Systems	3
HITT 1345	Health Care Delivery Systems	<u>3</u>
		12

<u>Second Semester</u>		<u>Credit Hours</u>
HITT 1260	Clinical-Health Information/Medical Records Technology/Technician I	2
HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
(SBS)	Social and Behavioral Sciences Elective	<u>3</u>
		11

<u>Summer Session</u>		<u>Credit Hours</u>
HITT 1342	Ambulatory Coding	3
	Open Elective	<u>3</u>
		6

Second Year

First Semester **Credit Hours**

ENGL 2341 (HFA) Introduction to Literature or		
PHIL 2306 (HFA) Ethics (C)		3
HITT 2260 Clinical-Health Information/Medical Records Technology/Technician II		2
HITT 2335 Coding and Reimbursement Methodologies		3
HITT 2346 Advanced Medical Coding		<u>3</u>
		11

Second Semester **Credit Hours**

HITT 2149 RHIT Competency Review		1
HITT 2266 Practicum (or Field Experience)-Health Information/Medical Records Technology/Technician I		2
HITT 2339 Health Information Organization and Supervision		3
HITT 2443 Quality Assessment and Performance Improvement		<u>4</u>
		10

TOTAL CREDIT HOURS **60**

Social and Behavioral Sciences Elective: GOVT 2305, 2306, PSYC 2301, 2315, SOCI 1301, or 1306.

Open Elective: SPCH 1321 (preferred) or complete any academic course. See Course Description section for courses with a Texas symbol.

Health Information Management-C2-HIMC

Medical Coding and Billing Certificate Certificate of Completion

Medical Coding and Billing is the transformation of verbal descriptions of diseases, injuries, and procedures into alphanumeric designations. Originally, coding was performed to classify mortality (cause of death) data on death certificates. However, in the United States, coding has also been used to classify morbidity (disease) and procedural data. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Today, there are many demands for accurately coded data from the medical record in all types of health care institutions. In addition to their use on claims for reimbursement, codes are included on data sets used to evaluate the processes and outcomes of health care. Coded data are also used internally by institutions for quality management activities, case-mix management, planning, marketing, and other administrative and research activities.

- The capstone course for the Certificate of Completion is HITT 1267, Practicum (or Field Experience)-Health Information/Medical Records Technology/Technician II.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Successful completion of this Program allows graduates to sit for the Registered Health Information Technician (RHIT) Examination.
- Upon completion of the requirements for graduation, graduates of the certificate program are eligible to take the Certified Coding Specialist (C.C.S.) Examination and/or the

Certified Coding Specialist for Physician's Office (C.C.S.P.). At least two-year work experience is recommended prior to taking the certification examination(s).

- Most courses in this Certificate of Completion are also applicable to students completing the Associate of Applied Science Degree in Health Information Technology.
- The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- Program Orientation

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- Evidence of Health Care Insurance may be required
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella

- Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Physical Examination
- Physical Technical Standard Form
- Professional Practice Insurance
- Substance Abuse Screening
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Prerequisite Semester</u>		<u>Credit Hours</u>
BIOL 2404	Introduction to Anatomy and Physiology	4
BCIS 1305	Business Computer Applications or	
COSC 1301	Introduction to Computing or	
ITSC 1301	Introduction to Computers	3
HPRS 1206	Essentials of Medical Terminology	<u>2</u>
		9

First Year

<u>First Semester</u>		<u>Credit Hours</u>
HITT 1301	Health Data Content and Structure	3
HITT 1311	Health Information Systems	3
HITT 2471	Pharmacology and Pathophysiology	4
		<u>10</u>

<u>Second Semester</u>		<u>Credit Hours</u>
HITT 1166	Practicum (or Field Experience) -Health Information/Medical Records	

	Technology/Technician I	1
HITT 1270	Documentation Practices	2
HITT 1341	Coding and Classification Systems	3
HPRS 1209	Interpretation of Laboratory Results	<u>2</u>
		8

Summer Session Credit Hours

HITT 1342	Ambulatory Coding	3
HITT 1353	Legal and Ethical Aspects of Health Information	<u>3</u>
		6

Second Year

First Semester Credit Hours

HITT 1267	Practicum (or Field Experience) -Health Information/Medical Records Technology/Technician II	2
HITT 2245	Coding Certification Exam Review	2
HITT 2340	Advanced Medical Billing and Reimbursement	3
HITT 2346	Advanced Medical Coding	<u>3</u>
		10

TOTAL CREDIT HOURS **43**



Health Information Management- C2-MRMT

Medical Transcription Certificate of Completion

A career in medical transcription combines the disciplines of medicine and computer applications within the health care industry. Medical Transcriptionists are specialists in medical language and healthcare documentation that interpret and transcribe dictation by physicians and other healthcare professionals, editing dictated material for grammar and clarity as necessary and appropriate. Students need excellent English language skills, good hearing acuity and listening ability, good keyboard skills, and the ability to work seated for long periods of time. Students are required to attend a mandatory program orientation prior to enrollment. The Medical Transcription Certificate of Completion Program is a flexible, distance learning, internet-based program.

- The capstone course for the Certificate of Completion is MRMT 2463, Clinical-Medical Transcription/Transcriptionist II.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirements for graduation, graduates of this 12-month certificate program are eligible to take the Registered Medical Transcriptionist (R.M.T.) Examination administered by The Association for Healthcare Documentation Integrity.
- The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- Substance Abuse Screening
- Evidence of Health Care Insurance may be required
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is

highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:

- Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Technical Standard Form
- Physical Examination
- Program Orientation
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized

courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>First Semester</u>		<u>Credits</u>	<u>Hours</u>
HITT 1205	Medical Terminology I	2	
HITT 2331	Medical Terminology-Advanced	3	
MRMT 2357	Advanced Medical Transcription	3	
SCIT 1407	Applied Human Anatomy and Physiology I	4	
			<u>12</u>
<u>Second Semester</u>		<u>Credit Hours</u>	
HPRS 2201	Pathophysiology	2	
MRMT 1307	Medical Transcription I	3	
MRMT 1370	Introduction to Medical Transcription	3	
MRMT 2462	Clinical-Medical Transcription/Transcriptionist I	4	
			<u>12</u>
<u>Summer Session</u>		<u>Credit Hours</u>	
MRMT 2433	Medical Transcription II	4	
MRMT 2463	Clinical-Medical Transcription/Transcriptionist II	4	
			<u>8</u>
TOTAL CREDIT HOURS			32

MEDICAL ASSISTING TECHNOLOGY-AAS-MDCA

Associate of Applied Science Degree

This four-semester program prepares students to work in direct patient care, in the administrative offices of a clinic, doctor’s office, or other medical facility. Students will learn medical ethics, medical terminology, anatomy and physiology, pharmacology, phlebotomy, EKG’s, laboratory procedures, and clinical procedures, including patient preparation for various procedures and patient screening. Administrative competencies include health insurance filing and coding, office procedures, and medical bookkeeping. Goal of Minimum Expectations, “To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains.”

- The capstone experience for the AAS Degree in Medical Assisting Technology is completion of the Certificate of Completion in Medical Assisting Technology and completion of all general education courses in the degree plan.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the Medical Assisting Certificate coursework, the graduate is eligible to sit for the Certified Medical Assisting (CMA) Exam offered through the American Association of Medical Assistants organization (AAMA) or the Registered Medical Assisting (RMA) exam offered through the American Medical Technologist (AMT) organization.
- The El Paso Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North,

Suite 158, Clearwater, FL 33763, (727) 210-2350.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking dates are June 3 and November 6. It is ultimately the student’s responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- First Aid Certification (National Safety Council Course)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial

Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>First Year</u>		
<u>Fall Semester</u>		<u>Credit Hours</u>
MDCA 1305	Medical Law and Ethics	3
MDCA 1313	Medical Terminology for Medical Assistants	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	4
MDCA 1421	Administrative Procedures	4
MDCA 1443	Medical Insurance	4
		18
<u>Spring Semester</u>		<u>Credit Hours</u>
MDCA 1310	Medical Assistant Interpersonal and Communication Skills	3
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1448	Pharmacology and Administration of Medications	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
		15

<u>Second Year</u>		
<u>Fall Semester</u>		<u>Credit Hours</u>
ECRD 1211	Electrocardiography	2
MDCA 1264	Practicum (or Field Experience) - Medical/Clinical Assistant	2
MDCA 1370	Procedures in a Clinical Setting II	3
MDCA 1371	Medical Assisting Credentialing Exam Review	3
		10

<u>Spring Semester</u>		
		<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C)	3
HPRS 1202	Wellness and Health Promotion or	
HPRS 1209	Interpretation of Laboratory Results (MNS) Mathematics Elective (C)	2
	(HFA) Humanities or Fine Arts Elective (C)	3
	(SBS) Social and Behavioral Sciences Elective	3
	Speech Communication Elective	3
		17

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315, 1318, or 1321.
Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Humanities or Fine Arts Elective: ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, ENGL 2322, 2323, 2332, 2333, 2351, DANC 2303, DRAM 1310, HIST 2321, 2322, PHIL 1301, 2303, 2306, MUSI 1306, 1310, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: PSYC 2301, 2314, or 2316.

Medical Assisting Technology-C1-MDMA

Administrative Medical Assistant Certificate of Completion

This one-semester certificate, prepares students to work in the administrative section of an outpatient clinic, hospitals, and other medical facilities. Students will learn medical ethics, medical terminology, anatomy and physiology, medical insurance and administrative procedures. Administrative competencies include health insurance filing and coding, office procedures, and medical bookkeeping.

- The capstone course for the Certificate of Completion is MDCA 1421, Administrative Procedures.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the Medical Assisting Certificate coursework, the graduate is eligible to sit for the Certified Medical Assisting (CMA) Exam offered through the American Association of Medical Assistants organization (AAMA) or the Registered Medical Assisting (RMA) exam offered through the American Medical Technologist (AMT) organization.
- The El Paso Community College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of

Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking dates are June 3 and November 6. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted
- Community Wide Orientation (conducted online)
- First Aid Certification (National Safety Council Course)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).

- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at HCA healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

<u>Fall Semester</u>		<u>Credit Hours</u>
MDCA 1305	Medical Law and Ethics	3
MDCA 1313	Medical Terminology for Medical Assistants	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	4
MDCA 1421	Administrative Procedures	4
MDCA 1443	Medical Insurance	4
		<u>18</u>
TOTAL CREDIT HOURS		18

Medical Assisting Technology- C2-MDCC

Certificate of Completion

This three-semester Certificate of Completion prepares students to work in direct patient care, in the administrative offices of a clinic, doctor's office, or other medical facility. Students will learn medical ethics, medical terminology, anatomy and physiology, pharmacology, phlebotomy, EKG's, laboratory procedures, and clinical procedures, including patient preparation for various procedures and patient screening. Administrative competencies include preparing health insurance claims, using EMR software, filing, ICD 10 coding, office procedures, and medical bookkeeping. Goal of Minimum Expectations, "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains."

- The capstone course for the Certificate of Completion is MDCA 1371, Medical Assisting Credentialing Exam Review.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the Medical Assisting Certificate coursework, the graduate is eligible to sit for the Certified Medical Assisting (CMA) Exam offered through the American Association of Medical Assistants organization (AAMA) or the Registered Medical Assisting (RMA) exam offered through the American Medical Technologist (AMT) organization.
- The El Paso Community College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking dates are June 3 and November 6. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- None at this time

POST ACCEPTANCE REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- First Aid Certification (National Safety Council Course)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the

understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:

a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).

i. Initial TB Skin Test (TST) administered and read 48-72 hours later.

ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.

iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

First Year

Fall Semester		Credit Hours
MDCA 1305	Medical Law and Ethics	3
MDCA 1313	Medical Terminology for Medical Assistants	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	4
MDCA 1421	Administrative Procedures	4
MDCA 1443	Medical Insurance	4
		18

Spring Semester

Spring Semester		Credit Hours
MDCA 1310	Medical Assistant Interpersonal and Communication Skills	3
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1448	Pharmacology and Administration of Medications	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
		15

Second Year

Fall Semester		Credit Hours
ECRD 1211	Electrocardiography	2
MDCA 1264	Practicum (or Field Experience) - Medical/Clinical Assistant	2
MDCA 1370	Procedures in a Clinical Setting II	3
MDCA 1371	Medical Assisting Credentialing Exam Review	3
		10
TOTAL CREDIT HOURS		43

MEDICAL IMAGING TECHNOLOGY-RADIOGRAPHY-AAS-MITR

Associate of Applied Science Degree

The Medical Imaging Technology-Radiography Program prepares individuals to operate radiographic equipment and prepare patients for various types of diagnostic procedures. The Radiographer operates radiographic equipment necessary for any examination, positions patients, and determines proper voltage-current and desired exposure time for each radiograph. The Radiographer is also responsible for processing the image and maintaining patient records. The program curriculum includes anatomy and physiology, mathematics, fundamentals of radiographic exposure, positioning, procedures, radiation protection, image critique, and professional ethics.

- The capstone course for the AAS Degree is RADR 2235, Radiologic Technology Seminar.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirements for graduation, the successful graduate is eligible to apply for certification by the American Registry of Radiologic Technologists.
- This 24-month program is approved by the Joint Review Committee on Education in Radiologic Technology.
- Medical Advisor: Chetan Moorthy, M.D.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student’s responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS

- Background Clearance
- Community Wide Orientation (conducted online)
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- HIPAA Training conducted (online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).

- i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
 - Current Physical Examination
 - Physical Technical Standard Form

POST ACCEPTANCE REQUIREMENTS:

- Professional Practice Insurance
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense
- Influenza

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of

Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

<u>Prerequisite Semester</u>		<u>Credit Hours</u>
BIOL 2404	Introduction to Anatomy and Physiology	4
RADR 1317	Radiographic Anatomy and Physiology I	$\frac{3}{7}$

First Year

<u>First Semester</u>	<u>Credit Hours</u>	
RADR 1262	Clinical-Radiologic Technology/ Science-Radiographer I	2
RADR 1313	Principles of Radiographic Imaging I	3
RADR 1411	Basic Radiographic Procedures	4
RADR 2309	Radiographic Imaging Equipment	$\frac{3}{12}$

Second Semester **Credit Hours**

MATH 1314 (MNS)	Precalculus I College Algebra and Geometry (C)	3
RADR 1363	Clinical-Radiologic Technology/ Science-Radiographer II	3
RADR 2205	Principles of Radiographic Imaging II	2
RADR 2213	Radiation Biology and Protection	2
RADR 2401	Intermediate Radiographic Procedures	$\frac{4}{14}$

Summer Session **Credit Hours**

RADR 1462	Clinical-Radiologic Technology/ Science-Radiographer III	4
RADR 2333	Advanced Medical Imaging	$\frac{3}{7}$

Second Year

<u>First Semester</u>	<u>Credit Hours</u>	
ENGL 1301	Expository English Composition (C)	3
RADR 1463	Clinical-Radiologic Technology/ Science-Radiographer IV	4
RADR 2431	Advanced Radiographic Procedures	$\frac{4}{11}$

Second Semester **Credit Hours**

PHIL 2306 (HFA)	Ethics (C)	3
PSYC 2301 (SBS)	Introduction to Psychology (C)	3
RADR 1563	Clinical-Radiologic Technology/ Science-Radiographer V	5
RADR 2235	Radiologic Technology Seminar	$\frac{2}{13}$

TOTAL CREDIT HOURS **64**

MEDICAL LABORATORY TECHNOLOGY-AAS-MLAB

Associate of Applied Science Degree

This articulated classroom and clinical education program prepares individuals in the skills necessary to work in the following areas of a medical/clinical laboratory: immunohematology, clinical microbiology, clinical chemistry, hematology, immunology, urinalysis, and coagulation.

- The capstone course for the AAS Degree is MLAB 2238, Advanced Topics in Medical Laboratory Technician/Assistant.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- This 24-month program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Upon completion of the El Paso Community College requirements for graduation, the Medical Laboratory Technology Program graduates will be eligible to take the Medical Laboratory Technician national certification examinations administered through the American Society for Clinical Pathology Board of Certification (ASCP-BOC). The awarding of the AAS degree is not contingent upon the passing of an external licensure or certification examination. MLT students are eligible to take the AMT phlebotomy certification after having successfully completed MLAB 1101-Introduction to Clinical Laboratory Science and MLAB 1260-Clinical-Clinical/Medical Laboratory Technician I.
- Medical Advisor: Ellen Dudrey, M.D.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.

iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- First Aid Certification (National Safety Council Course) (highly recommended)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is

majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

Summer Session **Credit Hours**

BIOL 2401	Anatomy and Physiology I (Recommended Summer Session I)	4
BIOL 2402	Anatomy and Physiology II (Recommended Summer Session II)	4
ENGL 1301	Expository English Composition (C) (Recommended Summer Session I)	3
(HFA)	Humanities or Fine Arts Elective (C) (Recommended Summer Session II)	<u>3</u>
		14

First Year

First Semester **Credit Hours**

BIOL 2420	Microorganisms and Disease or	
BIOL 2421	General Microbiology	4
MLAB 1101	Introduction to Clinical Laboratory Science	1
MLAB 1235	Immunology/Serology	2
MLAB 1260	Clinical-Clinical/Medical Laboratory Technician I	2
MLAB 1315	Hematology	<u>3</u>
		12

Second Semester **Credit Hours**

(MNS)	Mathematics Elective	3
MLAB 1127	Coagulation	1
MLAB 1211	Urinalysis and Body Fluids	2
MLAB 1261	Clinical-Clinical/Medical Laboratory Technician II	2
MLAB 2331	Immunohematology	<u>3</u>
		11

Summer Session **Credit Hours**

MLAB 1262	Clinical-Clinical/Medical Laboratory Technician III	<u>2</u>
		2

Second Year

First Semester **Credit Hours**

MLAB 2360	Clinical-Clinical/Medical Laboratory Technician IV	3
MLAB 2401	Clinical Chemistry	4
MLAB 2434	Clinical Microbiology	4
(SBS)	Social and Behavioral Sciences Elective (C)	<u>3</u>
		14

Second Semester **Credit Hours**

MLAB 1231	Parasitology/Mycology	2
MLAB 2238	Advanced Topics in Medical Laboratory Technician/Assistant	2
MLAB 2361	Clinical-Clinical/Medical Laboratory Technician V	<u>3</u>
		7

TOTAL CREDIT HOURS **60**

Mathematics Elective: MATH 1314, 1324, 1342, 2412, or 2413.
Humanities or Fine Arts Elective: PHIL 2306 (preferred),
 ARCH 1301, ARTS 1303, ARTS 1304, COMM 1307,
 ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321,

HIST 2322, PHIL 1301, 2303, SPAN 2311, 2313, or 2315.
Social and Behavioral Sciences Elective: PSYC 2301 or
 SOCI 1301.

NURSING-AAS-RNSG

Associate of Applied Science Degree

This articulated classroom and clinical education program prepares students to become eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program graduates provide professional nursing care, patient teaching, effective communication, and management of patient care.

- The capstone course for the Associate of Applied Science Degree in Nursing (AAS) is RNSG 2261, Clinical-Registered Nursing/Registered Nurse.
- The capstone course for the Fundamentals of Nursing Certificate of Completion is RNSG 1260, Clinical-Registered Nursing/Registered Nurse.
- Non-Traditional Credit through transfer is available for students with previous related coursework or by proficiency examination (if available).
- RNSG 1115, Health Assessment, is required of all advanced placement/transfer students.
- Students are eligible to apply to take the examination for Certified Nursing Aides through the Texas Nurse Aide Registry following successful completion of first-semester courses.
- Students who are interested in obtaining licensure as a Licensed Vocational Nurse (LVN) may complete requirements for licensure eligibility via the VN spin-off after completing the first two-semester of the AAS Degree. The completion of the summer VN Spin-off courses, accompanied with graduation, will give the students a Vocational Nursing Certificate of Completion; the student is then eligible to take the NCLEX-PN exam.
- Students who complete the AAS Degree are eligible to take the NCLEX-RN exam.
- This program has been approved by the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Board of Nursing. The AAS Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Other fees may be assessed as needed.
- Students will be expected to pay all of the fees that are associated with the ATI Standardized testing. Students who are admitted to the Associate Degree Nursing Program, in any of the different program tracks, will be required to pay a testing fee each semester as part of their registration fees. This fee will be assessed according to program code.
- BIOL 2401, BIOL 2402, BIOL 2420, and RNSG 1301 have a ten (10) year limit.

The nursing program at El Paso Community College is under the Specialized Admissions Procedure for Nursing and Health Careers. Students must complete eligibility criteria and designate their major by June 3 and October 1, prior to the ranking date. Please contact a nursing counselor for more information. Students must fulfill all specialized admissions requirements prior to their enrollment in specialized courses. Prior to admission, students must submit documentation of having met all program requirements one (1) week prior to the ranking date. It is ultimately the students' responsibility to submit all required documentation to allow normal

processing. Normal processing may take from a few days to a few weeks, depending on the type of documentation and individual circumstances. It is not reasonable to expect that students will be ranked if documentation is not submitted in a timely manner. If documents have been received but not processed, this may result in the student being coded as ineligible for that ranking because sufficient time was not given for processing information.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Two Mandatory Orientations:
 1. Health Career Orientation (online or in person, contact a counselor for information).
 2. Nursing Specialized Admissions Orientation in person (or online when available; contact a counselor for information).
- Current Physical Examination done by a Physician/Nurse Practitioner/Physician's Assistant licensed in the United States.
- Immunizations: Hepatitis Vaccination series, MMR, Tdap, Varicella, Influenza, Meningitis, or as directed by DSHS. Everything must be current through the complete academic semester or summer you want to register.
- POSITIVE TITER required for Hepatitis B; must have had vaccination series of three (can take 4-6 months to complete) or Twinrix (Hepatitis A and B) series of four shots, Days: #0, #7, #21, (must complete three prior to titer) & #365 (booster) or disease prior to TITER
- POSITIVE TITER required for each: Measles, Mumps and Rubella, (MMR); must have had vaccinations or disease prior to TITER
- POSITIVE TITER required for Varicella; must have had vaccinations or disease prior to TITER
- Tetanus/Diphtheria and Pertussis (Tdap) or as directed by DSHS-(Expires after 10 years)
- Influenza is required for October ranking but not for June ranking; renew every year
- Meningitis may be required - (Good for 5 years)
After a vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER
- Physical Technical Standard Form
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- CPR Certification at the Professional Level (American Heart Association-Healthcare Provider). Online course is not accepted.
- Current CPR Certifications must be maintained throughout enrollment in Clinical/Practicum courses with the program.
- First Aid (National Safety Council Course or American Academy of Orthopedic Surgeons).
- All documentation must be good through each academic semester.
- Cumulative GPA 2.5

POST SPECIALIZED ADMISSION REQUIREMENTS:

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance (paid with registration fees)
- Books, specialized equipment, and/or lab supplies are purchased at the students' own expense.
- Program orientation (Mandatory – IN PERSON).
- Uniforms must conform to the Nursing Policy and must be purchased at the students' own expense.
- Transportation to off-campus clinical sites must be provided at the students' own expense.

- Tuberculosis – Two step TB skin tests to be completed after ranking. Take first TB skin test, then second one must be completed 7-21 days later. If before seven days or after 21 days, must start series again. Timing is critical. After initial double PPD, it is to be done annually or Chest x-ray (as needed) or as requested by clinical facilities.
- Substance Abuse Screening - Students who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing cannot complete course/program requirements. Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified programs/courses for a period of one year.
- Background check - Two (2) background checks are required. A criminal background statement is completed prior to entry into the program and annually. Fingerprints are required of students participating in this program by the Texas Board of Nursing (BON). A positive background check may prevent students from entering the program.
- Fingerprinting, with a background check from the FBI are required by the BON and must be completed prior to the end of the first semester of the program. Background check questions can be directed to the Dean of Nursing at 915-831-4529.
- Mandatory Health Insurance is required for students doing clinicals at healthcare facilities. If you do not have your own health insurance, a list of approved contracted insurance companies will be available.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized and academic courses (BIOL 2401, BIOL 2402, MATH 1314 or MATH 1324 or MATH 1342, PSYC 2314, ENGL 1301, Humanities elective from specified group, Open Elective). Transfer students: Biology courses must include lecture and a laboratory that totals four credits. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Prerequisite Semester</u>	<u>Credit Hours</u>
BIOL 2401 (MNS) Anatomy and Physiology I	4
BIOL 2402 (MNS) Anatomy and Physiology II	4
MATH 1314 (MNS) Precalculus I College Algebra and Geometry (C) or	
MATH 1324 (MNS) Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1342 (MNS) Fundamentals of Statistics (C)	3
RNSG 1301 Pharmacology	3
	14

RNSG 1301, Pharmacology is a mandatory and ranking course.

First Year

First Semester		Credit Hours
PSYC 2314 (SBS)	Human Growth and Development (C)	3
RNSG 1208	Dosage Calculations for Nursing	2
RNSG 1260	Clinical–Registered Nursing/ Registered Nurse	2
RNSG 1413	Foundations for Nursing Practice	4
TOTAL HOURS FOR CERTIFICATE		25

**EXIT CERTIFICATE OF COMPLETION:
FUNDAMENTALS OF NURSING-C1-RNSC**

Students who successfully complete RNSG 1413 and RNSG 1260 with a “C” or better may apply for a Nurse Aide Certificate of Completion and are eligible to become a Certified Nursing Assistant.

Second Semester		Credit Hours
RNSG 1261	Clinical–Registered Nursing/ Registered Nurse	2
RNSG 1441	Common Concepts of Adult Health	4
RNSG 2213	Mental Health Nursing	2
RNSG 2260	Clinical–Registered Nursing/ Registered Nurse	2
(HFA)	Humanities or Fine Arts Elective (C)	3
		13

Second Year

First Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
RNSG 2201	Care of Children and Families	2
RNSG 2262	Clinical–Registered Nursing/ Registered Nurse	2
RNSG 2263	Clinical–Registered Nursing/ Registered Nurse	2
RNSG 2308	Maternal/Newborn Nursing and Women’s Health	3
		12
Second Semester		Credit Hours
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2130	Professional Nursing Review and Licensure Preparation	1
RNSG 2162	Clinical–Registered Nursing/ Registered Nurse	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2261	Clinical–Registered Nursing/ Registered Nurse	2
	Open Elective	1
		10
TOTAL CREDIT HOURS		60

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, or 2306.

Open Elective: Complete any EPCC college-level course.

NURSING-AAS-LVRN**LVN to RN Transition Option****Associate of Applied Science Degree**

This classroom and clinical education program prepares students to become eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program graduates provide professional nursing care, patient teaching, effective communication, and management of patient care. Students who have previously completed a vocational nursing program will be able to transfer their vocational nursing courses to this program under the Texas Nursing Articulation Plan. Students must have current state licensure as a Licensed Vocational/Practical Nurse. Students entering the program must also meet all specialized criteria. The students will receive credit for the first two (2) semesters of the Associate of Applied Science Degree in Nursing (AAS). These students start the degree plan by enrolling in RNSG 1144, Nursing Skills II and RNSG 1347, Concepts of Clinical Decision-Making and RNSG 1327, Transition to Professional Nursing and RNSG 1262, Clinical–Registered Nursing/Registered Nurse.

- The capstone course for the Associate of Applied Science Degree in Nursing–LVN Option (AAS) is RNSG 2261, Clinical–Registered Nursing/Registered Nurse.
- Non-Traditional Credit through transfer is available or by proficiency examination (if available) for students with previous related coursework.
- RNSG 1115, Health Assessment is required of all advanced placement/transfer students.
- Students who complete the AAS Degree are eligible to take the NCLEX-RN.
- This program has been approved by the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Board of Nursing. The AAS Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Other fees may be assessed as needed.
- Students will be expected to pay all of the fees that are associated with the ATI testing. Students who are admitted to the Associate Degree Nursing Program, in any of the different program tracks, will be required to pay a testing fee each semester as part of their registration fees. This fee will be assessed according to program code.
- BIOL 2401, BIOL 2402, BIOL 2420, and RNSG 1301 have a ten (10) year limit.

The LVN-RN Transition Program at El Paso Community College is not under the Specialized Admissions Procedure for Nursing and Health Careers, but does require that students must fulfill all specialized requirements/criteria prior to their enrollment in specialized courses. Prior to placement, students must submit documentation of having met all program requirements/criteria one (1) week prior to the ranking/placement date, to include the results of the first qualifying test. It is ultimately the students’ responsibility to submit all required documentation to allow normal processing. Normal processing may take from a few days to a few weeks, depending on the type of documentation and individual circumstances. It is not reasonable to expect that students will be ranked/placed in a program if documentation is not submitted in a timely manner. If documents have been received but not processed, this may result in the student being coded as ineligible for admission because sufficient time was

not given for processing information. Please contact a nursing counselor for more information.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Current LVN license (from Texas or Compact State)
- Six (6) months full time work experience or one (1) year of part time experience
- Mandatory Nursing Specialized Admissions Orientation conducted by nursing counselors, in person.
- Successful completion of the Transition Qualifying Test.
- Current Physical Examination done by a Physician/Nurse Practitioner/Physician’s Assistant licensed in the United States.
- Immunizations: Hepatitis Vaccination series, MMR, Tdap, Varicella, Influenza, Meningitis or as directed by DSHS. Everything must be current through the complete academic semester or summer you want to register for.
- POSITIVE TITER required for Hepatitis B; must have had vaccination series of three (can take 4-6 months to complete) or Twinrix (Hepatitis A and B) series of four shots, Days: #0, #7, #21, (must complete three prior to titer) and #365 (booster) or disease prior to TITER.
- POSITIVE TITER required for each: Measles, Mumps and Rubella, (MMR); must have had vaccinations or disease prior to TITER.
- POSITIVE TITER required for Varicella; must have had vaccinations or disease prior to TITER.
- Tetanus/Diphtheria and Pertussis (Tdap) or as directed by DSHS (Expires after 10 years).
- Influenza is required for October ranking but not for June ranking; renew every year.
- Meningitis may be required (Good for five years). After a vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
- Physical Technical Standard Form.
- CPR Certification at the Professional Level (American Heart Association-Healthcare Provider) Online course is not accepted.
- Current CPR Certifications must be maintained throughout enrollment in Clinical/Practicum courses with the program.
- All documentation must be good through each academic semester.
- Cumulative GPA 2.5

POST SPECIALIZED ADMISSIONS REQUIREMENTS:

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance (paid with registration fees)
- Books, specialized equipment, and/or lab supplies are purchased at the students’ own expense.
- Uniforms must conform to the Nursing Policy and must be purchased at the students’ own expense.
- Transportation to off-campus clinical sites must be provided at the students’ own expense.
- Tuberculosis – Two step TB skin test to be completed after ranking. Take first TB skin test, then second one must be completed 7-21 days later. If before seven days, or after 21 days, must start series again. Timing is critical. After initial double PPD, it is to be done annually or Chest x-ray (as needed); or as requested by clinical facilities.
- Substance Abuse Screening -Students who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing cannot complete course/program

requirements. Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified programs/courses for a period of one year.

- Background check - Two (2) background checks are required. A criminal background statement is completed prior to entry into the program and annually. Fingerprints are required of students participating in this program by the Texas Board of Nursing (BON). A positive background check may prevent students from entering the program.
- Fingerprinting, with a background check from the FBI is required by the BON and must be completed prior to the end of the first semester of the program. Background check questions can be directed to the Dean of Nursing at 915-831-4529.
- Mandatory Health Insurance is required for students doing clinicals at healthcare facilities. If you do not have your own health insurance, a list of approved contracted insurance companies will be available.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized and academic courses (BIOL 2401, BIOL 2402, MATH 1314 or MATH 1324 or MATH 1342, PSYC 2314, ENGL 1301, Humanities elective from specified group, Open Elective). Transfer Students: Biology courses must include lecture and a laboratory that totals four credits. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

	First Year	
First Semester		Credit Hours
RNSG 1208	Dosage Calculations for Nursing	2
RNSG 1260	Clinical–Registered Nursing/Registered Nurse	2
RNSG 1261	Clinical–Registered Nursing/Registered Nurse	2
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1441	Common Concepts of Adult Health	4
RNSG 2213	Mental Health Nursing	2
RNSG 2260	Clinical–Registered Nursing/Registered Nurse	2
		18

Students enrolling in the LVN–RN Transition program may be given credit for the courses above with current practice and a current LVN license. See a nursing counselor for information.

Second Semester		Credit Hours
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
MATH 1314 (MNS)	Precalculus I College Algebra and Geometry (C) or	
MATH 1324 (MNS)	Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1342 (MNS)	Fundamentals of Statistics (C)	3
PSYC 2314 (SBS)	Human Growth and Development (C)	3
RNSG 1301	Pharmacology	3
		<hr/> 17

RNSG 1301, Pharmacology is a prerequisite to RNSG 1327, RNSG 1262, RNSG 1347 and RNSG 1144.

Second Year		Credit Hours
First Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
RNSG 1144	Nursing Skills II	1
RNSG 1262	Clinical-Registered Nursing/Registered Nurse	2
RNSG 1327	Transition to Professional Nursing	3
RNSG 1347	Concepts of Clinical Decision-Making	3
	Open Elective	1
		<hr/> 13

Second Semester		Credit Hours
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2130	Professional Nursing Review and Licensure Preparation	1
RNSG 2162	Clinical-Registered Nursing/Registered Nurse	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2261	Clinical-Registered Nursing/Registered Nurse	2
(HFA)	Humanities or Fine Arts Elective (C)	3
		<hr/> 12

TOTAL CREDIT HOURS **60**

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, 2351, HIST 2321, 2322, PHIL 1301, 2306.

Open Elective: Complete any EPCC college-level course.

NURSING-AAS-PMRN

Paramedic to RN Option

Associate of Applied Science Degree

This articulated classroom and clinical education program prepares students to become eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program graduates provide professional nursing care, patient teaching, effective communication, and management of patient care. Students must have current state licensure as an EMT-LP to enter the program. Students must also complete all academic courses not previously completed. Students entering the program must meet all specialized admissions criteria and Non-Traditional placement requirements prior to enrollment in specialized courses.

- The capstone course for the Associate of Applied Science Degree in Nursing-Paramedic Option (AAS) is RNSG 2261, Clinical-Registered Nursing/Registered Nurse.
- Non-Traditional Credit through transfer is available or by

proficiency examination (if available) for students with previously related coursework.

- Students who complete the AAS Degree are eligible to take the NCLEX-RN.
- This program has been approved by the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Board of Nursing. The AAS Degree in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Other fees may be assessed as needed.
- Students will be expected to pay all of the fees that are associated with the ATI testing. Students who are admitted to the Associate Degree Nursing Program, in any of the different program tracks will be required to pay a testing fee each semester as part of their registration fees. This fee will be assessed according to program code.
- BIOL 2401, BIOL 2402, BIOL 2420, and RNSG 1301 have a ten (10) year limit.

The Paramedic to RN Option Program at El Paso Community College is not under the Specialized Admissions Procedure for Nursing and Health Careers, but does require that students must fulfill all specialized requirements/criteria prior to their enrollment in specialized courses. Prior to placement, students must submit documentation of having met all program requirements one (1) week prior to the ranking/placement date. It is ultimately the students' responsibility to submit all required documentation to allow normal processing. Normal processing may take from a few days to a few weeks, depending on the type of documentation and individual circumstances. It is not reasonable to expect that students will be placed if documentation is not submitted in a timely manner. If documents have been received but not processed, this may result in the student being coded as ineligible for that placement because sufficient time was not given for processing information. Please contact a nursing counselor for more information.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Mandatory Nursing Specialized Admissions Orientation conducted by nursing counselors, in person.
- Current Licensure as an EMT-LP
- Six (6) months to one (1) year full time work experience or one (1) Year of part time experience
- Current Physical Examination done by a Physician/Nurse Practitioner/Physician's Assistant licensed in the United States.
- Immunizations: Hepatitis Vaccination series, MMR, Tdap, Varicella, Influenza, Meningitis as directed by DSHS.
- POSITIVE TITER required for Hepatitis B; must have had vaccination series of three (can take 4-6 months to complete) or Twinrix (Hepatitis A and B) series of four shots, Days: #0, #7, #21, (must complete 3 prior to titer) and #365 (booster) or disease prior to TITER.
- POSITIVE TITER required for each: Measles, Mumps and Rubella, (MMR); must have had vaccinations or disease prior to TITER.
- POSITIVE TITER required for Varicella; must have had vaccinations or disease prior to TITER.
- Tetanus/Diphtheria and Pertussis (Tdap) or as directed by DSHS-(Expires after 10 years).
Influenza is required for October ranking but not for June ranking; renew every year.

- Meningitis may be required-(Good for 5 years). After a vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
- Physical Technical Standard Form
- CPR Certification at the Professional Level (American Heart Association-Healthcare Provider) Online course is not accepted.
- Current CPR Certifications must be maintained throughout enrollment in Clinical/Practicum courses with the program.
- All documentation must be good through each academic semester.
- Cumulative GPA 2.5

POST SPECIALIZED ADMISSIONS REQUIREMENTS:

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance (paid with registration fees)
- Books, specialized equipment, and/or lab supplies are purchased at the students’ own expense.
- Program orientation (Mandatory – IN PERSON)
- Uniforms must conform to the Nursing Policy and must be purchased at the students’ own expense.
- Transportation to off campus clinical sites must be provided at the students’ own expense.
- Tuberculosis – Two step TB skin test to be completed after ranking. Take first TB skin test, then second one must be completed 7-21 days later. If before seven days or after 21 days, must start series again. Timing is critical. After initial double PPD, it is to be done annually or Chest x-ray (as needed), or as requested by clinical facilities.
- Substance Abuse Screening -Students who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing cannot complete course/program requirements. Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified programs/courses for a period of one year.
- Background Check -Two (2) background checks are required. A criminal background statement is completed prior to entry into the program and annually. Fingerprints are required of students participating in this program by the Texas Board of Nursing (BON). A positive background check may prevent students from entering the program.
- Fingerprinting, with a background check from the FBI is required by the BON and must be completed prior to the end of the first semester of the program. Background clearance questions can be directed to the Dean of Nursing at 915-831-4529.
- Mandatory Health Insurance is required for students doing clinicals at healthcare facilities. If you do not have your own health insurance, a list of approved contracted insurance companies will be available.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized and academic courses. (BIOL

2401, BIOL 2402, BIOL 2420, MATH 1314 or MATH 1324 or MATH 1342, PSYC 2301, PSYC 2314, BCIS 1305 or COSC 1301 or ITSC 1301, ENGL 1301, Humanities elective from specified group, Open Elective). Transfer Students: Biology courses must include lecture and a laboratory that totals four credits. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Prerequisite Semester</u>		<u>Credit Hours</u>
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
MATH 1314 (MNS)	Precalculus I College Algebra and Geometry (C) or	
MATH 1324 (MNS)	Introductory Mathematics for Business and Social Sciences (C) or	
MATH 1342 (MNS)	Fundamentals of Statistics (C)	3
RNSG 1301	Pharmacology	<u>3</u>
		14

RNSG 1301, Pharmacology is a prerequisite course to RNSG 1517 and RNSG 1360.

First Year

<u>First Semester</u>		<u>Credit Hours</u>
BIOL 2420	Microorganisms and Disease	4
ENGL 1301	Expository English Composition (C)	3
PSYC 2301 (SBS)	Introduction to Psychology (C)	<u>3</u>
		10

<u>Second Semester</u>		<u>Credit Hours</u>
PSYC 2314 (SBS)	Human Growth and Development (C)	3
RNSG 1360	Clinical–Registered Nursing/Registered Nurse	3
RNSG 1517	Concepts of Professional Nursing Practice I for Articulating Students	5
(HFA)	Humanities or Fine Arts Elective (C)	<u>3</u>
		14

Second Year

<u>First Semester</u>		<u>Credit Hours</u>
BCIS 1305	Business Computer Applications or	
COSC 1301	Introduction to Computing or	
ITSC 1301	Introduction to Computers	3
RNSG 2201	Care of Children and Families	2
RNSG 2262	Clinical–Registered Nursing/Registered Nurse	2
RNSG 2263	Clinical–Registered Nursing/Registered Nurse	2
RNSG 2308	Maternal/Newborn Nursing and Women’s Health	<u>3</u>
		12

Second Semester	Credit Hours
RNSG 1343	Complex Concepts of Adult Health 3
RNSG 2130	Professional Nursing Review and Licensure Preparation 1
RNSG 2162	Clinical-Registered Nursing/Registered Nurse 1
RNSG 2221	Professional Nursing: Leadership and Management 2
RNSG 2261	Clinical-Registered Nursing/Registered Nurse 2
	Open Elective 1
	10
TOTAL CREDIT HOURS	60

Humanities or Fine Arts Elective: ENGL 2322, 2323, 2332, 2333, ENGL 2351, HIST 2321, 2322, PHIL 1301, 2306.

Open Elective: Complete any EPCC college-level course.

PHARMACY TECHNOLOGY-AAS-PHRA

Associate of Applied Science Degree

The Associate of Applied Science Degree in Pharmacy Technology provides a specialized classroom and clinical education program which prepares individuals with the knowledge, skills, and techniques to become vital members of the pharmacy care team. The Pharmacy Technician's role in the pharmacy is changing, and the Technician is being given more responsibility in the dispensing area. Typical job duties include, reading and interpreting prescriptions, preparing and packaging prescriptions, managing pharmacy inventory, and mixing sterile pharmaceuticals. Students accepted into the Pharmacy Technology Program attend specialized classes and complete clinical rotations. Disclaimer: If an applicant to the Pharmacy Technology program has previously been convicted of a felony but the felony has been, expunged, then the applicant is considered to not have been convicted of a felony. The Pharmacy Technician Certification Board (PTCB) does not allow anyone to the National Pharmacy Technician Certification Exam if they have been convicted of a felony that occurred within the last five (5) years, and/or if the conviction was drug or pharmacy-related. The Texas State Board of Pharmacy will conduct a criminal history investigation through DPS prior to a certified pharmacy technician becoming registered. The applicant will be requested to provide information about arrests (even those not resulting in conviction), deferred adjudication, probation, and convictions.

- The capstone course for the AAS in Pharmacy Technology is PHRA 2160, Clinical Pharmacy Technician/Assistant II.
- PHRA 1243, Pharmacy Technician Certification Review, has an Allied Health Testing Fee of \$29.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- The El Paso Community College Pharmacy Technology Program is accredited by the Pharmacy Technician Accreditation Council (PTAC). 7272 Wisconsin Ave. Bethesda, MD 20814, phone: (301) 657-3000 fax: (301) 664-8877. www.ashp.org
- Upon completion of the requirements for graduation, and passing the Pharmacy Technician Certification Examination

graduates will become a Certified Pharmacy Technician and subsequently should apply to become a Registered Pharmacy Technician by the Texas State Board of Pharmacy.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking dates are June 3 and November 6. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Program Orientation

POST ACCEPTANCE REQUIREMENTS:

- TSBP Registration
- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
 - POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in

clinical.

- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

First Year

First Semester		Credit Hours
PHRA 1215	Pharmacy Terminology	2
PHRA 1306	Computerized Drug Delivery Systems	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1413	Community Pharmacy Practice	4
PHRA 1541	Pharmacy Drug Therapy and Treatment	5
		17

Second Semester		Credit Hours
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1261	Clinical-Pharmacy Technician/Assistant I	2
PHRA 1304	Pharmacotherapy and Disease Process	3
PHRA 1345	Compounding Sterile Preparations	3
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 2160	Clinical-Pharmacy Technician/Assistant II	1
PHRA 2161	Clinical-Pharmacy Technician/Assistant III	1
		15

Second Year

First Semester		Credit Hours
ENGL 1301	Expository English Composition (C)	3
	(MNS) Life and Physical Sciences Elective (C)	3
	(MNS) Life and Physical Sciences Laboratory Elective	1
	(MNS) Life and Physical Sciences Elective (C)	3
	(MNS) Life and Physical Sciences Laboratory Elective	1
	(HFA) Humanities or Fine Arts Elective (C)	3
		14

Second Semester		Credit Hours
	(MNS) Life and Physical Sciences Elective (C)	3
	(MNS) Life and Physical Sciences Laboratory Elective	1
	(MNS) Life and Physical Sciences Elective (C)	3
	(MNS) Life and Physical Sciences Laboratory Elective	1
	(SBS) Social and Behavioral Sciences Elective (C)	3
	Speech Communication Elective	3
		14

TOTAL CREDIT HOURS 60

Speech Communication Elective: SPCH 1315 (preferred) or 1318 or 1321.

Life and Physical Sciences Elective: Complete four courses from BIOL 1306 and 1307 (preferred), or CHEM 1311 and 1312 (preferred), or ASTR 1303, 1304, BIOL 1308, 1309, CHEM 1306, 1307, GEOL 1301, 1302, 1303, 1304, PHYS 1301, 1302, 1315, 2325, or 2326.

Life and Physical Sciences Laboratory Elective: Complete four laboratory courses from BIOL 1106 and 1107 (preferred) or CHEM 1111 and 1112 (preferred) or ASTR 1103, 1104, BIOL 1108, 1109, CHEM 1106, 1107, GEOL 1101, 1102, 1103, 1104, PHYS 1101, 1102, 1115, 2125, or 2126.

Humanities or Fine Arts Elective: PHIL 2306 (preferred) or complete one course from ARCH 1301, ARTS 1301, 1303, 1304, COMM 1307, 2366, ENGL 2322, 2323, 2332, 2333, 2351, DANC 2303, DRAM 1310, HIST 2321, 2322, PHIL 1301, 2303, MUSI 1306, 1310, SPAN 2311, 2313, or 2315.

Social and Behavioral Sciences Elective: PSYC 2301 (preferred), or, ECON 1301, 2301, 2302, PSYC 2306, 2314, SOCI 1301, or 2301.

Pharmacy Technology- C2-PHRC

Certificate of Completion

The Certificate of Completion in Pharmacy Technology provides a specialized classroom and clinical education program which prepares individuals with the knowledge, skills, and techniques to become vital members of the pharmacy care team. The Pharmacy Technician's role in the pharmacy is changing and the Technician is being given more responsibility in the dispensing area. Typical job duties could be, but are not limited to, reading and interpreting prescriptions, preparing and packaging prescriptions, managing pharmacy inventory, and mixing sterile pharmaceuticals. Students accepted in the Pharmacy Technology Program attend specialized classes and complete clinical rotations. Disclaimer: If an applicant to the Pharmacy Technology program has previously been convicted of a felony but the felony has been expunged, then the applicant is considered to not have been convicted of a felony. The Pharmacy Technician Certification Board (PTCB) does not allow anyone to the National Pharmacy Technician Certification Exam if they have been convicted of a felony that occurred within the last five (5) years, and/or if the conviction was drug or pharmacy-related. The Texas State Board of Pharmacy will conduct a criminal history investigation through DPS prior to a certified pharmacy technician becoming registered. The applicant will be requested to provide information about arrests (even those not resulting in conviction), deferred adjudication, probation, and convictions.

- The capstone course for the Certificate of Completion in Pharmacy is PHRA 2160, Clinical-Pharmacy Technician/Assistant II.
- PHRA 1243, Pharmacy Technician Certification Review, has an Allied Health Testing Fee of \$29.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- The El Paso Community College Pharmacy Technology Program is accredited by the Pharmacy Technician Accreditation Council (PTAC). 7272 Wisconsin Ave. Bethesda, MD 20814, phone: (301) 657-3000. Fax: (301) 664-8877. www.ashp.org.
- Upon completion of the requirements for graduation, and passing the Pharmacy Technician Certification Examination graduates will become a Certified Pharmacy Technician and subsequently should apply to become a Registered Pharmacy Technician by the Texas State Board of Pharmacy.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking dates are June 3 and November 6. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Program Orientation

POST ACCEPTANCE REQUIREMENTS:

- TSBP Registration
- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be

accepted. Hybrid AHA courses with live skills demonstration will be accepted.

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:

- a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.

- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Professional Practice Insurance
- Physical Examination
- Physical Technical Standard Form
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR

and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available,)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

First Semester		Credit Hours
PHRA 1215	Pharmacy Terminology	2
PHRA 1306	Computerized Drug Delivery Systems	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1413	Community Pharmacy Practice	4
PHRA 1541	Pharmacy Drug Therapy and Treatment	5
		17
Second Semester		Credit Hours
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1261	Clinical-Pharmacy Technician/Assistant I	2
PHRA 1304	Pharmacotherapy and Disease Process	3
PHRA 1345	Compounding Sterile Preparations	3
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 2160	Clinical-Pharmacy Technician/Assistant II	1
PHRA 2161	Clinical-Pharmacy Technician/Assistant III	1
		15
TOTAL CREDIT HOURS		32

PHYSICAL THERAPIST ASSISTANT-AAS-PTHA

Associate of Applied Science Degree

This program prepares individuals for a career as a Physical Therapist Assistant. The licensed Physical Therapist Assistant works under the supervision of a licensed Physical Therapist to perform treatment interventions, which include manual therapy and exercise. They work under the direct supervision of the Physical Therapist to assist people with movement impairments and/or pain to regain functional activity through the use of preventive patient education, motor relearning programs, modalities, exercise and educational health and wellness. The PTHA 1309, Introduction to Physical Therapy course is designed for students who wish to seek admission into the Physical Therapist Assistant program. A minimum grade of "B" is required for specialized admissions.

- The capstone course for the AAS Degree is PTHA 2339, Professional Issues, and is designed to prepare the student for the National Licensing Exam, professional engagement and successful employment.

- PTHA 2339, Professional Issues has two Allied Health Testing Fees of \$30 and \$90 for the Scorebuilders "Online Advantage" and FSBPT "PEAT", respectively. FEE IS NON-REFUNDABLE.
- Students may enter the program with articulated or dual credit from high school. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirements for graduation, graduates of this program are eligible to take the Licensure Examination administered by the Executive Council of Physical Therapy and Occupational Therapy Examiners.
- The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). 1111 North Fairfax Street, Alexandria, Virginia 22314-1488. Phone: 703-706-3245. Email: accreditation@apta.org Website: www.capteonline.org If you need to contact the program/institution directly, please call 915-831-4172 or email: dtomacel@epcc.edu.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- HIPAA Training (conducted online)
- Physical Therapy Observation: Students are directed to the PTAP program website for mandatory observation requirements at <https://www.epcc.edu/Academics/Health/physical-therapist-assistant>
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER

the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

- 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
- Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
- Current Physical Examination
- Physical Technical Standard Form

POST ACCEPTANCE REQUIREMENTS:

- Community Wide Orientation (conducted online)
- Professional Practice Insurance
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student’s expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized courses. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

<u>Prerequisite Semester</u>	<u>Credit Hours</u>
BIOL 2401 (MNS) Anatomy and Physiology I	4
BIOL 2402 (MNS) Anatomy and Physiology II	4
ENGL 1301 Expository English Composition (C)	3
HPRS 1206 Essentials of Medical Terminology	2
	<u>13</u>

HPRS 1206 is a prerequisite to PTHA 1309.

First Year

<u>First Semester</u>	<u>Credit Hours</u>
PTHA 1225 Communication in Health Care	2
PTHA 1309 Introduction to Physical Therapy	3
PTHA 1321 Pathophysiology for the PTA	3
PTHA 1413 Functional Anatomy	4
	<u>12</u>

<u>Second Semester</u>	<u>Credit Hours</u>
PTHA 1431 Physical Agents	4
PTHA 2301 Essentials of Data Collection	3
PTHA 2509 Therapeutic Exercise	5
	<u>12</u>

<u>Summer Session</u>	<u>Credit Hours</u>
PHIL 2306 (HFA) Ethics (C)	3
PSYC 2314 (SBS) Human Growth and Development (C)	3
PTHA 2366 Practicum (or Field Experience) - Physical Therapist Assistant I	3
	<u>9</u>

Second Year

<u>First Semester</u>	<u>Credit Hours</u>
PTHA 1491 Special Topics in Physical Therapy Assistant	4
PTHA 2305 Neurology	3
PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
	<u>15</u>

<u>Second Semester</u>	<u>Credit Hours</u>
PTHA 2267 Practicum (or Field Experience) Physical Therapist Assistant II	2
PTHA 2339 Professional Issues	3
	<u>5</u>

TOTAL CREDIT HOURS **66**

RESPIRATORY CARE TECHNOLOGY-AAS-RSPT

Associate of Applied Science Degree

The Respiratory Therapist applies scientific knowledge and theory to practical clinical problems of respiratory care. Knowledge and/or skills for performing these functions are achieved through formal programs of didactic, laboratory, and clinical preparation. The Respiratory Therapist is qualified to assume primary responsibility for all respiratory care modalities. Under the supervision of a physician, the Respiratory Therapist may be required to exercise considerable independent clinical judgment in the respiratory care of patients.

- The capstone course for the AAS Degree is RSPT 2361, Clinical-Respiratory Care Therapy/Therapist IV.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirements for graduation, the graduate is eligible to sit in for the NBRC's Therapist Multiple Choice Exam and Clinical Simulation Exam, Pulmonary Function Technologist Exam, and the Perinatal/Pediatric Specialist Exam.
- Articulated credit from many area high schools is available for graduates with high school health occupations courses.
- The Respiratory Care Technology program is accredited by the Committee on Accreditation for Respiratory Care (COARC).
- Medical Advisor: Gonzalo Diaz, M.D.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is June 3. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. ****NOTE:** It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later

than 21 days after administration of the initial TST.

- iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

POST ACCEPTANCE REQUIREMENTS:

- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is

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majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

Prerequisite Semester Credit Hours

BIOL 2404	Introduction to Anatomy and Physiology	4
HPRS 1206	Essentials of Medical Terminology	2
RSPT 1329	Respiratory Care Fundamentals I	3
RSPT 2317	Respiratory Care Pharmacology	3
		12

First Year

First Semester Credit Hours

ENGL 1301	Expository English Composition (C)	3
RSPT 1307	Cardiopulmonary Anatomy and Physiology	3
RSPT 1360	Clinical-Respiratory Care Therapy/Therapist I	3
RSPT 1410	Respiratory Care Procedures I	4
		13

Second Semester Credit Hours

CHEM 1306 (MNS)	Health Science Chemistry I (C)	3
CHEM 1106	Health Science Chemistry Laboratory I	1
RSPT 1431	Respiratory Care Fundamentals II	4
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2461	Clinical-Respiratory Care Therapy/Therapist II	4
		15

Summer Session Credit Hours

RSPT 2360	Clinical-Respiratory Care Therapy/Therapist III	3
RSPT 2414	Mechanical Ventilation	4
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	4
(SBS)	Social and Behavioral Sciences Elective (C)	3
		14

Second Year

First Semester Credit Hours

PHIL 2306 (HFA)	Ethics (C)	3
RSPT 2135	Pediatric Advanced Life Support	1
RSPT 2239	Advanced Cardiac Life Support	2
RSPT 2358	Respiratory Care Patient Assessment	3
RSPT 2361	Clinical-Respiratory Care Therapy/Therapist IV	3
		12

Social and Behavioral Sciences Elective: PSYC 2301, 2314, or SOCI 1301.

TOTAL CREDIT HOURS **66**



SURGICAL TECHNOLOGY- AAS-SRGT

Associate of Applied Science Degree

Surgical Technologists are vital members of the surgical team who work closely with physicians, registered nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgery. They function as the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery.

- The capstone experience for the AAS Degree in Surgical Technology is demonstrated by taking the Surgical Technology national certifying examination.
- Upon completion of the requirements for graduation, the graduates are eligible to take the Certified Surgical Technologist examination to become a Certified Surgical Technologist (CST) administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- The program is fully accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) and upon recommendation of the Accreditation Review Council on Education in Surgical Technology/Surgical Assisting.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. The scheduled ranking date is March 2. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- CPR-American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6 months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
- Tuberculosis (TB) Screening required annually. **NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
 - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
 - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
 - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
 - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and

annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
 - POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
 - Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
 - Influenza is required (or completed declination form); done annually. NOTE: If declined, will have to wear a mask in clinical.
 - Meningitis or Booster - (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years).
NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Current Physical Examination
- Physical Technical Standard Form
- Program Orientation

POST ACCEPTANCE REQUIREMENTS:

- Community Wide Orientation (conducted online)
- HIPAA Training (conducted online)
- Professional Practice Insurance
- Program Orientation
- Substance Abuse Screening
- Uniforms
- Transportation to off-campus clinical sites at student's expense

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs' students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

Mandatory healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multi-disciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

Summer Session **Credit Hours**

BIOL 2401	Anatomy and Physiology I	4
HPRS 1206	Essentials of Medical Terminology	<u>2</u>
		6

First Year

First Semester **Credit Hours**

BIOL 2402	Anatomy and Physiology II	4
BIOL 2420	Microorganisms and Disease	4
ENGL 1301	Expository English Composition (C)	<u>3</u>
		11

Second Semester **Credit Hours**

ENGL 2341	(HFA) Introduction to Literature	3
	(MNS) Mathematics Elective (C)	3
PSYC 2301	(SBS) Introduction to Psychology (C)	3
SPCH 1315	Fundamentals of Effective Speech (C)	<u>3</u>
		12

Summer Session **Credit Hours**

SRGT 1405	Introduction to Surgical Technology	4
SRGT 1509	Fundamentals of Perioperative Concepts and Techniques	<u>5</u>
		9

Second Year

First Semester **Credit Hours**

SRGT 1244	Technological Sciences for the Surgical Technologist	2
SRGT 1541	Surgical Procedures I	5
SRGT 2560	Clinical-Surgical Technology/Technologist I	<u>5</u>
		12

Second Semester **Credit Hours**

SRGT 1542	Surgical Procedures II	5
SRGT 2561	Clinical-Surgical Technology/Technologist II	<u>5</u>
		10

TOTAL CREDIT HOURS **60**

Mathematics Elective: MATH 1314, 1324, 1332, 1342, 2412, or 2413.

Vocational Nursing - C2-VNSG

Certificate of Completion

This articulated classroom and clinical education program prepares students to become eligible to take the Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN). Vocational Nurses perform routine nursing procedures under the supervision of a Registered Nurse or physicians. These procedures include observation, reporting, and the environmental and physical management of patients.

- The capstone course for the Certificate of Completion is VNSG 1263, Clinical–Licensed Practical/Vocational Nurse Training.
- The capstone course for the Fundamentals of Vocational Nursing Certificate of Completion is VNSG 1260, Clinical–Licensed Practical/Vocational Nurse Training.
- Non-Traditional Credit through transfer or proficiency examination is available for students with previously related coursework or by proficiency examination if available.
- Upon completion of the requirements for graduation, the VN graduates are eligible to take NCLEX-PN.

- VN students are eligible to apply to test for Certified Nursing Aide through the Texas Nurse Aide Registry following successful completion of first semester VNSG courses.
- This program has been approved by the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Board of Nursing.
- Other fees may be assessed as needed.
- Students will be expected to pay all of the fees that are associated with the ATI Standardized testing. Students who are admitted to the Vocational Nursing Program will be required to pay a testing fee each semester as part of their registration fees.
- BIOL 2401, BIOL 2402, BIOL 2420, and RNSG 1301 have a ten (10) year limit.

The nursing programs at El Paso Community College are under the Specialized Admissions Procedure for Nursing and Health careers. Students must complete eligibility criteria and designate their major by June 3 and October 1, prior to the ranking date. Please contact a nursing counselor for more information. Students must fulfill all specialized admissions requirements prior to their enrollment in specialized courses. Prior to admission, students *must* submit documentation of having met all program requirements one (1) week prior to the ranking date. It is ultimately the students' responsibility to submit all required documentation to allow normal processing. Normal processing may take from a few days to a few weeks, depending on the type of documentation and individual circumstances. It is not reasonable to expect that students will be ranked if documentation is not submitted in a timely manner. If documents have been received but not processed, this may result in the student being coded as ineligible for that ranking because sufficient time was not given for processing information.

PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Two (2) Mandatory Orientations:
 1. Health Career Orientation (online or in person, contact a counselor for information).
 2. Nursing Specialized Admissions Orientation conducted by nursing counselors, in-person.
- Current Physical Examination done by a Physician/Nurse Practitioner/Physician's Assistant licensed in the United States. Everything must be current through the complete academic semester or summer you want to register
- Immunizations: Hepatitis Vaccination series, MMR, Tdap, Varicella, or as directed by DSHS.
- POSITIVE TITER required for Hepatitis B; must have had vaccination series of three (can take 4-6 months to complete) or Twinrix (Hepatitis A and B) series of four shots, Days: #0, #7, #21, (must complete three prior to titer) and #365 (booster) or disease prior to TITER.
- POSITIVE TITER required for each: Measles, Mumps and Rubella, (MMR); must have had vaccinations or disease prior to TITER.
- POSITIVE TITER required for Varicella; must have had vaccinations or disease prior to TITER.
- Tetanus/Diphtheria and Pertussis (Tdap) or as directed by DSHS-(Expires after 10 years).
- Influenza is required for October ranking but not for June ranking; renew every year
- Meningitis may be required (Good for 5 years). After a vaccination is administered, you must wait 4-6 weeks

for immunity to show up on the TITER.

- Physical Technical Standard Form
- CPR Certification at the Professional Level (American Heart Association-Healthcare Provider). Online course is not accepted.
- Current CPR Certifications must be maintained throughout enrollment in Clinical/Practicum courses with the program.
- First Aid (National Safety Council Course or American Academy of Orthopedic Surgeons).
- All documentation must be good through each academic semester.
- Cumulative GPA 2.5

POST SPECIALIZED ADMISSION REQUIREMENTS:

- Community Wide Orientation (conducted online)
- Program Orientation (Mandatory-IN PERSON)
- HIPAA Training (conducted online)
- Professional Practice Insurance (paid with registration fees).
- Uniforms must conform to the Nursing Policy and are purchased at the students’ own expense.
- Transportation to off-campus clinical sites must be provided at the students’ own expense.
- Books, specialized equipment, and/or lab supplies are purchased at the students’ own expense.
- Tuberculosis – Two step TB skin test to be completed after ranking. Take first TB skin test, then second one must be completed 7-21 days later. If before seven days or after 21 days, must start series again. Timing is critical. After initial double PPD, it is to be done annually or Chest x-ray (as needed); or as requested by clinical facilities.
- Substance Abuse Screening - Students who cannot participate in clinical rotations due to adverse activities revealed through substance abuse testing cannot complete course/program requirements. Therefore, students who fail to obtain clearance may be prohibited from admission or enrollment in specified programs/courses for a period of one-year.
- Background check - Two (2) background checks are required. A criminal background statement is completed prior to entry into the program and annually. Fingerprints are required of students participating in this program by the Texas Board of Nursing (BON). A positive background check may prevent students from entering the program.
- Fingerprinting, with a background check from the FBI are required by the BON and must be completed prior to the end of the first semester of the program. Background check questions can be directed to the Dean of Nursing at 831-4529.
- Mandatory Health Insurance is required for students doing clinicals at healthcare facilities. If you do not have your own health insurance, a list of approved contracted insurance companies will be available.

A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR and First Aid, physical, etc. All health programs’ students need to participate in this system, part of the American Databank, to keep their clinical data compliant and updated. (Price and web registration will be provided.)

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of “C” or better in all specialized and academic courses. Transfer students: Biology courses must include lecture and a laboratory that total four credits. The term “specialized courses” refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

<u>Prerequisite Semester</u>	<u>Credit Hours</u>
MATH 1314	Precalculus I College Algebra and Geometry (C) or
MATH 1342	Fundamentals of Statistics (C) or
MATH 1324	Introductory Mathematics for Business and Social Sciences (C) or
VNSG 1391	Special Topics in Licensed Practical/Vocational Nurse Training Math for Articulating High School Student 3
RNSG 1301	Pharmacology 3
VNSG 1405	Health Science or
BIOL 2401	Anatomy and Physiology I 4
VNSG 1420	Anatomy and Physiology for Allied Health or
BIOL 2402	Anatomy and Physiology II 4
	14

RNSG 1301, Pharmacology is a mandatory and ranking course.

<u>First Semester</u>	<u>Credit Hours</u>
ENGL 1301	Expository English Composition (C) 3
VNSG 1160	Clinical–Licensed Practical/Vocational Nurse Training 1
VNSG 1227	Essentials of Medication Administration 2
VNSG 1260	Clinical–Licensed Practical/Vocational Nurse Training 2
VNSG 1323	Basic Nursing Skills 3
VNSG 1402	Applied Nursing Skills I 4
	15

TOTAL HOURS FOR CERTIFICATE 29

EXIT CERTIFICATE OF COMPLETION: FUNDAMENTALS OF VOCATIONAL NURSING-C1-VNSC

Students who successfully complete VNSG 1323-VNSG 1160 and VNSG 1402-VNSG 1260 with a “C” or better may apply for a Nurse Aide Certificate of Completion and are eligible to become a Certified Nursing Assistant.

Only the high school students pursuing the Vocational Nursing program will not have to have Pharmacology and Math as a prerequisite for the first semester. VNSG 1160, VNSG 1260, VNSG 1323, VNSG 1402 may run concurrently and can be co-requisites for high school students only as appropriate. Students by special exception may take RNSG 1301 and VNSG 1227 after the first semester courses, VNSG 1160, VNSG 1260, VNSG 1323, and VNSG 1402.

HEALTH CAREER AND TECHNICAL EDUCATION DEGREES - 2019-2020

<u>Second Semester</u>	<u>Credit Hours</u>
VNSG 1133	Growth and Development or
PSYC 2314	Human Growth and Development (C) 1-3
VNSG 1161	Clinical–Licensed Practical/Vocational Nurse Training 1
VNSG 1163	Clinical–Licensed Practical/Vocational Nurse Training 1
VNSG 1166	Practicum (or Field Experience) - Licensed Practical/Vocational Nurse Training 1
VNSG 2214	Applied Nursing Skills III 2
VNSG 2413	Applied Nursing Skills II 4
	10-12
<u>Summer Session</u>	<u>Credit Hours</u>
VNSG 1219	Leadership and Professional Development 2
VNSG 1230	Maternal-Neonatal Nursing 2
VNSG 1234	Pediatrics 2
VNSG 1262	Clinical–Licensed Practical/Vocational Nurse Training 2
VNSG 1263	Clinical–Licensed Practical/Vocational Nurse Training 2
	10
TOTAL HOURS FOR CERTIFICATE	49-51

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The Best Place to Start *and Finish!*



Course Descriptions

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Course Entry Requirements

The Texas State Legislature mandates that institutions assess all entering undergraduate students for readiness to enroll into college-level course work for mathematics, writing, and reading. All first-time students at EPCC are required to take assessment tests, unless exempted by transfer coursework from a previous college/ university or National Examinations in writing, reading, and mathematics prior to enrollment. Students must meet proficiency (or exemption) requirements of all courses. For more information about course requirements and prerequisites, see an academic counselor or the following course descriptions. For more information about TSI, see the Admission section of this catalog.


Course Types

The following course types are indicated at the beginning of the title for each course description:

— Transfer/Lower-Division Academic Courses:

Approved courses by the Texas Higher Education Coordinating Board for transfer among Texas community colleges and state public universities as freshman and sophomore general education courses. There is no guarantee, however, that a course which is “transfer” will apply to a specific major or degree at a four-year college or university. Check with the four-year institution for transferability and applicability.

W — WECM Courses: Designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit. By design, the Workforce Education Course Manual (WECM) enhances the portability and transfer of credits and credentials between colleges and provides access to statewide workforce education. However, these courses are not designed to automatically transfer to public four-year colleges and universities.

 — **Online Classes:** Courses with an online option available. Check Web Banner for instructional method information.

Course Numbering System

EPCC has adopted the Texas Common Course Numbering System (TCCNS), which promotes the identification of transfer coursework among colleges and universities. The TCCNS consists of a uniform set of four-character abbreviations for academic disciplines (rubric or prefix) and four-digit course numbers (example ENGL 1301). The first digit of the number reflects the academic level of the course (1 for freshman, 2 for sophomore). The second number reflects the semester credit hour value of the course. The third and fourth digits represent the sequence of the course. Developmental courses have adopted the four-character rubric (example MATH 0305), but are not transferable and therefore not part of the Texas Common Course Numbering System.

The parenthetical figures that may follow the course title indicate the requirement that course fulfills for either an Associate of Arts, Associate of Arts in Teaching, Associate of Sciences, Associate of Applied Science, Certificate of Completion, or developmental education. These figures are as follows:

(C) — Core Curriculum: The Texas Core Curriculum for all undergraduate students in public Texas colleges and universities consist of 42 semester credit hours that are designated within nine components (blocks). By completing these courses, students will achieve college-level competence in general education skills of reading, writing, speaking, using technology, and critical thinking. Refer to the Core Curriculum section on page 82 in this catalog and the following course descriptions to see the listing of courses.

(F) — Field of Study: A set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at any public university within the state of Texas. See the Field of Study section starting on page 87 of this catalog to learn more about specific academic areas with a Field of Study.

(CF) — Core and Field of Study: These courses can fulfill both a Core Curriculum component and part of a Field of Study.

(HFA), (SBS), (MNS), — General Education Courses: Each Associate of Applied Science degree plan contains at least 15 hours of general education courses to ensure a broad-based education. Students must take one course from each of the three areas: Humanities or Fine Arts (HFA), Social and Behavioral Science (SBS), and Mathematics or Natural Science (MNS). Refer to the following course descriptions to see which courses fall into these categories. Students are encouraged to select general education courses that are also part of the Core Curriculum.

(M) — Developmental Courses: In keeping with the state-mandated Texas Success Initiative (TSI), students who do not test into college-level coursework will have to enroll in developmental course(s). Developmental education prepares students for college level courses in reading, writing, and mathematics. Developmental courses do not count toward graduation and do not fulfill any degree requirements at EPCC.

(E) — ESL Courses: The English as a Second Language (ESL) sequence of courses includes listening, speaking, reading, and writing. The courses offer non-native English speakers essential English language training as a pathway for college readiness. The courses include lab activities to reinforce classwork. Students interested in ESL courses are required to take the ACCUPLACER and will enter at levels determined by the results.

Each course title in the Course Description section is followed by the number of semester credit hours (example: Credits 3 or Credits 4). At the end of each course description, within bold print, are prerequisite and/or corequisite requirements and assessment testing (if applicable). Within bold parenthesis are the number of lecture hours each week and the number of laboratory or external learning hours each week (example: **(3:3)**). Lastly, each description ends with the area of study the course is classified under, in italicized print.

Courses with Texas Symbol

Transfer/Lower-Division Academic Courses: Approved courses by the Texas Higher Education Coordinating Board for transfer among Texas community colleges and state public universities as freshman and sophomore general education courses. There is no guarantee, however, that a course which is “transfer” will apply to a specific major or degree at a four-year college or university. Check with the four-year institution for transferability.

Accounting

ACCT 2301 Principles of Accounting I
ACCT 2302 Principles of Accounting II

Architecture

ARCH 1301 Architectural History I
ARCH 1302 Architectural History II
ARCH 1303 Architectural Design Studio I
ARCH 1304 Architectural Design Studio II
ARCH 1307 Architectural Graphics I
ARCH 1308 Architectural Graphics II
ARCH 1311 Introduction to Architecture
ARCH 1315 Digital Media
ARCH 2301 Architectural Freehand Drawing I
ARCH 2302 Architectural Freehand Drawing II
ARCH 2312 Architectural Technology
ARCH 2603 Architectural Design Studio III
ARCH 2604 Architectural Design Studio IV

Arts

ARTS 1301 Art Appreciation
ARTS 1303 Pre-Renaissance Art History
ARTS 1304 Renaissance and Modern Art History
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Basic Drawing I
ARTS 1317 Basic Drawing II
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Life Drawing I
ARTS 2326 Sculpture I
ARTS 2333 Printmaking I
ARTS 2341 Arts Metals I
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2356 Photography in the Art Studio I
ARTS 2357 Photography in the Art Studio II

Astronomy

ASTR 1103 Astronomy Laboratory Stars and Galaxies
ASTR 1104 Astronomy Laboratory Solar System
ASTR 1303 Stars and Galaxies
ASTR 1304 Solar System

Business Management

BCIS 1305 Business Computer Applications

Biological Sciences

BIOL 1106 General Biology-Science Majors Laboratory I
BIOL 1107 General Biology-Science Majors Laboratory II
BIOL 1108 Introductory Biology Laboratory
BIOL 1109 Human Biology Laboratory
BIOL 1113 Vertebrate Zoology Laboratory
BIOL 1306 General Biology-Science Majors I
BIOL 1307 General Biology-Science Majors II
BIOL 1308 Introductory Biology
BIOL 1309 Human Biology

BIOL 1313 Vertebrate Zoology
BIOL 1411 General Botany I
BIOL 1413 Invertebrate Zoology
BIOL 2316 Genetics
BIOL 2389 Research Techniques in Biology
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
BIOL 2404 Introduction to Anatomy and Physiology
BIOL 2406 Environmental Biology
BIOL 2420 Microorganisms and Disease
BIOL 2421 General Microbiology

Business Management

BUSI 1301 Business Principles
BUSI 2305 Business Statistics

Chemistry

CHEM 1106 Health Science Chemistry Laboratory I
CHEM 1107 Health Science Chemistry Laboratory II
CHEM 1111 General Chemistry Laboratory I
CHEM 1112 General Chemistry Laboratory II
CHEM 1306 Health Science Chemistry I
CHEM 1307 Health Science Chemistry II
CHEM 1311 General Chemistry I
CHEM 1312 General Chemistry II
CHEM 2389 Research Techniques in Chemistry
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II

Communication

COMM 1307 Mass Media and Society
COMM 1316 Photojournalism
COMM 1336 Video Field Production
COMM 1337 Advanced Video Field/Studio Production
COMM 2300 Introduction to Communication Studies
COMM 2303 Audio Production
COMM 2305 Grammar for Journalists
COMM 2311 Writing for the Mass Media I
COMM 2315 Writing for the Mass Media II
COMM 2324 Special Projects
COMM 2327 Advertising in the Mass Media
COMM 2330 Introduction to Public Relations
COMM 2339 Writing for the Electronic Media
COMM 2366 Introduction to Film
COMM 2389 Media Internship

Computer Science

COSC 1301 Introduction to Computing
COSC 1320 C Programming
COSC 1436 Programming Fundamentals I
COSC 1437 Programming Fundamentals II
COSC 2336 Programming Fundamentals III
COSC 2425 Computer Organization and Machine Language

Criminal Justice

CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1307 Crime in America
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 1313 Juvenile Justice System
CRIJ 2301 Community Resources in Corrections
CRIJ 2313 Correctional Systems and Practices
CRIJ 2314 Criminal Investigation
CRIJ 2323 Legal Aspects of Law Enforcement
CRIJ 2328 Police Systems and Practices

Dance

- DANC 1110 Tap Dance
- DANC 1128 Ballroom and Social Dance
- DANC 1151 Freshman Dance Performance
- DANC 1201 Dance Composition and Improvisation
- DANC 1241 Beginning Ballet
- DANC 1245 Beginning Modern Dance
- DANC 1247 Beginning Jazz Dance
- DANC 1301 Dance Composition-Choreography
- DANC 2151 Sophomore Dance Performance
- DANC 2241 Intermediate Ballet
- DANC 2245 Intermediate Modern Dance
- DANC 2247 Intermediate Jazz Dance
- DANC 2303 Dance Appreciation

Drama

- DRAM 1120 Theater Practicum I
- DRAM 1121 Theater Practicum II
- DRAM 1310 Introduction to Theater
- DRAM 1330 Stagecraft I
- DRAM 1351 Acting I
- DRAM 1352 Acting II
- DRAM 2120 Theater Practicum III
- DRAM 2331 Stagecraft II
- DRAM 2351 Introduction to Playwriting

Economics

- ECON 1301 Basic Economic Issues
- ECON 2301 Principles of Macroeconomics
- ECON 2302 Principles of Microeconomics

Education

- EDUC 1300 Learning Framework
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 2301 Introduction to Special Populations

English

- ENGL 1301 Expository English Composition
- ENGL 1302 Research Writing and Literary Analysis
- ENGL 2307 Creative Writing: Theory and Technique
- ENGL 2311 Technical and Business Writing
- ENGL 2322 British Literature Survey: Anglo Saxon to the 18th Century
- ENGL 2323 British Literature Survey: 18th Century to Modern
- ENGL 2327 American Literature: Colonial to Civil War
- ENGL 2328 American Literature: Civil War to Modern
- ENGL 2332 World Literature: Ancient to the 16th Century
- ENGL 2333 World Literature: 17th Century to Modern
- ENGL 2341 Introduction to Literature
- ENGL 2351 Chicana/o Literature
- ENGL 2389 Academic Cooperative

Engineering

- ENGR 1201 Introduction to Engineering
- ENGR 1204 Engineering Graphics
- ENGR 2301 Statics
- ENGR 2302 Mechanics II: Dynamics
- ENGR 2304 Programming for Engineers
- ENGR 2305 Electromechanical Systems
- ENGR 2308 Economy for Engineers and Scientists
- ENGR 2332 Mechanics of Materials
- ENGR 2334 Introduction to Thermal Fluids
- ENGR 2405 Introduction to Electrical Engineering
- ENGR 2406 Introduction to Digital Systems

Environmental

- ENVR 1301 Environmental Science I
- ENVR 1401 Environmental Science I

French

- FREN 1411 Beginning French I
- FREN 1412 Beginning French II
- FREN 2311 Intermediate French I
- FREN 2312 Intermediate French II

Geological Sciences

- GEOL 1101 Principles of Earth Sciences Laboratory
- GEOL 1102 Principles of Geology Laboratory
- GEOL 1103 Physical Geology Laboratory
- GEOL 1104 Historical Geology Laboratory
- GEOL 1301 Principles of Earth Sciences
- GEOL 1302 Principles of Geology
- GEOL 1303 Physical Geology
- GEOL 1304 Historical Geology
- GEOL 2289 Research Techniques in Geology
- GEOL 2389 Research in Field Methods

German

- GERM 1411 Beginning German I
- GERM 1412 Beginning German II

Government

- GOVT 2304 Introduction to Political Science
- GOVT 2305 American Government and Politics
- GOVT 2306 State and Local Government
- GOVT 2311 Mexican-American Politics

Health Services

- HECO 1322 Nutrition and Diet Therapy

History

- HIST 1301 History of the United States to 1877
- HIST 1302 History of the United States since 1877
- HIST 2301 Texas History
- HIST 2311 European History to 1700
- HIST 2312 European History 1700 to Present
- HIST 2321 World History to 1500
- HIST 2322 World History 1500 to Present
- HIST 2327 History of Mexican-American I
- HIST 2328 History of Mexican-American II
- HIST 2389 Academic Cooperative

Humanities

- HUMA 1302 Introduction to Humanities II: Medical Sociology
- HUMA 1305 Introduction to Chicana/o Studies
- HUMA 1311 Mexican-American Art

Kinesiology

- KINE 1100 Conditioning
- KINE 1104 Jogging
- KINE 1108 Martial Arts
- KINE 1116 Basketball
- KINE 1120 Soccer
- KINE 1301 Foundations of Kinesiology
- KINE 1306 First Aid and Safety
- KINE 1338 Concepts of Physical Fitness
- KINE 2100 Weight Training I
- KINE 2116 Swimming I
- KINE 2124 Volleyball

Mathematics

- MATH 1314 Precalculus I College Algebra and Geometry
- MATH 1324 Introductory Mathematics for Business and Social Science
- MATH 1325 Introductory Analysis for Business or Social Sciences
- MATH 1332 Contemporary Mathematics (Quantitative Reasoning)
- MATH 1342 Fundamentals of Statistics
- MATH 1350 Mathematics for Teachers I
- MATH 1351 Mathematics for Teachers II

MATH 2305	Discrete Mathematics	MUAP 2267	Individual Instruction in Keyboard Instrument III
MATH 2314	Calculus II	MUAP 2268	Individual Instruction in Keyboard Instrument IV
MATH 2315	Calculus III	MUAP 2283	Individual Instruction in Voice III
MATH 2318	Linear Algebra	MUAP 2284	Individual Instruction in Voice IV
MATH 2320	Differential Equations	MUAP 2287	Vocal Coaching III
MATH 2412	Precalculus II	MUAP 2288	Vocal Coaching IV
MATH 2413	Calculus I	Music	
Music		MUEN 1121	Concert Band I
MUAP 1101	Introduction to Individual Instruction String Instrument I	MUEN 1122	Concert Band II
MUAP 1102	Introduction to Individual Instruction String Instrument II	MUEN 1123	Orchestra I
MUAP 1117	Introduction to Individual Instruction Woodwind Instrument I	MUEN 1124	Orchestra II
MUAP 1118	Introduction to Individual Instruction Woodwind Instrument II	MUEN 1131	Mariachi I
MUAP 1137	Introduction to Individual Instruction Brass Instrument I	MUEN 1132	Mariachi II
MUAP 1138	Introduction to Individual Instruction Brass Instrument II	MUEN 1133	Guitar Ensemble I
MUAP 1157	Introduction to Individual Instruction Percussion Instrument I	MUEN 1134	Guitar Ensemble II
MUAP 1158	Introduction to Individual Instruction Percussion Instrument II	MUEN 1135	Percussion Ensemble I
MUAP 1161	Introduction to Individual Instruction Guitar Instrument I	MUEN 1136	Percussion Ensemble II
MUAP 1162	Introduction to Individual Instruction Guitar Instrument II	MUEN 1137	Jazz Ensemble I
MUAP 1165	Introduction to Individual Instruction Keyboard Instrument I	MUEN 1138	Jazz Ensemble II
MUAP 1166	Introduction to Individual Instruction Keyboard Instrument II	MUEN 1141	Chorus I
MUAP 1181	Introduction to Individual Instruction Voice Instrument I	MUEN 1142	Chorus II
MUAP 1182	Introduction to Individual Instruction Voice Instrument II	MUEN 2121	Concert III
MUAP 1201	Individual Instruction in Stringed Instrument I	MUEN 2122	Concert IV
MUAP 1202	Individual Instruction in Stringed Instrument II	MUEN 2123	Orchestra III
MUAP 1217	Individual Instruction in Woodwind Instrument I	MUEN 2124	Orchestra IV
MUAP 1218	Individual Instruction in Woodwind Instrument II	MUEN 2131	Mariachi III
MUAP 1237	Individual Instruction in Brass Instrument I	MUEN 2132	Mariachi IV
MUAP 1238	Individual Instruction in Brass Instrument II	MUEN 2133	Guitar Ensemble III
MUAP 1257	Individual Instruction in Percussion Instrument I	MUEN 2134	Guitar Ensemble IV
MUAP 1258	Individual Instruction in Percussion Instrument II	MUEN 2135	Percussion Ensemble III
MUAP 1261	Individual Instruction in Guitar Instrument I	MUEN 2136	Percussion Ensemble IV
MUAP 1262	Individual Instruction in Guitar Instrument II	MUEN 2137	Jazz Ensemble III
MUAP 1265	Individual Instruction in Keyboard Instrument I	MUEN 2138	Jazz Ensemble IV
MUAP 1266	Individual Instruction in Keyboard Instrument II	MUEN 2141	Chorus III
MUAP 1281	Individual Instruction in Voice I	MUEN 2142	Chorus IV
MUAP 1282	Individual Instruction in Voice II	Music	
MUAP 1285	Vocal Coaching I	MUSI 1116	Sight-Singing and Dictation I
MUAP 1286	Vocal Coaching II	MUSI 1117	Sight-Singing and Dictation II
MUAP 2201	Individual Instruction in Stringed Instrument III	MUSI 1181	Piano Class I
MUAP 2202	Individual Instruction in Stringed Instrument IV	MUSI 1182	Piano Class II
MUAP 2219	Individual Instruction in Woodwind Instrument III	MUSI 1183	Voice Class I
MUAP 2220	Individual Instruction in Woodwind Instrument IV	MUSI 1192	Guitar Class I
MUAP 2239	Individual Instruction in Brass Instrument III	MUSI 1303	Fundamentals of Music
MUAP 2240	Individual Instruction in Brass Instrument IV	MUSI 1306	Music Appreciation
MUAP 2259	Individual Instruction in Percussion Instrument III	MUSI 1307	Introduction to Music History
MUAP 2260	Individual Instruction in Percussion Instrument IV	MUSI 1310	American Music
MUAP 2261	Individual Instruction in Guitar Instrument III	MUSI 1311	Music Theory I
MUAP 2262	Individual Instruction in Guitar Instrument IV	MUSI 1312	Music Theory II
		MUSI 2116	Sight-Singing and Dictation III
		MUSI 2117	Sight-Singing and Dictation IV
		MUSI 2311	Music Theory III
		MUSI 2312	Music Theory IV
		Philosophy	
		PHIL 1301	Introduction to Philosophy
		PHIL 2303	Logic
		PHIL 2306	Ethics
		PHIL 2307	Introduction to Social and Political Philosophy
		PHIL 2321	Philosophy of Religion
		Physics	
		PHYS 1101	General Physics Laboratory I
		PHYS 1102	General Physics Laboratory II
		PHYS 1115	Principles of Physical Science Laboratory I

PHYS 1301	General Physics I
PHYS 1302	General Physics II
PHYS 1315	Principles of Physical Science I
PHYS 2125	Engineering Physics Laboratory I
PHYS 2126	Engineering Physics Laboratory II
PHYS 2289	Research Techniques in Physics
PHYS 2325	Engineering Physics I
PHYS 2326	Engineering Physics II

Psychology

PSYC 2301	Introduction to Psychology
PSYC 2306	Human Sexuality
PSYC 2314	Human Growth and Development
PSYC 2315	Psychology of Adjustment
PSYC 2316	Psychology of Personality
PSYC 2317	Statistics and Research Design
PSYC 2319	Social Psychology
PSYC 2320	Abnormal Psychology
PSYC 2330	Biological Psychology

Sociology

SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems
SOCI 2301	Sociology of Marriage and the Family
SOCI 2319	Chicanos in American Society

Social Work

SOCW 2361	Introduction to Social Work
SOCW 2362	Social Welfare Policy and Services

Spanish

SPAN 1411	Beginning Spanish I for Non-Native Speakers
SPAN 1412	Beginning Spanish II for Non-Native Speakers
SPAN 2311	Intermediate Spanish I for Non-Native Speakers
SPAN 2312	Intermediate Spanish II for Non-Native Speakers
SPAN 2313	Intermediate Spanish I for Heritage Speakers
SPAN 2315	Intermediate Spanish II for Heritage Speakers

Speech Communication

SPCH 1315	Fundamentals of Effective Speech
SPCH 1318	Interpersonal Communication
SPCH 1321	Organizational and Professional Communication
SPCH 2333	Dynamics of Group Communication
SPCH 2335	Argumentation and Debate
SPCH 2341	Oral Interpretation of Literature
SPCH 2389	Academic Cooperative

Teacher Preparation

TECA 1303	Family, School, and Community
TECA 1311	Educating Young Children
TECA 1318	Wellness of the Young Child
TECA 1354	Child Growth and Development

Course Prefix Information

Academic Courses

Will transfer to baccalaureate programs. Check with EPCC Counselors or Advisors.

Prefix	Academic Course Subject
ACCT	Accounting
ARCH	Architecture
ARTS	Arts
ASTR	Astronomy
BCIS	Business
BIOL	Biological Sciences
BUSI	Business Management
CHEM	Chemistry
COMM	Communication
COSC	Computer Science
CRIJ	Criminal Justice
DANC	Dance
DRAM	Theater
ECON	Economics
EDUC	Educational Psychology/Teacher Preparation
ENGL	English
ENGR	Engineering
ENVR	Biological Sciences/Geology
FREN	Foreign Languages
GEOL	Geological Sciences
GERM	Foreign Languages
GOVT	Government
HECO	Health Services
HIST	History
HUMA	Art/Chicana/o Studies
KINE	Kinesiology
MATH	Mathematics
MUAP	Music
MUEN	Music
MUSI	Music
PHIL	Philosophy
PHYS	Physics
PSYC	Psychology
SOCI	Sociology
SOCW	Social Work
SPAN	Foreign Languages
SPCH	Speech Communication
TECA	Teacher Preparation

Accelerated and Readiness Courses

Developmental courses are not transferable to baccalaureate programs. Check with EPCC Counselors or Advisors.

Prefix	Accelerated and Readiness Course Subject
ENGL/INRW	English
ESOL	English as a Second Language
MATH/NCBM	Mathematics
READ/RSVP/INRW	Reading

Career and Technical Education Courses

May or may not transfer to baccalaureate programs. Check with EPCC Counselors or Advisors.

Prefix	Career and Technical Course Subject
ACNT	Accounting
ARCE	Computer Aided Design
ARTC	Advertising Graphics and Design
AUMT	Automotive Technology
BMGT	Business Management
BNKG	Accounting
BUSG	Business Management
BUSI	Business Management
CDEC	Child Development
CETT	Industrial Manufacturing
CHEF	Culinary Arts and Related Sciences
CJCR	Criminal Justice
CMSW	Social Work
CNBT	Renewable Energy Technology Systems
CRTR	Court Reporting
CSME	Cosmetology
DAAC	Social Work
DEMR	Diesel Mechanics
DFTG	Computer Aided Design
DHYG	Dental Hygiene
DMSO	Diagnostic Medical Sonography
DNTA	Dental Assisting
DSVT	Diagnostic Medical Sonography
ECRD	Medical Assisting Technology
EDTC	Credit for Learning by Experience Option (CLEO)
EEIR	Renewable Energy Technology Systems
ELMT	Industrial Manufacturing
ELPT	Electrical Technology
ELTN	Industrial Manufacturing
EMSP	Emergency Medical Services
ENTC	Industrial Manufacturing
EPCT	Industrial Manufacturing
FCEL	Renewable Energy Technology Systems
FIRS	Fire Technology
FIRT	Fire Technology
FSHD	Fashion Technology
FSHN	Fashion Technology
HAMG	Hospitality Operations
HART	Heating, Ventilation and Air Conditioning
HITT	Health Information Management
HMSY	Criminal Justice
HPRS	Health Services
HRPO	Business Management
HYDR	Industrial Manufacturing
IBUS	Business Management
INDS	Interior Design Technology
INMT	Industrial Manufacturing
INSR	Business Management
ITCC	Information Technology Systems
ITDF	Information Technology Systems
ITNW	Information Technology Systems
ITSC	Information Technology Systems
ITSE	Information Technology Systems

ITSW	Information Technology Systems
ITSY	Information Technology Systems
LGLA	Paralegal
MCHN	Machining Technology
MDCA	Medical Assisting Technology
MLAB	Medical Laboratory Technology
MRKG	Business Management
MRMT	Health Information Management
OSHT	Renewable Energy Technology Systems
PHRA	Pharmacy Technology
PLTC	Industrial Manufacturing
POFI	Business Management
POFT	Business Management
PSTR	Culinary Arts and Related Sciences
PTHA	Physical Therapist Assistant
QCTC	Renewable Energy Technology Systems
RADR	Medical Imaging Technology-Radiography
RBPT	Renewable Energy Technology Systems
RBTC	Industrial Manufacturing
RELE	Business Management
RETS	Renewable Energy Technology Systems
RNSG	Nursing
RSPT	Respiratory Care Technology
RSTO	Culinary Arts and Related Sciences
SCIT	Health Information Management
SCWK	Social Work
SLNG	Sign Language/Interpreter Preparation
SMFT	Industrial Manufacturing
SRGT	Surgical Technology
TRVM	Travel and Tourism
VNSG	Vocational Nursing
WLDG	Welding























COURSE DESCRIPTIONS

A

-  **ACCT 2301. PRINCIPLES OF ACCOUNTING I. (F). Credits 3.**
 Provides an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). **Prerequisites:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better AND MATH 0305 with a "C" or better or NCBM 0105 with a "CR" or by placement exam. (3:1). Lab fee. *Accounting Discipline.*
-  **ACCT 2302. PRINCIPLES OF ACCOUNTING II. (F). Credits 3.**
 Provides 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. Emphasizes the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Includes topics on product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. **Prerequisite:** ACCT 2301. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 1303. INTRODUCTION TO ACCOUNTING I. Credits 3.**
 Studies analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasizes understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll procedures and reporting. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 1304. INTRODUCTION TO ACCOUNTING II. Credits 3.**
 Studies 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. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 1305. FORENSIC ACCOUNTING. Credits 3.**
 Provides an examination of accounting fraud designed to provide a basic understanding of the impact that fraud has on an organization. (3:0). *Accounting Discipline.*
- W** **ACNT 1313. COMPUTERIZED ACCOUNTING APPLICATIONS. Credits 3.**
 Utilizes the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. **Prerequisite:** ACCT 2301 or ACNT 1303. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 1329. PAYROLL AND BUSINESS TAX ACCOUNTING. Credits 3.**
 Provides a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 1331. FEDERAL INCOME TAX: INDIVIDUAL. Credits 3.**
 Studies the federal tax law for preparation of individual income tax returns. **Prerequisite:** ACCT 2301. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 2302. ACCOUNTING CAPSTONE. Credits 3.**
 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. (3:0). *Accounting Discipline.*
- W** **ACNT 2303. INTERMEDIATE ACCOUNTING I. Credits 3.**
 Provides analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. **Prerequisite:** ACCT 2302. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 2309. COST ACCOUNTING. Credits 3.**
 Examines budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making. **Prerequisite:** ACCT 2302. (3:1). Lab fee. *Accounting Discipline.*
- W** **ACNT 2380. COOPERATIVE EDUCATION- ACCOUNTING I. Credits 3.**
 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:** ACCT 2302 and ACNT 1304 and ACNT 1313. (1:20). *Accounting Discipline.*
- W** **ACNT 2381. COOPERATIVE EDUCATION- ACCOUNTING II. Credits 3.**
 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. **Prerequisite:** ACNT 2380. (1:20). *Accounting Discipline.*
- W** **ARCE 1352. STRUCTURAL DRAFTING. Credits 3.**
 Studies structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. **Prerequisite:** DFTG 1309. (2:4). Lab fee. *Computer Aided Design Discipline.*
- W** **ARCE 2344. STATICS AND STRENGTH OF MATERIALS. Credits 3.**
 Studies internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design. **Prerequisites:** DFTG 1309 and MATH 1314, 1324, 1332, 1342, 2412, or 2413. (2:4). Lab fee. *Computer Aided Design Discipline.*
-  **ARCH 1301. ARCHITECTURAL HISTORY I. (CF) (HFA). Credits 3.**
 Surveys part one of the history of world architecture from pre-history to the present. Focuses on the period from pre-history up to at least the 14th Century. Requires outside assignments. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Architecture Discipline.*
-  **ARCH 1302. ARCHITECTURAL HISTORY II. (F). Credits 3.**
 Surveys part two of the history of world architecture from pre-history to the present. This course focuses on the period of neo-classicism up to the modern era. Requires outside assignments **Prerequisite:** ARCH 1301. (3:0). *Architecture Discipline.*
-  **ARCH 1303. ARCHITECTURAL DESIGN STUDIO I. (F) Credits 3.**
 Presents an introductory studio providing a foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. Requires outside assignments. (2:4). Lab fee. *Architecture Discipline.*

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- ARCH 1304. ARCHITECTURAL DESIGN STUDIO II. (F). Credits 3.**
Studies creative problem solving and presentation of principles, concepts, and ideas as applied to introductory architectural projects. Requires outside assignments. **Prerequisites:** ARCH 1303. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 1307. ARCHITECTURAL GRAPHICS I. (F). Credits 3.**
Introduces basic drawing methods and tools. Explores the techniques available for the design process with emphasis on two-dimensional and three-dimensional composition. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 1308. ARCHITECTURAL GRAPHICS II. (F). Credits 3.**
Continues the study, methodology, and production of architectural drawings. Explores the techniques available for the design process with emphasis on three-dimensional composition both analog and digital. **Prerequisite:** ARCH 1307. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 1311. INTRODUCTION TO ARCHITECTURE. (F). Credits 3.**
Presents an introduction to architecture that explores the practices, principles, and wider context of architecture and design. Focuses on the role of architecture in society, culture, and the broader physical context of the built environment. Requires outside assignments. (3:0). *Architecture Discipline.*
- ARCH 1315. DIGITAL MEDIA. Credits 3.**
Presents an introduction to computers used in architecture and applications in basic concepts of computer-aided design (CAD) drawing. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 2301. ARCHITECTURAL FREEHAND DRAWING I. Credits 3.**
Introduces basic skills and techniques in representational drawing, including translation of three-dimensional perception into graphic expression. Requires outside assignments. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 2302. ARCHITECTURAL FREEHAND DRAWING II. Credits 3.**
Emphasizes a variety of drawing and sketching methods with special interest for the architectural student: the human figure, architectural interiors and exteriors, architectural texture presentation techniques, landscapes, and cityscapes. Requires outside assignments. **Prerequisite:** ARCH 2301. (2:4). **Lab fee.** *Architecture Discipline.*
- ARCH 2312. ARCHITECTURAL TECHNOLOGY. (F). Credits 3.**
Provides an introduction to materials and methods in the design and construction of buildings. Examines building materials, principles and methods of construction with emphasis on materials and techniques, introduction to varied building systems, alternative and new materials, sustainability, solar energy systems and introductory environmental systems. Requires outside assignments. (3:0). *Architecture Discipline.*
- ARCH 2603. ARCHITECTURAL DESIGN STUDIO III. (F). Credits 6.**
Provides an intermediate architectural design studio that continues and expands the study of concepts from Architectural Design Studio II. **Prerequisite:** ARCH 1304. (4:8). **Lab fee.** *Architecture Discipline.*
- ARCH 2604. ARCHITECTURAL DESIGN STUDIO IV. (F). Credits 6.**
Provides a concluding architectural design studio for the lower-division that continues from Architectural Design Studio III. **Prerequisite:** ARCH 2603. (4:8). **Lab fee.** *Architecture Discipline.*
- W ARTC 1302. DIGITAL IMAGING I. Credits 3.**
Studies digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 1321. ILLUSTRATION TECHNIQUES I. Credits 3.**
Studies illustration techniques in various media. Emphasizes creative interpretation and the discipline of draftsmanship for visual communication of ideas. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 1325. INTRODUCTION TO COMPUTER GRAPHICS. Credits 3.**
Surveys computer design concepts, terminology, processes, and procedures. Includes topics on computer graphics hardware, digital images, digital publishing, vector-based graphics, and interactive multimedia. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 1327. TYPOGRAPHY. Credits 3.**
Studies letterforms and typographic concepts as elements of graphic communication. Emphasizes developing a current, practical typographic knowledge based on industry standards. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 1349. ART DIRECTION I. Credits 3.**
Creates projects in art direction for advertising graphic campaigns for products, services, or ideas. Includes topics on all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 1353. COMPUTER ILLUSTRATION. Credits 3.**
Presents the implementation of software for web design, illustration, and/or manipulation for reproduction. Provides mastery of tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 2301. ILLUSTRATION TECHNIQUES II. Credits 3.**
Provides an advanced study of illustration media and techniques using digital and/or traditional tools. Emphasizes conceptualization and composition. (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 2311. HISTORY OF COMMUNICATION GRAPHICS. Credits 3.**
Surveys the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasizes the art movements, schools of thought, individuals, and technology as they interrelate with graphic arts. (3:0). *Advertising Graphics and Design Discipline.*
- W ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN. Credits 3.**
Prepares a portfolio comprised of completed graphic design projects. Evaluates and demonstrates portfolio presentation methods based on the student's specific area of study. Students need to have a fourth semester standing in Advertising Graphics and Design or instructor's approval. **Please contact the program coordinator at 915-831-2527 prior to registering for this course.** (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTC 2370. ILLUSTRATION (AIRBRUSH). Credits 3.**
Emphasizes more erudite problem-solving assignments using the primary media of airbrush techniques (no prerequisites for Fine Arts majors). (2:3). **Lab fee.** *Advertising Graphics and Design Discipline.*
- W ARTS 1301. ART APPRECIATION. [C]. (HFA). Credits 3.**
 Provides a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purpose of the creative process. Students will critically interpret and evaluate works of art within cultural contexts. Course includes a historical overview of the visual arts. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with "C" or better or ENGL 1302 with a "C" or better. (3:0). *Arts Discipline.*

-  ARTS 1303. PRE-RENAISSANCE ART HISTORY. [C]. (HFA). Credits 3.
 Provides a chronological analysis of the historical and cultural contexts of painting, sculpture, architecture, and related visual arts from prehistoric times to the 14th century. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Arts Discipline.*
-  ARTS 1304. RENAISSANCE AND MODERN ART HISTORY. [C]. (HFA). Credits 3.
 Provides a chronological analysis of the historical and cultural contexts of painting, sculpture, architecture, and related visual arts from the 14th century to the present day. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Arts Discipline.*
-  ARTS 1311. DESIGN I. Credits 3.
Provides an introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Emphasizes experimentation and practices in basic design projects using visual communication techniques and creative problem-solving. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 1312. DESIGN II. Credits 3.
Provides an introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Emphasizes experimentation and practices in design projects using visual communication techniques and creative problem-solving. **Prerequisite:** ARTS 1311. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 1316. BASIC DRAWING I. Credits 3.
Provides an introduction to drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse material and techniques. Students will engage in critical analysis of drawing as a discipline. May include life drawing using a nude model. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 1317. BASIC DRAWING II. Credits 3.
Explores drawing media with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects using diverse materials and techniques including color media. Students will engage in critical analysis to broaden their understanding of drawing as a discipline. May include life drawing using a nude model. **Prerequisite:** ARTS 1316. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2316. PAINTING I. Credits 3.
Provides a basic introduction to the materials and methods of painting with emphasis on exploring value, color, composition, and techniques. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2317. PAINTING II. Credits 3.
Further explores painting media and techniques with increased emphasis on critical analysis of painting as a discipline. **Prerequisite:** ARTS 2316. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2323. LIFE DRAWING I. Credits 3.
Emphasizes anatomical structure, and composition of the figure through the use of drawing media and study of a nude model. **Prerequisite:** ARTS 1316. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2326. SCULPTURE I. Credits 3.
Provides a study of three-dimensional forms and contemporary sculptural concepts related to basic materials and forming techniques. Focuses on studio production, safety, and aesthetic criticism. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2333. PRINTMAKING I. Credits 3.
Introduces the basics of relief, intaglio, and lithographic printmaking techniques including the terminology, and brief history of these processes. Students will learn to develop personal original imagery that will be executed in these media. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2341. ARTS METALS I. Credits 3.
Explores ideas using basic techniques in jewelry and art metals construction. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2346. CERAMICS I. Credits 3.
Introduces basic techniques of pottery and ceramic materials. Includes hand-building techniques, glazing and other surface treatments, and kiln firing procedures. May include an introduction to the potter’s wheel. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2347. CERAMICS II. Credits 3.
Provides individual study emphasizing creative form, techniques, and materials using the potter’s wheel and hand-building techniques. Emphasizes glaze and clay formulation with individual practice in kiln operation. **Prerequisite:** ARTS 2346. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2356. PHOTOGRAPHY IN THE ART STUDIO I. Credits 3.
Provides a basic introduction to black and white photographic materials, equipment, and techniques for creative application in the visual arts. (2:4). **Lab fee.** *Arts Discipline.*
-  ARTS 2357. PHOTOGRAPHY IN THE ART STUDIO II. Credits 3.
Explores advanced techniques and materials used in fine art photography. Includes advanced developing and printing techniques, and the creation of an exhibition portfolio. **Prerequisite:** ARTS 2356. (2:4). **Lab fee.** *Arts Discipline.*
- NOTE: FOR HUMA 1311, MEXICAN-AMERICAN ART PLEASE SEE PAGE 267.**
-  ASTR 1103. ASTRONOMY LABORATORY STARS AND GALAXIES. Credits 1.
Laboratory activities applied to stellar systems. **Corequisite:** ASTR 1303. (0:2). **Lab fee.** *Physics Discipline.*
-  ASTR 1104. ASTRONOMY LABORATORY SOLAR SYSTEM. Credits 1.
Continues exercises from ASTR 1103. Provides basic laboratory activities in solar system astronomy. Uses laboratory experiments and exercises to provide students with an introduction to the concepts and methods used in studying the solar system. Emphasizes naked-eye observations. **Corequisite:** ASTR 1304. (0:2). **Lab fee.** *Physics Discipline.*
-  ASTR 1303. STARS AND GALAXIES. [C]. (MNS). Credits 3.
Provides an introductory study of astronomy. Topics include the sun, stellar properties, stars, galaxies, and cosmology. May not be counted as physics credit toward a major or minor in physics, but may be counted as science credit for non-science majors. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with “C” or better or ENGL 1302 with a “C” or better. **Corequisite:** ASTR 1103. (3:0). *Physics Discipline.*
-  ASTR 1304. SOLAR SYSTEM. [C]. (MNS). Credits 3.
Provides an introductory study of astronomy. Topics include astronomical history and instruments, the planets and their moons, comets, asteroids, and our sun. May not be counted as physics credit toward a major or minor in physics, but may be counted as science credit for non-science majors. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with “C” or better or ENGL 1302 with a “C” or better. **Corequisite:** ASTR 1104. (3:0). *Physics Discipline.*

W AUMT 1307. AUTOMOTIVE ELECTRICAL SYSTEMS. Credits 3.
Presents an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, ignition, and electrical accessories. Emphasizes electrical principles, schematic diagrams, and service publications. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 1310. AUTOMOTIVE BRAKE SYSTEMS. Credits 3.
Teaches the operation and repair of drum/disc type brake systems. Includes topics on brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 1316. AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS. Credits 3.
Studies 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. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 1319. AUTOMOTIVE ENGINE REPAIR. Credits 3.
Covers the fundamentals of engine operation, diagnosis and repair. Emphasizes identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 1345. AUTOMOTIVE CLIMATE CONTROL SYSTEMS. Credits 3.
Studies diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. **Prerequisite: AUMT 1307. (2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2310. AUTOMOTIVE SERVICE CONSULTANT. Credits 3.
Provides automotive service consulting skills and procedures. Includes vehicle identification, product knowledge, shop operations and configuration, warranty service contracts, communications, customer relations, internal relations, and sales skills. Emphasizes courtesy, professionalism, and shop management training. Covers general business practices, established business principles, and use of the flat rate manual. Provides hands on experience in diagnostic and service repair procedures. Prepares students for employment in the automotive industry and serves as a precursor for Automotive Service Excellence (ASE) exams and eventual automotive technician certification in chosen areas. **Prerequisites: AUMT 2313 and AUMT 2325 and AUMT 2334. (2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2313. AUTOMOTIVE DRIVE TRAIN AND AXLES. Credits 3.
Studies automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2317. AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS I. Credits 3.
Instructs in theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Teaches the use of current engine performance diagnostic equipment. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2321. AUTOMOTIVE ELECTRICAL DIAGNOSIS AND REPAIR. Credits 3.
Discusses the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasizes accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. **Prerequisite: AUMT 1307. (2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2325. AUTOMOTIVE AUTOMATIC TRANSMISSION AND TRANSAXLE. Credits 3.
Studies the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Includes diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. **(2:4). Lab fee. Automotive Technology Discipline.**



W AUMT 2334. AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS II. Credits 3.
Studies 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. **Prerequisite: AUMT 2317. (2:4). Lab fee. Automotive Technology Discipline.**



W AUMT 2337. AUTOMOTIVE ELECTRONICS. Credits 3.
Studies electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific. It is highly recommended that students complete AUMT 1307 before registering for AUMT 2337. **(2:4). Lab fee. Automotive Technology Discipline.**

W AUMT 2380. COOPERATIVE EDUCATION AUTOMOBILE/AUTOMOTIVE MECHANICS TECHNOLOGY/TECHNICIAN I. Credits 3.
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: AUMT 1307 and AUMT 2317 and AUMT 2337. (1:20). Automotive Technology Discipline.**


W AUMT 2381. COOPERATIVE EDUCATION AUTOMOBILE/AUTOMOTIVE MECHANICS TECHNOLOGY/TECHNICIAN II. Credits 3.
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. **Prerequisite: AUMT 2380. (1:20). Automotive Technology Discipline.**


B


 BCIS 1305. BUSINESS COMPUTER APPLICATIONS (F). Credits 3.
 Discusses computer terminology, hardware, software, operation systems, and information systems relating to the business environment. Provides the main focus on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:1). Business Management Discipline.**


 BIOL 1106. GENERAL BIOLOGY-SCIENCE MAJORS LABORATORY I. Credits 1.
 Accompanies BIOL 1306, General Biology-Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Studies and examines the concepts of cytology, reproduction, genetics, and scientific reasoning. **Corequisite: BIOL 1306. (0:3). Lab fee. Biology Discipline.**


-  **BIOL 1107. GENERAL BIOLOGY-SCIENCE MAJORS LABORATORY II. Credits 1.**
Accompanies BIOL 1307, General Biology-Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. **Prerequisite: BIOL 1106, with a “C” or better. Students pursuing an Associate of Science are required to earn a “C” or better in this course. Corequisite: BIOL 1307. (0:3). Lab fee. Biology Discipline.**
-  **BIOL 1108. INTRODUCTORY BIOLOGY LABORATORY. Credits 1.**
Accompanies BIOL 1308, Introductory Biology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. **Corequisite: BIOL 1308. (0:2). Lab fee. Biology Discipline.**
-  **BIOL 1109. HUMAN BIOLOGY LABORATORY. Credits 1.**
 Accompanies BIOL 1309, Human Biology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. **Prerequisite: BIOL 1108. Corequisite: BIOL 1309. (0:2). Lab fee. Biology Discipline.**
-  **BIOL 1113. VERTEBRATE ZOOLOGY LABORATORY. Credits 1.**
Accompanies BIOL 1313, Vertebrate Zoology. Laboratory activities will reinforce fundamental biological concepts relevant to vertebrate animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors. **Corequisite: BIOL 1313. (0:3). Lab fee. Biology Discipline.**
-  **BIOL 1306. GENERAL BIOLOGY-SCIENCE MAJORS I.[C]. (MNS). Credits 3.**
 Studies the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Includes the concepts of cytology, reproduction, genetics, and scientific reasoning. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. Corequisite: BIOL 1106. (3:0). Biology Discipline.**
-  **BIOL 1307. GENERAL BIOLOGY-SCIENCE MAJORS II.[C]. (MNS). Credits 3.**
Studies the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. **Prerequisites: BIOL 1306 and 1106 with a “C” or better. Students pursuing an Associate of Science are required to earn a “C” or better in this course. Corequisite: BIOL 1107. (3:0). Biology Discipline.**
-  **BIOL 1308. INTRODUCTORY BIOLOGY.[C]. (MNS). Credits 3.**
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. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. Corequisite: BIOL 1108. (3:0). Biology Discipline.**
-  **BIOL 1309. HUMAN BIOLOGY.[C]. (MNS). Credits 3.**
 Provides 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. **Prerequisites: BIOL 1308 and 1108. Corequisite: BIOL 1109. (3:0). Biology Discipline.**
-  **BIOL 1313. VERTEBRATE ZOOLOGY. Credits 3.**
Provides the fundamental biological concepts relevant to vertebrate animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology with an emphasis on vertebrate taxonomy and physiology. This course is intended for science majors. **Prerequisites: BIOL 1306 and 1106 with a “C” or better. Corequisite: BIOL 1113. (3:0). Biology Discipline.**
-  **BIOL 1411. GENERAL BOTANY I. Credits 4.**
Provides fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. Examines the role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. This course is intended for science majors. **Prerequisites: BIOL 1306 and 1106 with a “C” or better. (3:3). Lab fee. Biology Discipline.**
-  **BIOL 1413. INVERTEBRATE ZOOLOGY. Credits 4.**
Provides fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. This course is intended for science majors. **Prerequisites: BIOL 1306 and 1106 with a “C” or better. (3:3). Lab fee. Biology Discipline.**
-  **BIOL 2316. GENETICS. Credits 3.**
Provides a balanced presentation of classical and molecular genetics, emphasizing modern approaches to Mendelian concepts with human and medical applications. This course is NOT intended for science majors. **Prerequisites: BIOL 1306 and 1106 with a “C” or better. (3:0). Biology Discipline.**
-  **BIOL 2389. RESEARCH TECHNIQUES IN BIOLOGY. Credits 3.**
Provides practical training and experiences in laboratory and field investigations while presenting a research approach to the principles of biology with emphasis on scientific methodologies and techniques. Students work under the supervision of a faculty member after a research project of mutual interest is selected. Students design and perform laboratory or field investigations and present and defend the results of the project. Requires instructor’s approval. **Prerequisites: BIOL 1306 and 1106 with a “C” or better or CHEM 1311 and 1111. (1:6). Lab fee. Biology Discipline.**
-  **BIOL 2401. ANATOMY AND PHYSIOLOGY I.[F]. Credits 4.**
Emphasizes the study of biological molecules, body organization, and correlated structure and function of the human integumentary, skeletal, muscular, nervous, and endocrine systems. Provides laboratory exercises that demonstrate and support lecture topics. Although BIOL 2402 may be taken concurrently, it is strongly recommended that BIOL 2401 is completed before BIOL 2402. **Prerequisites: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better and BIOL 1306 and 1106 with a “C” or better or by Biology placement exam. (3:3). Lab fee. Biology Discipline.**
-  **BIOL 2402. ANATOMY AND PHYSIOLOGY II.[F]. Credits 4.**
Emphasizes correlated structure and function of the human cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and immune systems. Provides laboratory exercises that demonstrate and support lecture topics. Although BIOL 2401 may be taken concurrently, it is strongly recommended that BIOL 2401 is completed before BIOL 2402. **Prerequisites: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better and BIOL 1306 and 1106 with a “C” or better or by Biology placement exam. (3:3). Lab fee. Biology Discipline.**

 **BIOL 2404. INTRODUCTION TO ANATOMY AND PHYSIOLOGY.** Credits 4.
Provides an introduction to the structure and function of the human body with emphasis on anatomy and physiology principles. The laboratory experience emphasizes detailed dissections of preserved materials which are compared to human models. Designed for Allied Health students who need a single semester of Anatomy & Physiology. This course will not count as credit toward the Associate of Science degree in Biology. BIOL 2404 is NOT a substitute for BIOL 2401 and BIOL 2402. **Prerequisites: BIOL 1306 and 1106 with a “C” or better or by Biology placement exam. (3:3). Lab fee. Biology Discipline.**


 **BIOL 2406. ENVIRONMENTAL BIOLOGY.** Credits 4.
Presents the principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. This course is NOT intended for science majors. **(3:3). Lab fee. Biology Discipline.**

 **BIOL 2420. MICROORGANISMS AND DISEASE. (F).** Credits 4.
Surveys microorganisms important to humans, emphasizing pathogenicity, laboratory exercises in diagnostic procedures, determination of pathogenicity, and immune responses to more common pathogens. Requires unscheduled observation visits to the laboratory. **Prerequisites: BIOL 1306 and 1106 with a “C” or better or BIOL 2401. (3:3). Lab fee. Biology Discipline.**

 **BIOL 2421. GENERAL MICROBIOLOGY. (F).** Credits 4.
Presents the principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. Examines the interactions of microbes with each other, hosts, and the environment. **Prerequisites: BIOL 1306 and 1106 with a “C” or better or by Biology placement exam and CHEM 1311 and 1111. (3:3). Lab fee. Biology Discipline.**


 **BMGT 1305. COMMUNICATIONS IN MANAGEMENT.** Credits 3.
Discusses the basic theory and processes of communication skills necessary for the management of an organization’s workforce. Emphasizes written business communication documents. Successful completion of ENGL 1301 is strongly recommended. **(3:0). Business Management Discipline.**


W **BMGT 1331. PRODUCTION AND OPERATIONS MANAGEMENT.** Credits 3.
Studies the fundamentals of the various techniques used in the practice of production and operations management. Includes location, design, and resource allocation. Emphasizes equipment and plant layout necessary for improved production and best practices. **(3:1). Industrial Manufacturing Discipline.**


 **W** **BMGT 1341. BUSINESS ETHICS.** Credits 3.
Discusses 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. Includes ethical corporate responsibility and relationships between organizational departments, divisions, executive management, and the public. **(3:0). Business Management Discipline.**

W **BMGT 2382. COOPERATIVE EDUCATION-BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL I.** Credits 3.
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. **(1:20). Business Management Discipline.**


W **BNKG 1356. ANALYZING FINANCIAL STATEMENTS.** Credits 3.
Studies the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. Emphasizes the relationship of comparative analysis and industry standards. **Prerequisites: ACCT 2302 and BCIS 1305. (3:0). Accounting Discipline.**

 **W** **BUSG 1301. INTRODUCTION TO BUSINESS.** Credits 3.
Examines fundamental business principles including structure, functions, resources, and operational processes. **(3:0). Business Management Discipline.**


 **W** **BUSG 2305. BUSINESS LAW/CONTRACTS.** Credits 3.
Studies the principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. **(3:0). Business Management Discipline.**


 **W** **BUSG 2309. SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP.** Credits 3.
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. **(3:0). Business Management Discipline.**










 **W** **BUSI 1301. BUSINESS PRINCIPLES. (F).** Credit 3.
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. Includes discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasizes the dynamic role of business in everyday life. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). Business Management Discipline.**

 **W** **BUSI 2305. BUSINESS STATISTICS. (F).** Credits 3.
Studies descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. **Prerequisite: MATH 1324 or MATH 1314. (3:1). Business Management Discipline.**

C

 **W** **CDEC 1303. FAMILIES, SCHOOL & COMMUNITY.** Credits 3.
Studies the child, family, community, schools, child care programs, and Head Start programs. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues as it relates to infants and toddlers. Course content aligns with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **THIS COURSE IS NOT EQUIVALENT TO TECA 1303 COURSE. (2:2). Lab fee. Child Development Discipline.**

 **W** **CDEC 1313. CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS.** Credits 3.
Provides a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. **(2:2). Lab fee. Child Development Discipline.**


- W** CDEC 1318. WELLNESS OF THE YOUNG CHILD. Credits 3.
 Studies the factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices specifically targeting infants and toddlers. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content aligns with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. **THIS COURSE IS NOT EQUIVALENT TO TECA 1318 COURSE. (2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1319. CHILD GUIDANCE. Credits 3.
 Explores guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasizes positive guidance principles and techniques, family involvement, and cultural influences. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1321. THE INFANT AND TODDLER. Credits 3.
 Studies appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1323. OBSERVATION AND ASSESSMENT. Credits 3.
 Studies observation skills, assessment techniques, and documentation of children's development. Emphasizes the instruments and research pertaining to infants and toddlers. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1339. EARLY CHILDHOOD DEVELOPMENT: 0-3 YEARS. Credits 3.
 Covers the principles of typical growth and development from conception through three years of age. Emphasizes physical, cognitive, and social and emotional development. **(3:0). Child Development Discipline.**
- W** CDEC 1356. EMERGENT LITERACY FOR EARLY CHILDHOOD. Credits 3.
 Explores the principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1358. CREATIVE ARTS FOR EARLY CHILDHOOD. Credits 3.
 Explores the 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. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1359. CHILDREN WITH SPECIAL NEEDS. Credits 3.
 Surveys the 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. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 1370. LANGUAGE AND LITERACY FOR INFANTS AND TODDLERS. Credits 3.
 Explores and examines a concentration of theory and best practices for the effective development of language and communication skills as well as early literacy in infants and toddlers (ages 0-3 years). **(3:0). Child Development Discipline.**
- W** CDEC 2307. MATH AND SCIENCE FOR EARLY CHILDHOOD. Credits 3.
 Explores the principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 2315. DIVERSE CULTURAL/MULTILINGUAL EDUCATION. Credits 3.
 Provides an overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 2326. ADMINISTRATION OF PROGRAMS FOR CHILDREN I. Credits 3.
 Studies the application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Covers topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. **(3:0). Child Development Discipline.**
- W** CDEC 2341. THE SCHOOL AGE CHILD. Credits 3.
 Provides a study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques. **(2:2). Lab fee. Child Development Discipline.**
- W** CDEC 2374. MANAGING NON-CENTER BASED CHILD CARE SETTINGS. Credits 3.
 Studies non-center based child care settings. Emphasizes the establishment and maintenance of family day home and school-age child care facilities. Surveys all records and documents necessary to operate a non-center based child care facility successfully, including applications for licensing, evaluations, and maintaining records on staff and children. Emphasizes professional responsibilities, as well as legal implications involved in the operation of a non-center based child care facility. **(3:0). Child Development Discipline.**
- W** CDEC 2384. COOPERATIVE EDUCATION-CHILD DEVELOPMENT I. Credits 3.
 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. **(1:15). Professional Practice Insurance required. Child Development Discipline.**
- W** CETT 1302. ELECTRICITY PRINCIPLES. Credits 3.
 Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations. **(2:2). Industrial Manufacturing Discipline.**
- W** CETT 1407. FUNDAMENTALS OF ELECTRONICS. Credits 4.
 Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics. Studies devices, circuits and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical electronic and computer equipment. **(3:3). Lab fee. Industrial Manufacturing Discipline.**
- W** CETT 1409. DC/AC CIRCUITS. Credits 4.
 Provides fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. **(3:2). Lab fee. Renewable Energy Technology Systems Discipline.**
- W** CHEF 1300. PROFESSIONAL COOKING AND MEAL SERVICE. Credits 3.
 Studies technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasizes team work, professionalism, guest relations, and table service. **Prerequisite: CHEF 1341. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**


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- W** CHEF 1301. BASIC FOOD PREPARATION. Credits 3.
Studies fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. **Corequisites:** CHEF 1305 and PSTR 1301. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 1305. SANITATION AND SAFETY. Credits 3.
 Studies personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. **Corequisites:** CHEF 1301 and PSTR 1301. (3:0). *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 1314. A LA CARTE COOKING. Credits 3.
Provides a course in a la carte or “cooking to order” concepts. Includes topics on menu and recipe interpretation and conversion, organization of work station, employment of appropriate cooking methods, plating, and saucing principles. **Prerequisite:** CHEF 1300. **Corequisites:** CHEF 1410 and CHEF 2302. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 1341. AMERICAN REGIONAL CUISINE. Credits 3.
Studies the development of regional cuisines in the United States with emphasis on the similarities in production and service systems. Applies skills to develop, organize, and acquire knowledge of recipe strategies and production systems. **Prerequisite:** CHEF 1301. **Corequisite:** CHEF 1345. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 1345. INTERNATIONAL CUISINE. Credits 3.
Studies classical cooking skills associated with the preparation and service of international and ethnic cuisines. Includes topics on similarities between food production systems used in the United States and other regions of the world. **Prerequisite:** CHEF 1301. **Corequisite:** CHEF 1341. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 1410. GARDE MANGER. Credits 4.
Studies cold foods and garnishes. Emphasizes design, techniques, and display of fine foods. **Prerequisite:** CHEF 1300. **Corequisites:** CHEF 1314 and CHEF 2302. (2:6). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 2264. PRACTICUM (OR FIELD EXPERIENCE)- CULINARY ARTS/CHEF TRAINING I. Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab is an on-campus experience. **Prerequisite:** CHEF 1314. **Corequisite:** CHEF 2331. (0:14). *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 2302. SAUCIER. Credits 3.
Instructs in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. **Prerequisite:** CHEF 1300. **Corequisites:** CHEF 1314 and CHEF 1410. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- W** CHEF 2331. ADVANCED FOOD PREPARATION. Credits 3.
Provides advanced concepts of food preparation and presentation techniques. **Prerequisite:** CHEF 1314. **Corequisite:** CHEF 2264. (2:4). Lab fee. *Culinary Arts and Related Sciences Discipline.*
- TX** CHEM 1106. HEALTH SCIENCE CHEMISTRY LABORATORY I.(F). Credits 1.
Accompanies CHEM 1306, Health Science Chemistry I. This is a laboratory-based course. Activities will include emphasis in atomic theory and bonding, chemical energetics, and the theory of acids and bases. **Corequisite:** CHEM 1306. (0:3). Lab fee. *Chemistry Discipline.*
- TX** CHEM 1107. HEALTH SCIENCE CHEMISTRY LABORATORY II.(F). Credits 1.
Accompanies CHEM 1307, Health Science Chemistry II. This is a laboratory-based course. Activities will cover reactions of organic compounds, biochemical concepts such as metabolism, enzyme-catalyzed bio reactions, the functioning of hormones, neurotransmitters, and niobic acids. **Prerequisite:** CHEM 1106. **Corequisite:** CHEM 1307. (0:3). Lab fee. *Chemistry Discipline.*
- TX** CHEM 1111. GENERAL CHEMISTRY LABORATORY I.(F). Credits 1.
Provides basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduces the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. **Corequisite:** CHEM 1311. (0:3). Lab fee. *Chemistry Discipline.*
- TX** CHEM 1112. GENERAL CHEMISTRY LABORATORY II.(F). Credits 1.
Provides basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduces the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. **Prerequisite:** CHEM 1111. **Corequisite:** CHEM 1312. (0:3). Lab fee. *Chemistry Discipline.*
- TX** CHEM 1306. HEALTH SCIENCE CHEMISTRY I.(CF). (MNS). Credits 3.
Covers the basic laws of chemistry, including atomic theory and bonding, chemical equations and calculations, equilibria, chemical energetics, and the theory of acids and bases. May be counted toward science requirements for Health Science and related majors. Requires one year of high school algebra, or MATH 0303 and one year of high school chemistry. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. **Corequisite:** CHEM 1106. (3:0). *Chemistry Discipline.*
- TX** CHEM 1307. HEALTH SCIENCE CHEMISTRY II.(CF). (MNS). Credits 3.
Covers Organic Chemistry and Biochemistry, classification, molecular structure and nomenclature of organic compounds, the reactions of organic compounds containing functional groups, the chemistry of carbohydrates, fats, and proteins, and selected biochemical concepts such as metabolism, enzyme-catalyzed bioreactions, the functioning of hormones, neurotransmitters, and nucleic acids. **Prerequisites:** CHEM 1306 and 1106. **Corequisite:** CHEM 1107. (3:0). *Chemistry Discipline.*
- TX** CHEM 1311. GENERAL CHEMISTRY I.(CF). (MNS). Credits 3.
 Provides a sound foundation for advanced work in the natural sciences. Covers the quantitative aspects of the laws of chemistry and the behavior of chemical substances, atomic structure and chemical bonding, stoichiometry of chemical reactions, enthalpy changes, and the nature of solids, liquids, and gases. Requires one year of high school algebra, or MATH 0303 and one year of high school chemistry. **Prerequisites:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better and MATH 1314. **Corequisite:** CHEM 1111. (3:0). *Chemistry Discipline.*
- TX** CHEM 1312. GENERAL CHEMISTRY II.(CF). (MNS). Credits 3.
Continues CHEM 1311. Includes topics in intermolecular forces, concentration units of solution, chemical kinetics, gaseous equilibria, free energy changes in reactions and the equilibrium constant, oxidation-reduction, electrochemical cells and structure, and acid-base equilibria. **Prerequisite:** CHEM 1311 and 1111 with a “C” or better. **Corequisite:** CHEM 1112. (3:0). *Chemistry Discipline.*


- ✦ CHEM 2389. RESEARCH TECHNIQUES IN CHEMISTRY.** Credits 3.
Provides practical training and experiences in laboratory and field investigations while presenting a research approach to the principles of chemistry with an emphasis on scientific methodologies and techniques. Students work under the supervision of a faculty member after a research project of mutual interest is selected. Students design and perform laboratory or field investigations and present and defend the results of the project. **Requires instructor's approval. Prerequisites: CHEM 1311 and 1111. (1:6). Lab fee. Chemistry Discipline.**
- ✦ CHEM 2423. ORGANIC CHEMISTRY I.** [F]. Credits 4.
Studies the 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. Emphasizes the organic synthesis and mechanisms. Studies the covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Uses spectroscopic data to determine the structure of organic molecules. This course is intended for students in science or pre-professional programs. **Prerequisites: CHEM 1311 and 1111 and CHEM 1312 and 1112. (3:3). Lab fee. Chemistry Discipline.**
- ✦ CHEM 2425. ORGANIC CHEMISTRY II.** [F]. Credits 4.
Studies the 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. Emphasizes organic synthesis and mechanisms. Studies the covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Uses spectroscopic data to determine the structure of organic molecules. This course is intended for students in science or pre-professional programs. **Prerequisite: CHEM 2423. (3:3). Lab fee. Chemistry Discipline.**
- W CJC 2380. COOPERATIVE EDUCATION-CORRECTIONS I.** Credits 3.
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. **(1:15). Criminal Justice Discipline.**
- W CJC 2381. COOPERATIVE EDUCATION-CORRECTIONS II.** Credits 3.
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. **(1:15). Criminal Justice Discipline.**
- W CMSW 1309. PROBLEMS OF CHILDREN AND ADOLESCENTS.** Credits 3.
Examines common problems and evaluates effective prevention and intervention models of at-risk children and youth. Includes topics on social, family, educational systems impact, juvenile delinquency, teen sexuality, and mental health including addictive behaviors to promote wellness. **(3:0). Social Work Discipline.**
- W CMSW 1353. FAMILY INTERVENTION STRATEGIES.** Credits 3.
Studies the family dynamics and current intervention strategies. Studies the basic structure and function of the American family and its transformation, including the influence of the family on its members, development of personality, and its communication patterns. Examines areas of possible intervention, as well as how the family relates to the social environment. **(3:0). Social Work Discipline.**
- W CNBT 1302. MECHANICAL, PLUMBING & ELECTRICAL SYSTEMS IN CONSTRUCTION I.** Credits 3.
Presents the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings. **(2:3). Lab fee. Renewable Energy Technology Systems Discipline.**
- W CNBT 2317. GREEN BUILDING.** Credits 3.
Discusses methods and materials used for buildings that conserve energy, water, and human resources. **(2:4). Lab fee. Renewable Energy Technology Systems Discipline.**
- ✦ COMM 1307. MASS MEDIA AND SOCIETY.** [CF] [HFA]. Credits 3.
Introduces mass communication media, history, purpose, models, methods of operation, and interactions among media. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). Communication Discipline.**
- ✦ COMM 1316. PHOTOJOURNALISM.** [F]. Credits 3.
Presents a newsgathering approach to photography. Stresses the principles and mechanics of photography in the mass media. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (2:2). Lab fee. Communication Discipline.**
- ✦ COMM 1336. VIDEO FIELD PRODUCTION.** [F]. Credits 3.
Provides practical experience in the operation of television remote production, studio, and control room equipment including both pre-and post-production needs. **(2:2). Lab fee. Communication Discipline.**
- ✦ COMM 1337. ADVANCED VIDEO FIELD/STUDIO PRODUCTION.** [F]. Credits 3.
Applies skills from COMM 1336. Requires students to produce and direct public affairs programs and generate original video packages. **Prerequisite: COMM 1336. (2:2). Lab fee. Communication Discipline.**
- ✦ COMM 2300. INTRODUCTION TO COMMUNICATION STUDIES.** [F]. Credits 3.
Provides an introduction to the field of communication. Surveys the theories and issues associated with the communication process from intrapersonal communication to mass communication. **(3:0). Communication Discipline.**
- ✦ COMM 2303. AUDIO PRODUCTION.** [F]. Credits 3.
Introduces the concepts and techniques of sound production necessary for the media professional. Includes hands-on experience in a radio production facility and with professional radio productions. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (2:2). Lab fee. Communication Discipline.**
- ✦ COMM 2305. GRAMMAR FOR JOURNALISTS.** [F]. Credits 3.
Stresses writing and editing skills for on-line newspaper and magazine publications. Uses computer technology for all phases of production, including newsgathering, reporting, and editing. This course will prepare students for possible grammar, spelling and punctuation tests at potential media internships. It is recommended that students who are planning to graduate with an Associate's in Journalism should take this course. Students who are transferring to New Mexico State University should take this course to receive course credit for JOUR 102 under the NMSU Journalism and Mass Communication degree plan. **Prerequisite: COMM 2311. (2:2). Lab fee. Communication Discipline.**


-  COMM 2311. WRITING FOR THE MASS MEDIA I. [F]. Credits 3.
 Introduces writing techniques for different areas of the mass media. Emphasizes collecting information, creating basic structures, and developing different writing strategies. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Communication Discipline.*
-  COMM 2315. WRITING FOR THE MASS MEDIA II. [F]. Credits 3.
 Builds on the principles learned in Writing for the Mass Media I with an emphasis on more specialized and challenging writing techniques. **Prerequisite:** COMM 2311. (3:0). *Communication Discipline.*
-  COMM 2324. SPECIAL PROJECTS. Credits 3.
 Provides an application of class concepts taught in introductory media production and writing classes. Culminates in the execution of a media project in the student’s field of study. (3:0). *Communication Discipline.*
-  COMM 2327. ADVERTISING IN THE MASS MEDIA. [F]. Credits 3.
 Introduces the theory and practice of advertising with emphasis on media selection and the production of successful print and broadcast advertising. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Communication Discipline.*
-  COMM 2330. INTRODUCTION TO PUBLIC RELATIONS. [F]. Credits 3.
 Explores the history and development of public relations. Presents the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Communication Discipline.*
-  COMM 2339. WRITING FOR THE ELECTRONIC MEDIA. [F]. Credits 3.
 Introduces gathering, editing, and presenting news and public service programs, documentaries, commercials, and special programs for radio and television. (3:0). *Communication Discipline.*
-  COMM 2366. INTRODUCTION TO FILM. [CF]. [HFA]. Credits 3.
 Emphasizes analysis of visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Communication Discipline.*
-  COMM 2389. MEDIA INTERNSHIP. Credits 3.
 Emphasizes practical training in media for individualized goals and personal development. Presents an opportunity for students to pursue special areas of interest for which specific courses are not available. Students interested in pre-professional experience should enroll in this course. **Students must secure an internship prior to first day of class. To review a list of possible Mass Communication internships, please contact EPCC Career and Transfer Services at 915-831-2636 or visit Room S16 in the Student Services Center at the Valle Verde Campus. (1:5). Lab fee.** *Communication Discipline.*
-  COSC 1301. INTRODUCTION TO COMPUTING. Credits 3.
 Presents an overview of computer systems - hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Studies current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings. This course is not intended to count toward a student’s major field of study in business or computer science. Many universities may require a grade of “C” or better to apply this course as a transfer credit. (3:1). *Computer Science Discipline.*
-  COSC 1320. C PROGRAMMING. Credits 3.
 Introduces the fundamental concepts of structured programming in the C language. Includes topics such as data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (3:1). **Lab fee.** *Computer Science Discipline.*
-  COSC 1436. PROGRAMMING FUNDAMENTALS I. [F]. Credits 4.
 Introduces the fundamental concepts of structured and object-oriented programming, and provides a comprehensive introduction to programming for computer science and technology majors. Includes topics on software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (4:1). **Lab fee.** *Computer Science Discipline.*
-  COSC 1437. PROGRAMMING FUNDAMENTALS II. [F]. Credits 4.
 Focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. 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. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (4:1). **Lab fee.** *Computer Science Discipline.*
-  COSC 2336. PROGRAMMING FUNDAMENTALS III. [F]. Credits 3.
 Provides further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Includes topics on recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. It is highly recommended that students take COSC 1436, COSC 1437, and COSC 2425 before enrolling in this course. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:1). **Lab fee.** *Computer Science Discipline.*
-  COSC 2425. COMPUTER ORGANIZATION AND MACHINE LANGUAGE. [F]. Credits 4.
 Introduces the organization of computer systems using assembly language. Includes topics on 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. Introduces systems and device interfacing. It is highly recommended that students take COSC 1436 and COSC 1437 before enrolling in his course. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (4:1). **Lab fee.** *Computer Science Discipline.*
-  CRJ 1301. INTRODUCTION TO CRIMINAL JUSTICE. [F]. Credits 3.
 Provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Criminal Justice Discipline.*


-  **CRJ 1306. COURT SYSTEMS AND PRACTICES. [F]. Credits 3.**
 Studies the structures, procedures, practices and sources of law in American courts. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Criminal Justice Discipline.*
-  **CRJ 1307. CRIME IN AMERICA. Credits 3.**
 Studies American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and the prevention of crime. (3:0). *Criminal Justice Discipline.*
-  **CRJ 1310. FUNDAMENTALS OF CRIMINAL LAW. [F]. Credits 3.**
 Studies criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Criminal Justice Discipline.*
-  **CRJ 1313. JUVENILE JUSTICE SYSTEM. Credits 3.**
 Studies the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3:0). *Criminal Justice Discipline.*
-  **CRJ 2301. COMMUNITY RESOURCES IN CORRECTIONS. Credits 3.**
 Provides an introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; and legal issues; and future trends in community treatment. (3:0). *Criminal Justice Discipline.*
-  **CRJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES. [F]. Credits 3.**
 Surveys the institutional and non-institutional corrections. Emphasizes the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Criminal Justice Discipline.*
-  **CRJ 2314. CRIMINAL INVESTIGATION. Credits 3.**
 Covers investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation. (3:0). *Criminal Justice Discipline.*
-  **CRJ 2323. LEGAL ASPECTS OF LAW ENFORCEMENT. Credits 3.**
 Discusses police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. (3:0). *Criminal Justice Discipline.*
-  **CRJ 2328. POLICE SYSTEMS AND PRACTICES. [F]. Credits 3.**
 Examines the establishment, role, and function of police in a democratic society. Focuses on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Criminal Justice Discipline.*
- W** **CRTR 1201. INTRODUCTION TO CAPTIONING/CART. Credits 2.**
 Provides an introduction to the fields of captioning and Communication Access Realtime Translation (CART). Includes topics on the American Disabilities Act (ADA), employment opportunities, and industry software and hardware. (2:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1202. LAW AND LEGAL TERMINOLOGY. Credits 2.**
 Provides instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. (2:0). *Court Reporting Discipline.*
- W** **CRTR 1241. CAPTIONING TECHNOLOGY I. Credits 2.**
 Provides an overview of captioning and Communication Access Real-time Translation (CART) procedures, software and hardware. (2:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1242. CAPTIONING TECHNOLOGY II. Credits 2.**
 Includes hands-on skill development in captioning/Communication Access Real-time Translation (CART) for various assignments. (2:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1308. REALTIME COURT REPORTING I. Credits 3.**
 Develops computer and machine shorthand skills necessary for writing realtime for production of projects and assignments. **Prerequisites:** CRTR 1314 and CRTR 2401. (3:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1312. COURT REPORTING COMMUNICATIONS I. Credits 3.**
 Studies basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to court reporting. (3:0). *Court Reporting Discipline.*
- W** **CRTR 1314. COURT REPORTING TECHNOLOGY I. Credits 3.**
 Provides an introduction in the operation of computer-aided transcription systems. (3:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1346. CAPTIONING REPORTING I. Credits 3.**
 Provides an introduction to real-time/captioning procedures. Includes topics on specialized vocabulary (legal, medical, media, education, etc.), utilizing real-time/caption equipment, the psychology for writing real-time, and the procedures for operation of real-time/captioning software and hardware. (3:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1348. CAPTIONING SPEED BUILDING. Credits 3.**
 Provides skill development and specialized training using real-time/captioning equipment. (2:4). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1404. MACHINE SHORTHAND I. Credits 4.**
 Provides instruction in general principles of real-time machine shorthand theory and skill building through read-back of dictation notes, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 60 wpm with 97% accuracy on four 5-minute timed writings. This course is designed to be repeated to meet program requirements. (4:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 1406. MACHINE SHORTHAND II. Credits 4.**
 Continues the development of real-time shorthand skills through read-back, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 80 wpm with 97% accuracy on four 5-minute timed writings and at a speed of 60 wpm write unfamiliar material with 97% accuracy on one 5-minute timed writing. This course is designed to be repeated to meet program standards. **Prerequisite:** CRTR 1404. (4:1). **Lab fee.** *Court Reporting Discipline.*
- W** **CRTR 2311. COURT REPORTING COMMUNICATIONS II. Credits 3.**
 Provides an in-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary, and proofreading skills necessary to produce transcripts. **Prerequisite:** CRTR 1312. (3:0). *Court Reporting Discipline.*
- W** **CRTR 2312. COURT REPORTING PROCEDURES. Credits 3.**
 Provides instruction in the role of the court reporter in court proceedings and/or depositions, profession-related opportunities, reporting and transcription of voir dire, proofreading skills, and ethics. **Prerequisites:** CRTR 1202 and CRTR 2401. (3:0). *Court Reporting Discipline.*

W CRTR 2331. COURT REPORTER CERTIFICATION PREPARATION. Credits 3.
 Prepares students to take the Texas Certified Shorthand Reporter and the Registered Professional Reporter examinations through the use of mock examinations. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 225 Q&A material with 95% accuracy on two mock examinations and pass two 5-minute timed writings at 180 wpm with 97% accuracy on literary material, pass two 5-minute timed writings at 200 wpm with 97% accuracy on jury charge material and pass two 5-minute timed writings at 225 wpm with 97% accuracy on Q&A material. This course is designed to be repeated. **Prerequisite:** CRTR 2435. (3:1). **Lab fee.** *Court Reporting Discipline.*

W CRTR 2380. COOPERATIVE EDUCATION-COURT REPORTING/COURT REPORTER. Credits 3.
 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:** CRTR 2312 and CRTR 2435. **Corequisite:** CRTR 2331. (1:20). **Lab fee.** *Court Reporting Discipline.*

W CRTR 2401. INTERMEDIATE MACHINE SHORTHAND. Credits 4.
 Continues the development of real-time machine shorthand skills through read-back, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 120 wpm and 100 wpm with 97% accuracy on two 5-minute timed writings each on Q&A material and pass two 5-minute timed writings each on 80 wpm and 100 wpm with 97% accuracy on jury charge material and pass two 5-minute timed writings each on 80 wpm and 100 wpm with 97% accuracy on literary material. This course is designed to be repeated multiple times to meet program standards. **Prerequisite:** CRTR 1406. (3:4). **Lab fee.** *Court Reporting Discipline.*

W CRTR 2403. ADVANCED MACHINE SHORTHAND. Credits 4.
 Provides in-depth coverage of real-time machine shorthand theory and continued skill building through read-back, machine practice, and transcript production. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 160 wpm and 140 wpm with 97% accuracy on two 5-minute timed writings each on Q&A material and pass two 5-minute timed writings each on 140 wpm and 120 wpm with 97% accuracy on jury charge material and pass one 5-minute timed writing each with 97% accuracy on multi-voice material and pass two 5-minute timed writings each at 120 wpm and 140 wpm with 97% accuracy on literary material. This course may be repeated multiple times until machine shorthand standards are met. **Prerequisite:** CRTR 2401. (3:4). **Lab fee.** *Court Reporting Discipline.*

W CRTR 2435. ACCELERATED MACHINE SHORTHAND. Credits 4.
 Develops mastery of high-speed dictation including readback, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 200 wpm and 180 wpm with 97% accuracy on two 5-minute timed writings each on Q&A material and pass two 5-minute timed writings each on 180 wpm and 160 wpm with 97% accuracy on jury charge material and pass one 5-minute timed writing each at 160 wpm and 180 wpm with 97% on multi-voice material and pass two 5-minute timed writings at 160 wpm with 97% accuracy on literary material. This course may be repeated multiple times until machine shorthand standards are met. **Prerequisite:** CRTR 2403. (3:4). **Lab fee.** *Court Reporting Discipline.*

W CSME 1430. ORIENTATION TO NAIL TECHNOLOGY. Credits 4.
 Presents an overview of the fundamental skills and knowledge necessary for the field of nail technology. **Prerequisites:** CSME 1505 and CSME 1443. (2:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 1443. MANICURING AND RELATED THEORY. Credits 4.
 Presents the theory and practice of nail services. Develops terminology, application, and workplace competencies related to nail services. **Corequisites:** CSME 1505 and CSME 1553. (2:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 1447. PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY. Credits 4.
 Provides in-depth coverage of the theory and practice of skin care, facials, and cosmetics. **Prerequisite:** CSME 1505. (2:7). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 1505. FUNDAMENTALS OF COSMETOLOGY. Credits 5.
 Introduces the basic fundamentals of cosmetology. Includes topics on safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. **Corequisites:** CSME 1443 and CSME 1553. (3:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 1553. CHEMICAL REFORMATION AND RELATED THEORY. Credits 5.
 Presents the theory and practice of chemical reformation including terminology, application, and workplace competencies. **Corequisites:** CSME 1505 and CSME 1443. (3:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 2337. ADVANCED COSMETOLOGY TECHNIQUES. Credits 3.
 Develops mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. **Prerequisites:** CSME 1443 and CSME 1430 and CSME 1447 and CSME 1505 and CSME 1553 and CSME 2401 and CSME 2410. (1:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 2401. THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY. Credits 4.
 Presents the theory, practice, and chemistry of hair color. Includes topics on terminology, application, and workplace competencies related to hair color. **Prerequisite:** CSME 1505. (2:7). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 2410. ADVANCED HAIRCUTTING AND RELATED THEORY. Credits 4.
 Provides advanced concepts and practice of haircutting. Includes topics on utilizing scissors, razor, and/or clippers. **Prerequisite:** CSME 1505. (3:3). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 2439. ADVANCED HAIR DESIGN. Credits 4.
 Instructs in advanced concepts in the theory and practice of hair design. **Prerequisites:** CSME 1430 and CSME 1447 and CSME 1505 and CSME 2401 and CSME 2410. (2:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

W CSME 2541. PREPARATION FOR THE STATE LICENSING EXAMINATION. Credits 5.
 Prepares students for the state licensing examination. A passing grade is required in this course to qualify for the state licensing examination. **Prerequisite:** CSME 1505. (3:8). **Lab fee.** **Professional Practice Insurance required.** *Cosmetology Discipline.*

D

W DAAC 1319. SUBSTANCE-RELATED AND ADDICTIVE DISORDERS. Credits 3.

Provides an overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics. Introduces various models which explain the etiology of addiction and addresses current addiction policies and programs. **(3:0)**. *Social Work Discipline*.

W DAAC 2341. COUNSELING ALCOHOL AND OTHER DRUG ADDICTIONS. Credits 3.

Focuses on advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders. **(3:0)**. *Social Work Discipline*.

W DAAC 2343. CURRENT ISSUES. Credits 3.

Provides an examination of current issues related to substance use and addictive disorders. **(3:0)**. *Social Work Discipline*.

 DANC 1110. TAP DANCE. Credits 1.

Provides instruction in the fundamental techniques and concepts associated with Tap dance. May be repeated for credit once. **(1:1)**. *Dance Discipline*.

 DANC 1128. BALLROOM AND SOCIAL DANCE. Credits 1.

Provides introductory instruction in the fundamental techniques and concepts associated with Ballroom and Social Dance. May be repeated for credit once. **(1:1)**. *Dance Discipline*.

 DANC 1151. FRESHMAN DANCE PERFORMANCE. Credits 1.

Provides instruction and participation in dance technique with a focus on the rehearsal and concert production process. Provides experience performing in a variety of settings. Requires an audition to register for this course. Auditions are held during the second week of each semester (one week before course start date). Please contact Sara Jackiewicz, the Dance Coordinator, for more information: (915) 831-2343, sjackiew@epcc.edu. **(0:3)**. *Dance Discipline*.

 DANC 1201. DANCE COMPOSITION-IMPROVISATION. Credits 2.

Provides an introductory course in improvisation that 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)**. *Dance Discipline*.

 DANC 1241. BEGINNING BALLET. Credits 2.

Provides an introduction to the theory, practice, and terminology of classical ballet with an emphasis on the development of barre, centre work, and beginning allegro combinations. **(2:1)**. *Dance Discipline*.

 DANC 1245. BEGINNING MODERN DANCE. Credits 2.


Provides an introduction to the theory and practice of modern dance through basic floor and center combinations; the analysis of time, space, and dynamics as they apply to dance; and the study of important historical figures and developments in modern dance. **(2:1)**. *Dance Discipline*.


 DANC 1247. BEGINNING JAZZ DANCE. Credits 2.


Provides instruction and participation in jazz dance technique. Please contact Sara Jackiewicz, the Dance Coordinator, for more information: (915) 831-2343, sjackiew@epcc.edu. **(2:1)**. *Dance Discipline*.


 DANC 1301. DANCE COMPOSITION-CHOREOGRAPHY. Credits 3.



Provides an examination of the principles of movement generation, phrasing, choreographic structure, and manipulation. Integrates choreographic principles that will foster the growth of personal artistic style. **Prerequisite:** DANC 1201. **(3:1)**. *Dance Discipline*.

 DANC 2151. SOPHOMORE DANCE PERFORMANCE. Credits 1.
Provides instruction and participation in dance technique with a focus on the rehearsal and concert production process. Provides experience performing in a variety of settings. Requires an audition to register for this course. Auditions are held during the second week of each semester (one week before course start date). Please contact Sara Jackiewicz, the Dance Coordinator, for more information: (915) 831-2343, sjackiew@epcc.edu. **(0:3)**. *Dance Discipline*.

 DANC 2241. INTERMEDIATE BALLET. Credits 2.
Continues DANC 1241. Continues the theory, practice, and terminology of classical ballet through the introduction of more complex combinations for the barre, centre work, petit and grande allegro. Requires instructor's approval. **(2:1)**. *Dance Discipline*.

 DANC 2245. INTERMEDIATE MODERN DANCE. Credits 2.
Continues DANC 1245. Continues the theory and practice of modern dance through more complex floor and center combinations. Emphasizes the expansion and refinement of skills and knowledge developed in DANC 1245. Requires instructor's approval. **(2:1)**. *Dance Discipline*.

 DANC 2247. INTERMEDIATE JAZZ DANCE. Credits 2.
Provides instruction in the intermediate techniques and concepts associated with jazz dance. May be repeated for credit once. **(2:1)**. *Dance Discipline*.

 DANC 2303. DANCE APPRECIATION (C) (HFA). Credits 3.
 Presents cultural, historical, and aesthetic aspects of dance through lectures, videos, and demonstrations. Discusses ethnic, classical, and contemporary dance and its interrelationship with cultural developments and other art forms. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. **(3:0)**. *Dance Discipline*.

W DEMR 1305. BASIC ELECTRICAL SYSTEMS. Credits 3.
Studies basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1306. DIESEL ENGINE I. Credits 3.
Provides an introduction to the basic principles of diesel engines and systems. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1313. FUEL SYSTEMS. Credits 3.
Provides in-depth coverage of fuel injector pumps and injection systems. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1317. BASIC BRAKE SYSTEMS. Credits 3.
Provides basic principles of brake systems of diesel powered equipment. Emphasizes maintenance, repairs, and troubleshooting. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1323. HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) TROUBLESHOOTING AND REPAIR. Credits 3.
Provides an introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasizes refrigerant reclamation, safety procedures, specialized tools, and repairs. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1327. TRACTOR TRAILER SERVICE AND REPAIR. Credits 3.
Provides an introduction to and familiarization with components and systems related to tractor trailer service. Emphasizes records required by the Department of Transportation. **(2:3)**. **Lab fee.** *Diesel Technology Discipline*.

W DEMR 1329. PREVENTATIVE MAINTENANCE. Credits 3.
Provides an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. **(1:4)**. **Lab fee.** *Diesel Technology Discipline*.

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- W** DEMR 1330. STEERING AND SUSPENSION I. Credits 3.
Provides a study of design, function, maintenance, and repair of steering and suspension systems. Emphasizes troubleshooting and repair of failed components. (1:4). **Lab fee.** *Diesel Technology Discipline.*
- W** DEMR 1416. BASIC HYDRAULICS. Credits 4.
Provides fundamentals of hydraulics including components and related systems. (3:2). **Lab fee.** *Diesel Technology Discipline.*
- W** DEMR 1421. POWER TRAIN I. Credits 4.
Studies fundamental repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasizes inspection and repair. (3:2). **Lab fee.** *Diesel Technology Discipline.*
- W** DEMR 1449. DIESEL ENGINE II. Credits 4.
Provides in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. **Prerequisite:** DEMR 1306. (3:2). **Lab fee.** *Diesel Technology Discipline.*
- W** DEMR 2280. COOPERATIVE EDUCATION- DIESEL MECHANICS TECHNOLOGY/TECHNICIAN. Credits 2.
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. (1:7). *Diesel Technology Discipline.*
- W** DEMR 2334. ADVANCED DIESEL TUNE-UP AND TROUBLESHOOTING. Credits 3.
Provides advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasizes the science of diagnostics with a common sense approach. **Prerequisite:** DEMR 1329. (2:2). **Lab fee.** *Diesel Technology Discipline.*
- W** DEMR 2432. ELECTRONIC CONTROLS. Credits 4.
Provides advanced skills in diagnostic and programming techniques of electronic control systems. **Prerequisite:** DEMR 1305. (3:2). **Lab fee.** *Diesel Technology Discipline.*
- W** DFTG 1309. BASIC COMPUTER-AIDED DRAFTING. Credits 3.
 Introduces computer-aided drafting. Emphasizes 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. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 1317. ARCHITECTURAL DRAFTING- RESIDENTIAL. Credits 3.
Introduces architectural drafting procedures, practices, terms, and symbols. Prepares detailed working drawings for residential structures. Emphasizes light frame construction methods. **Corequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 1325. BLUEPRINT READING AND SKETCHING. Credits 3.
Introduces reading and interpreting working drawings for fabrication processes and associated trades. Students learn the use of sketching techniques to create pictorial and multiple-view drawings. Students learn basic precision measuring techniques, thread systems and symbols used in industry. (2:2). *Machining Technology Discipline.*
- W** DFTG 1333. MECHANICAL DRAFTING. Credits 3.
Studies mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. **Corequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 1413. DRAFTING FOR SPECIFIC OCCUPATIONS. Credits 4.
Provides a discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in specific or various occupational fields. (3:3). *Industrial Manufacturing Discipline.*
- W** DFTG 2321. TOPOGRAPHICAL DRAFTING. Credits 3.
Teaches plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. **Prerequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2328. ARCHITECTURAL DRAFTING- COMMERCIAL. Credits 3.
Introduces 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. **Prerequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2330. CIVIL DRAFTING. Credits 3.
Provides an in-depth study of drafting methods and principles used in civil engineering. **Prerequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2332. ADVANCED COMPUTER-AIDED DRAFTING. Credits 3.
Provides the application of advanced CAD techniques. **Prerequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2340. SOLID MODELING/DESIGN. Credits 3.
Presents a computer-aided modeling course. Develops three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. **Prerequisite:** DFTG 1309. (2:4). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2380. COOPERATIVE EDUCATION-DRAFTING AND DESIGN TECHNOLOGY /TECHNICIAN, GENERAL I. Credits 3.
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. **Prerequisite:** DFTG 1309. (1:20). *Computer Aided Design Discipline.*
- W** DFTG 2412. TECHNICAL ILLUSTRATION AND PRESENTATION. Credits 4.
Includes topics on pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasizes rendering and using different media. **Prerequisite:** DFTG 1309. (3:3). *Computer Aided Design Discipline.*
- W** DFTG 2450. GEOMETRIC DIMENSIONING AND TOLERANCING. Credits 4.
Introduces geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings. **Prerequisite:** DFTG 1309. (3:3). **Lab fee.** *Computer Aided Design Discipline.*
- W** DFTG 2471. 3D PRINTING. Credits 4.
Creates 3-D printed models from drawings, sketches, and digital files. Students provide their 3D printing supplies. **Prerequisite:** DFTG 1309. (3:3). **Lab fee.** *Computer Aided Design Discipline.*

- W** DHYG 1103. PREVENTIVE DENTAL HYGIENE I. Credits 1.
Studies the role of the dental hygienist as a therapeutic oral health care provider with an emphasis on concepts of disease management, health promotion, communication, and behavior modification. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. (1:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1201. OROFACIAL ANATOMY, HISTOLOGY & EMBRYOLOGY. Credits 2.
Studies the histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1103 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. (1:4). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1207. GENERAL AND DENTAL NUTRITION. Credits 2.
 Studies general nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 2161 and ENGL 1301 and PSYC 2301 or PSYC 2314. **Corequisites:** DHYG 1215 and DHYG 2231 and DHYG 2262 and PHIL 2306. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1211. PERIODONTOLOGY. Credits 2.
Studies normal and diseased periodontium including the structural, functional, and environmental factors. Emphasizes etiology, pathology, treatment modalities, and therapeutic and preventive periodontics. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. **Corequisites:** BIOL 2420 or BIOL 2421 and DHYG 1235 and DHYG 1261 and DHYG 2201. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1215. COMMUNITY DENTISTRY. Credits 2.
Studies the principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 2161 and ENGL 1301 and PSYC 2301 or PSYC 2314. **Corequisites:** DHYG 1207 and DHYG 2231 and DHYG 2262 and PHIL 2306. (2:2). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1219. DENTAL MATERIALS. Credits 2.
Studies the physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1103 and DHYG 1201 and DHYG 1239 and DHYG 1304 and DHYG 1431. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1235. PHARMACOLOGY FOR THE DENTAL HYGIENIST. Credits 2.
Studies the classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. **Corequisites:** BIOL 2420 or BIOL 2421 and DHYG 1211 and DHYG 1261 and DHYG 2201. (2:0). *Dental Hygiene Discipline.*
- W** DHYG 1239. GENERAL AND ORAL PATHOLOGY. Credits 2.
Offers a general study of disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures. A grade of “C” or better is required in this course to take the next course.
- Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 1261. CLINICAL-DENTAL HYGIENE/HYGIENIST I. Credits 2.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. **Corequisites:** BIOL 2420 or BIOL 2421 and DHYG 1211 and DHYG 1235 and DHYG 2201. (0:12). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 1304. DENTAL RADIOLOGY. Credits 3.
Studies the fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1431. (2:4). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 1431. PRECLINICAL DENTAL HYGIENE. Credits 4.
Provides foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduces ethical principles as they apply to dental hygiene care. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and CHEM 1306 and 1106. **Corequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304. (2:8). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 2102. APPLIED COMMUNITY DENTISTRY. Credits 1.
Studies the application of the principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 1207 and DHYG 1215 and DHYG 2231 and DHYG 2262 and PHIL 2306. **Corequisites:** DHYG 2253 and DHYG 2363 and SOCI 1301 or SOCI 1306 and SPCH 1315 or SPCH 1318 or SPCH 1321. (0:3). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 2161. CLINICAL-DENTAL HYGIENE/HYGIENIST II. Credits 1.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** BIOL 2420 or BIOL 2421 and DHYG 1211 and DHYG 1235 and DHYG 1261 and DHYG 2201. **Corequisites:** ENGL 1301 and PSYC 2301 or PSYC 2314. (0:6). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 2201. DENTAL HYGIENE CARE I. Credits 2.
Studies dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** DHYG 1103 and DHYG 1201 and DHYG 1219 and DHYG 1239 and DHYG 1304 and DHYG 1431. **Corequisites:** BIOL 2420 or BIOL 2421 and DHYG 1211 and DHYG 1235 and DHYG 1261. (2:1). Lab fee. *Dental Hygiene Discipline.*

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- W** DHYG 2231. DENTAL HYGIENE CARE II. Credits 2.
Provides a continuation of Dental Hygiene Care I. Covers dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DHYG 2161 and ENGL 1301 and PSYC 2301 or PSYC 2314. **Corequisites:** DHYG 1207 and DHYG 1215 and DHYG 2262 and PHIL 2306. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 2253. DENTAL HYGIENE PRACTICE. Credits 2.
Emphasizes the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DHYG 1207 and DHYG 1215 and DHYG 2231 and DHYG 2262 and PHIL 2306. **Corequisites:** DHYG 2102 and DHYG 2363 and SOCI 1301 or SOCI 1306 and SPCH 1315 or SPCH 1318 or SPCH 1321. (2:1). Lab fee. *Dental Hygiene Discipline.*
- W** DHYG 2262. CLINICAL-DENTAL HYGIENE/HYGIENIST III. Credits 2.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DHYG 2161 and ENGL 1301 and PSYC 2301 or PSYC 2314. **Corequisites:** DHYG 1207 and DHYG 1215 and DHYG 2231 and DHYG 2262 and PHIL 2306. (0:12). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- W** DHYG 2363. CLINICAL-DENTAL HYGIENE/HYGIENIST IV. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DHYG 1207 and DHYG 1215 and DHYG 2231 and DHYG 2262 and PHIL 2306. **Corequisites:** DHYG 2102 and DHYG 2253 and SOCI 1301 or SOCI 1306 and SPCH 1315 or SPCH 1318 or SPCH 1321. (0:16). Lab fee. **Professional Practice Insurance required.** *Dental Hygiene Discipline.*
- DMSO 1210. INTRODUCTION TO SONOGRAPHY. Credits 2.
W Introduces the profession of sonography and the role of the sonographer. Emphasizes medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. A grade of "C" or better is required in this course to take the next course. (2:1). Lab fee. *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1242. INTERMEDIATE ULTRASOUND PHYSICS. Credits 2.
Continues the study 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. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 1302. (2:1). Lab fee. **Physics Mock Exam fee.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1260. CLINICAL-DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN I. Credits 2.
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. A grade of "C" or better is required in this course to take the next course. (0:12). **Professional Practice Insurance required.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1302. BASIC ULTRASOUND PHYSICS. Credits 3.
Studies basic acoustical physics and acoustical waves in human tissue. Emphasizes ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. A grade of "C" or better is required in this course to take the next course. (3:1). Lab fee. *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1355. SONOGRAPHIC PATHOPHYSIOLOGY. Credits 3.
Studies the pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen and pelvis. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DMSO 1441 and DMSO 2405. (3:0). *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1441. ABDOMINOPELVIC SONOGRAPHY. Credits 4.
Studies normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 2405. (4:1). Lab fee. **ABD Mock Exam fee.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 1460. CLINICAL-DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN II. Credits 4.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 1260. (0:24). **Professional Practice Insurance required.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2266. PRACTICUM- (OR FIELD EXPERIENCE)-DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN I. Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 1460. **Corequisite:** DSVT 1200. (0:18). **Professional Practice Insurance required.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2345. ADVANCED SONOGRAPHY PRACTICES. Credits 3.
Presents an exploration of advanced sonographic procedures and emerging ultrasound applications. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DSVT 1200. (3:0). *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2351. DOPPLER PHYSICS. Credits 3.
Studies Doppler and hemodynamic principles relating to arterial and venous imaging and testing. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 1242. (3:1). Lab fee. *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2353. SONOGRAPHY OF SUPERFICIAL STRUCTURES. Credits 3.
Provides a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DSVT 1200. (3:1). *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2366. PRACTICUM- (OR FIELD EXPERIENCE)-DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN III. Credits 3.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 2266. (0:30). **Professional Practice Insurance required.** *Diagnostic Medical Sonography Discipline.*

- W** DMSO 2367. PRACTICUM (OR FIELD EXPERIENCE)-
DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER
AND ULTRASOUND TECHNICIAN II. Credits 3.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 2266. (0:24). **Professional Practice Insurance required.** *Diagnostic Medical Sonography Discipline.*
- W** DMSO 2405. SONOGRAPHY OF
OBSTETRICS/GYNECOLOGY. Credits 4.
Provides a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols as well as fetal abnormalities. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DMSO 1210. (4:1) **Lab fee. OB/GYN Mock Exam fee.** *Diagnostic Medical Sonography Discipline.*
- W** DNTA 1202. COMMUNICATION AND BEHAVIOR
IN THE DENTAL OFFICE. Credits 2.
Presents the study of human interaction and communication in the dental office. Studies motivation and learning experiences as related to health professionals and human behavior. A grade of "C" or better is required in this course to take the next course. (2:0). *Dental Assisting Discipline.*
- W** DNTA 1245. PREVENTIVE DENTISTRY. Credits 2.
Provides the study of nutrition and preventable dental disease and community dental health. A grade of "C" or better is required in this course to take the next course. (1:2). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1251. DENTAL OFFICE MANAGEMENT. Credits 2.
Presents the use of computers and/or manual systems to process dental information and interpret and practice learned dental office management skills. A grade of "C" or better is required in this course to take the next course. (1:3). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1301. DENTAL MATERIALS. Credits 3.
Presents the theory of the composition, properties, procedures and safety standards related to dental materials. Includes American Dental Association regulated standard precautions practiced in the lab and classroom settings. A grade of "C" or better is required in this course to take the next course. (2:3). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1305. DENTAL RADIOLOGY. Credits 3.
Provides an introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Provides instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices for the classroom and lab settings. A grade of "C" or better is required in this course to take the next course. (2:4). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1311. DENTAL SCIENCE. Credits 3.
Studies the fundamentals of anatomical systems with emphasis placed on head and neck anatomy. Includes topics on the physiology, morphology, and embryology of the deciduous and the permanent teeth along with basic dental terminology. A grade of "C" or better is required in this course to take the next course. (3:1). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1315. CHAIRSIDE ASSISTING. Credits 3.
Introduces pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards, infection and hazard control protocol, equipment safety and maintenance. A grade of "C" or better is required in this course to take the next course. **Corequisite:** DNTA 1353. (2:4). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 1353. DENTAL ASSISTING APPLICATIONS. Credits 3.
Provides an expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures. A grade of "C" or better is required in this course to take the next course. **Corequisite:** DNTA 1315. (1:5). **Lab fee. Professional Practice Insurance required.** *Dental Assisting Discipline.*
- W** DNTA 1447. ADVANCED DENTAL SCIENCE. Credits 4.
Provides an advanced study of anatomical systems, pharmacology, oral pathology, and developmental abnormalities. A grade of "C" or better is required in this course to take the next course. (4:0). *Dental Assisting Discipline.*
- W** DNTA 2230. SEMINAR FOR THE DENTAL ASSISTANT. Credits 2.
Provides analysis of case studies during the clinical phase of practicum/clinical. A grade of "C" or better is required in this course to take the next course. (2:0). *Dental Assisting Discipline.*
- W** DNTA 2252. ADVANCED DENTAL RADIOLOGY. Credits 2.
Provides advanced radiographic procedures for specific and special needs patients. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DNTA 1305. (0:4). **Lab fee. Professional Practice Insurance required.** *Dental Assisting Discipline.*
- W** DNTA 2350. ADVANCED DENTAL ASSISTING
APPLICATIONS. Credits 3.
Offers an advanced study of dental assisting expanded functions with emphasis on four-handed dentistry utilization of tray setups for specific general practice and specialty procedures. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DNTA 1353. (1:5). **Lab fee.** *Dental Assisting Discipline.*
- W** DNTA 2360. CLINICAL-DENTAL ASSISTING/
ASSISTANT I. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** DNTA 1305. (0:18). **Lab fee. Professional Practice Insurance required.** *Dental Assisting Discipline.*
- W** DNTA 2363. CLINICAL-DENTAL ASSISTING/
ASSISTANT II. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** DNTA 2360 and DNTA 2252. (0:18). **Lab fee. Professional Practice Insurance required.** *Dental Assisting Discipline.*
- TX** DRAM 1120. THEATER PRACTICUM I. Credits 1.
Focuses on technical production where students receive credit for working on some aspect of play production. Provides hands-on experience with set construction. (0:3). **Lab fee.** *Theater Discipline.*
- TX** DRAM 1121. THEATER PRACTICUM II. Credits 1.
Focuses on technical production where students receive credit for working on some aspect of play production. Provides hands-on experience with lighting and sound. (0:3). **Lab fee.** *Theater Discipline.*
- TX** DRAM 1310. INTRODUCTION TO THEATER [C]. (HFA). Credits 3.
Surveys all phases of theater and the relationship among the elements including its history, dramatic works, stage techniques, production procedures, acting, directing, staging, lighting, costuming, and relation to other fine arts. Participation in some aspects of the production process is required. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Theater Discipline.*

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- ✚ DRAM 1330. STAGECRAFT I. Credits 3. Studies the application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Provides an introduction to theater architecture, stage rigging, scenic construction, hardware, shop tools, safety, and electrical theory and application. Participation in the stagecraft aspects of production is required for all students registered for Stagecraft I. **(3:0).** *Theater Discipline.*
- ✚ DRAM 1351. ACTING I. Credits 3. Develops the basic skills and techniques of acting, including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasizes the mechanics of voice, body, emotion, and analysis from a variety of acting styles and schools of thought. Provides a studio approach. Includes the actor's process for rehearsal and performance preparation. Performance rehearsal lab participation is required for all students registered for Acting I. **(3:0).** *Theater Discipline.*
- ✚ DRAM 1352. ACTING II. Credits 3. Continues DRAM 1351. Builds upon skills developed in Acting I with special emphasis on scene study and script analysis. Performance rehearsal lab participation is required for all students registered for Acting II. **Prerequisite: DRAM 1351. (3:0).** *Theater Discipline.*
- ✚ DRAM 2120. THEATER PRACTICUM III. Credits 1. Focuses on technical production where students receive credit for working on some aspect of play production. Provides hands-on experience with stage management. **(0:3).** **Lab fee.** *Theater Discipline.*
- ✚ DRAM 2331. STAGECRAFT II. Credits 3. Provides an introduction to design where the student will learn the process and technology used to create drafting and plans needed for scenic production. Builds upon the skills developed in Stagecraft I as they apply to theater graphics and technology. Introduces the basic industry software as it applies to design for performance. Participation in the stagecraft aspects of production is required for all students registered for Stagecraft II. **Prerequisite: DRAM 1330. (3:0).** *Theater Discipline.*
- ✚ DRAM 2351. INTRODUCTION TO PLAYWRITING. Credits 3. Develops basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasizes the mechanics of voice, body, emotion, and analysis as tools for the actor. Discusses playwriting terminology, styles, plot and dialogue development, Scene and Act development, and dramatic action as a driving force of a play. Focuses on the playwright as storyteller and intellectual artist, while developing skills in practical word craft for the stage. Utilizes the writing of several scenes of varying lengths and the reading/critiquing of those scenes in class. This course culminates with a barebones script-in-hand presentation of final scenes. **(3:0).** *Theater Discipline.*
- W DSVT 1200. PRINCIPLES OF VASCULAR TECHNOLOGY. Credits 2. Introduces non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasizes performing basic venous and arterial imaging and non-imaging exams. A grade of "C" or better is required in this course to take the next course. **Prerequisite: DMSO 1302. (2:1).** **Lab fee.** *Diagnostic Medical Sonography Discipline.*



E

-  **ECON 1301. BASIC ECONOMIC ISSUES. [C]. (SBS). Credits 3.**
Provides a survey of microeconomic and macroeconomic principles for non-business majors. Includes microeconomic topics on supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Includes macroeconomic topics on national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. This course will not satisfy the requirement of ECON 2301 or ECON 2302 and may not be taken for credit toward any Business degree plan. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). Economics Discipline.**
-  **ECON 2301. PRINCIPLES OF MACROECONOMICS. [CF]. (SBS). Credits 3.**
 Provides an analysis of the economy as a whole including supply and demand, measurement and determination of national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy, and monetary policy. It is recommended that students successfully complete MATH 1325 before taking this course. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). Economics Discipline.**
-  **ECON 2302. PRINCIPLES OF MICROECONOMICS. [CF]. (SBS). Credits 3.**
 Provides 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 other public policy issues. It is recommended that students successfully complete MATH 1325 before taking this course. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). Economics Discipline.**
- W** **ECRD 1211. ELECTROCARDIOGRAPHY. Credits 2.**
 Provides fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. A grade of “C” or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1310 and MDCA 1313 and MDCA 1409 and MDCA 1417. (1:3). Lab fee. Professional Practice Insurance required. Medical Assisting Technology Discipline.**
- W** **EDTC 1250. PORTFOLIO DEVELOPMENT. Credits 2.**
Provides an in-depth coverage of portfolio development describing and documenting where past, and present life experiences and learning are equivalent to the content of specific EPCC courses. Presents evaluation of portfolio and award of credit as done by faculty on an individual basis. **Prerequisite: Permission of the Credit for Learning by Experience Options (CLEO) Advisor. (2:0). Credit for Learning by Experience Options Discipline.**
-  **EDUC 1300. LEARNING FRAMEWORK. [C]. Credits 3.**
Provides the foundation for effective learning in Core Curriculum courses at El Paso Community College. Emphasizes the application of theoretical models of learning, cognition, and motivation and teaches skills needed for successful academic performance. Students will expand their knowledge of academic strategies; develop successful learning habits; identify personal learning styles, personality types, and career choices; apply learning strategies in various academic fields; develop critical-thinking competencies; and enhance their use of computer technology. These skills will provide the basis for lifelong learning and for making education personally meaningful. **Prerequisites: READ 0308 or INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). Educational Psychology Discipline.**
-  **EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION. [F]. Credits 3.**
 Provides an enriched and integrated pre-service course and content experience that presents an overview of the teaching profession. Includes an introduction to Texas State Teacher Certification requirements, characteristics of effective teachers and schools, teacher’s responsibility in providing a safe, culturally sensitive classroom that respects all student diversity, and an examination of the impact of student diversity, historical, ethical, legal, philosophical, and governance issues on the educational system of the United States. Provides students with opportunities to participate in early field observations at all levels of Preschool-12th grade schools with varied and diverse student populations. Provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Requires that content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Includes a 30 contact hour field experience component, 16 hours of which must be in Pre-Kindergarten to 12th grade schools. **AFTER THE FIRST WEEK OF CLASS, the student must pass a criminal background check conducted by the school district that the student selects as a volunteer site to fulfill the field experience requirement. Failure to complete the 30 hour field experience requirement will result in automatic failure of the course. Cannot be taken concurrently with EDUC 2301. MUST PASS A CRIMINAL BACK GROUND CHECK. Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:1). Teacher Preparation Discipline.**

-  **EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS. (F).** Credits 3.
 Provides an enriched and integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, and ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. Provides students with opportunities to participate in early field observations of P-12 special populations. Requires that content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Includes a 30 contact hour field experience component, 16 hours of which must be with special populations in Pre-Kindergarten to 12th grade schools. AFTER THE FIRST WEEK OF CLASS, the student must pass a criminal background check conducted by the school district that the student selects as a volunteer site to fulfill the field experience requirement. Failure to complete the 30 hour field experience requirement will result in automatic failure of the course. **Cannot be taken concurrently with EDUC 1301. MUST PASS A CRIMINAL BACKGROUND CHECK. (3:1).** *Teacher Preparation Discipline.*
- W FEIR 1309. NATIONAL ELECTRICAL CODE.** Credits 3.
 Provides an interpretation of the National Electrical Code for residential, commercial and industrial wiring. Emphasizes designing, constructing, and troubleshooting electrical systems. **(3:1). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W FEIR 2370. ELECTRICAL AND ELECTRONICS.** Credits 3.
 Provides essential topics of electricity and electronics to understand various types of solar energy systems. Includes topics on Ohm's Law, DC/AC circuit analysis methodology, semiconductor devices and circuits, photovoltaic devices and applications, and power electronics. **(2:3). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W ELMT 1302. SOLAR PHOTOVOLTAIC SYSTEMS.** Credits 3.
 Covers design and installation of solar photovoltaic systems and their applications. **(2:3). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W ELMT 1411. SOLAR FUNDAMENTALS.** Credits 4.
 Studies heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy. **(3:3). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W ELMT 2341. ELECTROMECHANICAL SYSTEMS.** Credits 3.
 Studies the application of electromechanical systems. Emphasizes programmable control devices and solid-state systems. **(2:3). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W ELMT 2433. INDUSTRIAL ELECTRONICS.** Credits 4.
 Studies devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes. **Prerequisite: CETT 1407. (3:3). Lab fee.** *Industrial Manufacturing Discipline.*
- W ELPT 1320. FUNDAMENTALS OF ELECTRICITY II.** Credits 3.
 Introduces alternating current (AC). Includes topics on AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors. Studies Ohm's Law, electrical symbols, ladder diagrams, and relay. **(2:2). Lab fee.** *Electrical Technology Discipline.*
- W ELPT 1321. INTRODUCTION TO ELECTRICAL SAFETY AND TOOLS.** Credits 3.
 Provides a comprehensive overview of safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians. Emphasizes OSHA and NEC code compliance. **(3:1). Lab fee.** *Electrical Technology Discipline.*
- W ELPT 1325. NATIONAL ELECTRICAL CODE I.** Credits 3.
 Introduces the study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasizes wiring design, protection, methods, and materials; equipment for general use; and basic calculations. **(2:2).** *Electrical Technology Discipline.*
- W ELPT 1341. MOTOR CONTROL.** Credits 3.
 Studies the operating principles of solid-state and conventional controls along with their practical applications. Includes topics on braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Introduces starting and stopping circuits and variable frequency drives. **(2:2). Lab fee.** *Electrical Technology Discipline.*
- W ELPT 1370. INTRODUCTION TO ELECTRICAL BLUEPRINT READING.** Credits 3.
 Discusses the theory and the terminology required to interpret working drawings in the electrical field. Focuses on blueprint reading and implementing electrical installation requirements in residential, commercial and industrial applications per the National Electrical Code. Includes instruments of measurement, industry standards and procedures. **(2:2).** *Electrical Technology Discipline.*
- W ELPT 1419. FUNDAMENTALS OF ELECTRICITY I.** Credits 4.
 Introduces basic direct current (DC) theory including electron theory and direct current applications. Introduces single and 3 phase circuits. Emphasizes commercial and industrial components and systems. **(2:4). Lab fee.** *Electrical Technology Discipline.*
- W ELPT 2325. NATIONAL ELECTRICAL CODE II.** Credits 3.
 Provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasizes wiring protection and methods, special conditions, and advanced calculations. Prepares students to take the Journeyman Electrical exam upon successful completion of all Texas Department of Licensing and Regulation requirements. It is highly recommended that students complete ELPT 1325 before registering for this course. **(3:1).** *Electrical Technology Discipline.*
- W ELPT 2337. ELECTRICAL PLANNING AND ESTIMATING.** Credits 3.
 Studies planning and estimating for residential, commercial, and industrial wiring systems. Includes a variety of electrical techniques. **(3:1). Lab fee.** *Renewable Energy Technology Systems Discipline.*
- W ELTN 1343. ELECTRICAL TROUBLESHOOTING.** Credits 3.
 Introduces the maintenance, theory of operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems. It is highly recommended that students complete ELPT 1341 before registering for this course. **(2:2). Lab fee.** *Electrical Technology Discipline.*
- W EMSP 1147. PEDIATRIC LIFE SUPPORT.** Credits 1.
 Provides theory and skills necessary for the management of pediatric or neonatal emergencies. This course was designed to be repeated multiple times to improve student proficiency. **(1:0).** *Emergency Medical Services Discipline.*
- W EMSP 1160. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) I.** Credits 1.
 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. A grade of "C" or better is required in this course to take the next course and/or for this course to be eligible for "course completion" credit or eligibility to take licensing exam. **Corequisite: EMSP 1501. (0:3). Professional Practice Insurance required.** *Emergency Medical Services Discipline.*



- W** EMSP 1161. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) II. Credits 1.
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. It is recommended that students take EMSP 1438 prior to or at the same time as this course. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1501. **Corequisite:** EMSP 1356. (0:5). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1162. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) III. Credits 1.
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. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1161 and EMSP 1356 and EMSP 1438 and EMSP 1501. **Corequisite:** EMSP 1355. (0:5). **Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1163. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC). Credits 1.
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. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. (0:3). **Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1355. TRAUMA MANAGEMENT. Credits 3.
Studies knowledge and skills in the assessment and management of patients with traumatic injuries. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1161 and EMSP 1356 and EMSP 1438 and EMSP 1501. **Corequisite:** EMSP 1162. (2:2). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1356. PATIENT ASSESSMENT AND AIRWAY MANAGEMENT. Credits 3.
Studies the knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1501. **Corequisite:** EMSP 1161. (2:3). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1438. INTRODUCTION TO ADVANCED PRACTICE. Credits 4.
Studies the fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1501 and MATH 0301 or by placement exam. (3:4). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1471. COMMUNITY PARAMEDIC. Credits 4.
Addresses the critical shortages of health care professionals and services in rural and remote areas, the Community Paramedic (CP) will fill gaps in health care in underserved communities. Community Paramedics are members of a distinct community that plays an important role by assessing and evaluating community services and systems. The student will be trained in the design and delivery of a collaborative health approach to the community. (3:3). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 1501. EMERGENCY MEDICAL TECHNICIAN. Credits 5.
Provides the preparation for certification as an Emergency Medical Technician (EMT). A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. **Corequisite:** EMSP 1160. (3:7). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 2135. ADVANCED CARDIAC LIFE SUPPORT. Credits 1.
Provides the theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. (1:0). *Emergency Medical Services Discipline.*
- W** EMSP 2143. ASSESSMENT BASED MANAGEMENT. Credits 1.
Provides a summative experience covering comprehensive, assessment-based patient care management for the paramedic level. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Corequisite:** EMSP 2266. (0:3). **Lab fee. Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 2160. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC) IV. Credits 1.
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. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1160 and EMSP 1161 and EMSP 1162 and EMSP 1355 and EMSP 1356 and EMSP 1438 and EMSP 1501 and EMSP 2305 and EMSP 2306 or RNSG 1301 and EMSP 2444. **Corequisite:** EMSP 2430. (0:5). **Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 2163. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC). Credits 1.
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. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. (0:3). **Professional Practice Insurance required.** *Emergency Medical Services Discipline.*
- W** EMSP 2266. PRACTICUM (OR FIELD EXPERIENCE) EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC). Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites:** EMSP 1356 and EMSP 1438 and EMSP 1161 and EMSP 1355 and EMSP 2305 and EMSP 1162. **Corequisite:** EMSP 2143. (0:15). **Professional Practice Insurance required.** *Emergency Medical Services Discipline.*



- W** EMSP 2305. EMS OPERATIONS. Credits 3.
Studies the knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites: EMSP 1160 and EMSP 1501. (2:2). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**
- W** EMSP 2306. EMERGENCY PHARMACOLOGY. Credits 3.
Studies drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **(2:3). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**
- W** EMSP 2430. SPECIAL POPULATIONS. Credits 4.
Studies the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. It is recommended that students take EMSP 2534 prior to or at the same time as this course. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites: EMSP 1160 and EMSP 1161 and EMSP 1162 and EMSP 1355 and EMSP 1356 and EMSP 1438 and EMSP 2305 and EMSP 2306 or RNSG 1301 and EMSP 2444 and EMSP 1501. Corequisite: EMSP 2160. (3:2). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**
- W** EMSP 2444. CARDIOLOGY. Credits 4.
Studies in detail the knowledge and skills in the assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. It is recommended that students take either EMSP 2306 or RNSG 1301 prior to or at the same time as this course. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites: EMSP 1160 and EMSP 1161 and EMSP 1162 and EMSP 1355 and EMSP 1356 and EMSP 1438 and EMSP 2305. (3:3). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**
- W** EMSP 2458. CRITICAL CARE PARAMEDIC. Credits 4.
Prepares healthcare personnel to function as members of a critical care transport team. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **(3:3). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**
- W** EMSP 2534. MEDICAL EMERGENCIES. Credits 5.
Studies the 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. A grade of “C” or better is required in this course to take the next course and/or for this course to be eligible for “course completion” credit or eligibility to take licensing exam. **Prerequisites: EMSP 1160 and EMSP 1161 and EMSP 1162 and EMSP 1355 and EMSP 1356 and EMSP 1438 and EMSP 2305 and EMSP 2306 or RNSG 1301 and EMSP 2444 and EMSP 1501. (4:3). Lab fee. Professional Practice Insurance required. Emergency Medical Services Discipline.**



ENGLISH



Placement testing prior to enrollment will determine whether students will take ENGL 0309, INRW 0111, INRW 0311, or ENGL 1301 as their first English course. Although the student should be aware that the transfer institution makes all final judgments in this regard, all 2300 level literature courses should be transferable as either fulfillments of sophomore English requirements or as electives.

ENGL 0309. COLLEGE PREP WRITING. (M). Credits 3.
Provides intensive development in basic writing skills, including work in sentence structure, vocabulary, punctuation, and paragraph development. May not be counted towards graduation requirements. A grade of a “C” or better is required in this course. **(3:0). English Discipline.**


 ENGL 1301. EXPOSITORY ENGLISH COMPOSITION. (CF). Credits 3.
 Emphasizes intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasizes effective rhetorical choices, including audience, purpose, arrangement, and style. Focuses on writing the academic essay as a vehicle for learning, communicating, and critical analysis. **Prerequisite: INRW 0311 or ESOL 0341 with a “C” or better or by placement exam. (3:0). English Discipline.**


 ENGL 1302. RESEARCH WRITING AND LITERARY ANALYSIS. (CF). Credits 3.
 Continues intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts (including artistic literature); systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions including the application of these to literature. **Prerequisite: ENGL 1301 with a “C” or better. (3:0). English Discipline.**


 ENGL 2307. CREATIVE WRITING: THEORY AND TECHNIQUE. Credits 3.
 Introduces creative writing, with emphasis on current poetry, fiction, drama, and literary non-fiction. Students will analyze and understand the use of structure and technique in order to compose imaginative texts. Reading and writing assignments in each genre will challenge students to gain working knowledge of fundamental elements such as free writing, visualization, journal writing, prosody, concrete versus abstract language, imagery, character development, dialogue, and narration. Poems, literary essays, and short stories will be peer critiqued and revised in workshop format. **Prerequisite: ENGL 1301 with a “C” or better. (3:0). English Discipline.**

 ENGL 2311. TECHNICAL AND BUSINESS WRITING. (F). Credits 3.
 Presents intensive study of and practice in professional settings. 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. Practices individual and collaborative processes involved in the creation of ethical and efficient documents. Presents fundamentals of writing technical communications: practice in writing letters, resumes, memoranda, reports, and improvement of stylistics and organizational skills; emphasizes report writing. **Prerequisite: ENGL 1301 with a “C” or better. (3:0). English Discipline.**

-  **ENGL 2322. BRITISH LITERATURE SURVEY: ANGL0-SAXON TO THE 18TH CENTURY. [C]. (HFA). Credits 3.**
 Surveys the development of British literature from the Anglo-Saxon period to the eighteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course is strongly recommended for those pursuing a major in English at the baccalaureate level. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2323. BRITISH LITERATURE SURVEY: 18TH CENTURY TO MODERN. [C]. (HFA). Credits 3.**
 Surveys the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course is strongly recommended for those pursuing a major in English at the baccalaureate level. ENGL 2322 is not required in order to enroll in ENGL 2323. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2327. AMERICAN LITERATURE: COLONIAL TO CIVIL WAR. Credits 3.**
 Surveys American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2328. AMERICAN LITERATURE: CIVIL WAR TO MODERN. Credits 3.**
 Surveys 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. ENGL 2327 is not required in order to enroll in ENGL 2328. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2332. WORLD LITERATURE: ANCIENT TO THE 16TH CENTURY. [C]. (HFA). Credits 3.**
 Surveys world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. All selections are read in English translations. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2333. WORLD LITERATURE: 17TH CENTURY TO MODERN. [C]. (HFA). Credits 3.**
 Surveys world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. All selections are read in English translations. ENGL 2332 is not required in order to enroll in ENGL 2333. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2341. INTRODUCTION TO LITERATURE. Credits 3.**
 Emphasizes the study of four literary genres: fiction, poetry, drama, and film, with a focus on literary interpretation, further practice in composition, and writing literary analyses. One paper will be written using APA research techniques. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2351. CHICANA/O LITERATURE. [CF]. (HFA). Credits 3.**
 Surveys Chicana/o, Mexican-American literature, including fiction, non-fiction, poetry, and drama. **Prerequisite:** ENGL 1301 with a “C” or better. (3:0). *English Discipline.*
-  **ENGL 2389. ACADEMIC COOPERATIVE. Credits 3.**
 Provides 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. (3:0). *English Discipline.*
-  **ENGR 1201. INTRODUCTION TO ENGINEERING. Credits 2.**
 Introduces engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society. **Prerequisite:** MATH 2413. (1:3). **Lab fee.** *Engineering Discipline.*
-  **ENGR 1204. ENGINEERING GRAPHICS. Credits 2.**
 Presents freehand projection, spatial relationships, fundamentals of multi-view projection, auxiliary views, sectional views, dimensioning techniques, and pictorial drawings. Utilizes principles of descriptive geometry. Includes the fundamentals of computer graphics. (1:3). **Lab fee.** *Engineering Discipline.*
-  **ENGR 2301. STATICS. Credits 3.**
 Provides a calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. **Prerequisite:** MATH 2413. (3:0). *Engineering Discipline.*
-  **ENGR 2302. MECHANICS II: DYNAMICS. Credits 3.**
 Studies principles of dynamics, including their application, work and energy, impulse, momentum, and kinetics and kinematics of particles and rigid bodies. **Prerequisite:** MATH 2413. (2:2). *Engineering Discipline.*
-  **ENGR 2304. PROGRAMMING FOR ENGINEERS. Credits 3.**
 Studies the 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:** ENGR 2405. (3:0). *Engineering Discipline.*
-  **ENGR 2305. ELECTROMECHANICAL SYSTEMS. Credits 3.**
 Studies the principles of electrical circuits and systems. Provides basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Provides 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:** MATH 2314 AND PHYS 2325 and 2125. (3:0). *Engineering Discipline.*
-  **ENGR 2308. ECONOMY FOR ENGINEERS AND SCIENTISTS. Credits 3.**
 Surveys the methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with 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. This 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 with a grade of “C” or better. (3:0). *Engineering Discipline.*
-  **ENGR 2332. MECHANICS OF MATERIALS. Credits 3.**
 Studies stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses. **Prerequisites:** ENGR 2301 AND MATH 2413 AND CHEM 1311 and 1111. (3:0). *Engineering Discipline.*



 ENGR 2334. INTRODUCTION TO THERMAL FLUIDS. Credits 3.
Introduces the fundamental concepts of energy and thermodynamics (e.g., temperature, thermodynamic equilibrium, and heat). Emphasizes techniques in the application of the fundamentals of thermodynamics to various processes as they frequently occur in chemical and biomolecular engineering. Provides the basic skills and tools necessary in designing and analyzing real-life engineering systems. Serves as preparation for other advanced courses in thermodynamics, energy conversion, heat transfer, etc. **Prerequisite:** MATH 2314 AND ENGR 2302 with a grade of "C" or better (can be taken concurrently). (3:0). *Engineering Discipline.*


 ENGR 2405. INTRODUCTION TO ELECTRICAL ENGINEERING. Credits 4.
Principles of electrical circuits and systems. Studies basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Covers topology of electrical networks; Kirchoff's laws; node and mesh analysis; DC circuits 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. **Corequisite:** MATH 2413. (3:3). **Lab fee.** *Engineering Discipline.*

 ENGR 2406. INTRODUCTION TO DIGITAL SYSTEMS. Credits 4.
Provides an introduction to theory and design of digital logic, circuits and systems including number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; and memory and storage. (3:3). **Lab fee.** *Engineering Discipline.*

W ENTC 2414. FACILITY OPERATION AND MAINTENANCE I. Credits 4.
Provides the management of the interaction among facility, people, equipment, operation, service, and maintenance. Includes topics on building structure and interior elements, air conditioning, furniture, grounds, and waste management. (3:3). **Lab fee.** *Electrical Technology Discipline.*

W ENTC 2439. FACILITY OPERATION AND MAINTENANCE II. Credits 4.
Provides a study of the requirements of building electrical systems, fire codes, lighting distribution, power sources, alarm systems, and interior and exterior communication. **Prerequisite:** ENTC 2414. (3:3). **Lab fee.** *Electrical Technology Discipline.*

 ENVR 1301. ENVIRONMENTAL SCIENCE I. Credits 3.
 Surveys the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Provides an introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. (3:0). *Geology Discipline.*

 ENVR 1401. ENVIRONMENTAL SCIENCE I. Credits 4.
Provides interdisciplinary study of both natural (biology, chemistry, geology) and social (economics, politics, ethics) sciences as they apply to the environment. Focuses on current global concerns including global warming, overpopulation, deforestation, pollution, biodiversity and resource use. Practical laboratory experience emphasizes the application of fundamental principles of biology, chemistry and geology as well as critical thinking and analysis. (3:3). **Lab fee.** *Biology Discipline.*

W EPCT 1311. INTRODUCTION TO ENVIRONMENTAL SCIENCE. Credits 3.
Provides an overview of environmental science and current global concerns, and a brief history of environmental ethics, resource use, and conservation. Discusses the fundamental principles of resource economics and environmental health. (3:0). *Renewable Energy Technology Systems Discipline.*

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL Courses

The English as a Second Language (ESL) sequence of courses includes listening, speaking, reading, and writing. The courses offer non-native English speakers essential English language training as a pathway for college readiness. The courses include lab activities to reinforce classwork. Students interested in ESL courses are required to take an ESL placement test and will enter at levels determined by the results.

Reading and Writing:

ESOL 0315, ESOL 0316, ESOL 0317, ESOL 0340, ESOL 0341

Listening and Speaking:

ESOL 0325, ESOL 0326, ESOL 0327

Grammar:

ESOL 0335, ESOL 0336, ESOL 0342

English for Specific Purposes

English for Specific Purposes (ESP) courses are designed for the advanced student of English as a Second Language who requires specialized advanced language training for specific vocational/technical or academic purposes. ESP courses are offered by special registration at the advanced levels. The topic may vary to focus on the special vocabulary and language skill requirements of a specific vocational/technical or academic area.

ESOL 0315. HIGH BEGINNING READING AND WRITING. [E]. Credits 3.

Develops English reading and writing proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. High Beginning level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite:** Assessment of English language proficiency. (3:1). **Lab fee.** *English as a Second Language Discipline.*

ESOL 0316. LOW INTERMEDIATE READING AND WRITING. [E]. Credits 3.

Develops English reading and writing proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Low Intermediate level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite:** Assessment of English language proficiency or ESOL 0315. (3:1). **Lab fee.** *English Speaking and Listening Discipline.*

ESOL 0317. HIGH INTERMEDIATE READING AND WRITING. [E]. Credits 3.

Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. High Intermediate level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite:** Assessment of English language proficiency or ESOL 0316. (3:1). **Lab fee.** *English Speaking and Listening Discipline.*

ESOL 0325. HIGH BEGINNING LISTENING AND SPEAKING. [E]. Credits 3.
 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. High Beginning level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite: Assessment of English language proficiency or ESOL 0336. (3:1). Lab fee. English Speaking and Listening Discipline.**

ESOL 0326. INTERMEDIATE LISTENING AND SPEAKING. [E]. Credits 3.
 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. Intermediate level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite: Assessment of English language proficiency or ESOL 0325. (3:1). Lab fee. English Speaking and Listening Discipline.**

ESOL 0327. ADVANCED LISTENING AND SPEAKING. [E]. Credits 3.
 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. Advanced level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite: Assessment of English language proficiency or ESOL 0326. (3:1). Lab fee. English Speaking and Listening Discipline.**

ESOL 0335. GRAMMAR I. [E]. Credits 3.
 Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. High Beginner to Intermediate level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite: Assessment of English language proficiency or ESOL 0326. (3:1). Lab fee. English Speaking and Listening Discipline.**

ESOL 0336. GRAMMAR II. [E]. Credits 3.
 Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. Intermediate to Advanced level. May not be counted toward graduation requirements. A grade of "C" or better will be required for advancement to the next course. **Prerequisite: Assessment of English language proficiency or ESOL 0335. (3:1). Lab fee. English as a Second Language Discipline.**

ESOL 0340. ADVANCED READING. [E]. Credits 3.
 Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. An exit reading level of twelfth grade and a "C" or better will be required for completion of this course. Advanced level. May not be counted toward graduation requirements. **Prerequisite: Assessment of English language proficiency or ESOL 0317. (3:1). Lab fee. English as a Second Language Discipline.**

ESOL 0341. ADVANCED WRITING. [E]. Credits 3.
 Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. Advanced level. A grade of "C" or better is required in this course. May not be counted toward graduation requirements. **Prerequisite: Assessment of English language proficiency or ESOL 0317. (3:1). Lab fee. English as a Second Language Discipline.**

ESOL 0342. GRAMMAR FOR ACADEMIC WRITING. [E]. Credits 3.
 Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. May not be counted toward graduation requirements. A grade of "C" or better is required in this course. This course is an optional component

of the ESL sequence. **Prerequisite: Assessment of English language proficiency or ESOL 0336. (3:1). Lab fee. English as a Second Language Discipline.**

F

W FCEL 1305. FUEL CELL AND ALTERNATIVE/RENEWABLE ENERGY. Credits 3.
 Types and applications of alternative/renewable energy sources. Emphasizes fuel cell applications and processes, reformation of fuels, heat transfer, chemical reaction, power conditioning, combined heat and power, and distributed generation systems. **(2:2). Renewable Energy Systems Technology Discipline**

W FIRS 1103. FIREFIGHTER AGILITY AND FITNESS PREPARATION. Credits 1.
 Provides physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests. Develops the individual's physical fitness performance level in firefighting functions to include: physical endurance and agility, methods of exercise related to building strength and conditioning, daily exercise programs to maintain strength, aerobic conditioning, and flexibility. **(0:3). Fire Technology Discipline.**

W FIRS 1401. FIREFIGHTER CERTIFICATION I. Credits 4.
 Provides one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, 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.** Prerequisites: READ 0308 (can be taken concurrently) or by placement exam and FIRS 1103 and FIRT 1301 and FIRT 1319. Corequisites: FIRS 1407 and FIRS 1413 and FIRS 1419 and FIRS 1433. (3:4). Lab fee. Fire Technology Discipline.**

W FIRS 1407. FIREFIGHTER CERTIFICATION II. Credits 4.
 Provides one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, 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.** Prerequisites: READ 0308 (can be taken concurrently) or by placement exam and FIRS 1103 and FIRT 1301 and FIRT 1319. Corequisites: FIRS 1401 and FIRS 1413 and FIRS 1419 and FIRS 1433. (3:4). Lab fee. Fire Technology Discipline.**

W FIRS 1413. FIREFIGHTER CERTIFICATION III. Credits 4.
 Provides one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, 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.** Prerequisites: READ 0308 (can be taken concurrently) or by placement exam and FIRS 1103 and FIRT 1301 and FIRT 1319. Corequisites: FIRS 1401 and FIRS 1407 and FIRS 1419 and FIRS 1433. (2:6). Lab fee. Fire Technology Discipline.**









2019-2020 - COURSE DESCRIPTIONS

- W** FIRS 1419. FIREFIGHTER CERTIFICATION IV. Credits 4.
Provides one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, 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).** Prerequisites: READ 0308 (can be taken concurrently) or by placement exam and FIRS 1103 and FIRT 1301 and FIRT 1319. Corequisites: FIRS 1401 and FIRS 1407 and FIRS 1413 and FIRS 1433. (3:3). Lab fee. Fire Technology Discipline.**
- W** FIRS 1433. FIREFIGHTER CERTIFICATION VII. Credits 4.
Provides one in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, and IV 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).** Prerequisites: READ 0308 (can be taken concurrently) or by placement exam and FIRS 1103 and FIRT 1301 and FIRT 1319. Corequisites: FIRS 1401 and FIRS 1407 and FIRS 1413 and FIRS 1419. (2:6). Lab fee. Fire Technology Discipline.**
- W** FIRT 1202. PLAN EXAMINER I. Credits 2.
Provides 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 Plan Examiner I. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (2:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1301. FUNDAMENTALS OF FIRE PROTECTION. Credits 3.
 Provides an orientation to fire service, career opportunities in fire protection and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. **(3:0). Fire Technology Discipline.**
- W** FIRT 1303. FIRE AND ARSON INVESTIGATION I. Credits 3.
Studies basic fire and arson investigation practices. Emphasizes fire behavior principles related to fire cause and origin determination. **(3:0). Fire Technology Discipline.**
- W** FIRT 1305. PUBLIC EDUCATION PROGRAMS. Credits 3.
Prepares firefighters and fire officers to develop public fire safety awareness. Emphasizes implementation of fire and public safety programs in an effort to reduce the loss of life. **(3:0). Fire Technology Discipline.**
- W** FIRT 1307. FIRE PREVENTION CODES AND INSPECTIONS. Credits 3.
Studies local building and fire prevention codes. Emphasizes fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. **(3:0). Fire Technology Discipline.**
- W** FIRT 1309. FIRE ADMINISTRATION I. Credits 3.
Introduces the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer. **(3:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1311. FIRE SERVICE HYDRAULICS. Credits 3.
Includes application of hydraulic principles to analyze and solve water supply problems related to fire protection. **(2:2). Lab fee. Fire Technology Discipline.**
- W** FIRT 1315. HAZARDOUS MATERIALS I. Credits 3.
Studies the chemical characteristics and behavior of various materials. Includes topics on storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. **(3:0). Fire Technology Discipline.**
- W** FIRT 1319. FIREFIGHTER HEALTH AND SAFETY. Credits 3.
 Studies 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. **(3:0). Fire Technology Discipline.**
- W** FIRT 1327. BUILDING CONSTRUCTION IN THE FIRE SERVICE. Credits 3.
Explores the components of building construction that relate to fire and life safety. Includes relationship of construction elements and building design impacting fire spread in structures. Focuses on firefighter safety, preplanning fire operations, and operating at emergencies. **(3:0). Fire Technology Discipline.**
- W** FIRT 1338. FIRE PROTECTION SYSTEMS. Credits 3.
Studies the 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. **(3:0). Fire Technology Discipline.**
- W** FIRT 1340. FIRE INSPECTOR II. Credits 3.
Provides 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. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1342. FIRE OFFICER I. Credits 3.
 Instructs the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. Student must have instructor or Fire Technology Coordinator approval. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1343. FIRE OFFICER II. Credits 3.
Instructs the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer II certification. Student must have instructor or Fire Technology Coordinator approval. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION** (3:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1349. FIRE ADMINISTRATION II. Credits 3.
Provides an in-depth study of fire service management pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. **Prerequisite: FIRT 1309. (3:1). Lab fee. Fire Technology Discipline.**
- W** FIRT 1353. LEGAL ASPECTS OF FIRE PROTECTION. Credits 3.
Teaches the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel. **(3:0). Fire Technology Discipline.**
- W** FIRT 1408. FIRE INSPECTOR I. Credits 4.
Provides 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** (3:3). Lab fee. Fire Technology Discipline.**

- W** FIRT 1445. HAZARDOUS MATERIALS II. Credits 4.
Instructs in mitigation practices and techniques to effectively control hazardous material spills and leaks. **Prerequisite:** FIRT 1315. (3:3). **Lab fee.** *Fire Technology Discipline.*
- W** FIRT 2305. FIRE INSTRUCTOR I. Credits 3.
Prepares fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I certification. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION**** (3:1). **Lab fee.** *Fire Technology Discipline.*
- W** FIRT 2307. FIRE INSTRUCTOR II. Credits 3.
Develops individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments. Includes techniques for supervision and coordination of activities of other instructors to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor II certification. ****THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION**** (3:1). **Lab fee.** *Fire Technology Discipline.*
- W** FIRT 2309. FIREFIGHTING STRATEGIES AND TACTICS I. Credits 3.
Analyzes the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency. (3:0). *Fire Technology Discipline.*
- W** FIRT 2331. FIREFIGHTING STRATEGIES AND TACTICS II. Credits 3.
Emphasizes the use of incident management in large scale command problems and other specialized fire problems. **Prerequisite:** FIRT 2309. (3:0). *Fire Technology Discipline.*
- W** FIRT 2351. COMPANY FIRE OFFICER. Credits 3.
Covers a capstone course with fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties. (3:1). **Lab fee.** *Fire Technology Discipline.*
- W** FIRT 2433. FIRE AND ARSON INVESTIGATION II. Credits 4.
Continues Fire and Arson Investigation I. Provides fire investigation techniques and defense of findings in a court room setting. **Prerequisite:** FIRT 1303. (3:3). **Lab fee.** *Fire Technology Discipline.*
- TX** FREN 1411. BEGINNING FRENCH I. Credits 4.
Introduces the basic principles of grammar. Includes pronunciation, oral practice, dictation, writing, and conversation. Also includes elementary readings dealing with cultural material. (3:2). **Lab fee.** *Foreign Languages Discipline.*
- TX** FREN 1412. BEGINNING FRENCH II. Credits 4.
Continues building skills in listening comprehension, speaking, reading, writing, grammatical structures, and culture. **Prerequisite:** FREN 1411. (3:2). **Lab fee.** *Foreign Languages Discipline.*
- TX** FREN 2311. INTERMEDIATE FRENCH I. Credits 3.
Reviews and applies skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. **Prerequisite:** FREN 1412. (3:0). *Foreign Languages Discipline.*
- TX** FREN 2312. INTERMEDIATE FRENCH II. Credits 3.
Continues the review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. **Prerequisite:** FREN 2311. (3:0). *Foreign Languages Discipline.*
- W** FSHD 1311. FASHION HISTORY. Credits 3.
Surveys the evolution of fashion change, traced through garment development from ancient times to present day. Studies customs and silhouettes of each historical period and their modern day adaptations. Emphasizes the roles that technology, politics, economics, art, and sociology play in fashion's continual change. (3:0). *Fashion Technology Discipline.*
- W** FSHD 1322. FASHION SKETCHING. Credits 3.
Instructs in the fundamentals of quick sketching to communicate design ideas. Provides instruction in drawing the male and female fashion figure. Emphasizes simple methods for making quick sketches to illustrate style information. Explores concepts in the design of fashion apparel. (2:2). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 1328. FLAT PATTERN DESIGN I. Credits 3.
Introduces the creative design of clothing through the flat pattern method. Provides general principles of pattern-making using the basic five piece dress sloper. Studies dart manipulation, slashing and spreading the pattern and contouring sew lines. (2:3). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 1346. FASHION ILLUSTRATION MEDIA. Credits 3.
Develops skills in fashion figure drawing with emphasis on fashion details and body movement. Instructs in illustrating a wide variety of clothing on the fashion model in various media including computer-aided techniques. **Prerequisite:** FSHD 1322. (2:2). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 2305. COMPUTER AIDED APPAREL DESIGN. Credits 3.
Introduces fundamentals of computerized pattern design and marker making, as they pertain to the industrial production of apparel products. (2:2). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 2306. DRAPING-(FASHION/APPAREL DESIGN). Credits 3.
Studies three-dimensional fashion design conceptualization by draping in muslin or fashion fabric directly on the dress form. Develops skills in observing grain of fabric, identifying drapable fabrics, and creating designs suitable for draping. Emphasizes good design and commercial value. Presents major fashion designers' draping techniques. **Prerequisite:** FSHN 1315. (2:3). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 2343. FASHION COLLECTION DESIGN. Credits 3.
Studies advanced concepts in designing a collection of marketable apparel. Instructs in developing a design work board for a specific target market and selecting the most marketable ideas for the collection. Emphasizes resource development, fabric selection, estimating wholesale costs, and initial pattern and garment production. (2:2). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 2344. FASHION COLLECTION PRODUCTION. Credits 3.
Continues Fashion Collection Design course. Emphasizes the production, costing, and marketing of a cohesive collection of fashion apparel. Provides instruction in completing production patterns for all collection garments. **Prerequisites:** FSHN 1301 and FSHN 1315 and FSHD 1322 and FSHD 1328 and FSHD 2343. **Corequisite:** FSHD 2371. (2:2). **Lab fee.** *Fashion Technology Discipline.*
- W** FSHD 2371. APPAREL PRODUCT DEVELOPMENT. Credits 3.
Studies advanced concepts in the development and production of apparel. Instructs in the assessment of production capabilities. Develops skills in sourcing, purchasing, and problem resolution. Emphasizes the use of computers in design, planning and production. **Prerequisites:** FSHN 1301 and FSHN 1315 and FSHD 1322 and FSHD 1328 and FSHD 2343. **Corequisite:** FSHD 2344. (2:2). **Lab fee.** *Fashion Technology Discipline.*

- W** FSHN 1301. TEXTILES. Credits 3.
Studies textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examines the properties of natural and man-made fibers, how yarn is formed, dyeing, printing and finishing, methods of production, and the properties of a wide variety of fabrics. Provides an application of textiles used in the apparel industry. **(2:2). Lab fee. Fashion Technology Discipline.**
- W** FSHN 1311. GARMENT CONSTRUCTION. Credits 3.
Introduces the student to the equipment, techniques, and skills used to construct apparel including assembling various garment components. **(2:2). Lab fee. Fashion Technology Discipline.**
- W** FSHN 1315. DRAPING-(APPAREL AND TEXTILE MARKETING MANAGEMENT). Credits 3.
Instructs in draping various designs on a dress form and translating the designs to a muslin pattern. Teaches students three-dimensional conceptualization and includes the construction of garments using patterns developed. **(2:2). Lab fee. Fashion Technology Discipline.**
- W** FSHN 2301. FASHION PROMOTION. Credits 3.
Surveys fashion direction, publicity, and fashion event coordination. Emphasizes fashion event production from idea to runway including theme development, stage/set design, choreography, music coordination, lighting, line-up, model fittings, rehearsal, and press kit or portfolio development. **Prerequisite: FSHD 2343. (2:2). Lab fee. Fashion Technology Discipline.**
- W** FSHN 2303. FASHION BUYING. Credits 3.
Provides the fundamentals of fashion buying with instruction in planning, pricing, and purchasing retail fashion inventories. Identifies wholesale merchandise resources. Instructs in calculating retail math functions of buying. **Prerequisite: FSHN 2305. (3:0). Fashion Technology Discipline.**
- W** FSHN 2305. FASHION RETAILING. Credits 3.
Provides an overview of fashion retailing procedures used in various types of retail fashion companies. Studies operations, personnel, merchandising, sales promotion, and finance and control. Emphasizes profit and loss, pricing, markup, inventory control, shortages, forecasting, store organization, and events. Examines the wide variety of job opportunities available in the retail fashion industry. Introduces product display and arrangement, emphasizing the principles and elements of design. **(3:0). Fashion Technology Discipline.**
- W** FSHN 2380. COOPERATIVE EDUCATION-APPAREL AND TEXTILE MANUFACTURE. Credits 3.
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. **Prerequisite: FSHN 1322. (1:15). Fashion Technology Discipline.**
- W** FSHN 2382. COOPERATIVE EDUCATION-FASHION MERCHANDISING. Credits 3.
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: FSHD 2343 and FSHN 1301. Corequisite: FSHN 2301. (1:15). Fashion Technology Discipline.**

G

- TX** GEOL 1101. PRINCIPLES OF EARTH SCIENCES LABORATORY. Credits 1.
 Accompanies GEOL 1301, Principles of Earth Sciences. This is a laboratory-based course. Activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. **Corequisite: GEOL 1301. (0:2). Lab fee. Geology Discipline.**
- TX** GEOL 1102. PRINCIPLES OF GEOLOGY LABORATORY. Credits 1.
 Accompanies GEOL 1302, Principles of Geology. This is a laboratory-based course. Activities will focus on methods used to collect and analyze data related to natural resources, hazards, and climate variability. **Prerequisite: GEOL 1101. Corequisite: GEOL 1302. (0:2). Lab fee. Geology Discipline.**
- TX** GEOL 1103. PHYSICAL GEOLOGY LABORATORY. Credits 1.
 Accompanies GEOL 1303, Physical Geology. This is a laboratory-based course. Laboratory activities will cover methods used to collect and analyze earth science data. **Corequisite: GEOL 1303. (0:3). Lab fee. Geology Discipline.**
- TX** GEOL 1104. HISTORICAL GEOLOGY LABORATORY. Credits 1.
 Accompanies GEOL 1304, Historical Geology. This is a laboratory-based course. 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. **Prerequisite: GEOL 1103. Corequisite: GEOL 1304. (0:3). Lab fee. Geology Discipline.**
- TX** GEOL 1301. PRINCIPLES OF EARTH SCIENCES. [C]. (MNS). Credits 3.
 Surveys geology, meteorology, oceanography, and astronomy. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. Corequisite: GEOL 1101. (3:0). Geology Discipline.**
- TX** GEOL 1302. PRINCIPLES OF GEOLOGY. [C]. (MNS). Credits 3.
 Continues the study of geology, astronomy, meteorology, and oceanography, focusing on natural resources, hazards, and climate variability. **Prerequisite: GEOL 1301 and 1101 or GEOL 1303 and 1103. Corequisite: GEOL 1102. (3:0). Geology Discipline.**
- TX** GEOL 1303. PHYSICAL GEOLOGY. [C]. (MNS). Credits 3.
 Studies the principles and processes of physical geology with emphasis on earth materials structures, land forms, and mineral resources. Recommended for all students majoring in science or engineering. Requires a one-day field trip. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. Corequisite: GEOL 1103. (3:0). Geology Discipline.**
- TX** GEOL 1304. HISTORICAL GEOLOGY. [C]. (MNS). Credits 3.
 Provides a comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. **Prerequisite: GEOL 1303 and 1103. Corequisite: GEOL 1104. (3:0). Geology Discipline.**

 GEOL 2289. RESEARCH TECHNIQUES IN GEOLOGY. Credits 2.

Provides practical training and experiences in laboratory and/or field investigations while presenting a research approach to the principles of geology with an emphasis on scientific methodologies and techniques. Students work under the supervision of a faculty member after a research project of mutual interest is selected. Students design and perform laboratory or field investigations and present and defend the results of the project. **Prerequisites:** GEOL 1301 and 1101 and GEOL 1302 and 1102 or GEOL 1303 and 1103 and GEOL 1304 and 1104. (1:4). Lab fee. *Geology Discipline.*

 GEOL 2389. RESEARCH IN FIELD METHODS. Credits 3.

Instructs in collection of field data, interpretation and construction of geologic and topographic maps, and examination of petrologic systems in a field setting. The class is intended to be taught in an outside setting to study local geology and will require multiple field trips and at least one overnight trip is required. **Prerequisites:** GEOL 1301 and 1101 and GEOL 1302 and 1102 or GEOL 1303 and 1103 and GEOL 1304 and 1104. (3:0). *Geology Discipline.*

 GERM 1411. BEGINNING GERMAN I. Credits 4.

Introduces the basic principles of grammar. Includes pronunciation, oral practice, dictation, writing, and conversation. Also includes elementary readings dealing with cultural material. (3:2). Lab fee. *Foreign Languages Discipline.*

 GERM 1412. BEGINNING GERMAN II. Credits 4.

Continues building skills in listening comprehension, speaking, reading, writing, grammatical structures, and culture. **Prerequisite:** GERM 1411. (3:2). Lab fee. *Foreign Languages Discipline.*

 GOVT 2304. INTRODUCTION TO POLITICAL SCIENCE. (F). Credits 3.

Introduces students to the major subfields, concepts, principles, and methods of political science. This course touches upon the substantive topics in the discipline, including the theoretical foundations of politics and how political institutions and systems work. Enables students to critically analyze the relationships between the various political forces and institutions present in any society. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Government Discipline.*

 GOVT 2305. AMERICAN GOVERNMENT AND POLITICS. (CF). (SBS). Credits 3.



Studies the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Government Discipline.*

 GOVT 2306. STATE AND LOCAL GOVERNMENT. (CF). (SBS). Credits 3.



Studies the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Government Discipline.*

 GOVT 2311. MEXICAN-AMERICAN POLITICS. (F). Credits 3.

Provides an overview of both historical and contemporary Mexican-American political organization and engagement at the local, state, and national level in the United States. Includes topics on electoral politics, political representation, demographic trends, cultural issues, and other contemporary public policy debates. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Government Discipline.*

H

W HAMG 1300. INTRODUCTION TO THE CASINO AND GAMING INDUSTRY. Credits 3.

Provides an overview of casino and gaming operations including the economic impact on the hospitality industry and its surrounding community (3:0). *Hospitality Operations Discipline.*

W HAMG 1313. FRONT OFFICE MANAGEMENT. Credits 3.

Studies the functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. (3:1). *Hospitality Operations Discipline.*

W HAMG 1317. RECREATIONAL SERVICES. Credits 3.

Studies the recreation and entertainment industry. Emphasizes sporting and entertainment venues, tourism attractions, and other public and private sector special events. (3:0). *Hospitality Operations Discipline.*

W HAMG 1321. INTRODUCTION TO HOSPITALITY INDUSTRY. Credits 3.

Provides an exploration of the elements and career opportunities within the multiple segments of the hospitality industry. Studies the industry's growth and development; the organization of food and beverages; hotel, travel, and tourism operations; career opportunities, and future trends. (3:0). *Hospitality Operations Discipline.*

W HAMG 1340. HOSPITALITY LEGAL ISSUES. Credits 3.

Provides a course in legal and regulatory requirements that impact the hospitality industry. Includes topics on Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. (3:0). *Hospitality Operations Discipline.*

W HAMG 1342. GUEST ROOM MANAGEMENT. Credits 3.

Provides a study of the working relationship among housekeeping, front office, and maintenance in the lodging industry. (3:0). *Hospitality Operations Discipline.*

W HAMG 2266. PRACTICUM (OR FIELD EXPERIENCE)-HOSPITALITY ADMINISTRATION/ MANAGEMENT, GENERAL. Credits 2.

Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. **Prerequisite:** HAMG 1313. (0:14). *Hospitality Operations Discipline.*

W HAMG 2302. HOSPITALITY SECURITY AND LOSS PREVENTION. Credits 3.

Overview of the issues surrounding the need for security and loss prevention in the hospitality industry. (3:0). *Hospitality Operations Discipline.*

W HART 1401. BASIC ELECTRICITY FOR HVAC. Credits 4.

Provides instruction in the principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (3:3). Lab fee. *Heating, Ventilation, and Air Conditioning Discipline.*

W HART 1403. AIR CONDITIONING CONTROL PRINCIPLES. Credits 4.

Studies basic HVAC and refrigeration controls; troubleshooting of control components; emphasizes the use of wiring diagrams to analyze high and low voltage circuits; reviews Ohm's law as applied to air conditioning controls and circuits. **Prerequisite:** HART 1401. (3:3). Lab fee. *Heating, Ventilation, and Air Conditioning Discipline.*

W HART 1407. REFRIGERATION PRINCIPLES. Credits 4.
Introduces the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. **(3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*

W HART 1441. RESIDENTIAL AIR CONDITIONING. Credits 4.
Studies components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. **Prerequisites: HART 1401 and HART 1407. (3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*

W HART 1445. GAS AND ELECTRIC HEATING. Credits 4.
Studies the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. **(3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*



W HART 2280. COOPERATIVE EDUCATION-HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY/TECHNICIAN. Credits 2.
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. **(1:10).** *Renewable Energy Technology Systems Discipline.*



W HART 2380. COOPERATIVE EDUCATION-HEATING, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY/TECHNICIAN. Credits 3.
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. **Prerequisite: HART 1441. (1:20).** *Heating, Ventilation, and Air Conditioning Discipline.*

W HART 2438. AIR CONDITIONING INSTALLATION AND STARTUP. Credits 4.
Studies air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. **Prerequisite: HART 1441. (3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*



W HART 2442. COMMERCIAL REFRIGERATION. Credits 4.
Studies the theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. Course will offer preparation, instructional guide, and (410) Certification Exam. Cost of exam and booklet will be added to lab fee. **Prerequisites: HART 1401 and HART 1407. (3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*



W HART 2470. PNEUMATICS AND SYSTEM CONTROLLERS. Credits 4.
Examines the theory and operation of pneumatic controls and system controllers in the classroom and applies the theory in laboratory activities. Troubleshooting and repairing of heating, ventilating and air conditioning pneumatic controls systems are included. **Prerequisite: HART 1403. (3:3). Lab fee.** *Heating, Ventilation, and Air Conditioning Discipline.*


 HECO 1322. NUTRITION AND DIET THERAPY. (F). Credits 3.
 Studies the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. A grade of "C" or better is required in this course to take the next course. **(3:0).** *Health Services Discipline.*


 HIST 1301. HISTORY OF THE UNITED STATES TO 1877. [C]. (SBS). Credits 3.
 Surveys the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. Includes the study of pre-Columbian,



colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*







 HIST 1302. HISTORY OF THE UNITED STATES SINCE 1877. [C]. (SBS). Credits 3.
 Surveys the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. Examines industrialization, immigration, world wars, the Great Depression, Cold War, and post-Cold War eras. Themes that may be addressed include American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*

 HIST 2301. TEXAS HISTORY. Credits 3.
 Surveys Texas history from the beginning to the present time, emphasizing the Native Americans of Texas, Spanish explorations and settlements, the period of Mexican rule, the Republic, the Mexican War, statehood, Civil War and Reconstruction, the Populist Movement, and the political, economic, and social trends of the twentieth century. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*

 HIST 2311. EUROPEAN HISTORY TO 1700. Credits 3.
Surveys the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Addresses themes such as the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*


 HIST 2312. EUROPEAN HISTORY 1700 TO PRESENT. Credits 3.
Surveys the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Addresses themes such as absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*

 HIST 2321. WORLD HISTORY TO 1500. [C]. (HFA). Credits 3.
 Surveys the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. 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. This course emphasizes the development, interaction, and impact of global exchange. **Prerequisite: INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *History Discipline.*


-  **HIST 2322. WORLD HISTORY 1500 TO PRESENT. [C]. (HFA). Credits 3.**
 Surveys the social, political, economic, cultural, religious, and intellectual history of the world from the 16th century to the present. Examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. This course emphasizes the development, interaction, and impact of global exchange. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *History Discipline.*
-  **HIST 2327. HISTORY OF MEXICAN-AMERICAN I. [F]. Credits 3.**
 Surveys the post 1846 War interaction between the Mexican-Americans and the Anglo cultures in the 19th Century, and the contributions of Mexican-Americans to United States society in the 20th Century. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *History Discipline.*
-  **HIST 2328. HISTORY OF MEXICAN-AMERICAN II. [F]. Credits 3.**
 Surveys the history of Mexican-Americans in the United States with an emphasis on the Pre-Columbian heritage, the Spanish-Mexican influence, the 1846 War, subsequent interactions between the Mexican-American and the Anglo cultures in the 19th Century, and the contributions of Mexican-Americans to United States society in the 20th Century. **Prerequisite:** INRW 0311 or ESOL 0340 or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *History Discipline.*
-  **HIST 2389. ACADEMIC COOPERATIVE. Credits 3.**
 Provides 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:** HIST 1301 and HIST 1302. (3:0). *History Discipline.*
- W** **HITT 1166. PRACTICUM (OR FIELD EXPERIENCE)-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN I. Credits 1.**
 Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** HITT 1301 and HITT 1311. (0:10). **Professional Practice Insurance required.** *Health Information Management Discipline.*
- W** **HITT 1205. MEDICAL TERMINOLOGY I. Credits 2.**
 Studies medical terms through word origin and structure. Provides an introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. A grade of “C” or better is required in this course to take the next course. (2:0). *Health Information Management Discipline.*
- W** **HITT 1260. CLINICAL-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN I. Credits 2.**
 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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** HITT 1301. **Corequisite:** HITT 1341. (0:11). **Professional Practice Insurance required.** *Health Information Management Discipline.*
- W** **HITT 1267. PRACTICUM (OR FIELD EXPERIENCE)-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN II. Credits 2.**
 Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college,
- and student. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** HITT 1166. (0:14). **Professional Practice Insurance required.** *Health Information Management Discipline.*
- W** **HITT 1270. DOCUMENTATION PRACTICES. Credits 2.**
 Studies fundamental health record documentation requirements and practices for inpatient and outpatient health care facilities across the health care spectrum. Includes topics on requirements for paper, hybrid, and electronic health records. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** HITT 1301. (2:1). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1301. HEALTH DATA CONTENT AND STRUCTURE. Credits 3.**
 Provides 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. A grade of “C” or better is required in this course to take the next course. (2:3). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1311. HEALTH INFORMATION SYSTEMS. Credits 3.**
 Provides an introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. A grade of “C” or better is required in this course to take the next course. (3:1). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1341. CODING AND CLASSIFICATION SYSTEMS. Credits 3.**
 Provides the fundamentals of coding rules, conventions, and guidelines using clinical classification systems. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** HITT 1301. (2:4). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1342. AMBULATORY CODING. Credits 3.**
 Provides the fundamentals of ambulatory coding rules, conventions, and guidelines. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** HITT 1341. (2:4). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1345. HEALTH CARE DELIVERY SYSTEMS. Credits 3.**
 Provides examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. A grade of “C” or better is required in this course to take the next course. (2:3). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 1353. LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION. Credits 3.**
 Studies the concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. A grade of “C” or better is required in this course to take the next course. (2:2). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 2149. RHIT COMPETENCY REVIEW. Credits 1.**
 Reviews Health Information Technology (HIT) competencies, skills, and knowledge. A grade of “C” or better is required in this course to take the next course. **Corequisite:** HITT 2266. (0:3). **Lab fee.** *Health Information Management Discipline.*
- W** **HITT 2245. CODING CERTIFICATION EXAM REVIEW. Credits 2.**
 Reviews coding competencies and skills in preparation for a coding certification exam. A grade of “C” or better is required in this course to take the next course. **Corequisite:** HITT 1267. (0:4). **Lab fee.** *Health Information Management Discipline.*

- W** HITT 2260. CLINICAL-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN II. Credits 2.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisite: HITT 1260. Corequisite: HITT 2335. (0:11). Professional Practice Insurance required. Health Information Management Discipline.**
- W** HITT 2266. PRACTICUM (OR FIELD EXPERIENCE)-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN I. Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Corequisites: HITT 2339 and HITT 2443. (0:14). Professional Practice Insurance required. Health Information Management Discipline.**
- W** HITT 2331. MEDICAL TERMINOLOGY-ADVANCED. Credits 3.
Studies advanced terminology in various medical and surgical specialties including disease processes. A grade of "C" or better is required in this course to take the next course. **(3:0). Health Information Management Discipline.**
- W** HITT 2335. CODING AND REIMBURSEMENT METHODOLOGIES. Credits 3.
Provides advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Students enrolling in HITT 2335 must also take HITT 2260. A grade of "C" or better is required in this course to take the next course. **Prerequisites: HITT 1341 and HITT 1342. (2:4). Lab fee. Health Information Management Discipline.**
- W** HITT 2339. HEALTH INFORMATION ORGANIZATION AND SUPERVISION. Credits 3.
 Presents the principles of organization and supervision of human, financial, and physical resources. A grade of "C" or better is required in this course to take the next course. **Corequisites: HITT 2266 and HITT 2443. (2:3). Lab fee. Health Information Management Discipline.**
- W** HITT 2340. ADVANCED MEDICAL BILLING AND REIMBURSEMENT. Credits 3.
Develops skills in coding to prepare reimbursement forms in various health care settings for submission to payors. A grade of "C" or better is required in this course to take the next course. **Prerequisites: HITT 1166 and HITT 1270 and HITT 1341 and HITT 1342. (1:4). Lab fee. Health Information Management Discipline.**
- W** HITT 2346. ADVANCED MEDICAL CODING. Credits 3.
Studies advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. A grade of "C" or better is required in this course to take the next course. **Prerequisites: HITT 1341 and HITT 1342 and HITT 2471. (2:4). Lab fee. Health Information Management Discipline.**
- W** HITT 2443. QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT. Credits 4.
Studies quality standards and methodologies in the health information management environment. Includes topics on 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. A grade of "C" or better is required in this course to take the next course. **Corequisites: HITT 2266 and HITT 2339. (3:4). Lab fee. Health Information Management Discipline.**
- W** HITT 2471. PHARMACOLOGY AND PATHOPHYSIOLOGY. Credits 4.
 Studies pathology and general health management of diseases and injuries across the life span. Includes topics on etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Studies drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. A grade of "C" or better is required in this course to take the next course. **Prerequisite: BIOL 2404. (3:4). Lab fee. Health Information Management Discipline.**
- W** HMSY 1337. INTRODUCTION TO HOMELAND SECURITY. Credits 3.
 Provides an overview of homeland security. Evaluates the progression of homeland security issues throughout Texas and the United States. Examines the roles undertaken and methods used by governmental agencies and individuals to respond to those issues. **(3:0). Criminal Justice Discipline.**
- W** HMSY 1340. HOMELAND SECURITY INTELLIGENCE OPERATIONS. Credits 3.
 Provides a study of the intelligence community. Includes the role of intelligence and law enforcement. Includes topics on collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Conducts source development. **(3:0). Criminal Justice Discipline.**
- W** HMSY 1342. UNDERSTANDING AND COMBATING TERRORISM. Credits 3.
 Provides a study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, special radical populations, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism. **(3:0). Criminal Justice Discipline.**
- W** HMSY 1337. MANAGING A UNIFIED INCIDENT COMMAND. Credits 3.
 Provides a study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Covers one or more practical application exercises and/or scenarios. **(3:0). Criminal Justice Discipline.**
- W** HPRS 1191. SPECIAL TOPICS IN HEALTH PROFESSIONS AND RELATED SCIENCES, OTHER. Credits 1.
 Addresses topics on 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. Check with Program Coordinator for the current topic and content of this course. A grade of "C" or better is required in this course to take the next course. **(1:0). Health Services Discipline.**
- W** HPRS 1201. INTRODUCTION TO HEALTH PROFESSIONS. Credits 2.
 Presents an overview of the roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care. A grade of "C" or better is required in this course to take the next course. **(2:0). Health Services Discipline.**
- W** HPRS 1202. WELLNESS AND HEALTH PROMOTION. Credits 2.
 Provides an overview of wellness theory and its application throughout the life span. Focuses on attitude development, impact of cultural beliefs, and communication of wellness. A grade of "C" or better is required in this course to take the next course. **(2:0). Health Services Discipline.**


W HPRS 1205. ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS. Credits 2.

 Introduces the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. A grade of "C" or better is required in this course to take the next course. (2:0). *Health Services Discipline.*

W HPRS 1206. ESSENTIALS OF MEDICAL TERMINOLOGY. Credits 2.

 Studies medical terminology, word origin, structure, and application. A grade of "C" or better is required in this course to take the next course. (2:0). *Health Services Discipline.*


W HPRS 1209. INTERPRETATION OF LABORATORY RESULTS. Credits 2.

 Introduces the interpretation of commonly ordered laboratory results used to evaluate a patient's status. A grade of "C" or better is required in this course to take the next course. (2:0). *Health Services Discipline.*


W HPRS 2201. PATHOPHYSIOLOGY. Credits 2.

Studies the pathology and general health management of diseases and injuries across the life span. Includes topics on etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A grade of "C" or better is required in this course to take the next course. (2:0). *Health Information Management Discipline.*


W HPRS 2300. PHARMACOLOGY FOR HEALTH PROFESSIONS. Credits 3.

 Studies drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. A grade of "C" or better is required in this course to take the next course. (3:0). *Health Services Discipline.*


W HPRS 2301. PATHOPHYSIOLOGY. Credits 3.

 Studies the pathology and general health management of diseases and injuries across the life span. Includes topics on etiology, symptoms, and the physical and psychological reactions to diseases and injuries. **Prerequisites:** BIOL 2401 and BIOL 2402. (3:0). *Biology Discipline.*


W HPRS 2332. HEALTH CARE COMMUNICATIONS. Credits 3.

 Provides the methods of communication with clients, client support groups, health care professionals, and external agencies. A grade of "C" or better is required in this course to take the next course. (2:3). *Health Services Discipline.*

W HRPO 2301. HUMAN RESOURCES MANAGEMENT. Credits 3.

 Discusses behavioral and legal approaches to the management of human resources in organizations. Includes topics on how to handle international human resources. (3:0). *Business Management Discipline.*

 **HUMA 1302. INTRODUCTION TO HUMANITIES II: MEDICAL SOCIOLOGY. Credits 3.**

 Provides an analytical framework for understanding the social or cultural context of health and illness, the social organization of health care delivery, and the differential access to medical resources. (3:0). *Sociology Discipline.*

 **HUMA 1305. INTRODUCTION TO CHICANA/O STUDIES. [F]. Credits 3.**

Introduces the field of Mexican-American/Chicana/o Studies from its inception to the present. Introduces students to the interdisciplinary survey to the salient cultural, economic, educational, historical, political, and social aspects of Mexican-American/Chicana/o experiences. **Prerequisite:** ENGL 1301 with a "C" or better (can be taken concurrently). (3:0). *English Discipline.*

 **HUMA 1311. MEXICAN-AMERICAN ART. [F]. Credits 3.**


Explores the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/

Chicano/a experience. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Arts Discipline.*

W HYDR 1445. HYDRAULICS AND PNEUMATICS. Credits 4.

Discusses the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system. (3:3). **Lab fee.** *Industrial Manufacturing Discipline.*

W IBUS 1305. INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE. Credits 3.

 Studies the techniques for entering the international marketplace. Emphasizes the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Includes topics on patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (3:0). *Business Management Discipline.*

W INDS 1311. FUNDAMENTALS OF INTERIOR DESIGN. Credits 3.

Provides an introduction to the elements and principles of design, the interior design profession, and the interior design problem-solving process. (2:2). **Lab fee.** *Interior Design Technology Discipline.*

W INDS 1315. MATERIALS, METHODS AND ESTIMATING. Credits 3.

Studies materials, methods of construction and installation, and estimating for interior design applications. Includes window treatments, wall coverings, and floorings. **Prerequisites:** INDS 1311 or INDS 1349 or INDS 2313 (2:2). **Lab fee.** *Interior Design Technology Discipline.*

W INDS 1319. TECHNICAL DRAWING FOR INTERIOR DESIGNERS. Credits 3.

Provides an introduction to reading and preparing technical construction drawings for interior design, including plans, elevations, details, schedules, dimensions and lettering, and utilizes CAD applications. (2:2). **Lab fee.** *Interior Design Technology Discipline.*

W INDS 1341. COLOR THEORY AND APPLICATION. Credits 3.

Studies color theory and its applications to interior design. (2:2). **Lab fee.** *Interior Design Technology Discipline.*


W INDS 1345. COMMERCIAL DESIGN I. Credits 3.

Provides a study of design principles applied to furniture lay-out and space planning for commercial interiors. **Prerequisite:** INDS 1349 or INDS 2313 (2:2). **Lab fee.** *Interior Design Technology Discipline.*

W INDS 1349. FUNDAMENTALS OF SPACE PLANNING. Credits 3.

Studies residential and light commercial spaces, including programming, codes, standards, space planning, drawings and presentations. (2:2). **Lab fee.** *Interior Design Technology Discipline.*

W INDS 1351. HISTORY OF INTERIORS I. Credits 3.

 Provides a historical survey of design in architecture, interiors, furnishings, and decorative elements from the ancient cultures through the Italian Renaissance time period with consideration of Spanish, French, English, and American. (3:0). *Interior Design Technology Discipline.*

W INDS 2305. INTERIOR DESIGN GRAPHICS. Credits 3.

Develops skills in computer-generated graphics and technical drawings for interior design applications. **Prerequisite:** INDS 1319. (2:2). **Lab fee.** *Interior Design Technology Discipline.*

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- W** INDS 2307. TEXTILES FOR INTERIOR DESIGN. Credits 3.
Studies interior design textiles including characteristics, care, codes, and applications. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2310. KITCHEN AND BATH DESIGN. Credits 3.
Principles of kitchen and bath design. Emphasizes programming, space planning, and universal design. Includes innovative products and finishes. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2313. RESIDENTIAL DESIGN I. Credits 3.
Studies residential spaces, including the identification of client needs, programming, standards, space planning, drawings, and presentations. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2315. LIGHTING FOR INTERIOR DESIGNERS. Credits 3.
Presents the fundamentals of lighting design, including lamps, luminaries, lighting techniques, and applications for residential and commercial projects. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2317. RENDERING TECHNIQUES. Credits 3.
Studies rendering techniques for formal interior design presentation, using a variety of media. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2321. PRESENTATION DRAWING. Credits 3.
Introduces two- and three-dimensional presentations, including drawings with one- and two-point perspectives, plans, and elevations using a variety of media. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2325. PROFESSIONAL PRACTICES FOR INTERIOR DESIGNERS. Credits 3.
Studies business practices and procedures for interior designers, including professional ethics, project management, marketing, legal issues, and charging a client. (3:0). *Interior Design Technology Discipline.*
- W** INDS 2330. INTERIOR DESIGN BUILDING SYSTEMS. Credits 3.
Provides an overview of building materials, mechanical systems, and construction techniques as applied to interior design. Discusses codes, project sequencing and the interpretation of detailed working drawings. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2337. PORTFOLIO PRESENTATION. Credits 3.
Provides a course in the preparation and presentation of a comprehensive interior design portfolio, including resume preparation, employment interview skills, and goal setting. Students must have fourth semester standing and program approval. **Prerequisites:** INDS 1315 and INDS 1341 and INDS 1349 and INDS 2305 and INDS 2307 and INDS 2313 and INDS 2315 and INDS 2321. **Corequisites:** INDS 2325 and INDS 2387. (2:2). **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2371. ADVANCED KITCHEN AND BATH. Credits 3.
Develops the skills for solving problems, concept and theme design, knowledge in producing professional working documents, ability in presenting the design concept, and processing the development of an advanced kitchen project and an advanced bathroom project from inception to completion. (2:2) **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2372. PROJECT MANAGEMENT FOR INTERIOR DESIGN. Credits 3.
Includes skills and knowledge in project management such as preparing advanced construction documents and mastery of the interior design project phases, project schedules, timelines, and project budgets. **Prerequisites:** INDS 1319 and INDS 1349 and INDS 1341 and INDS 2310 and INDS 2317 and INDS 2330. (2:2) **Lab fee.** *Interior Design Technology Discipline.*
- W** INDS 2387. INTERNSHIP INTERIOR DESIGN. Credits 3.
Provides 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. Students completing the Kitchen and Bath certificate are recommended to complete INDS 2310 before enrolling in this course. It is highly recommended that students in the Associate degree complete INDS 2313 and INDS 2307 before enrolling in this course. **Prerequisites:** INDS 1315 and INDS 1319 and INDS 1341 and INDS 1349 and INDS 2305 and INDS 2315 and INDS 2321 and INDS 2325. (0:15). *Interior Design Technology Discipline.*
- W** INMT 1305. INTRODUCTION TO INDUSTRIAL MAINTENANCE. Credits 3.
Provides basic mechanical skills and repair techniques common to most fields of industrial maintenance. Includes topics on precision measuring instruments and general safety rules common in industry, including lock-out/tag-out. (2:4). **Lab fee.** *Industrial Manufacturing Discipline.*
- W** INMT 1319. MANUFACTURING PROCESSES. Credits 3.
Provides an exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, process control considerations, casting and injection molding. (2:2). *Industrial Manufacturing Discipline.*
- W** INMT 1370. INTRODUCTION TO COMPUTER FOR INDUSTRIAL APPLICATIONS. Credits 3.
Provides an overview of basic computer hardware and software used in the industrial and manufacturing fields. Introduces hardware, software, systems and procedures used in plant automation and industrial maintenance. Explores the use of computer systems by technicians in manufacturing operations. Introduces basic maintenance and troubleshooting of hardware and software in the manufacturing environment. (2:2). **Lab fee.** *Industrial Manufacturing Discipline.*
- W** INMT 2280. COOPERATIVE EDUCATION-MANUFACTURING TECHNOLOGY/TECHNICIAN. Credits 2.
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. (1:9). *Industrial Manufacturing Discipline.*
- W** INMT 2345. INDUSTRIAL TROUBLESHOOTING. Credits 3.
Provides an advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasizes the use of schematics and diagrams in conjunction with proper troubleshooting procedures. (2:2). **Lab fee.** *Industrial Manufacturing Discipline.*
- W** INMT 2334. NUMERICAL CONTROL/COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (NC/CNC). Credits 3.
Studies the principles and concepts of numerical control through computer applications, specifically in the area of programming for the control of machine tools in computer integrated manufacturing (CIM). (2:4). **Lab fee.** *Machining Technology Discipline.*
- W** INSR 1209. PRINCIPLES OF INSURANCE. Credits 2.
Studies the overall concepts of the insurance industries based upon the profile of each of the industry types, organizational structures, and careers in the insurance industry. May prepare students to take the licensing exam sponsored by the Texas Department of Insurance. (2:1). *Business Management Discipline.*

- W** INSR 1217. INSURANCE CUSTOMER SERVICE REPRESENTATIVE. Credits 2.
Studies fundamental front-line customer service support for the delivery of information and quality service. Includes information about general insurance policies, terminology, and customer service procedures. May prepare students to take the licensing exam sponsored by the Texas Department of Insurance. **(2:1). Business Management Discipline.**
- W** INSR 1351. ESSENTIALS OF RISK MANAGEMENT. Credits 3.
Studies the risk management decision-making process. Emphasizes identification and analysis of loss exposures and development of alternative techniques for the treatment of each exposure. **(3:0). Business Management Discipline.**
- W** INSR 1372. INSURANCE PRACTICE FOR SPECIAL AREAS. Credits 3.
Identifies Crisis Management and catastrophic events as a sudden, unexpected, unavoidable, and severe calamity or disaster that involves a large population and normally generates an extraordinarily large amount of loss. Identifies protection against legal liability for personal and commercial risks arising from ownership, maintenance, or use of business premises, defects in manufactured products and completed operations. **(3:0). Business Management Discipline.**
- W** INSR 2311. WORKER'S COMPENSATION AND MEDICAL ASPECTS OF CLAIMS. Credits 3.
 Studies the history and rationale for the worker's compensation system and the rapidly changing regulatory environment. Includes topics on the importance of adequate medical knowledge in adjusting claims. **(3:0). Business Management Discipline.**
- W** INSR 2340. MULTILINE INSURANCE SALES AND MARKETING. Credits 3.
Covers prospecting and presentation, types of coverage, identifying client needs, terminology, and analyzing homeowners coverage. Includes information related to sales transitions, analyzing automobile and specialized coverage, tax implications, loss ratios and agent responsibilities. **(3:0). Business Management Discipline.**
- W** ITCC 1314. CCNA 1: INTRODUCTION TO NETWORKS. Credits 3.
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: ITSC 1301. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 1340. CCNA 2: ROUTING AND SWITCHING ESSENTIALS. Credits 3.
Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. Provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. **Prerequisite: ITCC 1314. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2312. CCNA 3: SCALING NETWORKS. Credits 3.
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 1340. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2313. CCNA 4: CONNECTING NETWORKS. Credits 3.
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 2312. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2341. CCNA SECURITY. Credits 3.
 Covers overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products, and solutions; and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. Students must have successfully completed the training in the Cisco Networking Academy or have a CCNA certification. **Prerequisite: ITCC 2313. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2354. CCNP R&S ROUTE. Credits 3.
Instructs in how to implement, monitor, and maintain routing services in an enterprise network. How to plan, configure, and verify the implementation of complete enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Configuration of secure routing solutions to support branch offices and mobile workers. **Prerequisite: ITCC 2313. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2355. CCNP R&S SWITCH. Credits 3.
 Instructs in how to implement, monitor, and maintain switching in converged enterprise campus networks. How to plan, configure, and verify the implementation of complex enterprise switching solutions. How to secure integration of VLANs, WLANs, voice and video into campus networks. **Prerequisite: ITCC 2313. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITCC 2356. CCNP R&S TSHOOT. Credits 3.
Instructs in how to monitor and maintain complex, enterprise and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices based on systematic and industry recognized approaches. **Prerequisite: ITCC 2313. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITDF 1300. INTRODUCTION TO DIGITAL FORENSICS. Credits 3.
Studies the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Provides an overview of ethics, crime, and other legal guidelines/ regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations. **(3:1). Information Technology Systems Discipline.**
- W** ITNW 1308. IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS. Credits 3.
Provides the fundamentals of managing and configuring network clients. **(3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITNW 1353. SUPPORTING NETWORK SERVER INFRASTRUCTURE. Credits 3.
Develops skills in installing, configuring, managing, and supporting a network infrastructure. **Prerequisite: ITNW 1308. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS. Credits 3.
Develops skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. **Prerequisite: ITCC 1314. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITNW 2371. HEALTH INFORMATION NETWORKING. Credits 3.
 Introduces the student to the basics of information in healthcare settings. Explores the fundamentals of Electronic Health Records systems and implementation, medical practice workflows, design healthcare networks, security and the use of information technology in healthcare. **Prerequisites: ITCC 1314 and ITCC 1340. (3:1). Lab fee. Information Technology Systems Discipline.**
- W** ITNW 2372. MOBILE APPLICATION DEVELOPMENT. Credits 3.
Explores developing applications for mobile devices in an SDK environment. Explores current programming issues in mobile application development. **Prerequisite: ITSE 1329. (3:1). Lab fee. Information Technology Systems Discipline.**

- W** ITSC 1301. INTRODUCTION TO COMPUTERS. Credits 3.
 Provides an overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores the integration of application usage and provides exploration on the impact within the business community and society as a whole. **(3:1).** *Information Technology Systems Discipline.*
- W** ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS. Credits 3.
 Studies the introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. **(3:1).** *Information Technology Systems Discipline.*
- W** ITSC 1316. LINUX INSTALLATION AND CONFIGURATION. Credits 3.
 Provides an introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. **(3:1).** *Information Technology Systems Discipline.*
- W** ITSC 2325. ADVANCED LINUX. Credits 3.
 Provides instruction in advanced open-source Linux operating system. Develops LDAP directory services for clients, supports users remotely, and installs and configures network services. **Prerequisite: ITSC 1316. (3:1). Lab fee.** *Information Technology Systems Discipline.*
- W** ITSC 2373. TECHNOLOGY AND SOCIAL MEDIA MARKETING. Credits 3.
 Introduces the strategic use of social media platforms and their use in business environments. Covers multiple strategies related to business plans, social media platforms, digital marketing approaches and analytical metrics and monitoring tools. Students will analyze the impact technologies and business models have on industries, organizations, and people. **(3:1). Lab fee.** *Information Technology Systems Discipline.*
- W** ITSC 2380. COOPERATIVE EDUCATION - COMPUTER AND INFORMATION SCIENCES, GENERAL I. Credits 3.
 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. Students must have approval from ITSC Coordinator. **(1:20).** *Information Technology Systems Discipline.*
- W** ITSC 2381. COOPERATIVE EDUCATION-COMPUTER AND INFORMATION SCIENCES, GENERAL II. Credits 3.
 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. **Prerequisite: ITSC 2380. (1:20).** *Information Technology Systems Discipline.*
- W** ITSE 1307. INTRODUCTION TO C++ PROGRAMMING. Credits 3.
 Introduces computer programming using C++. Emphasizes the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. **Prerequisite: ITSE 1329. (3:1).** *Information Technology Systems Discipline.*
- W** ITSE 1311. BEGINNING WEB PROGRAMMING. Credits 3.
 Develops skills in web programming including mark-up and scripting languages. **Prerequisite: ITSC 1301 or ARTC 1325 or ARTC 1353. (3:1). Lab fee.** *Information Technology Systems Discipline.*
- W** ITSE 1329. PROGRAMMING LOGIC AND DESIGN. Credits 3.
 Develops problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation. **(3:1).** *Information Technology Systems Discipline.*
- W** ITSE 1345. INTRODUCTION TO ORACLE SQL. Credits 3.
 Introduces the design and creation of relational databases using Oracle. Includes topics on storing, retrieving, updating, and displaying data using Structured Query Language (SQL). **(3:1).** *Information Technology Systems Discipline.*
- W** ITSE 1350. SYSTEM ANALYSIS AND DESIGN. Credits 3.
 Offers an introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. **Prerequisite: ITSE 1329. (3:1). Lab fee.** *Information Technology Systems Discipline.*
- W** ITSE 1359. INTRODUCTION TO SCRIPTING LANGUAGES. Credits 3.
 Provides an introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. **Prerequisite: ITSE 1329. (3:1).** *Information Technology Systems Discipline.*
- W** ITSE 2309. DATABASE PROGRAMMING. Credits 3.
 Instructs in database development applications using database programming techniques emphasizing database structures, modeling, and database access. This is a Microsoft Office Specialist Certification course that prepares the student to take a test to qualify as a core user. **Prerequisite: ITSC 1301. (3:1).** *Information Technology Systems Discipline.*
- W** ITSE 2317. JAVA PROGRAMMING. Credits 3.
 Provides an introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets. **Prerequisite: ITSE 1329. (3:1).** *Information Technology Systems Discipline.*
- W** ITSE 2349. ADVANCED VISUAL BASIC PROGRAMMING. Credits 3.
 Explores advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation. **Prerequisite: ITSE 1329. (3:1).** *Information Technology Systems Discipline.*
- W** ITSW 1313. INTRODUCTION TO DATA ENTRY. Credits 3.
 Trains in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. **(3:1). Lab fee.** *Information Technology Systems Discipline.*
- W** ITSW 2334. ADVANCED SPREADSHEETS. Credits 3.
 Provides advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Includes fundamental concepts of spreadsheets and their design. Demonstrates formula creation to include function usage. Covers business analysis including what-if, charts, accounting and finance functions and protection of data. This is a Microsoft Office Specialist Certification course that prepares the student to take a test to qualify as a core user. **Prerequisite: ITSC 1301 or BCIS 1305. (3:1).** *Information Technology Systems Discipline.*
- W** ITSY 1300. FUNDAMENTALS OF INFORMATION SECURITY. Credits 3.
 Introduces information security including vocabulary and terminology, ethics, the legal environment, and risk management. Addresses identification of exposures and vulnerabilities and appropriate countermeasures. Discusses the importance of appropriate planning, policies and controls. **(3:1). Lab fee.** *Information Technology Systems Discipline.*

W ITSY 2300. OPERATING SYSTEM SECURITY. Credits 3.
Provides instruction on how to safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identifies security threats and monitors network security implementations. Uses best practices to configure operating systems to industry security standards. (3:1). **Lab fee.** *Information Technology Systems Discipline.*

W ITSY 2301. FIREWALLS AND NETWORK SECURITY. Credits 3.
Identifies elements of firewall design, types of security threats and responses to security attacks. Uses best practices to design, implement, and monitor a network security plan. Examines security incident postmortem reporting and ongoing network security activities. (3:1). **Lab fee.** *Information Technology Systems Discipline.*

W ITSY 2330. INTRUSION DETECTION. Credits 3.
Studies computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. (3:1). **Lab fee.** *Information Technology Systems Discipline.*

W ITSY 2341. SECURITY MANAGEMENT PRACTICES. Credits 3.
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. (3:1). *Information Technology Systems Discipline.*

W ITSY 2343. COMPUTER SYSTEM FORENSICS. Credits 3.
Provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Collects, documents and evaluates evidence to perform postmortem analysis of a security breach. Students should have an understanding of basic computer hardware. (3:1). **Lab fee.** *Information Technology Systems Discipline*

K

K KINE 1100. CONDITIONING. Credits 1.
Develops physical fitness components such as flexibility, strength, and endurance through participation in calisthenics, aerobics, and jogging. (0:3). *Kinesiology Discipline.*

K KINE 1104. JOGGING. Credits 1.
Covers the basic skills of running, stretching, form, pace, and breathing. Includes students' participation. (0:3). *Kinesiology Discipline.*

K KINE 1108. MARTIAL ARTS. Credits 1.
Covers the basic skills of self-defense, including blocks, strikes, kicks, form practice, and weapons application. Involves students' participation. (0:3). *Kinesiology Discipline.*

K KINE 1116. BASKETBALL. Credits 1.
Emphasizes the basic skills and techniques of playing basketball. Includes a review of the history, rules, and terminology of basketball. (0:3). *Kinesiology Discipline.*

K KINE 1120. SOCCER. Credits 1.
Covers the basic skills and techniques of soccer such as kicking, dribbling, trapping, passing, and heading. Includes a study of the history, rules, and terminology of soccer. (0:3). *Kinesiology Discipline.*

K KINE 1301. FOUNDATIONS OF KINESIOLOGY. Credits 3.
Examines the historical and philosophical aspects of physical education nationally and internationally and the current relationship of physical education to present day education. Orients students to programs utilized in schools, colleges, and the community. Requires field experiences in public schools. (3:0). *Kinesiology Discipline.*

K KINE 1306. FIRST AID AND SAFETY. Credits 3.
Introduces the theory and practices of the American Academy of Orthopedic Surgeons and provides CPR certification and Basic Life Support (BLS) for Healthcare providers through the American Heart Association. National Safety Council Certificates upon successful completion of the course. (3:0). *Kinesiology Discipline.*

K KINE 1338. CONCEPTS OF PHYSICAL FITNESS. Credits 3.
Familiarizes 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. (3:0). *Kinesiology Discipline.*

K KINE 2100. WEIGHT TRAINING I. Credits 1.
Presents the skills and techniques of weightlifting such as proper lifting, exercises, breathing, spotting, and safety procedures. Includes a review of the history, terminology, and principles of weight training. Involves students' participation. (0:3). *Kinesiology Discipline.*

K KINE 2116. SWIMMING I. Credits 1.
Covers the basic principles and fundamental skills, such as strokes, diving, floating, and breathing. Involves students' participation and is designed for beginners. (0:3). **Lab fee.** *Kinesiology Discipline.*

K KINE 2124. VOLLEYBALL I. Credits 1.
Covers the basic skills, techniques, history, rules, and terminology of volleyball. Involves students' participation. (0:3). *Kinesiology Discipline.*

L

W LGLA 1301. LEGAL RESEARCH AND WRITING. Credits 3.
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing. **Prerequisite:** LGLA 1303. (3:0). *Paralegal Discipline.*

W LGLA 1303. LEGAL RESEARCH. Credits 3.
Presents legal research techniques emphasizing the paralegal's role. (3:0). *Paralegal Discipline.*

W LGLA 1307. INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS. Credits 3.
Provides 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. (3:0). *Paralegal Discipline.*

W LGLA 1343. BANKRUPTCY. Credits 3.
Presents fundamental concepts of bankruptcy law and procedure including individual and business liquidation and reorganization with emphasis on the paralegal's role. (3:0). *Paralegal Discipline.*

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W LGLA 1345. CIVIL LITIGATION. Credits 3.
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation. (3:0). *Paralegal Discipline.*

W LGLA 1351. CONTRACTS. Credits 3.
Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code as well as a study of deceptive trade practices with emphasis on the paralegal's role in contract law. (3:0). *Paralegal Discipline.*

W LGLA 1353. WILLS, TRUSTS AND PROBATE ADMINISTRATION. Credits 3.
Presents fundamental concepts of the law of wills, trusts, and probate administration emphasizing on the paralegal's role. (3:0). *Paralegal Discipline.*

W LGLA 1355. FAMILY LAW. Credits 3.
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. (3:0). *Paralegal Discipline.*

W LGLA 1359. IMMIGRATION LAW. Credits 3.
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. (3:0). *Paralegal Discipline.*

W LGLA 2303. TORTS AND PERSONAL INJURY LAW. Credits 3.
Presents fundamental concepts of tort and personal injury law including intentional torts, negligence, strict liability and the Medical Liability Act with emphasis on the paralegal's role. (3:0). *Paralegal Discipline.*

W LGLA 2309. REAL PROPERTY. Credits 3.
Presents fundamental concepts of real property law including the nature of real property, title rights and duties of ownership, preparation of documents, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents emphasizing the paralegal's role in property law. (3:0). *Paralegal Discipline.*

W LGLA 2313. CRIMINAL LAW AND PROCEDURE. Credits 3.
Presents the 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. (3:0). *Paralegal Discipline.*

W LGLA 2335. ADVANCED CIVIL LITIGATION. Credits 3.
Implements advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. **Prerequisite:** LGLA 1345. (3:0). *Paralegal Discipline.*

W LGLA 2380. COOPERATIVE EDUCATION-LEGAL ASSISTANT/PARALEGAL I. Credits 3.
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. Students must have program coordinator's approval to enroll in this course. Students must be second year standing. **Prerequisites:** LGLA 1303 and LGLA 1307 and LGLA 1345 and LGLA 2335. (1:15). *Paralegal Discipline.*

W LGLA 2381. COOPERATIVE EDUCATION-LEGAL ASSISTANT/PARALEGAL II. Credits 3.
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. **Prerequisite:** LGLA 2380. (1:15). *Paralegal Discipline.*



M



MATH 0301. COLLEGE PREP MATH. [M]. Credits 3.
Introduces basic mathematical concepts and skills of the real numbers including whole numbers, integers, fractions, decimals, ratios, percents, and an introduction to geometry. Extends the use of operations on the real numbers using applications in business and geometry. May not be counted toward graduation requirements. **Prerequisite:** Score at appropriate level on placement exam. (3:0). *Mathematics Discipline.*

MATH 0303. INTRODUCTORY ALGEBRA. [M]. Credits 3.
Includes topics on solving linear equations, systems of linear equations and inequalities in two variables. Provides an introduction to functions, fundamental operations on polynomial, and factoring. May not be counted toward graduation requirements. **Prerequisite:** MATH 0301 with a "C" or better or NCBM 0101 with a "CR" or by placement exam. (3:0). *Mathematics Discipline.*

MATH 0305. INTERMEDIATE ALGEBRA. [M]. Credits 3.
Extends the study of beginning algebra. Includes topics on factoring polynomials, rational expressions and equations, radical expressions and equations, fractional exponents, complex numbers, quadratic equations, nonlinear inequalities, and exponential and logarithmic expressions. May not be counted toward graduation requirements. **Prerequisite:** MATH 0303 with a "C" or better or NCBM 0103 with a "CR" or by placement exam. (3:0). *Mathematics Discipline.*

MATH 0404. FOUNDATIONS OF MATHEMATICAL REASONING. [M]. Credits 4.
Surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, and/or algebra-based courses. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; and exponential models. May not be counted toward graduation requirements. **Prerequisite:** MATH 0301 with a "C" or better or NCBM 0101 with a "CR" or by placement exam. (4:0). *Mathematics Discipline.*


 MATH 1314. PRECALCULUS I COLLEGE ALGEBRA AND GEOMETRY. [C]. [MNS]. Credits 3.
 Provides in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. **Prerequisite:** MATH 0305 with a "C" or better or NCBM 0105 or NCBM 0114 with a "CR" or by placement exam. (3:1). Lab fee. *Mathematics Discipline.*

 MATH 1324. INTRODUCTORY MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES. [CF]. [MNS]. Credits 3.
 Presents selected topics in algebra including some review topics. Addresses models that include linear, quadratic, exponential, and logarithmic functions. Addresses other models, including compound interest, break even, and matrices. Introduces probability and statistics. **Prerequisite:** MATH 0305 with a "C" or better or NCBM 0105 or NCBM 0124 with a "CR" or by placement exam. (3:0). *Mathematics Discipline.*

-  **MATH 1325. INTRODUCTORY ANALYSIS FOR BUSINESS OR SOCIAL SCIENCES.** Credits 3.
 Continues MATH 1324. Introduces linear programming and calculus with an emphasis on differential calculus. **Prerequisite: MATH 1324 with a “C” or better or by placement exam. (3:0).** *Mathematics Discipline.*
-  **MATH 1332. CONTEMPORARY MATHEMATICS (QUANTITATIVE REASONING).** (C). (MNS). Credits 3.
 Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Provides an introduction to some of the great ideas of mathematics. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications, geometry, and algebra. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. **Prerequisite: MATH 0404 with a “C” or better or by placement exam. (3:0).** *Mathematics Discipline.*
-  **MATH 1342. FUNDAMENTALS OF STATISTICS.** (CF). (MNS). Credits 3.
 Provides the collection, analysis, presentation and interpretation of data, and probability. Provides analysis which includes descriptive statistics, correlation and regression, confidence intervals, and hypothesis testing. Recommends the use of appropriate technology. **Prerequisite: MATH 0305 with a “C” or better or by placement exam or NCBM 0105 or NCBM 0142 with a “CR” or MATH 0404 or by placement exam. (3:0).** *Mathematics Discipline.*
-  **MATH 1350. MATHEMATICS FOR TEACHERS I.** (F). Credits 3.
 Presents concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek teacher certification. **Prerequisite: MATH 1314 or MATH 1324 or MATH 1342 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 1351. MATHEMATICS FOR TEACHERS II.** (F). Credits 3.
 Addresses the concepts of geometry and measurement. Topics include the classification of angles, curves, and polygons; identification of polyhedral; Euler paths and circuits; conversions of measurement within different systems; perimeter, area, surface area, and volumes for geometric figures; transformations such as translations, rotations, and reflections; similarities, congruence, and symmetries of figures; explorations and justifications of geometric relationships and constructions using a compass, straightedge, and technology. Focuses on spatial reasoning, logical reasoning, and making connections among geometric ideas and measurement, number concepts, and algebra. **Prerequisite: MATH 1314 or MATH 1324 or MATH 1342 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2305. DISCRETE MATHEMATICS.** Credits 3.
 Provides a course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include logic, relations, functions, basic set theory, count ability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques. **Prerequisite: MATH 2413 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2314. CALCULUS II.** (F). Credits 3.
 Continues MATH 2413. Presents the applications of the definite integral in geometry, special methods of integration, infinite series, and polar coordinates. **Prerequisite: MATH 2413 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2315. CALCULUS III.** Credits 3.
 Continues MATH 2314. Addresses solid analytic geometry, vector calculus in 2-space and 3-space, partial differentiation, and multiple integrals. **Prerequisite: MATH 2314 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2318. LINEAR ALGEBRA.** Credits 3.
 Introduces and provides models for application of the concepts of vector algebra. Includes topics on 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 physical science and engineering. **Prerequisite: MATH 2314 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2320. DIFFERENTIAL EQUATIONS.** Credits 3.
 Studies linear ordinary differential equations, solutions in series, solutions using laplace transforms, and systems of differential equations. **Prerequisite: MATH 2314 with a “C” or better. (3:0).** *Mathematics Discipline.*
-  **MATH 2412. PRECALCULUS II.** (C). (MNS). Credits 4.
 Continues MATH 1314. Studies trigonometry, trigonometric form of complex numbers, vectors, sequences, series, mathematical induction, conic sections, polar coordinates, and probability. **Prerequisite: MATH 1314 with a “C” or better or by placement exam. (4:1).** *Lab fee. Mathematics Discipline.*
-  **MATH 2413. CALCULUS I.** (CF). (MNS). Credits 4.
 Presents limits continuity, differentiation, and integration of functions of a single variable. **Prerequisite: MATH 2412 with a “C” or better or by placement exam. (4:0).** *Mathematics Discipline.*
- W** **MCHN 1305. METALS AND HEAT TREATMENT.** Credits 3.
 Introduces the properties of metals and principles of heat treatment. **(2:2).** *Lab fee. Machining Technology Discipline.*
- W** **MCHN 1308. BASIC LATHE.** Credits 3.
 Introduces the common types of lathes. Emphasizes basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory. **(2:4).** *Lab fee. Machining Technology Discipline.*
- W** **MCHN 1313. BASIC MILLING OPERATIONS.** Credits 3.
 Introduces the common types of milling machines, part nomenclature, basic machine operations and procedures, safety, machine mathematics, blueprint reading, and theory. **(2:4).** *Lab fee. Machining Technology Discipline.*
- W** **MCHN 1326. INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (CAM).** Credits 3.
 Studies Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasizes tool geometry, tool selection, and the tool library. **(2:4)** *Lab fee. Machining Technology Discipline.*
- W** **MCHN 1335. GRINDERS, OUTSIDE, INTERNAL SURFACE.** Credits 3.
 Provides an introduction to types and operation of outside diameter, internal diameter, and surface grinders. Emphasizes identification, selection, and replacement of grinding wheels. **(2:4).** *Lab fee. Machining Technology Discipline.*
- W** **MCHN 1438. BASIC MACHINE SHOP I.** Credits 4.
 Introduces the student to machining fundamentals. The student uses basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Includes machine terminology, theory, math, part layout, and bench work using common measuring tools. Emphasizes shop safety, housekeeping, and preventative maintenance. **(3:3).** *Lab fee. Machining Technology Discipline.*

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- W** MCHN 2272. ELECTRICAL DISCHARGE MACHINE. Credits 2.
Introduces students to the Electrical Discharge Machine (EDM). Focuses on the operation of the EDM, calculation of machine settings, accuracy of electrodes and correct electrode design and construction. **(1:2). Lab fee. Machining Technology Discipline.**
- W** MCHN 2331. OPERATION OF CNC TURNING CENTERS. Credits 3.
Provides a study of CNC operations with an emphasis on turning centers. **(2:4). Lab fee. Machining Technology Discipline.**
- W** MCHN 2334. OPERATION OF CNC MACHINING CENTERS. Credits 3.
Provides a study of CNC operations with an emphasis on machining centers. **(2:4). Lab fee. Machining Technology Discipline.**
- W** MDCA 1264. PRACTICUM (OR FIELD EXPERIENCE)- MEDICAL/CLINICAL ASSISTANT. Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1310 and MDCA 1313 and MDCA 1409 and MDCA 1417 and MDCA 1421 and MDCA 1443 and MDCA 1448 and MDCA 1452. Corequisites: ECRD 1211 and MDCA 1370. (0:15). Professional Practice Insurance required. Medical Assisting Technology Discipline.**
- W** MDCA 1305. MEDICAL LAW AND ETHICS. Credits 3.
Studies principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings. A grade of "C" or better is required in this course to take the next course. **Corequisite: MDCA 1409. (3:0). Medical Assisting Technology Discipline.**
- W** MDCA 1310. MEDICAL ASSISTANT INTERPERSONAL AND COMMUNICATION SKILLS. Credits 3.
Emphasizes the application of basic psychological principles and the study of behavior as they apply to special populations. Includes topics on the procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. A grade of "C" or better is required in this course to take the next course. **Prerequisite: MDCA 1421. Corequisite: MDCA 1417. (3:1). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1313. MEDICAL TERMINOLOGY FOR MEDICAL ASSISTANTS. Credits 3.
Provides a study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. A grade of "C" or better is required in this course to take the next course. **(3:1). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1370. PROCEDURES IN A CLINICAL SETTING II. Credits 3.
Emphasizes the medical assistant's role(s) in emergency preparedness. Includes primary assessment in emergency situations, preparing for and responding to emergencies in the ambulatory care setting, understanding legal and ethical considerations of providing emergency care, and demonstrating appropriate interventions to prevent disease transmission in emergency situations. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1310 and MDCA 1313 and MDCA 1409 and MDCA 1417. (2:2). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1371. MEDICAL ASSISTING CREDENTIALING EXAM REVIEW. Credits 3.
Prepares for the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credentialing exam. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1310 and MDCA 1313 and MDCA 1409 and MDCA 1417 and MDCA 1421 and MDCA 1443 and MDCA 1448 and MDCA 1452. Corequisites: ECRD 1211 and MDCA 1264 and MDCA 1370. (3:0). Medical Assisting Technology Discipline.**
- W** MDCA 1409. ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS. Credits 4.
Emphasizes the structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. A grade of "C" or better is required in this course to take the next course. **Corequisite: MDCA 1305. (4:0). Medical Assisting Technology Discipline.**
- W** MDCA 1417. PROCEDURES IN A CLINICAL SETTING. Credits 4.
Emphasizes patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Lab coat is required for this course and will not be provided by the instructor. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1313 and MDCA 1409. Corequisite: MDCA 1448. (3:3). Lab fee. Professional Practice Insurance required. Medical Assisting Technology Discipline.**
- W** MDCA 1421. ADMINISTRATIVE PROCEDURES. Credits 4.
Studies medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. A grade of "C" or better is required in this course to take the next course. **(3:3). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1443. MEDICAL INSURANCE. Credits 4.
Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings. A grade of "C" or better is required in this course to take the next course. **(3:3). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1448. PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS. Credits 4.
Provides instruction in concepts and application of pharmacological principles. 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. Lab coat is required for this course and will not be provided by the instructor. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1313 and MDCA 1409. Corequisite: MDCA 1417. (3:3). Lab fee. Medical Assisting Technology Discipline.**
- W** MDCA 1452. MEDICAL ASSISTANT LABORATORY PROCEDURES. Credits 4.
Discusses application of governmental health care guidelines. Includes specimen collection and handling, quality assurance, and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing. A grade of "C" or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1313 and MDCA 1409. (3:3). Lab fee. Professional Practice Insurance required. Medical Assisting Technology Discipline.**
- W** MLAB 1101. INTRODUCTION TO CLINICAL LABORATORY SCIENCE. Credits 1.
Provides an introduction to medical laboratory science, structure, equipment, and philosophy. A grade of "C" or better is required in this course to take the next course. **(1:1). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 1127. COAGULATION. Credits 1.
Provides a course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, lab safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. A grade of "C" or better is required in this course to take the next course. **Corequisite: MLAB 1261. (1:1). Lab fee. Medical Laboratory Technology Discipline.**

- W** MLAB 1211. URINALYSIS AND BODY FLUIDS. Credits 2.
Provides an introduction to the study of urine and body fluid analysis. 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 lab safety. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 1261. (1:3). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 1231. PARASITOLOGY/MYCOLOGY. Credits 2.
Studies the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and lab safety. Includes the study of clinical virology. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 2361. (1:4). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 1235. IMMUNOLOGY/SEROLOGY. Credits 2.
Provides 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 lab safety. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 1260. (1:3). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 1260. CLINICAL-CLINICAL/MEDICAL LABORATORY TECHNICIAN I. Credits 2.
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. Includes clinical practice in the areas of hematology, immuno/serology, phlebotomy, and laboratory information systems. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** **BIOL 2402. Corequisites:** **MLAB 1235 and MLAB 1315. (0:8). Professional Practice Insurance required. Medical Laboratory Technology Discipline.**
- W** MLAB 1261. CLINICAL-CLINICAL/MEDICAL LABORATORY TECHNICIAN II. Credits 2.
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. Includes clinical practice in the areas of urinalysis and body fluids, immunohematology, and coagulation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** **MLAB 1101 and MLAB 1235 and MLAB 1260 and MLAB 1315. Corequisites:** **MLAB 1127 and MLAB 1211 and MLAB 2331. (0:8). Professional Practice Insurance required. Medical Laboratory Technology Discipline.**
- W** MLAB 1262. CLINICAL-CLINICAL/MEDICAL LABORATORY TECHNICIAN III. Credits 2.
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. Includes clinical practice in the areas of hematology, immunology, serology, immunohematology, urinalysis, coagulation and phlebotomy. A grade of "C" or better is required in this course to take the next course **Prerequisites:** **MLAB 1101 and MLAB 1127 and MLAB 1235 and MLAB 1261 and MLAB 1315 and MLAB 2331. (0:12). Professional Practice Insurance required. Medical Laboratory Technology Discipline.**
- W** MLAB 1315. HEMATOLOGY. Credits 3.
Studies blood cells in normal and abnormal conditions. Provides instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, lab safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 1260. (2:4). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 2238. ADVANCED TOPICS IN MEDICAL LABORATORY TECHNICIAN/ASSISTANT. Credits 2.
Examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** **MLAB 2360. Corequisite:** **MLAB 2361. (2:0). Medical Laboratory Technology Discipline.**
- W** MLAB 2331. IMMUNOHEMATOLOGY. Credits 3.
Studies blood antigens and antibodies. Presents quality control, basic laboratory technique and lab safety. Includes 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. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 1261. (2:3). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 2360. CLINICAL-CLINICAL/MEDICAL LABORATORY TECHNICIAN IV. Credits 3.
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. Includes clinical practice in the areas of clinical chemistry and microbiology. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** **MLAB 1262. Corequisites:** **MLAB 2401 and MLAB 2434. (0:15). Professional Practice Insurance required. Medical Laboratory Technology Discipline.**
- W** MLAB 2361. CLINICAL-CLINICAL/MEDICAL LABORATORY TECHNICIAN V. Credits 3.
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. Includes clinical practice in the areas of clinical chemistry, microbiology, urinalysis, hematology, serology, immunohematology, coagulation, and phlebotomy. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** **MLAB 2360 and MLAB 2434. Corequisites:** **MLAB 1231 and MLAB 2238. (0:15). Professional Practice Insurance required. Medical Laboratory Technology Discipline.**
- W** MLAB 2401. CLINICAL CHEMISTRY. Credits 4.
Provides an introduction to the principles, procedures, physiological basis, and significance of testing performed in clinical chemistry. Includes quality control, reference values, and lab safety. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 2360. (3:4). Lab fee. Medical Laboratory Technology Discipline.**
- W** MLAB 2434. CLINICAL MICROBIOLOGY. Credits 4.
Provides instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, lab safety, setup, identification, susceptibility testing, and reporting results. A grade of "C" or better is required in this course to take the next course. **Corequisite:** **MLAB 2360. (3:4). Lab fee. Medical Laboratory Technology Discipline.**
- W** MRKG 1311. PRINCIPLES OF MARKETING. Credits 3.
 Introduces the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Includes topics that will require the student to create a marketing plan for implementation in the U.S. or internationally. **(3:0). Business Management Discipline.**

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- W** MRKG 2349. ADVERTISING AND SALES PROMOTION. Credits 3. Introduces integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. **(3:0). Business Management Discipline.**
- W** MRMT 1307. MEDICAL TRANSCRIPTION I. Credits 3. Presents the fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Develops speed and accuracy. A grade of "C" or better is required in this course to take the next course. **(2:3). Lab fee. Health Information Management Discipline.**
- W** MRMT 1370. INTRODUCTION TO MEDICAL TRANSCRIPTION. Credits 3. Introduces the field of medical transcription. Emphasizes English and style essentials, word processing basics, and efficiency exercises for medical transcriptionists. A grade of "C" or better is required in this course to take the next course. **(3:0). Health Information Management Discipline.**
- W** MRMT 2357. ADVANCED MEDICAL TRANSCRIPTION. Credits 3. Provides an application of highly developed medical transcription skills. Includes use of technology and medical resources to produce correct medical documents from their inception as dictated materials to their inclusion in the patient health record. A grade of "C" or better is required in this course to take the next course. **(2:3). Lab fee. Health Information Management Discipline.**
- W** MRMT 2433. MEDICAL TRANSCRIPTION II. Credits 4. Provides instruction in the transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. A grade of "C" or better is required in this course to take the next course. **(3:4). Lab fee. Health Information Management Discipline.**
- W** MRMT 2462. CLINICAL-MEDICAL TRANSCRIPTION/TRANSCRIPTIONIST I. Credits 4. 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. A grade of "C" or better is required in this course to take the next course. **(0:18). Professional Practice Insurance required. Health Information Management Discipline.**
- W** MRMT 2463. CLINICAL-MEDICAL TRANSCRIPTION/TRANSCRIPTIONIST II. Credits 4. 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. A grade of "C" or better is required in this course to take the next course. **(0:16). Professional Practice Insurance required. Health Information Management Discipline.**
- TX** MUAP 1101. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT I. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on violin, viola, cello, or string bass. This course is available when the principal instrument is in the string group. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- TX** MUAP 1102. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT II. (F) Credits 1. Continues individual instruction for the non-music major or an entering music major needing remedial work on violin, viola, cello, or string bass. This course is available when the principal instrument is in the string group. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- TX** MUAP 1117. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT I. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on flute, oboe, clarinet, saxophone, or bassoon. This course is available when the principal instrument is in the woodwind group. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- TX** MUAP 1118. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT II. (F). Credits 1. Continues individual instruction for the non-music major or an entering music major needing remedial work on flute, oboe, clarinet, saxophone, or bassoon. This course is available when the principal instrument is in the woodwind group. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- TX** MUAP 1137. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT I. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on trumpet, horn, trombone, euphonium, or tuba. This course is available when the principal instrument is in the brass family. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- TX** MUAP 1138. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT II. (F). Credits 1. Continues individual instruction for the non-music major or an entering music major needing remedial work on trumpet, horn, trombone, euphonium, or tuba. This course is available when the principal instrument is in the brass family. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- TX** MUAP 1157. INTRODUCTION IN INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT I. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on percussion instruments. This course is available when the principal instrument is in the percussion family. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- TX** MUAP 1158. INTRODUCTION IN INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT II. (F). Credits 1. Continues individual instruction for the non-music major or an entering music major needing remedial work on percussion instruments. This course is available when the principal instrument is in the percussion family. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- TX** MUAP 1161. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT I. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on guitar instruments. This course is available when the principal instrument is in the guitar family. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- TX** MUAP 1162. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT II. (F). Credits 1. Provides individual instruction for the non-music major or an entering music major needing remedial work on guitar instruments. This course is available when the principal instrument is in the guitar family. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**

























- MUAP 1165. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT I. [F]. Credits 1.**
Provides individual instruction for the non-music major or an entering music major needing remedial work on keyboard instruments. This course is available when the principal instrument is in the keyboard family. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- MUAP 1166. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT II. [F]. Credits 1.**
Continues individual instruction for the non-music major or an entering music major needing remedial work on keyboard instruments. This course is available when the principal instrument is in the keyboard family. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- MUAP 1181. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN VOICE INSTRUMENT I. [F]. Credits 1.**
Provides individual instruction for the non-music major or an entering music major needing remedial vocal work. This course is available when the principal instrument is voice. Provides one half-hour lesson per week. **(1:0). Music Discipline.**
- MUAP 1182. INTRODUCTION TO INDIVIDUAL INSTRUCTION IN VOICE INSTRUMENT II. [F]. Credits 1.**
Continues individual instruction for the non-music major or an entering music major needing remedial vocal work. This course is available when the principal instrument is voice. Provides one half-hour lesson per week. Must attend weekly departmental/studio recitals and perform twice in recital and a jury at the end of the semester. **(1:0). Music Discipline.**
- MUAP 1201. INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT I. [F]. Credits 2.**
Provides individual study of violin, viola, cello, bass, and string bass. This course is required when the principal instrument is in the string group. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1202. INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT II. [F]. Credits 2.**
Continues individual study of violin, viola, cello, bass, and string bass. This course is required when the principal instrument is in the string group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1201. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1217. INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT I. [F]. Credits 2.**
Provides individual study of flute, oboe, clarinet, saxophone, and other instruments in the woodwind group. This course is required when the principal instrument is in the woodwind group. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1218. INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT II. [F]. Credits 2.**
Continues individual study of flute, oboe, clarinet, saxophone, and other instruments in the woodwind group. This course is required when the principal instrument is in the woodwind group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1217. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1237. INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT I. [F]. Credits 2.**
Provides individual study of trumpet, trombone, French horn, tuba, baritone, sousaphone, and other instruments in the brass group. This course is required when the principal instrument is in the brass group. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1238. INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT II. [F]. Credits 2.**
Continues individual study of trumpet, trombone, French horn, tuba, baritone, sousaphone, and other instruments in the brass group. This course is required when the principal instrument is in the brass group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1237. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1257. INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT I. [F]. Credits 2.**
Provides individual study of snare drum, kettledrum, bass drum, cymbals, bells, and other percussion instruments. This course is required when the principal instrument is percussion. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1258. INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT II. [F]. Credits 2.**
Continues individual study of snare drum, kettledrum, bass drum, cymbals, bells, and other percussion instruments. This course is required when the principal instrument is percussion. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1257. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1261. INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT I. [F]. Credits 2.**
Provides individual study of guitar. This course is required when guitar is the principal instrument. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1262. INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT II. [F]. Credits 2.**
Continues individual study of guitar. This course is required when guitar is the principal instrument. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1261. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1265. INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT I. [F]. Credits 2.**
Provides individual study of piano and other keyboard instruments. This course is required when the principal instrument is in the keyboard group. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1266. INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT II. [F]. Credits 2.**
Continues individual study of piano and other keyboard instruments. This course is required when the principal instrument is in the keyboard group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1265. (2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1281. INDIVIDUAL INSTRUCTION IN VOICE I. [F]. Credits 2.**
Provides individual study of voice. This course is required when the principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **(2:0). Individual Instruction fee. Music Discipline.**
- MUAP 1282. INDIVIDUAL INSTRUCTION IN VOICE II. [F]. Credits 2.**
Continues individual study of voice. This course is required when the principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1281. (2:0). Individual Instruction fee. Music Discipline.**

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- ✦ MUAP 1285. VOCAL COACHING I. (F). Credits 2.
Provides individual study of performance-related aspects of singing, such as diction, style, and performance practices. This course is recommended for music majors whose principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Corequisite: MUAP 1281. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 1286. VOCAL COACHING II. (F). Credits 2.
Continues individual study of performance-related aspects of singing, such as diction, style, and performance practices. This course is recommended for music majors whose principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Corequisite: MUAP 1282. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2201. INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT III. (F). Credits 2.
Continues individual study of violin, viola, cello, bass, and string bass. This course is required when the principal instrument is in the string group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 1202. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2202. INDIVIDUAL INSTRUCTION IN STRINGED INSTRUMENT IV. (F). Credits 2.
Continues individual study of violin, viola, cello, bass, and string bass. This course is required when the principal instrument is in the string group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's Approval. Prerequisite: MUAP 2201. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2219. INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT III. (F). Credits 2.
Continues individual study of flute, oboe, clarinet, saxophone, and other instruments in the woodwind group. This course is required when the principal instrument is in the woodwind group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1218. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2220. INDIVIDUAL INSTRUCTION IN WOODWIND INSTRUMENT IV. (F). Credits 2.
Continues individual study of flute, oboe, clarinet, saxophone, and other instruments in the woodwind group. This course is required when the principal instrument is in the woodwind group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2219. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2239. INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT III. (F). Credits 2.
Continues individual study of trumpet, trombone, French horn, tuba, baritone, sousaphone, and other instruments in the brass group. This course is required when the principal instrument is in the brass group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1238. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2240. INDIVIDUAL INSTRUCTION IN BRASS INSTRUMENT IV. (F). Credits 2.
Continues individual study of trumpet, trombone, French horn, tuba, baritone, sousaphone, and other instruments in the brass group. This course is required when the principal instrument is in the brass group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2239. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2259. INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT III. (F). Credits 2.
Continues individual study of snare drum, kettledrum, bass drum, cymbals, bells, and other percussion instruments. This course is required when the principal instrument is percussion. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1258. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2260. INDIVIDUAL INSTRUCTION IN PERCUSSION INSTRUMENT IV. (F). Credits 2.
Continues individual study of snare drum, kettledrum, bass drum, cymbals, bells, and other percussion instruments. This course is required when the principal instrument is percussion. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2259. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2261. INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT III. (F). Credits 2.
Continues individual study of guitar. This course is required when guitar is the principal instrument. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1262. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2262. INDIVIDUAL INSTRUCTION IN GUITAR INSTRUMENT IV. (F). Credits 2.
Continues individual study of guitar. This course is required when guitar is the principal instrument. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2261. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2267. INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT III. (F). Credits 2.
Continues individual study of piano and other keyboard instruments. This course is required when the principal instrument is in the keyboard group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1266. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2268. INDIVIDUAL INSTRUCTION IN KEYBOARD INSTRUMENT IV. (F). Credits 2.
Continues individual study of piano and other keyboard instruments. This course is required when the principal instrument is in the keyboard group. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2267. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2283. INDIVIDUAL INSTRUCTION IN VOICE III. (F). Credits 2.
Continues individual study of voice. This course is required when the principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 1282. (2:0). Individual Instruction fee. Music Discipline.**
- ✦ MUAP 2284. INDIVIDUAL INSTRUCTION IN VOICE IV. (F). Credits 2.
Continues individual study of voice. This course is required when the principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Prerequisite: MUAP 2283. (2:0). Individual Instruction fee. Music Discipline.**

-  **MUAP 2287. VOCAL COACHING III. [F]. Credits 2.**
 Continues individual study of performance-related aspects of singing, such as diction, style, and performance practices. This course is recommended for music majors whose principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Corequisite: MUAP 2283. (2:0). Individual Instruction fee. Music Discipline.**
-  **MUAP 2288. VOCAL COACHING IV. [F]. Credits 2.**
 Continues individual study of performance-related aspects of singing, such as diction, style, and performance practices. This course is recommended for music majors whose principal instrument is voice. Provides one one-hour lesson and nine practice hours per week. **Requires Music Coordinator's approval. Corequisite: MUAP 2284. (2:0). Individual Instruction fee. Music Discipline.**
-  **MUEN 1121. CONCERT BAND I. [F]. Credits 1.**
 Provides rehearsal and performance of contemporary and traditional concert band literature. Open to all brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **(0:3). Course fee required. Music Discipline.**
-  **MUEN 1122. CONCERT BAND II. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional concert band literature. Open to all brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 1121. (0:3). Course fee required. Music Discipline.**
-  **MUEN 1123. ORCHESTRA I. [F]. Credits 1.**
 Provides rehearsal and performance of contemporary and traditional orchestral literature. Open to all string, brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **(0:3). Course fee required. Music Discipline.**
-  **MUEN 1124. ORCHESTRA II. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional orchestral literature. Open to all string, brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 1123. (0:3). Course fee required. Music Discipline.**
-  **MUEN 1131. MARIACHI I. [F]. Credits 1.**
 Presents a string and brass ensemble which performs traditional folk music and modern Mexican music. Membership is open; previous music experience and proficiency with instruments are required. Includes performances for special occasions on and off campus. Three rehearsal hours per week. **(0:3). Course fee required. Music Discipline.**
-  **MUEN 1132. MARIACHI II. [F]. Credits 1.**
 Continues the presentation of a string and brass ensemble which performs traditional folk music and modern Mexican music. Membership is open; previous music experience and proficiency with instruments are required. Includes performances for special occasions on and off campus. Three rehearsal hours per week. **Prerequisite: MUEN 1131. (0:3). Course fee required. Music Discipline.**
-  **MUEN 1133. GUITAR ENSEMBLE I. [F]. Credits 1.**
 Provides ensemble instruction in folk, classical, and contemporary music presentation. **(0:3). Music Discipline.**
-  **MUEN 1134. GUITAR ENSEMBLE II. [F]. Credits 1.**
 Continues ensemble instruction in folk, classical, and contemporary music presentation. **Prerequisite: MUEN 1133. (0:3). Music Discipline.**
-  **MUEN 1135. PERCUSSION ENSEMBLE I. [F]. Credits 1.**
 Develops musical skills through the study and performance of a wide variety of ensemble literature from the sixteenth through the twentieth century. Open to all string, woodwind, brass, percussion, and piano students. **(0:3). Music Discipline.**
-  **MUEN 1136. PERCUSSION ENSEMBLE II. [F]. Credits 1.**
 Continues the development of musical skills through the study and performance of a wide variety of ensemble literature from the sixteenth through the twentieth century. Open to all string, woodwind, brass, percussion, and piano students. **Prerequisite: MUEN 1135. (0:3). Music Discipline.**
-  **MUEN 1137. JAZZ ENSEMBLE I. [F]. Credits 1.**
 Offers performance in a wide variety of music in the popular and contemporary idioms. Stresses improvisation techniques and interpreting various jazz styles. Open to woodwind, brass, and rhythm instrumentalists. **(0:3). Music Discipline.**
-  **MUEN 1138. JAZZ ENSEMBLE II. [F]. Credits 1.**
 Continues performance in a wide variety of music in the popular and contemporary idioms. Stresses improvisation techniques and interpreting various jazz styles. Open to woodwind, brass, and rhythm instrumentalists. **Prerequisite: MUEN 1137. (0:3). Music Discipline.**
-  **MUEN 1141. CHORUS I. [F]. Credits 1.**
 Trains students in popular, classical, and contemporary ensemble music presentation. Choral techniques and group vocal placement, breathing, and diction are taught. **(0:3). Music Discipline.**
-  **MUEN 1142. CHORUS II. [F]. Credits 1.**
 Continues training students in popular, classical, and contemporary ensemble music presentation. Choral techniques and group vocal placement, breathing, and diction are taught. **Prerequisite: MUEN 1141. (0:3). Music Discipline.**
-  **MUEN 2121. CONCERT BAND III. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional concert band literature. Open to all brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 1122. (0:3). Course fee required. Music Discipline.**
-  **MUEN 2122. CONCERT BAND IV. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional concert band literature. Open to all brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 2121. (0:3). Course fee required. Music Discipline.**
-  **MUEN 2123. ORCHESTRA III. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional orchestral literature. Open to all string, brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 1124. (0:3). Course fee required. Music Discipline.**
-  **MUEN 2124. ORCHESTRA IV. [F]. Credits 1.**
 Continues rehearsal and performance of contemporary and traditional orchestral literature. Open to all string, brass, woodwind, and percussion instrumentalists with previous experience and music-reading proficiency. Students must provide their own instrument. Three rehearsal hours per week. **Prerequisite: MUEN 2123. (0:3). Course fee required. Music Discipline.**

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-  MUEN 2131. MARIACHI III. (F). Credits 1.
Continues presenting a string and brass ensemble which performs traditional folk music and modern Mexican music. Membership is open; previous music experience and proficiency with instruments are required. Includes performances for special occasions on and off campus. Three rehearsal hours per week. **Prerequisite:** MUEN 1132. (0:3). **Course fee required.** *Music Discipline.*
-  MUEN 2132. MARIACHI IV. (F). Credits 1.
Continues to present a string and brass ensemble which performs traditional folk music and modern Mexican music. Membership is open; previous music experience and proficiency with instruments are required. Includes performances for special occasions on and off campus. Three rehearsal hours per week. **Prerequisite:** MUEN 2131. (0:3). **Course fee required.** *Music Discipline.*
-  MUEN 2133. GUITAR ENSEMBLE III. (F). Credits 1.
Continues ensemble instruction in folk, classical, and contemporary music presentation. **Prerequisite:** MUEN 1134. (0:3). *Music Discipline.*
-  MUEN 2134. GUITAR ENSEMBLE IV. (F). Credits 1.
Continues ensemble instruction in folk, classical, and contemporary music presentation. **Prerequisite:** MUEN 2133. (0:3). *Music Discipline.*
-  MUEN 2135. PERCUSSION ENSEMBLE III. (F). Credits 1.
Continues developing musical skills through the study and performance of a wide variety of ensemble literature from the sixteenth through the twentieth century. Open to all string, woodwind, brass, percussion, and piano students. **Prerequisite:** MUEN 1136. (0:3). *Music Discipline.*
-  MUEN 2136. PERCUSSION ENSEMBLE IV. (F). Credits 1.
Continues to develop musical skills through the study and performance of a wide variety of ensemble literature from the sixteenth through the twentieth century. Open to all string, woodwind, brass, percussion, and piano students. **Prerequisite:** MUEN 2135. (0:3). *Music Discipline.*
-  MUEN 2137. JAZZ ENSEMBLE III. (F). Credits 1.
Continues performance in a wide variety of music in the popular and contemporary idioms. Stresses improvisation techniques and interpreting various jazz styles. Open to woodwind, brass, and rhythm instrumentalists. **Prerequisite:** MUEN 1138. (0:3). *Music Discipline.*
-  MUEN 2138. JAZZ ENSEMBLE IV. (F). Credits 1.
Continues performance in a wide variety of music in the popular and contemporary idioms. Stresses improvisation techniques and interpreting various jazz styles. Open to woodwind, brass, and rhythm instrumentalists. **Prerequisite:** MUEN 2137. (0:3). *Music Discipline.*
-  MUEN 2141. CHORUS III. (F). Credits 1.
Continues training students in popular, classical, and contemporary ensemble music presentation. Choral techniques and group vocal placement, breathing, and diction are taught. **Prerequisite:** MUEN 1142. (0:3). *Music Discipline.*
-  MUEN 2142. CHORUS IV. (F). Credits 1.
Continues training students in popular, classical, and contemporary ensemble music presentation. Choral techniques and group vocal placement, breathing, and diction are taught. **Prerequisite:** MUEN 2141. (0:3). *Music Discipline.*
-  MUSI 1116. SIGHT-SINGING AND DICTATION I. (F). Credits 1.
Offers experience in aural recognition of tone relations through sight-singing and keyboard activities. MUSI 1303 or equivalent background is strongly recommended prior to taking this course. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. **Corequisite:** MUSI 1311. (1:1). *Music Discipline.*
-  MUSI 1117. SIGHT-SINGING AND DICTATION II. (F). Credits 1.
Continues experience in aural recognition of tone relations through sight-singing and keyboard activities. **Prerequisite:** MUSI 1116. **Corequisite:** MUSI 1312. (1:1). *Music Discipline.*
-  MUSI 1181. PIANO CLASS I. Credits 1.
Offers piano instruction, first semester. Open to all. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (0:3). **Lab fee.** *Music Discipline.*
-  MUSI 1182. PIANO CLASS II. Credits 1.
Continues piano instruction, second semester. Open to all. **Prerequisite:** MUSI 1181. (0:3). **Lab fee.** *Music Discipline.*
-  MUSI 1183. VOICE CLASS I. Credits 1.
Provides class instruction in the fundamentals of correct breathing, tone production, and diction. (0:3). *Music Discipline.*
-  MUSI 1192. GUITAR CLASS I. Credits 1.
Covers basic guitar skills. Designed primarily for those with limited knowledge of music-reading or limited experience in playing the guitar. Open to all. (0:3). *Music Discipline.*
-  MUSI 1303. FUNDAMENTALS OF MUSIC. Credits 3.
Introduces the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. This course does not apply to a music major degree. (3:0). *Music Discipline.*
-  MUSI 1306. MUSIC APPRECIATION. (C). (HFA). Credits 3.
 Provides a foundation in the enjoyment and understanding of music through the use of recorded music and song literature. Examines elements of music and analysis of music form and design in relation to other subjects and activities. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Music Discipline.*
-  MUSI 1307. INTRODUCTION TO MUSIC HISTORY. (F). Credits 3.
Surveys the principles of musical forms and cultural periods as illustrated in the literature of major composers. Recommended for students with some background in music and assumes the ability to read music. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Music Discipline.*
-  MUSI 1310. AMERICAN MUSIC. (C). (HFA). Credits 3.
 Surveys various styles of music in America. Topics include American Folk Music, Ragtime, Jazz, Rock, and modern trends in American compositions. Recorded music and audio visual aids are used. Open to all. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Music Discipline.*
-  MUSI 1311. MUSIC THEORY I. (F). Credits 3.
Reviews music fundamentals, first, second, third, and fourth species two-part counterpoint, dominant seventh chords, chorale harmonization, and four-part diatonic chorale writing. Open to all. **Please contact the Music Coordinator for more information** **Corequisite:** MUSI 1116. (3:0). *Music Discipline.*
-  MUSI 1312. MUSIC THEORY II. (F). Credits 3.
Continues with four-part, diatonic chorale writing, then continues with expanding the basic phrase, new cadence types, embellishing tones, voice-leading chords, phrase structure and motivic analysis, secondary dominant and leading tone chords to the dominant key, tonicizing scale degrees other than the dominant, and modulation to closely related keys. Open to all. **Prerequisite:** MUSI 1311 with a “C” or better, or with permission from the Music Program Coordinator. **Corequisite:** MUSI 1117. (3:0). *Music Discipline.*

- MUSI 2116. SIGHT-SINGING AND DICTATION III. [F]. Credits 1.**
 Provides experience in aural recognition of tone relations through sight-singing and keyboard activities. **Prerequisite:** MUSI 1117. **Corequisite:** MUSI 2311. (1:1). *Music Discipline.*
- MUSI 2117. SIGHT-SINGING AND DICTATION IV. [F]. Credits 1.**
 Continues experience in aural recognition of tone relation through sight-singing and keyboard activities. **Prerequisite:** MUSI 2116. **Corequisite:** MUSI 2312. (1:1). *Music Discipline.*
- MUSI 2311. MUSIC THEORY III. [F]. Credits 3.**
 Studies music forms including binary, ternary, and variation. Includes the study of Invention, Fugue, Baroque Counterpoint, modal mixture, the Neapolitan Sixth and Augmented Sixth chords. Open to all. **Prerequisite:** MUSI 1312 with a “C” or better, or with permission from the Music Program Coordinator. **Corequisite:** MUSI 2116. (3:0). *Music Discipline.*
- MUSI 2312. MUSIC THEORY IV. [F]. Credits 3.**
 Studies chromatic harmony, chromatic voice-leading, and chromatic modulation, as well as larger musical forms such as sonata, sonatina, concerto, rondo, sonata-rondo, and large ternary. Includes the set theory, rhythm, meter, and form after 1945, and recent trends in music theory. Open to all. **Prerequisite:** MUSI 2311 with a “C” or better, or with permission from the Music Program Coordinator. **Corequisite:** MUSI 2117. (3:0). *Music Discipline.*
- MUSI 2389. ELECTRONIC MUSIC. Credits 3.**
 Provides a systems introduction and analysis of Digital Audio Workstations (DAWS) software. Introduces the elements of understanding and programming MIDI events along with digital synthesis, importing audio samples, and a structured use of sequencers within a virtual sampling, sequencer, and studio layout and design. (3:0). *Music Discipline*

NON-COURSE BASED INSTRUCTION

El Paso Community College will offer non-course-based instruction (NCBI) in developmental education for English, Mathematics, Reading, and English as a Second Language. Developmental education activities prepare students for college level courses. NCBI include interventions that use innovative learning approaches that, compared to lecture only classes, more effectively and efficiently prepare students for college-level work. Initially NCBI will target students who miss placing into college level work by a few points. NCBI will be a mandatory instructional component advised by counselors as appropriate.

INRW 0111. NON-COURSE BASED OPTION FOR INTEGRATED READING AND WRITING. [M]. Credits 1.
 INRW 0111 is a Non-Course Based Option (NCBO) support course for students whose assessment indicates that they can succeed in a transfer level course with co-enrollment in INRW 0111 during the same semester. Students who place into INRW 0111 will take ENGL 1301 concurrently. Each student enrolled in INRW 0111 will have an Individualized Study Plan (ISP) developed by the instructor and based on an individual skills evaluation that defines their specific learning goals and objectives as well as mandatory scheduled hours of intensive instruction in writing and textbook reading with computer-assisted instruction. Identified contact hours are 16. May not be counted

toward graduation requirements. The course is graded pass-fail. **Prerequisite:** TSI placement exam. **Corequisite:** ENGL 1301. (1:0). *English Discipline.*

INRW 0311. INTEGRATED READING AND WRITING. [M]. Credits 3.
 Integrates developmental English and Reading designed to prepare students for college credit level classes by reinforcing essential knowledge of reading and writing strategies. Topics include 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. This course integrates fundamental reading comprehension skills, vocabulary, and rate, with foundational skills in writing a variety of academic essays. Successful completion of the course includes a common essay exam, portfolio, and a grade of “C” or better. This course may not be counted toward graduation requirements. **Prerequisite:** ENGL 0309 with a “C” or better or by placement exam or READ 0308 with a “C” or better or by placement exam. (3:0). *English Discipline.*

INRW 0312. DISCIPLINE FOCUSED - INTEGRATED READING AND WRITING. [M]. Credits 3.
 Integrates critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) levels fulfills TSI requirements for reading and/or writing. Students in this course must be co-enrolled in a content area. Course completion will be designated on a final average of 70% or above. **Prerequisite:** READ 0307 or by placement exam. (3:0). *Reading Discipline.*

NCBM 0101. MATH EXTENDER 0101. Credits 1.
 This course is a Non-Course Based Option for students enrolled in MATH 0301 Emporium course. Covers geometry and reviews MATH 0301 topics. **Prerequisite:** Completed all material leading up to week 13 in MATH 0301 during the semester of enrollment. (1:0). *Mathematics Discipline.*

NCBM 0103. MATH EXTENDER 0103. Credits 1.
 This course is a Non-Course Based Option for students enrolled in MATH 0303 Emporium course. Covers factoring and reviews MATH 0303 topics. **Prerequisite:** Completed all material leading up to week 13 in MATH 0303 during the semester of enrollment. (1:0). *Mathematics Discipline.*

NCBM 0105. MATH EXTENDER 0105. Credits 1.
 This course is a Non-Course Based Option for students enrolled in Math 0305 Emporium course. Covers exponential and logarithmic expressions and functions. **Prerequisite:** Completed all material leading up to week 13 in MATH 0305 during the semester of enrollment. (1:0). *Mathematics Discipline.*

NCBM 0114. NON-COURSE BASED INSTRUCTION MATH 1314. Credits 1.
 Reviews the material covered in the Precalculus I College Algebra and Geometry course. This material is reordered for a “just-in-time” to complement the Math 1314 material. Students taking this course should have a score of 344-349 on the TSI Assessment. This course is a Non-Course Based Option that supports students whose placement scores indicate that they can succeed in MATH 1314 with co-enrollment in NCBM 0114. **Prerequisite:** Score of 344-349 on the TSI Assessment. **Corequisite:** MATH 1314 (can be taken concurrently). (1:0). *Mathematics Discipline.*

NCBM 0124. NON-COURSE BASED INSTRUCTION MATH 1324. Credits 1.
 Reviews the material covered in the Introductory Mathematics for Business and Social Science course. This material is reordered for a “just-in-time” to complement the MATH 1324 material. Students taking this course should have a score of 344-349 on the TSI Assessment. This course is a Non-Course Based Option that supports students whose placement scores indicate that they can succeed in MATH 1324 with co-enrollment in NCBM 0124. **Prerequisite:** Score of 344-349 on the TSI Assessment. **Corequisite:** MATH 1324 (can be taken concurrently). (1:0). *Mathematics Discipline.*

NCBM 0132. NON-COURSE BASED INSTRUCTION
MATH 1332. Credits 1.

Reviews the material covered in Contemporary Mathematics (Quantitative Reasoning). This material is reordered for a “just-in-time” to complement the MATH 1332 material. Students taking this course should have a score of 326-330 on the TSI Assessment. This course is a Non-Course Based Option that supports students whose placement scores indicate that they can succeed in MATH 1332 with co-enrollment in NCBM 0132. **Prerequisite:** Score of 326-330 on the TSI Assessment. **Corequisite:** MATH 1332 (can be taken concurrently). (1:0). *Mathematics Discipline.*

NCBM 0142. NON-COURSE BASED INSTRUCTION
MATH 1342. Credits 1.

Reviews the material covered in the Fundamentals of Statistics course. This material is reordered for a “just-in-time” to complement the MATH 1342 material. Students taking this course should have a score of 344-349 on the TSI Assessment. This course is a Non-Course Based Option that supports students whose placement scores indicate that they can succeed in MATH 1342 with co-enrollment in NCBM 0142. **Prerequisite:** Score of 344-349 on the TSI Assessment. **Corequisite:** MATH 1342 (can be taken concurrently). (1:0). *Mathematics Discipline.*



W OSH 1305. OSHA REGULATIONS-
CONSTRUCTION INDUSTRY. Credits 3.

Studies the Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. (3:0). *Renewable Energy Technology Systems Discipline.*



PHIL 1301. INTRODUCTION TO
PHILOSOPHY. [C]. (HFA). Credits 3.

Studies major issues in philosophy and/or the work of major philosophical figures. Covers topics in philosophy which may include theories of reality, theories of knowledge, theories of value, and their practical applications. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Philosophy Discipline.*

PHIL 2303. LOGIC. [C]. (HFA). Credits 3.

Prepares students to be able to identify errors in reasoning, learn and apply tools necessary for correct deductive and inductive thinking, and obtain logical skills that will help them analyze ideas in a variety of disciplines including philosophy, math, computer science, languages, social sciences, and law. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Philosophy Discipline.*

PHIL 2306. ETHICS. [C]. (HFA). Credits 3.

Provides a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Philosophy Discipline.*

PHIL 2307. INTRODUCTION TO SOCIAL
AND POLITICAL PHILOSOPHY. Credits 3.

Studies the major issues in social and political theory and/or the work of major philosophical figures in this area. (3:0). *Philosophy Discipline.*

PHIL 2321. PHILOSOPHY OF RELIGION. Credits 3.

Provides a study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. (3:0). *Philosophy Discipline.*

PHRA 1215. PHARMACY TERMINOLOGY. Credits 2.

Provides a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations. A grade of “C” or better is required in this course to take the next course. (2:0). *Pharmacy Technology Discipline.*


PHRA 1243. PHARMACY TECHNICIAN
CERTIFICATION REVIEW. Credits 2.

Presents a review of major topics covered on the National Pharmacy Technician Certification Examination (PTCE). A grade of “C” or better is required in this course to take the next course. **Prerequisites:** PHRA 1309 and PHRA 1413. (2:1). **Pharmacy Mock Exam fee. Lab fee.** *Pharmacy Technology Discipline.*

PHRA 1261. CLINICAL-PHARMACY
TECHNICIAN/ASSISTANT I. Credits 2.

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. A grade of “C” or better is required in this course to take the next course. **Prerequisites:** PHRA 1309 and PHRA 1413. (0:8). **Professional Practice Insurance required.** *Pharmacy Technology Discipline.*

W PHRA 1304. PHARMACOTHERAPY AND DISEASE PROCESS. Credits 3.

 Studies the disease state and therapeutic properties of drugs used in pharmaceutical therapy. A grade of "C" or better is required in this course to take the next course. (3:0). *Pharmacy Technology Discipline.*

W PHRA 1306. COMPUTERIZED DRUG DELIVERY SYSTEMS. Credits 3.

Provides fundamentals of pharmacy computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and an overview of equipment and devices for drug distribution, and preparation. A grade of "C" or better is required in this course to take the next course. (1:4). **Lab fee.** *Pharmacy Technology Discipline.*

W PHRA 1309. PHARMACEUTICAL MATHEMATICS I. Credits 3.

Includes solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. A grade of "C" or better is required in this course to take the next course. **Prerequisite: MATH 0301 or by placement exam. (3:1). Lab fee.** *Pharmacy Technology Discipline.*

W PHRA 1345. COMPOUNDING STERILE PREPARATIONS. Credits 3.

Studies the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP<797> standards. A grade of "C" or better is required in this course to take the next course. **Prerequisite: PHRA 1309. (2:3). Lab fee.** *Pharmacy Technology Discipline.*

W PHRA 1347. PHARMACEUTICAL MATHEMATICS II. Credits 3.

Offers advanced concepts of Pharmaceutical Mathematics. A grade of "C" or better is required in this course to take the next course. **Prerequisite: PHRA 1309. (3:0).** *Pharmacy Technology Discipline.*

W PHRA 1413. COMMUNITY PHARMACY PRACTICE. Credits 4.

Introduces 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. A grade of "C" or better is required in this course to take the next course. (3:2). **Lab fee.** *Pharmacy Technology Discipline.*

W PHRA 1541. PHARMACY DRUG THERAPY AND TREATMENT. Credits 5.

Studies therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. A grade of "C" or better is required in this course to take the next course. (5:1). **Lab fee.** *Pharmacy Technology Discipline.*


W PHRA 2160. CLINICAL-PHARMACY TECHNICIAN/ASSISTANT II. Credits 1.


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. A grade of "C" or better is required in this course to take the next course. **Prerequisite: PHRA 1309. (0:6). Professional Practice Insurance required.** *Pharmacy Technology Discipline.*


W PHRA 2161. CLINICAL-PHARMACY TECHNICIAN/ASSISTANT III. Credits 1.

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. A grade of "C" or better is required in this

course to take the next course. **Prerequisite: PHRA 1309. (0:6). Professional Practice Insurance required.** *Pharmacy Technology Discipline.*


 PHYS 1101. GENERAL PHYSICS LABORATORY I. Credits 1.


 Accompanies PHYS 1301, General Physics I. This is a laboratory-based course. Laboratory activities will reinforce 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; emphasis will be on problem solving. **Corequisite: PHYS 1301. (0:3). Lab fee.** *Physics Discipline.*


 PHYS 1102. GENERAL PHYSICS LABORATORY II. Credits 1.


Accompanies PHYS 1302, General Physics II. This is a laboratory-based course. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. **Prerequisite: PHYS 1101. Corequisite: PHYS 1302. (0:3) Lab Fee.** *Physics Discipline.*

 PHYS 1115. PRINCIPLES OF PHYSICAL SCIENCE LABORATORY I. Credits 1.

 Accompanies PHYS 1315, Principles of Physical Science I. This is a laboratory-based course. Provides activities that reinforce principles of physics using algebra; includes Newton's Laws, basic mechanics, thermodynamics, optics and wave theory. **Corequisite: PHYS 1315. (0:2). Lab fee.** *Physics Discipline.*


 PHYS 1301. GENERAL PHYSICS I [C]. (MNS). Credits 3.

 Studies the fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sounds, physical systems, Newton's Laws of Motion, and gravitation, and other fundamental forces; with emphasis on problem solving. May be counted as science credit for non-science and Health Career majors. **Prerequisites: MATH 1314 or by placement exam and INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. Corequisite: PHYS 1101. (3:0).** *Physics Discipline.*

 PHYS 1302. GENERAL PHYSICS II [C]. (MNS). Credits 3.

Studies the fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. May be counted as science credit for non-science and Health Career majors. **Prerequisite: PHYS 1301 and 1101. Corequisite: PHYS 1102. (3:0).** *Physics Discipline.*

 PHYS 1315. PRINCIPLES OF PHYSICAL SCIENCE I [C]. (MNS). Credits 3.

 Introduces the principles of physical science and its applications in everyday life to develop an appreciation of the physical universe. Primarily covers physics, thermodynamics, and optics. May be counted as science credit for non-science majors. **Prerequisite: MATH 0305 or by placement exam or MATH 0404 or by placement exam. Corequisite: PHYS 1115. (3:0).** *Physics Discipline.*

 PHYS 2125. ENGINEERING PHYSICS LABORATORY I (F). Credits 1.

Provides basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems, experimental design, data collection and analysis, and preparation of laboratory reports. **Corequisite: PHYS 2325. (0:3). Lab fee.** *Physics Discipline.*

-  **PHYS 2126. ENGINEERING PHYSICS LABORATORY II. [E]. Credits 1.**
Provides laboratory 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. **Corequisite: PHYS 2326. (0:3). Lab fee. Physics Discipline.**
-  **PHYS 2289. RESEARCH TECHNIQUES IN PHYSICS. Credits 2.**
Provides practical training and experiences in laboratory investigations, while presenting a research approach to the principles of modern physics with an emphasis on scientific methodologies and techniques. Students work under the supervision of a faculty member after a research project of mutual interest is selected. Students design and perform laboratory investigations and present and defend the results of the project. Requires instructor's approval. **Prerequisite: PHYS 2326 and 2126. (1:3) Lab fee. Physics Discipline.**
-  **PHYS 2325. ENGINEERING PHYSICS I. [CF]. (MNS). Credits 3.**
Studies 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. **Prerequisite: MATH 2413. Corequisite: PHYS 2125. (3:0). Physics Discipline.**
-  **PHYS 2326. ENGINEERING PHYSICS II. [CF]. (MNS). Credits 3.**
Studies 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 and PHYS 2125 and MATH 2314. Corequisite: PHYS 2126. (3:0). Physics Discipline.**
- W PLTC 1301. INTRODUCTION TO PLASTICS. Credits 3.**
Presents a survey course designed to introduce the student to the field of plastics. Includes an overview of thermoplastic and thermoset materials and the major processing methods utilized by industry. Emphasizes the operation of lab equipment and process methods associated with the materials and end products. **(2:3). Lab fee. Industrial Manufacturing Discipline.**
- W PLTC 1343. MOLD DESIGN AND MAINTENANCE. Credits 3.**
Studies the basic design parameters of plastic injection molds including mold flow, nominal walls projection, depressions, ejector systems, runners, gates, parting lines, and general mold configurations. Emphasizes maintenance techniques on in-house molds. Covers essential rules for designing molds for amorphous, crystalline and thermoset plastics. **(2:3). Lab fee. Industrial Manufacturing Discipline.**
- W POFI 1104. COMPUTER FUNDAMENTALS. Credits 1.**
Studies computer application specific software (Microsoft Office Outlook). Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. Provides instruction in creating and viewing messages; scheduling appointments and tasks; managing messages; creating and managing contacts, tasks, and notes. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **(1:1). Business Management Discipline.**
- W POFI 1204. COMPUTER FUNDAMENTALS. Credits 2.**
 Studies computer application specific software (Microsoft PowerPoint). Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency. Provides instruction in the utilization of presentation software to produce multimedia presentations. Covers graphics, text, sound, animation and/or video that may be used in presentation development. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **(2:1). Business Management Discipline.**
- W POFI 1349. SPREADSHEETS. Credits 3.**
 Develops skills in the concepts, procedures, and application of spreadsheets for business. This course is designed to be repeated multiple times to improve student proficiency. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **(3:1). Business Management Discipline.**
- W POFI 2301. WORD PROCESSING. Credits 3.**
 Provides instruction in word processing software focusing on business applications. Covers formatting a document, working with templates, mail merge, tables, and pictures. This course is designed to be repeated multiple times to improve student proficiency. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **Prerequisite: POFT 1329. (3:1). Business Management Discipline.**
- W POFI 2350. DATABASES. Credits 3.**
 Provides in-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the exam must be taken from a third-party testing company. **(3:1). Business Management Discipline.**
- W POFT 1301. BUSINESS ENGLISH. Credits 3.**
 Provides an introduction to the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. **(3:0). Business Management Discipline.**
- W POFT 1309. ADMINISTRATIVE OFFICE PROCEDURES I. Credits 3.**
 Studies current office procedures, duties, and responsibilities applicable to an office environment. Capstone Course. **Prerequisite: POFI 2301. (3:1). Business Management Discipline.**
- W POFT 1329. BEGINNING KEYBOARDING. Credits 3.**
 Develops skills in computer keyboarding techniques. Emphasizes the development of acceptable speed and accuracy levels and formatting basic documents. To exit this course, student must keyboard a minimum speed of 25 wpm by touch with 5 or less errors on at least three 5-minute timed writings. Proficiency exam available. **(3:1). Lab fee. Business Management Discipline.**
- W POFT 2380. COOPERATIVE EDUCATION-ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE, GENERAL. Credits 3.**
 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. Second Year, second semester standing or approval by instructor. **Prerequisites: POFI 1349 and POFI 2301. (1:20). Business Management Discipline.**
- W PSTR 1210. PIES, TARTS, TEACAKES AND COOKIES. Credits 2.**
Focuses on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Provides instruction in finishing and presentation techniques. **Prerequisite: PSTR 1301. Corequisite: PSTR 1343. (1:4). Lab fee. Culinary Arts and Related Sciences Discipline.**

- W** PSTR 1301. FUNDAMENTALS OF BAKING. Credits 3.   Studies the fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instructs in flours, fillings, and ingredients. Includes topics on baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. **Corequisites: CHEF 1301 and CHEF 1305. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 1305. BREADS AND ROLLS. Credits 3. Studies the fundamentals of chemically and yeast raised breads and rolls. Provides instruction on commercial preparation of a wide variety of products. **Prerequisite: PSTR 2331. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 1312. LAMINATED DOUGH, PATE A CHOUX, AND DONUTS. Credits 3. Focuses on preparation of laminated dough to include puff pastry, croissant, Danish and a variety of pate a choux products and donuts. Includes fillings and finishing techniques. **Prerequisite: PSTR 2331. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 1340. PLATED DESSERTS. Credits 3.   Provides preparation and service of hot and cold desserts with a focus on individual desserts, a la minute preparations, and numerous components within one preparation. Emphasizes station organization, timing, and service coordination for restaurant dessert production. **Prerequisite: PSTR 2331. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 1342. QUANTITY BAKESHOP PRODUCTION. Credits 3. Provides advanced baking techniques to include volume production of a variety of breads and desserts. **Prerequisite: PSTR 2264. Corequisite: PSTR 1340. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 1343. BAKERY OPERATIONS AND MANAGEMENT. Credits 3. Provides introduction to management, marketing, supervision, and sanitation principles required in retail bakery operations. Emphasizes cost control, pricing, computer usage, and personnel issues. **Prerequisite: PSTR 1301. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 2264. PRACTICUM (OR FIELD EXPERIENCE)- BAKING AND PASTRY ARTS/ BAKER/PASTRY CHEF I. Credits 2. Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab is an on-campus experience. **Prerequisite: PSTR 2331. Corequisite: PSTR 1305. (0:14). Culinary Arts and Related Sciences Discipline.**
- W** PSTR 2270. MEXICAN BREADS AND PASTRIES. Credits 2. Focuses on the breads, pastries, and other baked products representative of classical Mexican bakershops. Provides instruction in finishing and presentation techniques. **(1:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- W** PSTR 2331. ADVANCED PASTRY SHOP. Credits 3.  Provides a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasizes advanced techniques. **Prerequisite: PSTR 1343. (2:4). Lab fee. Culinary Arts and Related Sciences Discipline.**
- TX** PSYC 2301. INTRODUCTION TO PSYCHOLOGY. (CF). (SBS). Credits 3.  Surveys major psychological topics, theories and approaches to the scientific study of behavior and mental processes. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). Psychology Discipline.**
- TX** PSYC 2306. HUMAN SEXUALITY. (C). (SBS). Credits 3.  Provides an overview of the broad field of human sexuality. Covers topics from various perspectives-biological, sociological, anthropological, etc., but primarily focuses on the psychological perspective. Each student will learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). Psychology Discipline.**
- TX** PSYC 2314. HUMAN GROWTH AND DEVELOPMENT. (CF). (SBS). Credits 3.  Studies social, emotional, cognitive and physical factors and influences of a developing human from conception to death. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). Psychology Discipline.**
- TX** PSYC 2315. PSYCHOLOGY OF ADJUSTMENT. Credits 3.  Examines the development of adjustment and coping strategies. Includes the study of personality, intimate relationships, emotional problems, therapy, and adjusting to stress at home, work, and school. **(3:0). Psychology Discipline.**
- TX** PSYC 2316. PSYCHOLOGY OF PERSONALITY. Credits 3.  Examines the social and biological factors that determine the development of our personalities and shape our individual reactions to our environments. Includes common personality assessment procedures. **Prerequisite: PSYC 2301. (3:0). Psychology Discipline.**
- TX** PSYC 2317. STATISTICS AND RESEARCH DESIGN. (F). Credits 3.  Examines basic descriptive and inferential statistical concepts as they apply to behavioral science research. Includes the topics of basic experimental design, descriptive statistics, correlation, analysis of variance, and nonparametric analysis along with Computer Applications. **(3:0). Psychology Discipline.**
- TX** PSYC 2319. SOCIAL PSYCHOLOGY. (F). Credits 3.  Studies the origin and development of personal behavior in interpersonal situations. Includes topics on the recognition of individual needs and motivations and their relationship to group dynamics. **Prerequisite: PSYC 2301. (3:0). Psychology Discipline.**
- TX** PSYC 2320. ABNORMAL PSYCHOLOGY. (F). Credits 3. Provides an introduction to the psychological, biological, and socio-cultural factors involved in the development, diagnosis, and treatment of psychological disorders. Includes a review of the historical understanding of abnormal behavior and the development of modern diagnostic systems. Includes discussion of psychological research and practice as it relates to mental health and psychological functioning, as well as legal and ethical issues. **Prerequisite: PSYC 2301. (3:0). Psychology Discipline.**
- TX** PSYC 2330. BIOLOGICAL PSYCHOLOGY. (F). Credits 3.  Provides an introduction to the biological bases of behavior. Topics include evolution, genetics, research methods in behavioral neuroscience, motivation and emotion, sensation and perception, learning and memory, lifespan development, cognition, psychological disorders, and other complex behaviors. **Prerequisite: PSYC 2301. (3:0). Psychology Discipline.**
- W** PTHA 1225. COMMUNICATION IN HEALTH CARE. Credits 2. Integrates communication theories and principles for optimal delivery of health care. Introduces the basics of physical therapy documentation. This course includes electronic medical documentation. A grade of "C" or better is required in this course to take the next course. **Prerequisite: HPRS 1206. (1:3). Lab fee. Physical Therapist Assistant Discipline.**

2019-2020 - COURSE DESCRIPTIONS

- W** PTHA 1309. INTRODUCTION TO PHYSICAL THERAPY. Credits 3.
Provides an introduction to the profession of physical therapy and the role of the physical therapist assistant. Includes the application of basic patient handling, functional skills, communication, and selected data collection techniques. Field trips and supervised learning experiences supplement this course. Students who complete this course will be eligible for employment as a Physical Therapy Aide. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** HPRS 1206. (2:4). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 1321. PATHOPHYSIOLOGY FOR THE PTA. Credits 3.
Studies the pathophysiology of diseases/conditions encountered in physical therapy. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402. (3:1). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 1413. FUNCTIONAL ANATOMY. Credits 4.
Studies the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402. (2:6). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 1431. PHYSICAL AGENTS. Credits 4.
Studies the biophysical principles, physiological effects, efficacy, and application of physical agents. Students will also be exposed to selected techniques of massage. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and HPRS 1206 and PTHA 1321. (2:6). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 1491. SPECIAL TOPICS IN PHYSICAL THERAPY ASSISTANT. Credits 4.
Addresses topics on 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. Check with Program Coordinator for the current topic and content of this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** PSYC 2314 and PTHA 1225 and PTHA 1321 and PTHA 1309 and PTHA 2366 and PTHA 2301. (2:4). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2267. PRACTICUM (OR FIELD EXPERIENCE)-PHYSICAL THERAPIST ASSISTANT II. Credits 2.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** PTHA 1491 and PTHA 2305 and PTHA 2366 and PTHA 2431 and PTHA 2435. (0:20). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2301. ESSENTIALS OF DATA COLLECTION. Credits 3.
Studies data collection techniques used to assist patient/client management. Manual muscle testing and goniometry are part of this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and HPRS 1206. (2:4). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2305. NEUROLOGY. Credits 3.
Studies neuroanatomy and neurophysiology as it relates to neurological conditions. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and PTHA 1413 and PTHA 2301 and PTHA 2509. (2:2). **Lab fee. Physical Therapist Assistant Discipline.**
- W** PTHA 2339. PROFESSIONAL ISSUES. Credits 3.
Provides a discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** PTHA 1225 and PTHA 1309. (2:3). **Lab fee. Professional Practice Insurance required. FSBPT PEAT. Score builders Online Advantage fee. Non-refundable fee. Physical Therapist Assistant Discipline.**
- W** PTHA 2366. PRACTICUM (OR FIELD EXPERIENCE)-PHYSICAL THERAPIST ASSISTANT I. Credits 3.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** PTHA 1225 and PTHA 1321 and PTHA 1309 and PTHA 1413 and PTHA 1431 and PTHA 2301 and PTHA 2509. (0:25). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2431. MANAGEMENT OF NEUROLOGICAL DISORDERS. Credits 4.
Teaches comprehensive rehabilitation techniques of selected neurological disorders. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and PTHA 1413 and PTHA 1431 and PTHA 2366. (2:6). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2435. REHABILITATION TECHNIQUES. Credits 4.
Teaches comprehensive rehabilitation of selected diseases and disorders. Familiarizes students with the use of aquatic therapy, back stabilization techniques, cardio-pulmonary rehabilitation techniques, orthotics and prosthetics care and utilization, wound care techniques, women's health issues. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** PTHA 1413 and PTHA 2301 and PTHA 2509. (2:6). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**
- W** PTHA 2509. THERAPEUTIC EXERCISE. Credits 5.
Examines concepts, principles, and application of techniques related to therapeutic exercise and functional training. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and PTHA 1321 and PTHA 1309. (3:6). **Lab fee. Professional Practice Insurance required. Physical Therapist Assistant Discipline.**

Q

- W** OCT 1343. QUALITY ASSURANCE. Credits 3.
Principles and applications designed to introduce quality assurance. (2:2). **Industrial Manufacturing Discipline.**

R

- W** RADR 1262. CLINICAL-RADIOLOGIC TECHNOLOGY/SCIENCE-RADIOGRAPHER I. Credits 2.
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. A grade of "C" or better is required in this course to take the next course. (0:8). **Professional Practice Insurance required. Medical Imaging Technology-Radiography Discipline.**

- W** RADR 1313. PRINCIPLES OF RADIOGRAPHIC IMAGING I. Credits 3.
Introduces radiographic image quality and the effects of exposure variables. A grade of “C” or better is required in this course to take the next course. (2:4). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1317. RADIOGRAPHIC ANATOMY AND PHYSIOLOGY I. Credits 3.
Surveys the basic human anatomy and physiology. Emphasizes the localization and identification of human anatomy on the radiographic image. A grade of “C” or better is required in this course to take the next course. (2:3). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1363. CLINICAL-RADIOLOGIC TECHNOLOGY/ SCIENCE-RADIOGRAPHER II. Credits 3.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1262. (0:18). **Professional Practice Insurance required.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1411. BASIC RADIOGRAPHIC PROCEDURES. Credits 4.
Provides an introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of basic anatomy. A grade of “C” or better is required in this course to take the next course. (2:6). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1462. CLINICAL-RADIOLOGIC TECHNOLOGY/ SCIENCE-RADIOGRAPHER III. Credits 4.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1363. (0:18). **Professional Practice Insurance required.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1463. CLINICAL-RADIOLOGIC TECHNOLOGY/ SCIENCE-RADIOGRAPHER IV. Credits 4.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1462. (0:21). **Professional Practice Insurance required.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 1563. CLINICAL-RADIOLOGIC TECHNOLOGY/ SCIENCE-RADIOGRAPHER V. Credits 5.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1463. (0:27). **Professional Practice Insurance required.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2205. PRINCIPLES OF RADIOGRAPHIC IMAGING II. Credits 2.
Studies radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1313. (1:4). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2213. RADIATION BIOLOGY AND PROTECTION. Credits 2.
Studies 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. A grade of “C” or better is required in this course to take the next course. (2:1). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2235. RADIOLOGIC TECHNOLOGY SEMINAR. Credits 2.
Offers a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. A grade of “C” or better is required in this course to take the next course. (1:4). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2309. RADIOGRAPHIC IMAGING EQUIPMENT. Credits 3.
Studies the equipment and physics of x-ray production. Includes basic x-ray circuits. Examines the relationship of conventional and digital equipment components to the imaging process. A grade of “C” or better is required in this course to take the next course. (2:4). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2333. ADVANCED MEDICAL IMAGING. Credits 3.
Explores specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis. A grade of “C” or better is required in this course to take the next course. (2:4). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2401. INTERMEDIATE RADIOGRAPHIC PROCEDURES. Credits 4.
Continues the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RADR 1411. (2:6). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RADR 2431. ADVANCED RADIOGRAPHIC PROCEDURES. Credits 4.
Studies positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology. A grade of “C” or better is required in this course to take the next course. (2:6). **Lab fee.** *Medical Imaging Technology-Radiography Discipline.*
- W** RBPT 2345. ONSITE POWER GENERATION AND RENEWABLE ENERGY. Credits 3.
Studies 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. **Prerequisites:** ELMT 1411 and FCEL 1305. (2:3). **Lab fee.** *Renewable Energy Systems Technology Discipline*
- W** RBTC 1245. ROBOT INTERFACING. Credits 2.
Studies the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing. (1:4). **Lab fee.** *Industrial Manufacturing Discipline.*
- W** RBTC 1305. ROBOTIC FUNDAMENTALS. Credits 3.
Provides an introduction to flexible automation. Includes topics on installation, repair, maintenance, and development of flexible robotic manufacturing systems. **Prerequisite:** CETT 1407. (2:2). **Lab fee.** *Industrial Manufacturing Discipline.*
- W** RBTC 1401. PROGRAMMABLE LOGIC CONTROLLERS. Credits 4.
Studies programmable logic controllers (PLC). Includes topics on processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. Emphasizes ladder logic, system design and multiple process integration. (3:3). **Lab fee.** *Industrial Manufacturing Discipline.*

2019-2020 - COURSE DESCRIPTIONS

- READ 0307. COLLEGE PREP READING. (M). Credits 3.**
Provides intensive reading skill development with an emphasis on comprehension, rate, and correction of improper reading habits. A grade of "C" or better will be required for completion of this course. Credits may not be counted toward graduation requirements. Placement is determined by testing. **(3:0).** *Reading Discipline.*
- READ 0308. READING IN THE CONTENT AREA. (M). Credits 3.**
Develops the ability to read in the content areas, focusing on comprehension skills, vocabulary improvement, and flexibility in reading rate. A grade of "C" or better will be required for completion of this course. Credits may not be counted toward graduation requirements. **Prerequisite: READ 0307 or by placement exam. (3:0).** *Reading Discipline.*
- W RELE 1300. CONTRACT FORMS AND ADDENDA. Credits 3.**
 Discusses Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use of forms and case studies involving use of forms. **(3:0).** *Business Management Discipline.*
- W RELE 1301. PRINCIPLES OF REAL ESTATE I. Credits 3.**
Provides a beginning overview of licensing as a real estate broker or salesperson. 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. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. **(3:0).** *Business Management Discipline.*
- W RELE 1309. REAL ESTATE LAW. Credits 3.**
Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. **(3:0).** *Business Management Discipline.*
- W RELE 1311. LAW OF CONTRACTS. Credits 3.**
Discusses the 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. **(3:0).** *Business Management Discipline.*
- W RELE 1319. REAL ESTATE FINANCE. Credits 3.**
 Provides an overview 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. **(3:0).** *Business Management Discipline.*
- W RELE 1338. PRINCIPLES OF REAL ESTATE II. Credits 3.**
Provides a continuing overview of licensing as a broker or salesperson. 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. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 to 60 hours of required instruction for salesperson license. **Prerequisite: RELE 1301. (3:0).** *Business Management Discipline.*
- W RELE 2301. LAW OF AGENCY. Credits 3.**
Studies the 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. **(3:0).** *Business Management Discipline.*
- W RETS 1270. REVIEW AND PREPARATION FOR THE NABCEP FOR ENTRY-LEVEL CERTIFICATION. Credits 2.**
Provides training for students to work with residential solar photovoltaic systems including DC/AC, NACE, & Principals of PV solar systems. Studies the entry level certification to prepare students to take the North American Board of Certified Energy Practitioners (NABCEP) exam. **(2:0).** *Renewable Energy Technology Systems Discipline.*
- W RNSG 1115. HEALTH ASSESSMENT. Credits 1.**
Develops skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework, preparing the student to utilize the nursing process. Designed for students within the nursing programs, re-entry, transfer, and advanced placement students only. A grade of "C" or better is required in this course to take the next course. **(1:1).** *Lab fee. Nursing Discipline.*
- W RNSG 1144. NURSING SKILLS II. Credits 1.**
Studies the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient, applies clinical reasoning, and demonstrates competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Prepares the student to utilize the nursing process with emphasis on assessments, development of the nursing diagnosis, planning, implementation and reassessment based on evaluation. Students must be currently licensed as a vocational nurse and be admitted as an advanced placement student in the nursing program to stay enrolled in this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and PSYC 2314 and RNSG 1115 and RNSG 1301. Corequisites: RNSG 1347 and RNSG 1262 and RNSG 1327. (1:1).** *Lab fee. Nursing Discipline.*
- W RNSG 1208. DOSAGE CALCULATIONS FOR NURSING. Credits 2.**
Develops skills to read, interpret, and solve dosage calculation problems; covers various measurement systems. Admission to the program is required to enroll in this course. Students must successfully complete this course to take/stay enrolled in RNSG 1260 and RNSG 1413. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and RNSG 1301. (1:4).** *Lab fee. Nursing Discipline.*
- W RNSG 1260. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.**
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts while providing fundamental nursing care to adult patients. Direct supervision is provided by the clinical professional. Admission to the program is required to enroll in this course. Students must successfully complete RNSG 1208 with a 'C' or better to take/stay enrolled in RNSG 1260 and RNSG 1413. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and RNSG 1208 and RNSG 1301. Corequisite: RNSG 1413. (0:8).** *Professional Practice Insurance required. Nursing Discipline.*
- W RNSG 1261. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.**
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to patient/families with common medical-surgical problems. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and BIOL 2402 and RNSG 1208 and RNSG 1260 and RNSG 1413. Corequisite: RNSG 1441. (0:8).** *Professional Practice Insurance required. Nursing Discipline.*

- W** RNSG 1262. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to pediatric, maternal/newborn and women's health, and mental health problems. Direct supervision is provided by the clinical professional. Provides clinical experience for students with prior licensed vocational nursing experience. Students must be currently licensed as a vocational nurse and/or be admitted as an advanced placement student to the nursing program to enroll in this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and PSYC 2314 and RNSG 1115 and RNSG 1301. **Corequisites:** RNSG 1327 and RNSG 1347 and RNSG 1144. (0:8). **Professional Practice Insurance required.** *Nursing Discipline.*
- W** RNSG 1301. PHARMACOLOGY. Credits 3.
Introduces the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Includes content on identifying the roles and responsibilities of the professional nurse in safe administration of medications and pharmacological agents within a legal/ethical framework. This course is a mandatory and ranking course for the nursing program. Course completion is required before enrollment in RNSG 1208; VNSG 1227; RNSG 1327; RNSG 1262; RNSG 1347; RNSG 1360; and RNSG 1144 or RNSG 1517. A grade of "C" or better is required in this course to take the next course. Biology courses may be taken prior to or concurrent with RNSG 1301. Biology courses must be lecture plus lab that totals 4 credits. Some Pharmacology classes will be Hybrid/Mostly Online, check the schedule. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Nursing Discipline.*
- W** RNSG 1327. TRANSITION TO PROFESSIONAL NURSING. Credits 3.
Includes content on health promotion, expanded and subspecialty assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Differentiates between roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession; plans comprehensive care for patients and their families; demonstrates skills for safe basic professional nursing care. Students will meet the needs of pediatric, maternal/newborn and women's health, and mental health patients. Students must be currently licensed as a vocational nurse and be admitted as an advanced placement student to the nursing program to enroll in this course. Prepares the student to utilize the nursing process with emphasis on specialized assessments and reassessments based on evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and PSYC 2314 and RNSG 1115 and RNSG 1301. **Corequisites:** RNSG 1262 and RNSG 1347 and RNSG 1144. (3:1). **Lab fee.** *Nursing Discipline.*
- W** RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH. Credits 3.
Integrates 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 all body systems. Emphasizes complex knowledge, judgment, skills, and professional values within a legal/ethical framework; utilizes critical thinking skills in providing care for adult patients and families with complex health care needs. Prepares the student to utilize a systematic problem-solving process by way of the nursing process with emphasis on advanced assessment and reassessment based on evaluation. Students must successfully complete this course and RNSG 2162 to take/stay enrolled in RNSG 2130 and RNSG 2221 and RNSG 2261. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 2201 and RNSG 2262 and RNSG 2308 and RNSG 2263 or RNSG 1262 and RNSG 1327 and RNSG 1347 and RNSG 1144. **Corequisites:** RNSG 2130 and RNSG 2162. (3:1). **Lab fee.** *Nursing Discipline.*
- W** RNSG 1347. CONCEPTS OF CLINICAL DECISION-MAKING. Credits 3.
Integrates previous knowledge and skills 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. Emphasizes clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discusses the knowledge, judgment, skills, and professional values within a legal/ethical framework. Utilizes critical thinking for providing care for clients in structured health care settings. Differentiates between the roles and functions of the licensed vocational nurse and the registered nurse. Students must be currently licensed as a vocational nurse and be admitted as an advanced placement student to the nursing program to enroll in this course. Prepares the student to develop and utilize a systematic problem-solving process by way of the nursing process with emphasis on assessments, including mental health. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and PSYC 2314 and RNSG 1115 and RNSG 1301. **Corequisites:** RNSG 1262 and RNSG 1327. (3:1). **Lab fee.** *Nursing Discipline.*
- W** RNSG 1360. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 3.
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to patients with medical-surgical needs and with major psychiatric disorders. Direct supervision is provided by the clinical professional. Students must have current state licensure as an EMT-LP to enroll in this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and RNSG 1301. **Corequisite:** RNSG 1517. (0:10). **Professional Practice Insurance required.** *Nursing Discipline.*
- W** RNSG 1413. FOUNDATIONS FOR NURSING PRACTICE. Credits 4.
Introduces the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Content includes, concepts of nursing practice, history of professional nursing, systematic framework for decision-making and critical thinking for clinical decision-making. Discusses the mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasizes knowledge, judgment, skills, and professional values within a legal/ethical framework. Prepares the student to utilize the basic systematic problem solving skills by way of the nursing process, emphasizing assessment, development of nursing diagnosis, and planning. Admission to the program is required to enroll in this course. Students must successfully complete RNSG 1208 with a "C" or better to take/stay enrolled in RNSG 1413 and RNSG 1260. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and RNSG 1208 and RNSG 1301. **Corequisite:** RNSG 1260. (3:4). **Lab fee.** *Nursing Discipline.*

W RNSG 1441. COMMON CONCEPTS OF ADULT HEALTH. Credits 4.

Studies the common concepts of caring for adult patients and families in structured care settings with common medical-surgical health care needs related to body systems. Provides the basic integration of 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. Emphasizes the knowledge, judgment, skills, and professional values within a legal/ethical framework. Utilizes critical thinking skills in providing care for adult patients and families with common health needs. Prepares the student to utilize a systematic problem-solving process by way of the nursing process with emphasis on implementation and evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1208 and RNSG 1260 and RNSG 1413. **Corequisite:** RNSG 1261. (3:3). **Lab fee.** *Nursing Discipline.*

W RNSG 1517. CONCEPTS OF PROFESSIONAL NURSING PRACTICE I FOR ARTICULATING STUDENTS. Credits 5.

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem-solving process and critical thinking skills related to patient care; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Describes the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Focuses on patients experiencing health problems involving fundamentals, medical-surgical conditions and major psychiatric disorders. Students must have current state licensure as an EMT-LP to enroll in this course. Prepares the student to utilize critical thinking and the nursing process, emphasizing assessment, diagnosis development, planning, implementation, and evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** BIOL 2401 and BIOL 2402 and MATH 1314 or MATH 1324 or MATH 1342 and RNSG 1301. **Corequisite:** RNSG 1360. (4:3). **Lab fee.** *Nursing Discipline.*

W RNSG 2130. PROFESSIONAL NURSING REVIEW AND LICENSURE PREPARATION. Credits 1.

Provides a review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of the application process of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. Prepares the student to use all steps of the nursing process. Students must successfully complete RNSG 1343 and RNSG 2162 to take/stay enrolled in RNSG 2130, RNSG 2221, and RNSG 2261. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 2201 and RNSG 2262 and RNSG 2308 and RNSG 2263 or RNSG 1262 and RNSG 1327 and RNSG 1347 and RNSG 1144. **Corequisites:** RNSG 1343 and RNSG 2162. (1:1). **Lab fee.** *Nursing Discipline.*

W RNSG 2162. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 1.

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to adult patients/families with complex medical-surgical problems. Direct supervision is provided by the clinical professional. Students must successfully complete this course and RNSG 1343 to take/stay enrolled in RNSG 2130, RNSG 2221 and RNSG 2261. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 2201 and RNSG 2262 and RNSG 2308 and RNSG 2263 or RNSG 1262 and RNSG 1327 and RNSG 1347 and RNSG 1144. **Corequisites:** RNSG 1343 and RNSG 2130. (0:6). **Professional Practice Insurance required.** *Nursing Discipline.*

W RNSG 2201. CARE OF CHILDREN AND FAMILIES. Credits 2.

Studies concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Correlates concepts of growth and development and pathophysiology to medical-surgical conditions of patients from infancy through adolescence. Explains the roles of

the professional nurse in caring for children and families. Utilizes critical thinking skills and a systematic problem-solving process for providing care for the child and the family. Nursing process is applied with emphasis on Pediatric assessment and reassessment based on evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1261 and RNSG 1441 and RNSG 2213 and RNSG 2260 or RNSG 1360 and RNSG 1517 and PSYC 2314. **Corequisite:** RNSG 2262. (2:1). **Lab fee.** *Nursing Discipline.*

W RNSG 2213. MENTAL HEALTH NURSING. Credits 2.

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. Explains the roles of the professional nurse in caring for patients and families experiencing mental health problems; uses therapeutic communication; utilizes critical thinking. Nursing process is applied with emphasis on mental health assessment, implementation and evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1208 and RNSG 1260 and RNSG 1413. **Corequisite:** RNSG 2260. (2:0). *Nursing Discipline.*

W RNSG 2221. PROFESSIONAL NURSING: LEADERSHIP AND MANAGEMENT. Credits 2.

Explores leadership and management principles applicable to the role of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Analyzes the roles of the professional nurse. Utilizes a systematic problem-solving process and critical thinking skills to plan care for patients and their families; examines the factors impacting nursing and healthcare. All steps of the nursing process are used in delivering patient care. Students must successfully complete RNSG 1343 and RNSG 2162 to take/stay enrolled in this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 2201 and RNSG 2262 and RNSG 2308 and RNSG 2263 or RNSG 1262 and RNSG 1327 and RNSG 1347 and RNSG 1144 and RNSG 1343 and RNSG 2162. **Corequisites:** RNSG 2130 and RNSG 2261 (2:0). *Nursing Discipline.*

W RNSG 2260. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for patients with major psychiatric disorders. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1208 and RNSG 1260 and RNSG 1413. **Corequisites:** RNSG 2213. (0:8). **Professional Practice Insurance required.** *Nursing Discipline.*

W RNSG 2261. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in coordinating the care of groups of patients. Direct supervision is provided by the clinical professional. Students must successfully complete RNSG 1343 and RNSG 2162 to take/stay enrolled in this course. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 2201 and RNSG 2262 and RNSG 2263 and RNSG 2308 or RNSG 1262 and RNSG 1327 and RNSG 1347 and RNSG 1144 and RNSG 1343 and RNSG 2162. **Corequisites:** RNSG 2130 and RNSG 2221. (0:8). **Professional Practice Insurance required.** *Nursing Discipline.*

- W** RNSG 2262. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to pediatric patients/families. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1261 and RNSG 1441 and RNSG 2213 and RNSG 2260 or RNSG 1360 and RNSG 1517 and PSYC 2314. **Corequisite:** RNSG 2201. (0:8). **Professional Practice Insurance required.** *Nursing Discipline.*
- W** RNSG 2263. CLINICAL-REGISTERED NURSING/ REGISTERED NURSE. Credits 2.
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to maternal/newborn and women's health patients. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1261 and RNSG 1441 and RNSG 2213 and RNSG 2260 or RNSG 1360 and RNSG 1517 and PSYC 2314. **Corequisite:** RNSG 2308. (0:8). **Professional Practice Insurance required.** *Nursing Discipline.*
- W** RNSG 2308. MATERNAL/NEWBORN NURSING AND WOMEN'S HEALTH. Credits 3.
Studies concepts related to nursing care for childbearing families and women's health issues. Covers content in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on common and high-risk changes which may be experienced by women and the childbearing family during the preconception, prenatal, intrapartum, neonatal and postpartum periods; and consideration of selected issues in women's health. Current trends, preventative care, and health education are stressed. Prepares students to utilize critical thinking and systematic problem-solving by means of the nursing process with emphasis on perinatal/neonatal/women's health assessment and reassessment based on evaluation. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RNSG 1261 and RNSG 1441 and RNSG 2213 and RNSG 2260 or RNSG 1360 and RNSG 1517 and PSYC 2314. **Corequisite:** RNSG 2263. (3:1). **Lab fee.** *Nursing Discipline.*
- W** RSPT 1307. CARDIOPULMONARY ANATOMY AND PHYSIOLOGY. Credits 3.
Discusses the anatomy and physiology of the cardiovascular and pulmonary systems. A grade of "C" or better is required in this course to take the next course. **Corequisite:** RSPT 1360. (1:5). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 1329. RESPIRATORY CARE FUNDAMENTALS I. Credits 3.
Provides an introduction to respiratory care fundamentals. A grade of "C" or better is required in this course to take the next course. (3:1). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 1360. CLINICAL-RESPIRATORY CARE THERAPY/THERAPIST I. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Corequisite:** RSPT 1307. (0:16). **Professional Practice Insurance required.** *Respiratory Care Technology Discipline.*
- W** RSPT 1410. RESPIRATORY CARE PROCEDURES I. Credits 4.
Provides essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. A grade of "C" or better is required in this course to take the next course. (2:6). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 1431. RESPIRATORY CARE FUNDAMENTALS II. Credits 4.
Continues the development of knowledge and skills for respiratory care. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** RSPT 1329. **Corequisite:** RSPT 2461. (2:6). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 2135. PEDIATRIC ADVANCED LIFE SUPPORT. Credits 1.
Provides a comprehensive course designed to develop the skills for resuscitation of the infant and child. Includes strategies for preventing cardiopulmonary arrest and identification of high risk infants and children. May include certification based on American Heart Association standards. A grade of "C" or better is required in this course to take the next course. (1:1). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 2239. ADVANCED CARDIAC LIFE SUPPORT. Credits 2.
Studies Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification based on American Heart Association standards. A grade of "C" or better is required in this course to take the next course. **Prerequisites:** RSPT 1431 and RSPT 2414. (1:3). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 2310. CARDIOPULMONARY DISEASE. Credits 3.
Studies etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. A grade of "C" or better is required in this course to take the next course. (3:0). *Respiratory Care Technology Discipline.*
- W** RSPT 2317. RESPIRATORY CARE PHARMACOLOGY. Credits 3.
Studies drugs that affect cardiopulmonary systems. Emphasizes classification, route of administration, dosages/calculations, and physiological interactions. A grade of "C" or better is required in this course to take the next course. (3:0). *Respiratory Care Technology Discipline.*
- W** RSPT 2358. RESPIRATORY CARE PATIENT ASSESSMENT. Credits 3.
Provides integration of patient examination techniques, including patient history and physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and non-invasive hemodynamics. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** RSPT 2317. **Corequisite:** RSPT 2361. (3:0). *Respiratory Care Technology Discipline.*
- W** RSPT 2360. CLINICAL-RESPIRATORY CARE THERAPY/THERAPIST III. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** RSPT 2461. **Corequisite:** RSPT 2414. (0:15). **Professional Practice Insurance required.** *Respiratory Care Technology Discipline.*
- W** RSPT 2361. CLINICAL-RESPIRATORY CARE THERAPY/THERAPIST IV. Credits 3.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisite:** RSPT 2360. (0:16). **Professional Practice Insurance required.** *Respiratory Care Technology Discipline.*
- W** RSPT 2414. MECHANICAL VENTILATION. Credits 4.
Studies mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. A grade of "C" or better is required in this course to take the next course. **Corequisite:** RSPT 2360. (4:1). **Lab fee.** *Respiratory Care Technology Discipline.*
- W** RSPT 2453. NEONATAL/PEDIATRIC CARDIOPULMONARY CARE. Credits 4.
Studies neonatal and pediatric cardiopulmonary care. A grade of "C" or better is required in this course to take the next course. **Corequisite:** RSPT 2414. (4:0). *Respiratory Care Technology Discipline.*

- W** RSPT 2461. CLINICAL-RESPIRATORY CARE THERAPY/THERAPIST II. Credits 4.
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. A grade of “C” or better is required in this course to take the next course. **Prerequisite:** RSPT 1360. (0:24). **Professional Practice Insurance required.** *Respiratory Care Technology Discipline.*
- W** RSTO 1201. BEVERAGE MANAGEMENT. Credits 2.
Studies the beverage service of the hospitality industry including spirits, wines, beers, and non-alcoholic beverages. Includes topics on purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. Emphasizes legal changes and safe service. **Prerequisite:** CHEF 1301. **Corequisite:** HAMG 1321. (2:0). *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 1204. DINING ROOM SERVICE. Credits 2.
Introduces the principles, concepts, and systems of professional table service. Includes topics on dining room organization, scheduling, and management of food service personnel. Examines people skills, proper guest relations, and service of meals. **Corequisite:** TRVM 1201. (2:1). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 1221. MENU MANAGEMENT. Credits 2.
Studies the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasizes analysis of menu profitability, modification, commodity use, and other activities generated by the menu. (2:1). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 1270. WINE AND FOOD PAIRING. Credits 2.
Examines the basic techniques for pairing of wine and food. Emphasizes the flavor elements that make up a dish and which of those elements is most important when pairing the dish with wine, how various components in wine affect food flavor, and explores complementary and contrasting pairings. (1:4). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 1319. VITICULTURE AND ENOLOGY. Credits 3.
Studies the growing regions, production, processing, and distribution of domestic and international wines. Includes topics on types of wine grapes, varieties of wine, proper storage procedures, and the techniques of proper wine service. **Corequisites:** RSTO 1221 and HAMG 1340. (2:4). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 1325. PURCHASING FOR HOSPITALITY OPERATIONS. Credits 3.
Studies 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. Emphasizes product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. **Prerequisites:** CHEF 1305 and MATH 1314, 1324, 1332, 1342, 2412, or 2413. (3:1). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*
- W** RSTO 2405. MANAGEMENT OF FOOD PRODUCTION AND SERVICE. Credits 4.
Studies 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. **Prerequisite:** HAMG 1321. (2:4). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*

W RSTO 2407. CATERING. Credits 4.
Studies principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques. **Prerequisite:** RSTO 1319. **Corequisite:** RSTO 1270. (2:4). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*

W RSTO 2431. FOOD SERVICE MANAGEMENT. Credits 4.
Promotes mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats may include cafeteria, table service, meetings, banquets, and catered events. Includes personal relations and employee relations in Food Service. (3:2). **Lab fee.** *Culinary Arts and Related Sciences Discipline.*

RSVP 0306. SPELLING AND VOCABULARY SKILLS (M). Credits 3.
Provides a systematic approach to spelling and vocabulary development. Focuses on spelling by using the step-by-step process of becoming an accurate speller. Develops vocabulary that includes general and academic/vocational enrichment. Credits may not be counted toward graduation requirements. (3:0). *Reading Discipline.*

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W SCIT 1407. APPLIED HUMAN ANATOMY AND PHYSIOLOGY I. Credits 4.
Provides 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, and endocrine. Emphasizes homeostasis. A grade of “C” or better is required in this course to take the next course. (3:3). **Lab fee.** *Health Information Management Discipline.*

W SCWK 1305. GROUP WORK INTERVENTION. Credits 3.
Explores the various stages and techniques of the group work with emphasis on roles, tasks, and challenges. Includes topics on the fundamentals of group function, group structure, communication patterns within groups, effective group facilitation skills, and techniques used to address populations. (3:0). *Social Work Discipline.*

W SCWK 1370. SOCIAL WORK PRACTICE AND SERVICES TO SPECIAL POPULATIONS. Credits 3.
Assists students with acquiring knowledge in the movement and needs of marginalized populations within the El Paso, TX. border area. Explores theoretical frameworks for understanding social change and community practice. Addresses the needs of victims of intimate partner violence, immigrants, asylees, internally displaced persons, refugees, survivors of human trafficking, lesbian, gay, bisexual, and transgender individuals, the local Latino population and homelessness. Studies the theory and practice procedures targeting domestic and international policies that purport to protect migrant populations, homelessness, Latinos and other marginalized groups that have been historically under-represented and/or affected by discrimination. This course is designed to empower future social workers with the conceptual framework and knowledge base necessary for effective intervention. (3:0). *Social Work Discipline.*

- W** SCWK 2301. ASSESSMENT AND CASE MANAGEMENT. Credits 3.
Explores 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. Includes topics on oral and written communications essential for screening, assessment and case management to determine the need for prevention, intervention, and/or referral. Addresses other topics, such as knowledge of client rights, issues of confidentiality, and ethics while processing client information; includes an examination of the literature related to ethical and cultural issues crucial to the delivery of social services to different populations. Presents the Social Work Code of Ethics. **(3:0).** *Social Work Discipline.*
- W** SCWK 2307. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT. Credits 3.
Provides a comprehensive analysis of human behavior and the social environment. Covers human development from prenatal through childhood. **(3:0).** *Social Work Discipline.*
- W** SCWK 2311. INTERVIEWING AND COUNSELING THEORIES. Credits 3.
Provides a comprehensive study of major theories of various treatment modalities. **(3:0).** *Social Work Discipline.*
- W** SCWK 2331. ABNORMAL BEHAVIOR. Credits 3.
Provides an exploration and identification of maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Includes topics on factors associated with defining and identifying abnormal behavior. Examines the most common psychiatric disorders of adulthood, including mood disorders, anxiety disorders, schizophrenia, etc. **(3:0).** *Social Work Discipline.*
- W** SCWK 2372. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II. Credits 3.
Studies human development from adolescence through late adulthood and death and dying. Focuses on physical, cognitive and psychological changes, areas of interpersonal relationships, and the individual's ability to relate to the social environment. **(3:0).** *Social Work Discipline.*
- W** SCWK 2486. INTERNSHIP-SOCIAL WORK I. Credits 4.
Provides 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. Students must have third semester standing to enroll in this course. **(0:16).** **Professional Practice Insurance required.** *Social Work Discipline.*
- W** SCWK 2487. INTERNSHIP-SOCIAL WORK II. Credits 4.
Provides 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. Students must have third semester standing to enroll in this course. **(0:16).** **Professional Practice Insurance required.** *Social Work Discipline.*
- W** SLNG 1248. VOCABULARY DEVELOPMENT FOR INTERPRETERS. Credits 2.
Offers a course in vocabulary building in English and American Sign Language for interpreters. Students will begin preparations to apply for the Test of English Proficiency (TEP). The test must be completed and results submitted prior to the end of Interpreting III-SLNG 2331. This test is given by the State of Texas Deaf and Hard of Hearing Services (DHHS) Board for Evaluation of Interpreters (BEI). Fees for the TEP are the student's responsibility and are paid to Texas DHHS. **Prerequisite: SLNG 2301 with a "B" or better. Corequisite: SLNG 2280. (2:1).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1317. INTRODUCTION TO THE DEAF COMMUNITY. Credits 3.
Offers an overview of the physical, educational, social, and cultural implications within the context of a deaf or hard-of-hearing individual's personal life, family, and community in today's multicultural world. Emphasizes current educational and vocational programs, legislation, technology, oppression, and other issues. **(3:0).** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1321. INTRODUCTION TO THE INTERPRETING PROFESSION. Credits 3.
Offers an overview of the field of American Sign Language (ASL)/English interpretation. Provides a historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. Sign Language Interpreters must have a thorough knowledge of the English language and an extensive vocabulary. Students must have a score of 351 on the Texas Success Initiative (TSI) Reading and a score of 6 on the TSI Essay before enrolling. A grade of "B" or better is required in this course to take the next course. **Prerequisite: SLNG 1344 with a "B" or better and ENGL 1301 and TSI Reading: 351 and TSI Essay: 6. Corequisite: SPCH 1315. (3:1).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1344. AMERICAN SIGN LANGUAGE (ASL) III. Credits 3.
Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. Presents a practice oriented approach to language acquisition. **Prerequisite: SLNG 1405 with a "B" or better. (2:2).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1345. AMERICAN SIGN LANGUAGE (ASL) IV. Credits 3.
Integrates expressive and receptive skills in American Sign Language (ASL) with emphasis on grammar, linguistics, literature, and discourse styles at an intermediate level. Provides students with information on linguistic and cultural variations. This is the capstone course for the ASL Deaf Studies Certificate; a final competency exam is required to demonstrate ASL skills at a conversational level to receive the Certificate of Completion. **Prerequisite: SLNG 1344 with a "B" or better. (2:2).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1347. DEAF CULTURE. Credits 3.
Provides a historical and contemporary perspective of American Deaf Culture using a sociocultural model. Includes cultural identity, and awareness, values, group norms, communication, language, and significant contributions made by D/deaf people to the world. Strongly recommended to be taken concurrently with SLNG 1405. **Prerequisite: SLNG 1344. (3:0).** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1350. SIGN-TO-VOICE. Credits 3.
Develops skills in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation. **Prerequisite: SLNG 2302 with a "B" or better. (3:1).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1404. AMERICAN SIGN LANGUAGE (ASL) I. Credits 4.
Introduces the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar. **(3:2).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*
- W** SLNG 1405. AMERICAN SIGN LANGUAGE (ASL) II. Credits 4.
Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Encourages opportunities for interaction within the Deaf Community. **Prerequisite: SLNG 1404. (3:2).** **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*

W SLNG 2280. COOPERATIVE EDUCATION-SIGN LANGUAGE INTERPRETATION AND TRANSLATION I. Credits 2.
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:** SLNG 1345 with a "B" or better and SLNG 1347 with a "B" or better and SLNG 2301 with a "B" or better. **Corequisite:** SLNG 2302 or SLNG Department approval. (1:10). *Sign Language/Interpreter Preparation Discipline.*

W SLNG 2281. COOPERATIVE EDUCATION-SIGN LANGUAGE INTERPRETATION AND TRANSLATION II. Credits 2.
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. **Prerequisite:** SLNG 2302 with a "B" or better. **Corequisite:** SLNG 2331 or SLNG Department approval. (1:10). *Sign Language/Interpreter Preparation Discipline.*

W SLNG 2301. INTERPRETING I. Credits 3.
Offers an overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve dynamic message equivalence in interpreting American Sign Language (ASL) to English and English to ASL. **Prerequisites:** SLNG 1321 with a "B" or better and SLNG 1344 with a "B" or better and SPCH 1315 with a "B" or better. (2:3). **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*

W SLNG 2302. INTERPRETING II. Credits 3.
Continues development of discourse analysis and interpreting skills for increasingly complex tasks. Utilizes consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis, and peer evaluation. **Strongly recommended to be taken concurrently with SLNG 1248.** **Prerequisite:** SLNG 2301 with a "B" or better. (2:2). **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*



W SLNG 2311. INTERPRETING IN SPECIALIZED SETTINGS. Credits 3.
Focuses on interpreting/transliterating with special populations (e.g., deaf/blind, high visual, oral) and/or in special settings (e.g., religious, artistic, medical, legal, mental health). Reinforces interpreting theories and techniques in relation to the special populations(s) and/or settings(s). **Prerequisite:** SLNG 2302 with a "B" or better. (2:2). **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*



W SLNG 2315. INTERPRETING IN EDUCATIONAL SETTINGS. Credits 3.
Provides an overview of education programs (K – 12 and post-secondary), focusing on the roles and skills of the interpreter as a member of the educational team. Includes current practices, communication methods, legislation, trends, and ethical issues. Introduces resources for content-specific vocabulary. **Prerequisite:** SLNG 2301 with a "B" or better. (2:2). **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*



W SLNG 2331. INTERPRETING III. Credits 3.
Presents a practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Provides continued exposure to simulated interpreting/transliterating experiences. This is the capstone course for the A.A.S. degree, a final competency exam is required to demonstrate skills. Students must also apply for the Test of English Proficiency (TEP), complete the exam and submit the results prior to the end of this course. This test is given by the State of Texas Deaf and Hard of Hearing Services (DHHS) Board for Evaluation of Interpreters (BEI). Fees for the TEP are the student's responsibility and are paid to Texas DHHS. **Corequisite:** SLNG 2281. (2:2). **Lab fee.** *Sign Language/Interpreter Preparation Discipline.*



W SLNG 2337. MULTICULTURAL ISSUES IN INTERPRETING. Credits 3.
Explores the theories and concepts of cross-cultural communication. Analyzes the impact of culture and language on interpreting in multilingual and multicultural situations. Includes strategies for maximizing interpreter and interpreter team effectiveness. Strongly recommended to be taken concurrently with SLNG 2302. **Prerequisite:** SLNG 2301 with a "B" or better. (3:0). *Sign Language/Interpreter Preparation Discipline.*


W SMFT 1343. SEMICONDUCTOR MANUFACTURING TECHNOLOGY. Credits 3.
Studies the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice. (2:2). *Industrial Manufacturing Discipline.*


 SOCI 1301. INTRODUCTORY SOCIOLOGY. [C]. (SBS). Credits 3.
 Introduces 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. Analyzes social issues in their institutional context. Topics may include social stratification, gender, race/ethnicity, and deviance. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Sociology Discipline.*

 SOCI 1306. SOCIAL PROBLEMS. Credits 3.
 Provides an 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. (3:0). *Sociology Discipline.*

 SOCI 2301. SOCIOLOGY OF MARRIAGE AND THE FAMILY. [C]. (SBS). Credits 3.
 Discusses the 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 individuals within the family, as well as the relationships that exist between the family and other institutions in society. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0). *Sociology Discipline.*


 SOCI 2319. CHICANOS IN AMERICAN SOCIETY. Credits 3.
 Provides a sociological study of minority-majority group relations that addresses their historical, cultural, social, economic, and institutional development in the United States. Includes the discussion of the experiences of minority groups within the context of their own cultural heritage and tradition, as well as that of the dominant culture. Includes core concepts of migration, prejudice/discrimination, inequality, dominance/subordination and diversity. Analysis of minorities may include race/ethnicity, sex/gender, disability, and religion. (3:0). *Sociology Discipline.*


 SOCW 2361. INTRODUCTION TO SOCIAL WORK. Credits 3.
Provides an overview of the social work profession and introduces the terms, concepts, people, and critical events that have shaped the profession. Includes topics on the role of the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE) in maintaining and strengthening social work education and standards; the importance of human service agencies in fostering or diminishing the quality of services; and developing an understanding of poverty and the impact of institutional racism, sexism, and ageism. (3:0). *Social Work Discipline.*


 **SOCW 2362. SOCIAL WELFARE POLICY AND SERVICES.** Credits 3.
 Introduces the basic concepts, information, and practices within the field of social welfare and policy. Surveys the historical development of social welfare; social, legal, and clinical definitions; and reviews current information regarding indications for and methods of treatment and/or services. Introduces students to concepts of social welfare and social policy, emphasizing the relationship between social policy and delivery of social welfare services. (3:0). *Social Work Discipline.*


NOTE: SPANISH PLACEMENT EXAMINATION:



Any student planning to enroll in Spanish SPAN 1411, SPAN 1412 is required to take the Spanish Placement Examination. This examination, which is free of charge, is administered at the Testing Centers anytime during the year. Students are required to take this examination at least one month prior to the semester in which they are planning to enroll for their first Spanish course.



 **SPAN 1411. BEGINNING SPANISH I FOR NON-NATIVE SPEAKERS. [F].** Credits 4.
 Introduces 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: Spanish Placement Exam. (3:2). Lab fee.** *Foreign Languages Discipline.*



 **SPAN 1412. BEGINNING SPANISH II FOR NON-NATIVE SPEAKERS. [F].** Credits 4.
 Continues the development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. **Prerequisite: SPAN 1411 or by Spanish placement exam. (3:2). Lab fee.** *Foreign Languages Discipline.*



 **SPAN 2311. INTERMEDIATE SPANISH I FOR NON-NATIVE SPEAKERS. [CF].** Credits 3.
 Provides the consolidation of skills acquired at the introductory level. Further develops proficiency in listening, speaking, reading and writing. Emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. **Prerequisites: SPAN 1412 AND INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Foreign Languages Discipline.*



 **SPAN 2312. INTERMEDIATE SPANISH II FOR NON-NATIVE SPEAKERS. [F].** Credits 3.
 Continues the consolidation of skills acquired at the introductory level. Further develops proficiency in listening, speaking, reading, and writing. Emphasizes comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. **Prerequisite: SPAN 2311. (3:0).** *Foreign Languages Discipline.*

 **SPAN 2313. INTERMEDIATE SPANISH I FOR HERITAGE SPEAKERS. [CF].** Credits 3.
 Builds upon existing oral proficiencies of heritage speakers of Spanish. Continues developing listening, speaking, reading and writing skills through analyses of literary and cultural texts and films. Grammar focuses on verb forms, accents, and spelling. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Foreign Languages Discipline.*


 **SPAN 2315. INTERMEDIATE SPANISH II FOR HERITAGE SPEAKERS. [CF].** Credits 3.
 Continues SPAN 2313. Builds upon existing oral proficiencies of heritage speakers of Spanish. Continues the development of listening, speaking, reading, writing, and analysis of literary and cultural texts and film. Continues the study of verb forms and spelling. **Prerequisites: SPAN 2313 or by Spanish Placement Exam AND INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Foreign Languages Discipline.*

 **SPCH 1315. FUNDAMENTALS OF EFFECTIVE SPEECH. [CF].** Credits 3.
 Studies the application of communication theory and practice to the public speaking context, with an emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, basics of teamwork and speech organization techniques to develop students' speaking abilities, as well as the ability to effectively evaluate oral presentations. **Prerequisite: INRW 0311 or ESOL 0340 or ESOL 0341 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

 **SPCH 1318. INTERPERSONAL COMMUNICATION. [F].** Credits 3.
 Studies the application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendship, romantic partners, families, and relationships with co-workers and supervisors. **Prerequisite: INRW 0311 or ESOL 0340 or ESOL 0341 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

 **SPCH 1321. ORGANIZATIONAL AND PROFESSIONAL COMMUNICATION. [CF].** Credits 3.
 Studies the application of communication within the business and professional context. Special emphasis is given to communication competencies in presentations, dyads, teams, and technologically mediated formats. **Prerequisite: INRW 0311 or ESOL 0340 or ESOL 0341 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

 **SPCH 2333. DYNAMICS OF GROUP COMMUNICATION. [F].** Credits 3.
 Examines effective group interaction behavior in one-to-one, small group and large group situations using practical application of theoretical communication concepts in interviewing, panel, conference, therapeutic, parliamentary and problem-solving groups. Leadership roles are explored with respect to various group encounters. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

 **SPCH 2335. ARGUMENTATION AND DEBATE. [F].** Credits 3.
 Examines the preparation of written and spoken arguments, analysis of arguments used in contemporary society and propaganda campaigns and practice in debate technique. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

SPCH 2341. ORAL INTERPRETATION OF LITERATURE. [F]. Credits 3.
Examines interpretive reading through all the elements, variations, and nuances of voice and bodily action that enter into effective oral communication including the development of vocal character and practice techniques of oral interpretation of literature. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

SPCH 2389. ACADEMIC COOPERATIVE. Credits 3.
Focuses on integration and application of Speech Communication concepts with "real world" experience. In conjunction with class seminars, the individual student will practice communication skills in work/volunteer environments while setting specific goals and objectives in the study of speech. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:0).** *Speech Communication Discipline.*

SRGT 1244. TECHNOLOGICAL SCIENCES FOR THE SURGICAL TECHNOLOGIST. Credits 2.
Covers specialized surgical modalities including endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies. A grade of "C" or better is required in this course to take the next course. **Prerequisites: SRGT 1405 and SRGT 1509. Corequisites: SRGT 1541 and SRGT 2560. (2:1).** **Lab fee.** *Surgical Technology Discipline.*

SRGT 1405. INTRODUCTION TO SURGICAL TECHNOLOGY. Credits 4.
Provides an orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and HPRS 1206. Corequisite: SRGT 1509. (4:1).** **Lab fee.** *Surgical Technology Discipline.*

SRGT 1509. FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES. Credits 5.
Provides in-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. A grade of "C" or better is required in this course to take the next course. **Prerequisites: BIOL 2401 and HPRS 1206. Corequisite: SRGT 1405. (3:6).** **Lab fee. Professional Practice Insurance required.** *Surgical Technology Discipline.*


SRGT 1541. SURGICAL PROCEDURES I. Credits 5.
Introduces surgical pathology and its relationship to surgical procedures. Emphasizes surgical procedures related to the general, obstetric/gynecologic (OB/GYN), genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. A grade of "C" or better is required in this course to take the next course. **Prerequisites: SRGT 1405 and SRGT 1509. Corequisites: SRGT 1244 and SRGT 2560. (4:4).** **Lab fee.** *Surgical Technology Discipline.*


SRGT 1542. SURGICAL PROCEDURES II. Credits 5.
Introduces surgical pathology and its relationship to surgical procedures. Emphasizes surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. A grade of "C" or better is required in this course to take the next course. **Prerequisites: SRGT 1244 and SRGT 1541 and SRGT 2560. Corequisite: SRGT 2561. (4:4).** **Lab fee.** *Surgical Technology Discipline.*


SRGT 2560. CLINICAL-SURGICAL TECHNOLOGY/ TECHNOLOGIST I. Credits 5.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisites: SRGT 1405 and SRGT 1509. Corequisites: SRGT 1244 and SRGT 1541. (0:24).** **Professional Practice Insurance required.** *Surgical Technology Discipline.*

SRGT 2561. CLINICAL-SURGICAL TECHNOLOGY/ TECHNOLOGIST II. Credits 5.
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. A grade of "C" or better is required in this course to take the next course. **Prerequisites: SRGT 1244 and SRGT 1541 and SRGT 2560. Corequisite: SRGT 1542. (0:24).** **Professional Practice Insurance required.** *Surgical Technology Discipline.*

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TECA 1303. FAMILY, SCHOOL, AND COMMUNITY. Credits 3.
 Studies the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Includes a minimum of 16 hours of field experiences. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (2:2).** *Teacher Preparation Discipline.*


TECA 1311. EDUCATING YOUNG CHILDREN. Credits 3.
 Provides 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 Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Includes a minimum of 16 hours of field experiences. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (2:2).** *Teacher Preparation Discipline.*

TECA 1318. WELLNESS OF THE YOUNG CHILD. Credits 3.
 Studies 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 Association for the Education of Young Children 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. Includes a minimum of 16 hours of field experiences. **Prerequisite: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (2:2).** *Teacher Preparation Discipline.*

-  **TECA 1354. CHILD GROWTH AND DEVELOPMENT.** Credits 3.
 Studies the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. **Prerequisite:** INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a “C” or better or ENGL 1302 with a “C” or better. (3:0). *Teacher Preparation Discipline.*
- W TRVM 1201. CUSTOMER SALES AND SERVICE.** Credits 2.
 Applies practical information and techniques to create excellent customer sales and service unique to the travel public. (2:0). *Travel and Tourism Discipline.*
- W TRVM 1217. CRUISES.** Credits 2.
 Reviews current issues and trends related to the cruise industry. Includes a discussion of the many types of cruise lines and the reasons for the popularity of this mode of travel. (2:1). *Travel and Tourism Discipline.*
- W TRVM 1300. INTRODUCTION TO TRAVEL AND TOURISM.** Credits 3.
 Provides an overview of the travel and tourism industry. Emphasizes travel careers and the impact of tourism on society. Explores the roles and relationships of organizations which make up the travel and tourism industry including transportation, lodging, wholesale and retail operations, attractions, government-owned parks and facilities, trade organizations, government travel and tourism agencies. (3:0). *Travel and Tourism Discipline.*
- W TRVM 1306. TRAVEL AUTOMATION I.** Credits 3.
 Provides an introduction to computer training using one of the major computer reservation systems for the travel industry. Studies formats for a PNR (Passenger Name Record). Emphasizes basic availability format for flight and accommodations transactions, including entering ticketing, pricing, and fares formats. Cancel, change fares, retrieve fares, and modify passengers’ names by computer and build PNR’s and transfer profiles to an availability display. (3:1). *Travel and Tourism Discipline.*
- W TRVM 1308. TRAVEL DESTINATIONS I- WESTERN HEMISPHERE.** Credits 3.
 Studies countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasizes the culture, customs, seasonal attractions, climate, physical features, language, currency, political conditions, and how they affect both the business and leisure traveler. (3:0). *Travel and Tourism Discipline.*
- W TRVM 1323. GROUP TOUR OPERATIONS.** Credits 3.
 Studies the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising and promotion, group dynamics, and tour guide qualifications. Introduces development of group tour arrangements and conducting group travel tours. (3:0). *Travel and Tourism Discipline.*
- W TRVM 1341. TRAVEL DESTINATIONS II- EASTERN HEMISPHERE.** Credits 3.
 Studies countries located in the Eastern Hemisphere including Europe, Asia, Africa, Middle East, Australia, and New Zealand. Emphasizes the culture, customs, seasonal attractions, climate, physical features, language, currency, and political conditions and how they affect both the business and leisure traveler. (3:0). *Travel and Tourism Discipline.*
- W TRVM 1345. TRAVEL AND TOURISM SALES AND MARKETING TECHNIQUES.** Credits 3.
 Studies marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Covers the marketing mix relating to market segmentation, market planning, advertising and other communication techniques. Emphasizes role playing scenarios and consumer buying behavior. Addresses product-service mix. (3:0). *Travel and Tourism Discipline.*
- W TRVM 2266. PRACTICUM (OR FIELD EXPERIENCE)- TOURISM AND TRAVEL SERVICES MANAGEMENT.** Credits 2.
 Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. **Prerequisite:** TRVM 1345. (0:15). *Travel and Tourism Discipline.*
- W TRVM 2305. TRAVEL INDUSTRY MANAGEMENT.** Credits 3.
 Provides an overview of mid-management responsibilities within the travel and tourism industry. Students will describe the management functions including: analyzing, coordinating, implementing, and supervising tasks of managing a business. (3:0). *Travel and Tourism Discipline.*
- W TRVM 2331. CONVENTION AND EXPOSITION LAW AND ETHICS.** Credits 3.
 Applies general legal principles and statutory requirements to meetings, conventions and trade shows. Emphasizes ethical considerations to problems faced by meeting planners, hotels, and convention centers in the negotiation and implementation of agreements for meetings and similar events. (3:0). *Travel and Tourism Discipline.*
- W TRVM 2335. TRAVEL AUTOMATION II.** Credits 3.
 Continues the study of airline computer reservation systems. Emphasizes reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to passengers. Explores international procedures. **Prerequisite:** TRVM 1306. (3:1). *Travel and Tourism Discipline.*
- V**
- W VNSG 1133. GROWTH AND DEVELOPMENT.** Credits 1.
 Studies the basic aspects of growth and development throughout the life span. Focuses on growth and development of the individual’s body, mind, and personality as influenced by the environment. A grade of “C” or better is required in this course to take the next course. (1:0). *Vocational Nursing Discipline.*
- W VNSG 1160. CLINICAL-LICENSED PRACTICAL/ VOCATIONAL NURSE TRAINING.** Credits 1.
 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. Provides clinical experience in basic client care skills. A grade of “C” or better is required in this course to take the next course. Students must successfully complete this course to take/ stay enrolled in VNSG 1402 and VNSG 1260. **Corequisite:** VNSG 1323. (0:4). **Professional Practice Insurance required.** *Vocational Nursing Discipline.*
- W VNSG 1161. CLINICAL-LICENSED PRACTICAL/ VOCATIONAL NURSE TRAINING.** Credits 1.
 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. Provides an opportunity to utilize the roles of the vocational nurse while providing nursing care for adult clients with medical-surgical conditions. Students must pass VNSG 1227, VNSG 1260 and VNSG 1402, VNSG 1160 and VNSG 1323 with a grade of “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisite:** VNSG 2413. (0:6). **Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1163. CLINICAL-LICENSED PRACTICAL/
VOCATIONAL NURSE TRAINING. Credits 1.
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. Provides an opportunity to utilize the roles of the vocational nurse while providing nursing care for adult clients. Students must pass VNSG 1260 and VNSG 1402, VNSG 1160 and VNSG 1323 with a grade of “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1166 and VNSG 2214. (0:4). Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1166. PRACTICUM (OR FIELD EXPERIENCE)-
LICENSED PRACTICAL/VOCATIONAL
NURSE TRAINING. Credits 1.
Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Provides the student with a supervised introduction to the professional role of the vocational nurse as a provider of patient-centered care, member of the health care team, patient safety advocate, and member of the profession. Students must pass VNSG 2214 and VNSG 1163 with a grade of “C” or better to take this course. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1163 and VNSG 2214. (0:7). Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1219. LEADERSHIP AND PROFESSIONAL
DEVELOPMENT. Credits 2.
 Studies the importance of professional growth. Includes topics on the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Analyzes in-depth the role of the vocational nurse in the development of the nursing care plan, in conjunction with the registered nurse. Discusses typical professional career paths, including leadership roles. Researches the process for licensure. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1230 and VNSG 1263 and VNSG 1234 and VNSG 1262. (2:0). Vocational Nursing Discipline.**

W VNSG 1227. ESSENTIALS OF MEDICATION
ADMINISTRATION. Credits 2.
Presents the general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Includes instruction on various systems of measurement. Applies the nursing process and critical thinking in the administration of oral, topical, enteral, and parenteral medications by the vocational nursing student. A grade of “C” or better is required in this course to take the next course. **Prerequisite: MATH 0305 with a “C” or better or NCBM 0105 with a “CR” or better or by placement exam. Corequisites: VNSG 1160 and VNSG 1323 and VNSG 1402 and VNSG 1260. (1:4). Lab fee.** *Vocational Nursing Discipline.*

W VNSG 1230. MATERNAL-NEONATAL NURSING. Credits 2.
Studies the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilizes the nursing process in the assessment and management of the childbearing family. Includes topics on physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Students must pass VNSG 1234 and VNSG 1262 with a “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1219 and VNSG 1234 and VNSG 1262 and VNSG 1263. (2:1). Lab fee.** *Vocational Nursing Discipline.*

W VNSG 1234. PEDIATRICS. Credits 2.
Studies the care of the pediatric patient and family during health and disease. Emphasizes growth and developmental needs utilizing the nursing process. Integrates the roles of the vocational nurse while applying concepts of growth and development to the care of pediatric patients with medical-surgical conditions. Students must

pass VNSG 1166 and VNSG 1133 or PSYC 2314 with a “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1219 and VNSG 1230 and VNSG 1262 and VNSG 1263. (2:1). Lab fee.** *Vocational Nursing Discipline.*

W VNSG 1236. MENTAL HEALTH. Credits 2.
Introduces the principles and theories of positive mental health and human behaviors. Includes topics on emotional responses, coping mechanisms, and therapeutic communication skills. A grade of “C” or better is required in this course to take the next course. **(2:0).** *Vocational Nursing Discipline.*

W VNSG 1260. CLINICAL-LICENSED PRACTICAL/
VOCATIONAL NURSE TRAINING. Credits 2.
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. Students must pass VNSG 1160 and VNSG 1323 with a grade of “C” or better to take the next course. **Corequisite: VNSG 1402. (0:6). Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1262. CLINICAL-LICENSED PRACTICAL/
VOCATIONAL NURSE TRAINING. Credits 2.
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. Provides an opportunity to utilize the roles of the vocational nurse while applying concepts of growth and development to the care of pediatric clients with medical-surgical conditions. Students must pass VNSG 1166 and PSYC 2314 or VNSG 1133 with a grade of “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1230 and VNSG 1234 and VNSG 1263 and VNSG 1219. (0:8). Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1263. CLINICAL-LICENSED PRACTICAL/
VOCATIONAL NURSE TRAINING. Credits 2.
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. Provides an opportunity to utilize the roles of the vocational nurse while providing care for the childbearing family during the phases of pregnancy, childbirth, and the neonatal period, including abnormal conditions. Students must pass VNSG 1234 and VNSG 1262 with a grade of “C” or better to take this class. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1219 and VNSG 1230 and VNSG 1234 and VNSG 1262. (0:8). Professional Practice Insurance required.** *Vocational Nursing Discipline.*

W VNSG 1323. BASIC NURSING SKILLS. Credits 3.
Develops 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. Introduces the student to the role of the vocational nurse as a provider of patient-centered care, member of the health care team, patient safety advocate, and member of the profession. A grade of “C” or better is required in this course to take the next course. Students must successfully complete VNSG 1227 with a “C” or better to stay enrolled in VNSG 1323 and VNSG 1160. **Corequisite: VNSG 1160. (2:2). Lab fee.** *Vocational Nursing Discipline.*

- W** VNSG 1391. SPECIAL TOPICS IN LICENSED PRACTICAL/ VOCATIONAL NURSE TRAINING MATH FOR ARTICULATING HIGH SCHOOL STUDENTS. Credits 3.
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 student. This course was designed to be repeated multiple times to improve student proficiency. Check with Program Coordinator for current topic and content of this course. A grade of “C” or better is required in this course to take the next course. **(3:0).** *Vocational Nursing Discipline.*
- W** VNSG 1402. APPLIED NURSING SKILLS I. Credits 4.
Introduces the student to the application of primary nursing skills. Emphasizes the utilization of the nursing process and related scientific principles. Students will be able to describe the underlying principles of selected nursing skills and their relationship to patient health status; demonstrate performance of selected nursing skills utilizing principles of safety; and identify the nursing process as applied to basic care across the life span. A grade of “C” or better is required in this course to take the next course. **Corequisite: VNSG 1260. (3:2).** **Lab fee.** *Vocational Nursing Discipline.*
- W** VNSG 1405. HEALTH SCIENCE. Credits 4.
Introduces the general principles of anatomy and physiology, nutrition, and microbiology necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. A grade of “C” or better is required in this course to take the next course. **(3:2).** **Lab fee.** *Vocational Nursing Discipline.*
- W** VNSG 1420. ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH. Credits 4.
Studies the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. A grade of “C” or better is required in this course to take the next course. **(3:2).** **Lab fee.** *Vocational Nursing Discipline.*
- W** VNSG 2214. APPLIED NURSING SKILLS III. Credits 2.
Provides an application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Emphasizes advanced assessment and reassessment based on evaluation. Students must pass VNSG 1161 and VNSG 2413 with a grade of “C” or better to take this class. A grade of “C” or better is required in this course to take the next course. **Corequisites: VNSG 1166 and VNSG 1163. (1:3).** **Lab fee.** *Vocational Nursing Discipline.*
- W** VNSG 2413. APPLIED NURSING SKILLS II. Credits 4.
Provides an application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Emphasizes implementation and evaluation. Students must pass VNSG 1227, VNSG 1323 and VNSG 1402, VNSG 1160 and VNSG 1260 with a grade of “C” or better to enroll in this course. A grade of “C” or better is required in this course to take the next course. **Corequisite: VNSG 1161. (4:1).** **Lab fee.** *Vocational Nursing Discipline.*
- W** WLDG 1327. WELDING CODES AND STANDARDS. Credits 3.
Provides an in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Emphasizes symbols, and the practical implementation of AWS D1.1, API 1104 and ASME welding codes. Hands-on lab includes preparation for welder certification. **(3:1).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1337. INTRODUCTION TO WELDING METALLURGY. Credits 3.
Provides a study of metals from the ore to the finished product. Emphasizes metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. **(2:4).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1407. INTRODUCTION TO WELDING USING MULTIPLE PROCESSES. Credits 4.
Studies basic welding techniques using some of the following processes: oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW). Emphasizes development of basic welding techniques and good joint preparation using low carbon steel. Includes OSHA 10 safety course, 10 hours of construction safety and fall protection. **(3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1413. INTRODUCTION TO BLUEPRINT READING FOR WELDERS. Credits 4.
Studies industrial blueprints. Emphasizes terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Includes interpretation of plans and drawings used by industry to facilitate field application and production. **(3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING. Credits 4.
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Provides instruction in various positions and joint designs. Student practice will include low carbon steel. **(3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1435. INTRODUCTION TO PIPE WELDING. Credits 4.
Introduces welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasizes various welding positions and electrodes. **(3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 1457. INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW). Credits 4.
Studies the production of various fillets and groove welds. Prepares specimens for testing in various positions. Emphasizes development of multi-pass welding techniques. **Prerequisite: WLDG 1407. (2:4).** **Lab fee.** *Welding Discipline.*
- W** WLDG 2447. ADVANCED GAS METAL ARC WELDING (GMAW). Credits 4.
Provides advanced topics in gas metal arc welding (GMAW). Includes welding in various positions. Emphasizes development of short-circuits, globular and spray transfer techniques. **(3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 2451. ADVANCED GAS TUNGSTEN ARC WELDING (GTAW). Credits 4.
Provides advanced topics in GTAW welding, including welding in various positions and directions. Student practice will include low/high carbon steel, stainless steel and aluminum. **Prerequisites: WLDG 1407 and WLDG 1434. (3:3).** **Lab fee.** *Welding Discipline.*
- W** WLDG 2453. ADVANCED PIPE WELDING. Credits 4.
Provides advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Includes topics on electrode selection, equipment setup, and safe shop practices. Emphasizes weld positions 5G and 6G using various electrodes. **(3:3).** **Lab fee.** *Welding Discipline.*



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The Best Place to Start *and Finish!*



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FACULTY RESPONSIBILITIES & INSTRUCTIONAL GUIDELINES

Academic Freedom and Responsibility

(Board Policies 3.37.01 & 3.37.02)

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches, but is expected not to introduce controversial matters which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state, and community, and when speaking, writing, or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility. A faculty member has a responsibility to the institution, his or her profession, his or her students, and society at large. The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members.

Some of these responsibilities include the following:

A. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio, or laboratory and in the public arena by such activities as discussion, lectures, consulting, publications, or participation in professional organizations and meetings.

B. The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, to be willing to listen to and show respect to others expressing different opinions, and to avoid creating the impression that the faculty member speaks or acts for his or her college when speaking or acting as a private person.

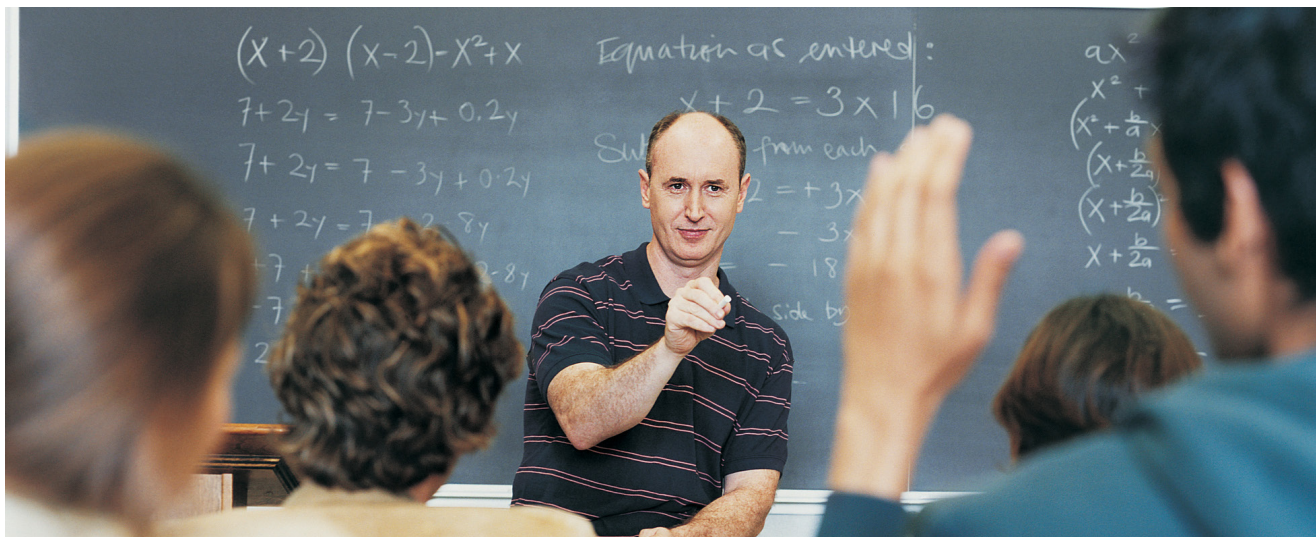
C. The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if they either substantially impede the

faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution, if they are part of a continuing pattern of expression of such nature as to destroy the harmony and morale of a division, department, or college. False statements made with knowledge of their falsity or in reckless disregard of the truth are not entitled to constitution protection, and public statements may be so without foundation as to call into question the fitness of the faculty member to perform his or her professional duties.

D. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has a clear relationship to his/her subject.

E. A faculty member should be professional in his or her conduct in the classroom and in his or her relationships with students. The faculty member should maintain respect for the student and for the student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on coursework.

F. A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.



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This list is accurate as of 2/28/2019; for questions regarding the information, please, contact the Human Resources Department at 915-831-6317.

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HELPFUL DEFINITIONS

Academic Credit Course

A college-level course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

Academic Year

The 12-month period of time generally extending from September to August which includes the Fall, Spring, and Summer sessions.

ACCUPLACER

An approved academic skills assessment instrument that allows a student to satisfy one or more section(s) of the Texas Success Initiative (TSI) upon meeting the designated standard for that section or sections. It is offered by The College Board.

Add

Officially enrolling in a course.

Area of Study

Formerly known as Meta-Majors, Areas of Study are career-focused categories designed to help students make connections between their academic and career interests. EPCC offers degrees that fall within eight Areas of Study: 1) Arts, Humanities, Communication, & Design; 2) Business; 3) Education; 4) Health Sciences; 5) Industry, Manufacturing, & Construction; 6) Public Service; 7) Science, Technology, Engineering, & Math; and 8) Social & Behavioral Sciences

Assessment/Placement Tests

Tests given prior to registration for classes. The results are used to help students select appropriate courses.

Applied Associate Degree

A type of degree program designed to lead an individual directly to employment in a specific career. Refers to the associate of applied arts and the associate of applied science degrees. The term “applied” in an associate degree name is the distinguishing characteristic of the technical nature of the college work.

Academic Associate Degree

A type of degree program leading to the Associate of Arts (AA) or Associate of Sciences (AS) degree and intended to transfer to a four-year college or university.

Census Date

The official day of record that public higher education institutions must determine enrollment to qualify and report for state reimbursement from the Coordinating Board. For fall and spring semesters, it is the 12th

class day. For summer semesters, it is the 4th class day.

Center for Students with Disabilities

Programs designed to empower students who have disabilities to competitively pursue postsecondary education. It provides reasonable academic accommodations and support services to campus departments in the most integrated setting possible.

Certificate

A formal award granted by a community college certifying a student’s satisfactory completion of an organized program of vocational study.

Certificate Level One/Cert 1

A workforce education program of study that consists of at least 15 and no more than 42 semester credit hours (23-63 quarter hours) It is designed to be completed in one year or less. Level I certificate programs are exempt from the requirements of the Texas Success Initiative, although all certificate programs must provide for local assessment and remediation of students.

Certificate Level Two/Cert 2

A workforce education program of study that consists of at least 43 and no more than 51 semester credit hours (64-89 quarter hours). Level 2 Certificates are subject to the requirements of the Texas Success Initiative.

CEU’s or Continuing Education Units

Basic unit for continuing education courses. One continuing education unit (CEU) is 10 contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction, and qualified instruction and not offered for academic credit.

Credit Learning by Experience Options or CLEO

Students who have at least five-years of post-high school experience in a non-classroom, non-academic setting could receive college credits on the basis of this experience and training.

College Work Study (CWS)

A part-time work program funded by Federal Financial Aid. It awards on- or off-campus jobs to students who demonstrate financial need.

Corequisite

A condition of enrollment consisting of a course that a student is required to take

simultaneously in order to enroll in another course.

Course

A series of lectures, labs, or other matter providing instruction on a specific subject.

Course Audit

A student elects to take a course but does not wish to receive credit for the course toward a degree or other formal award. Since this activity is not credit bearing, it is not considered state-fundable.

Course Description

Brief statement about the content of a particular course.

Credit Hour

A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

Credit by Examination

Course or credit hours granted for demonstrated proficiency in a given area as determined by examination.

Developmental Course

Courses designated as remedial or compensatory to help students develop basic skills such as reading, writing, oral communication, and mathematics for general competencies in postsecondary curriculum.

Dual Credit/ High School Concurrent

A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school.

Drop

Officially withdraw from a course, but remain enrolled in college.

Early Admissions

A policy under which students who have not completed high school are admitted to and enrolled full-time in college at night, on weekends and/or in the summer for college credit only.

Early College High School (ECHS)

An initiative designed to allow students to simultaneously earn a high school diploma and an Associate Degree in four-years. It targets and enroll students who are historically underrepresented in

higher education, including economically disadvantaged, first-generation, English Language Learners, and minority students.

Elective

A course which is not required for a major or general education but is acceptable for credit.

Field of Study

A set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution (university). A field of study curriculum affects academic degree programs at public colleges or universities as designated within the particular field of study curriculum.

Full-time Student

In determining financial aid and graduation rates an undergraduate student enrolled in 12 or more semester credit hours in a long semester is considered full-time. A two-year college continuing education student enrolled for 24 or more contact hours a week during a quarter is considered full-time.

General Education Requirements

Each Associate of Applied Science degree plan contains 15 hours of general education courses to ensure a broad-based education. Such courses are designated Humanities or Fine Arts (HFA), Social or Behavioral Science (SBS), Natural Science or Mathematics (MNS) and Other General Education (ORC).

Good standing

A student whose grade point average and cumulative grade point average is a C (2.0) or better.

Grade Point Earned

The numerical value assigned to letter grades to provide a basis of quantitative determination of an average. The grade assignments in a four-point system are A = 4, B = 3, C = 2, D = 1, and F = 0.

Grade Point Average (G.P.A.)

An overall level of academic achievement used as a measure in making decisions regarding good standing, probation, disqualification and dismissal, eligibility for graduation and transfer to four-year institutions. The grade point average is derived from the following system:

A=4 grade points per course.

B=3 grade points per course

C=2 grade points per course

D=1 grade point per course

F=0 grade points per course

The G.P.A. is calculated by dividing the total number of grade points received by the number of hours attempted.

Hours Attempted (HA)

Total number of hours in which a student has enrolled.

Hours Completed (HC)

Total number of hours for which a student has received a grade of A, B, C, D, or F or Credit/No Credit, A*, B*, C*, D*, F*, CR/NC.

Intersession

A period between two academic sessions or terms.

Major

A subject-matter area in which a student may specialize by taking a specified number of courses as a part of the requirements for completion of an organized program of study.

Non-Course-Based Option (NCBO)

Developmental Education may include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers.

Open Entry

A course(s) which may be added to a program of study throughout the semester.

Open Exit

A course(s) which may be completed upon fulfillment of course requirements at any time during the semester.

Pending Approval

Notation added to a Certificate or Degree that is not yet approved or finalized at the time of this publication. Financial Aid funding for these programs may be affected, see a Counselor or visit the Financial Aid Office or the Admissions & Registration Office for more information.

Prerequisite

A course or competency required prior to entering a program or a course.

Probation

A period of time in which a student is conditionally enrolled contingent upon either improvement of scholastic achievement and/or conduct compliance.

Registration

The process of selecting and enrolling in classes and paying the required tuition and fees.

Schedule Changes

Adding or dropping classes after registering for the original courses.

Schedule of Classes

A publication used during registration, providing the subject, course number, course title, hours, time, instructor, and location of classes offered. Available online at www.epcc.edu

Semester Credit Hour

A unit of measure of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction, over a 15-week period in a semester system.

Special Admissions

A condition of enrollment which limits how students qualify for a particular program. Limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g. Associate Degree Nursing and Licensed Vocational Nursing programs).

Student Load

The number of credit hours in which a student enrolls in any given term. Full-time status equals 12 or more credit hours.

Student Petition

A universal form used for most student-initiated actions.

Suspension

A period of time in which a student is not eligible for enrollment.

TBA (To be announced/arranged)

A notation in the Schedule of Classes indicating when the time of a class may be arranged independently or that the location is to be announced.

Tech Prep

Students enrolled in specially designated high school vocational programs that may apply for advanced placement in that field when enrolling at EPCC.

Transcript

An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Transfer

Changing enrollment from one college to another after meeting the requirements for admission to the second institution.

Transfer Course

A course acceptable for credit from one college to another.

Texas State Initiative (TSI)

A legislatively mandated program that requires testing of students' academic skills upon entry into public higher education and appropriate counseling, advice, and opportunities for improving skills in reading, writing, and math.

Withdrawal from College

Officially dropping all courses in a given term.

For more information on definitions and descriptions of academic terminology and entities, please visit [Institutional Effectiveness](#).

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