



NAVARRO COLLEGE  
**CATALOG**  
2016 - 2017

# TABLE OF CONTENTS

2016-2017 College Catalog	2
General Information	3
Admissions & Registration	16
Tuition & Fees	25
Student Services	31
Academic Policies and Information	35
Degree and Certificate Programs	62
Course Descriptions	195

## 2016-2017 COLLEGE CATALOG



3200 W. 7th Avenue, Corsicana, TX 75110  
1 (800) NAVARRO  
[www.navarrocollege.edu](http://www.navarrocollege.edu)  
(903) 874-6501

The online *College Catalog* provides the programs of study and course descriptions available through Navarro College. It includes information about admission to the College, enrollment, degrees and certificates and academic policies. Although this catalog was prepared on the basis of the best information available at the time of publication, all information, including statements of tuition and fees, course offerings, and admission and graduation requirements, is subject to change without notice or obligation. This catalog does not constitute a contract between Navarro College and the student.

# GENERAL INFORMATION

## LETTER FROM THE INTERIM CHANCELLOR



Dear Student,

Welcome! Your decision to attend Navarro College is an excellent choice. We hope you encounter an invigorating and enriching educational environment and a stimulating academic experience. Our goal is to assist you in achieving success, and we accept this challenge.

Navarro College is an outstanding institution. Dedicated to you, our students, we offer an array of educational offerings designed to provide you with the skills, knowledge, and necessary experience to successfully achieve your educational aspirations and prepare for the world of work. Our staff has a sincere commitment to students, and our campuses offer a most pleasing educational setting. Navarro College is a place where people of all ages, from all backgrounds and cultures, meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.

We look forward to serving you. Navarro College offers a unique opportunity, and we invite you to join us for a memorable and lasting experience.

Every good wish for success. I am confident you will enjoy your experience with us and we hope you will embrace the tradition of excellence that has prevailed at Navarro College for over half a century.

A handwritten signature in cursive script that reads "Richard M. Sanchez". The signature is written in black ink on a white background.

Richard M. Sanchez  
Interim Chancellor

## BOARD OF TRUSTEES

### ***BOARD OF TRUSTEES***

- **Lloyd D. Huffman**, Corsicana, Chairman 2017
- **Phil Judson**, Corsicana, Vice Chairman 2017
- **Richard L. Aldama**, Corsicana, Secretary-Treasurer 2021
- **A.L. Atkeisson**, Kerens 2021
- **Faith D. Holt**, Corsicana 2019
- **Billy Todd McGraw**, Blooming Grove 2019
- **Loran Seely**, Corsicana, 2019

## ADMINISTRATION

### ***EXECUTIVE OFFICERS***

**Dr. Richard M. Sanchez**, *Interim Chancellor*

**Dr. Kenneth Martin**, *President, Ellis County Campuses*

**Ms. Carol Hanes**, *Interim Vice President of Academic Affairs*

**Ms. Maryann Torres Hailey**, *Vice President of Student Services*

**Ms. Teresa Thomas**, *Vice President of Finance and Administration*

**Dr. Harold Housley**, *Vice President of Operations and Institutional Advancement*

**Ms. Sina Ruiz**, *Interim Vice President of Enrollment Management and Institutional Effectiveness*

**Ms. Marcy Ballew**, *Vice President of Human Resources*

**Ms. Meredith Chase**, *Executive Director of Marketing and Public Information*

### ***ACADEMIC DEANS***

**Mr. Terry Peterman**, *Interim Executive Dean of Academics*

**Ms. Judith M. Cutting**, *Executive Dean of Business, Professional & Technical Education*

**Mr. Guy Featherston**, *Dean of Health Professions*

**Dr. Linda Timmerman**, *Dean of Fine Arts and Humanities*

**Ms. Christina Mims**, *Interim Dean of Sciences, Kinesiology, and P.A.S.S. Program*

**Dr. Eileen Hamby**, *Dean of Business, Professional & Technical Education*

**Ms. Kristin Walker**, *Dean of Student Services of Ellis County*

**Dr. Joel Michaelis**, *Dean of Navarro College South*

**Ms. Terry Gibson**, *Academic Dean of Ellis County*

**Dr. Alex Kajstura**, *Dean of Midlothian Campus*

**Mr. Tim Kevil**, *Dean of Libraries*

**Mr. Michael Davila**, *Dean of Student Guidance*

**Ms. Darla Littrel**, *Dean of Workforce and Continuing Education*

**Mr. Matt Miller**, *Dean of Online Instruction/Professional Development*

## HISTORY OF THE COLLEGE

In the spring of 1946, a group of local citizens met to form a steering committee for the purpose of establishing a junior college in Navarro County. In a general election held July 16, 1946, voters approved the creation of Navarro Junior College and authorized a county tax to help finance the institution. In that same election, voters chose a seven-member board of trustees to govern the college. The first students began classes in September, 1946. Most of the 238 members of that first student body were returning veterans from World War II taking advantage of assistance available under the newly enacted GI Bill. The first campus of Navarro College was the site of the Air Activities of Texas, a World War II primary flight school located six miles south of Corsicana.

In 1951, the campus was moved to its present location, a 47-acre tract west of downtown Corsicana on State Highway 31. The campus has expanded to 103 acres with 23 buildings. In 1954, Navarro was accredited by the Southern Association of Colleges and Schools. The accreditation was reaffirmed in 1964, 1974, 1985, 1995, and again in 2005.

In 1974, the college broadened its philosophy and purpose to encompass the comprehensive community-based educational concept, adding occupational education programs and implementing new education concepts including individualized and self-paced instruction and the use of audio-tutorial instructional media. In keeping with the new educational role, the word "junior" was dropped from the institution's name, and the official name Navarro College was adopted by the Board of Trustees. In an attempt to address the growing needs of its service area, which consists of Navarro, Ellis, Freestone, Limestone, and Leon counties, the college began offering courses in various locations in those areas in the early 1970s and eventually established two permanent centers, Navarro College South at Mexia and the Ellis County Center at Waxahachie. In January, 2006, a new campus in Midlothian opened to better serve students in that area.

Navarro College has had six presidents: Mr. Ray Waller, the founding president, served until his death in 1956. Dr. Ben W. Jones served from 1956 until 1973. In 1974, the

Board named Dr. Kenneth P. Walker as president, and he served until 1988. Dr. Gerald E. Burson, joined the college in 1989, serving until his retirement in January 1998. Dr. Richard M. Sanchez, assumed the presidency in March 1998 and served until his retirement in August 2013. The Board named Dr. Barbara Kavalier as Navarro's sixth president, and her administration began in September 2013.

## MISSION, VISION AND VALUES

### *MISSION*

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

### *VISION*

Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in a local and global communities.

### *VALUES*

**Integrity:** actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

**Diversity:** fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

**Innovation:** leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

**Student Centeredness:** placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

## EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate against any person on account of race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

## ACCREDITATION

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

Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097; <http://www.sacscoc.org>; or call 404-679-4500 for questions about the accreditation of Navarro College.

Health Programs including Medical Lab Technology (MLT), Occupational Therapy Assistant (OTA), Licensed Vocational Nursing (LVN) and Associates Degree Nursing (ADN) at Navarro College are accredited and/or approved by National Accrediting Agency for Clinical Laboratory Science (NAACLS), The Accreditation Council for Occupational Therapy Education (ACOTE), Texas Board of Nursing (BON), and The Accreditation Commissions for Education Nursing (ACEN). The Commission on Accreditation in Physical Therapy Education (CAPTE) has granted candidacy status for the Physical Therapy Assistant (PTA) program.

Navarro College is approved by the Texas Higher Education Coordinating Board and is a member of the Texas Association of Community Colleges and the American Association of Community Colleges.

For other information about the College, please contact Navarro College, 3200 West 7th Avenue, Corsicana, Texas 75110 or call 903-874-6501.

## 2016 – 2017 CALENDAR

18-Apr	Monday	Priority Registration begins for Summer and Fall Semesters
4-May	Wednesday	Final exams begin
10-May	Tuesday	Final exams end
		Dining Services closes after noon meal
		Housing closes for non-graduating students, 5 p.m.
11-May	Wednesday	Semester grades due by noon
13-May	Friday	Commencement – Corsicana Campus
		Student Housing closes for graduating students
14-May	Saturday	Commencement – Ellis County
16-May	Monday	May Mini-mester begins
		Last day to register and pay for May Mini-mester
27-May	Friday	Early Registration for Summer I ends, 5 p.m.
		Tuition/fees for Summer I Early Registration must be paid in full by 5:00 p.m.
30-May	Monday	Memorial Day holiday – College closed
31-May	Tuesday	LVN classes begin
1-Jun	Wednesday	May Mini-mester ends
2-Jun	Thursday	Registration for Summer I, Summer II and Fall Semesters, 8 a.m. – 7 p.m.
		May Mini-mester grades due by noon
3-Jun	Friday	Registration for Summer I, Summer II and Fall Semesters, 8 a.m. - 5 p.m.
		Tuition/fees for Summer I Regular Registration must be paid in full by 5:00 p.m.
		Summer I Housing opens - check-in, 8 a.m. - 5 p.m.

### FIRST SUMMER TERM 2016

6-Jun	Monday	Classes begin (Summer I and 12-week)
		Dining Services opens, 7 a.m.
		Summer I and 12 - week Schedule Changes and Late Registration, 8 a.m. - 7 p.m.
7-Jun	Tuesday	Schedule changes and late registration, 8 a.m. - 5 p.m.
		Summer I and 12- week Schedule Changes and Late Registration, 8 a.m. - 5 p.m.
		Tuition/fees for Summer I and 12 - week Late Registration must be paid in full by 5:00 p.m.
14-Jun	Tuesday	Last day to drop or withdraw from Summer I term classes by noon
4-Jul	Monday	Fourth of July holiday - College closed
7-Jul	Thursday	Summer I Session ends. Housing closes at 10 a.m.
		Finals for Summer I



8-Jul Friday Summer I grades due by noon  
 Regular Registration for Summer II, 8a.m. -- 5 p.m.  
 Tuition/fees for Summer II Regular Registration must be paid in full by 5:00 p.m.  
 Housing payment for second summer term due by 5 p.m.  
 Summer II Housing opens – Check-in, 8a.m. -- 5p.m.

SECOND SUMMER TERM  
 2016

11-Jul Monday Classes begin  
 Summer II Schedule Changes and Late Registration, 8 a.m. - 7 p.m.

12-Jul Tuesday Summer II Schedule Changes and Late Registration, 8 a.m. - 5 p.m.

Tuition/fees for Summer II Late Registration must be paid in full by 5:00 p.m.

1-Aug Monday Last day to drop/withdraw from 12-week or second summer term classes by noon  
 Regular Registration for Fall begins, 8 a.m. - 5 p.m.

11-Aug Thursday Final exams for second summer term and 12-week classes  
 Summer II and 12-week semesters end  
 Dining Services closes after noon meal  
 Summer student housing closes, 10 a.m.

12-Aug Friday Second summer term and 12-week grades due by noon  
 Certificate of Completion Commencement, 7 p.m.

19-Aug Friday Fall Regular Registration closes, 5 p.m.  
 All tuition/fees for Fall Regular Registration must be paid in full by 5 p.m.

2016 FALL SEMESTER

22-Aug Monday New Full-time Faculty Orientation  
 Faculty return for Fall semester  
 Late Registration for Fall begins 8 a.m. -- 7 p.m.  
 First Housing payment due by 7:00 p.m.

23-Aug Tuesday Fall Late Registration, 8 a.m. - 7 p.m.  
 Adjunct Convocation – Corsicana, 5:30 p.m.

24-Aug Wednesday Fall Late Registration, 8 a.m. - 7 p.m.  
 Adjunct Convocation – Mexia, 5:30 p.m.  
 Student Housing check-in, 8 a.m. - 7 p.m.  
 Dining Services open for evening meal

25-Aug Thursday Fall Late Registration, 8 a.m. - 5 p.m.  
 All tuition/fees must be paid in full by 5:00 p.m.

		Adjunct Convocation – Ellis Co., 5:30 p.m.
		Housing check-in, 8 a.m. - 7 p.m.
26-Aug	Friday	Fall Late Registration, 8 a.m. - 5 p.m.
		Tuition/fees for Fall Late Registration must be paid in full by 5 p.m.
		Housing check-in, 8 a.m. - 3 p.m.
		Late housing check-in, 3 p.m. - 5 p.m.
		Full-time Faculty Convocation
27-Aug	Saturday	Late Registration, 9 a.m. – - noon
		All tuition/fees must be paid in full by noon
		Late housing check-in, 9 a.m. – noon
29-Aug	Monday	Classes begin
		Late Registration, 8 a.m. -- 5 p.m.
		All tuition/fees must be paid in full by 5:00 p.m.
		Regular Registration for 12-week and second 8-week classes begins
3-Sep	Saturday	Saturday classes will meet Labor Day Weekend
5-Sep	Monday	Labor Day holiday - College closed
23-Sep	Friday	All tuition/fees for 12 - week Regular Registration must be paid in full by 5:00 p.m.
26-Sep	Monday	12-week classes begin
		12-week Late Registration, 8 a.m. - 5 p.m.
		All tuition/fees for 12-week Late Registration must be paid in full by 5 p.m.
30-Sep	Friday	Last day to drop or withdraw from a first eight-week class by noon
21-Oct	Friday	All tuition/fees for second 8-week classes must be paid in full by 5 p.m.
22-Oct	Saturday	First 8-week classes end
24-Oct	Monday	Second 8-week Late Registration, 8 a.m. - 5 p.m.
		Second 8-week classes begin
		All tuition/fees for second 8-week Late Registration must be paid in full by 5 p.m.
7-Nov	Monday	Priority Registration begins for Winter Mini-mester and Spring
18-Nov	Friday	Last day to drop/withdraw from college for 12-week, 16-week and second eight-week classes by noon
22-Nov	Tuesday	College closed after evening classes
		Dining Services closes after evening meal
		Student Housing closes, 5 p.m.
November 23-27		Thanksgiving Holidays

27-Nov	Sunday	Student Housing re-opens, 2 p.m.
28-Nov	Monday	Dining Services opens, 7 a.m. Classes resume - College opens
12-Dec	Monday	Final exams begin
17-Dec	Saturday	Final exams end Fall semester ends
19-Dec	Monday	Fall semester grades due by noon Winter Mini-mester classes begin. Priority Registration for Spring Schedule Changes and Late Registration for Winter Mini-mester, 8 a.m.- 5 p.m. All tuition/fees for Winter Mini-mester must be paid in full by 5 p.m. Classes do not meet Dec. 22nd - Jan. 2nd
December 22 - January 2		College Closed for Holidays
2017 SPRING SEMESTER		
3-Jan	Tuesday	College re-opens following holidays
6-Jan	Friday	Tuition/fees for Spring Priority Registration must be paid in full by 5:00 p.m
9-Jan	Monday	Spring Regular Registration, 8 a.m. - 7 p.m. First Housing payment due New Faculty Orientation
10-Jan	Tuesday	Spring Regular Registration, 8 a.m. - 7 p. Adjunct Convocation – Corsicana, 5:30 p.m. Faculty return for Spring Semester
11-Jan	Wednesday	Spring Regular Registration, 8 a.m. - 7 p.m. Adjunct Convocation – Mexia, 5:30 p.m. Student Housing opens - Regular check-in, 8 a.m. -7 p.m. Dining Services opens for evening meal
12-Jan	Thursday	Spring Regular Registration, 8 a.m. - 5 p.m. All tuition/fees for Spring Regular Registration must be paid in full by 5 p.m.  Adjunct Convocation – Ellis Co., 5:30 p.m. Student Housing regular check-in, 8 a.m. - 7 p.m.
13-Jan	Friday	Spring Full-Time Faculty Convocation Schedule Changes and Late Registration, 8 a.m. - 5 p.m. All tuition/fees must be paid in full by 5:00 p.m.

		Housing check-in, 8 a.m. - 3 p.m.
		Late Housing check-in, 3-5 p.m.
		Winter Mini-mester classes end
14-Jan	Saturday	Schedule Changes and Late Registration continues, 9 a.m. - noon
		Housing late check-in, 9 a.m. -- noon
		All tuition/fees must be paid by noon
16-Jan	Monday	Martin Luther King Holiday – College closed
17-Jan	Tuesday	Classes begin
		Schedule Changes and Late Registration, 8 a.m. - 5 p.m.
		All tuition/fees must be paid in full by 5:00 p.m.
		Registration for 12-week and second eight-week classes begins
		Winter Mini-mester grades due
21-Jan	Saturday	Weekend College classes begin
10-Feb	Friday	All tuition/fees for 12-week classes must be paid in full by 5 p.m.
13-Feb	Monday	12-week classes begin
		Registration for second 8-weeks classes continues
17-Feb	Friday	Last day to drop or withdraw from a first eight-week class by noon
10-Mar	Friday	Dining Services closes after noon meal
		Housing closes for Spring Break, 5 p.m.
		All tuition/fees for Second 8-week Registration must be paid in full by 5 p.m.
11-Mar	Saturday	Saturday classes meet
		First eight-week classes end
March 13 - March 17		Spring Break
18-Mar	Saturday	Saturday classes meet
19-Mar	Sunday	Student Housing re-opens, 2 p.m.
20-Mar	Monday	Second eight-week classes begin
		Schedule Changes for Second 8-week, 8 a.m. - 5 p.m.
		All tuition/fees must be paid in full by 5:00 p.m.
		College re-opens following Spring Break, 8 a.m.
		Dining Services opens, 7 a.m.
21-Mar	Tuesday	First eight-week grades due by noon
23-Mar	Thursday	Deadline to apply for graduation
13-Apr	Thursday	College closes after evening classes
		Dining Services closes after evening meal

14-Apr	Friday	Good Friday holiday - College closed
15-Apr	Saturday	Saturday classes will not meet
17-Apr	Monday	College re-opens Dining Services re-opens, 7 a.m. Priority Registration begins for Summer and Fall Semesters
21-Apr	Friday	Last day to drop/withdraw from College for 16-week, 12-week, and second eight-week classes by noon
3-May	Wednesday	Final exams begin
9-May	Tuesday	Final exams end Dining Services closes after noon meal Housing closes for non-graduating students, 5 p.m.
10-May	Wednesday	Semester grades due by noon
12-May	Friday	Commencement – Corsicana Campus Student Housing closes for graduating students
13-May	Saturday	Commencement – Ellis County
15-May	Monday	May Mini-mester begins Mini-term Late Registration, 8 a.m. - 5 p.m. Mini-term tuition/fees due by 5 p.m.
29-May	Monday	Memorial Day – College closed
31-May	Wednesday	May Mini-mester ends.
1-Jun	Thursday	Registration for Summer I and Fall Semesters, 8 a.m. – 5 p.m. May Mini-mester grades due by noon
2-Jun	Friday	Registration for Summer I and Fall Semesters, 8 a.m. - 5 p.m. All tuition/fees for Summer I must be paid in full by 5 p.m. Summer I Housing opens - check-in, 8 a.m. - 5 p.m. Housing payment for Summer I must be paid by 5 p.m.

2017 FIRST SUMMER TERM

30-May	Tuesday	LVN classes begin
5-Jun	Monday	Classes begin (Summer I and 12-week) Summer I and 12- week Schedule Changes and Late Registration, 8 a.m. - 5 p.m. Tuition/fees for Summer I and 12 - week Late Registration must be paid in full by 5:00 p.m. Dining Services opens, 7 a.m.

29-Jun Thursday Last day to drop or withdraw from first summer term classes by noon

4-Jul Tuesday Fourth of July holiday - College closed

10-Jul Monday Summer I Session ends. Housing closes at 10 a.m.

Finals for Summer I

All tuition/fees for Summer II must be paid in full by 5 p.m.

Housing payment for second summer term due by 5 p.m.

Summer II Housing opens – Check-in, 8a.m. – 5p.m.

#### 2017 SECOND SUMMER TERM

11-Jul Tuesday Summer II Classes begin

Summer II Schedule Changes and Late Registration, 8 a.m. - 5 p.m.

Tuition/fees for Summer II Late Registration must be paid in full by 5:00 p.m.

Summer I grades due by noon

31-Jul Monday Last day to drop/withdraw from 12-week or second summer term classes by noon

11-Aug Friday Certificate of Completion Commencement

14-Aug Monday Final exams for second summer term and 12-week classes

Summer II and 12-week semesters end

Dining Services closes after noon meal

Summer student housing closes, 10 a.m.

15-Aug Tuesday Second summer term and 12-week grades due by noon

#### 2017 FALL SEMESTER

28-Aug Monday Classes begin

## NAVARRO COLLEGE CENTERS

Navarro College has a commitment to increase the availability and economy of educational opportunities. Many college courses are offered in communities throughout the five-county college service area. In order to bring services closer to students taking courses in their hometown, Navarro College has established centers in four communities in the college's service area. Through these centers, interested citizens may receive information, academic advisement, course schedules, or other assistance. Not all courses required for a degree or certificate will be offered at off-campus centers. It may be necessary for students to take certain courses at the main campus in Corsicana. The following centers are now in operation:

Navarro College – Mexia Campus  
901 N. MLK  
Mexia, TX 76667-2816  
Phone: (254) 562-3848

Navarro College – Waxahachie Campus  
1900 John Arden Drive  
Waxahachie, TX 75165-5220  
Phone: (972) 937-7612

Navarro College – Midlothian Campus  
899 Mt. Zion Road  
Midlothian, TX 76065  
Phone: (972) 775-7200

Navarro College- Fairfield Career & Technical Center  
961 E. Commerce Street  
Fairfield, TX 75840  
Phone: (903) 389-7983

## NAVARRO COLLEGE FOUNDATION, INC.

The Navarro College Foundation Inc., a 501©(3) tax exempt organization, is the philanthropic arm of the college. The mission of the foundation is to assist the college in providing the human and financial resources to meet present and future educational needs of the college's five-county service area. Furthermore, the foundation board fosters educational excellence and

exemplary community service to enhance the quality of life among students and staff of Navarro College, as well as to seek and find financial capital and gifts-in-kind beyond state and local appropriations. These resources allow the college and its staff to increase the quality of service, enhance the educational experience gained by students at Navarro College, and reach out to the larger community to provide cultural, workforce development, and life-long learning programs. Members of the Navarro College Foundation Board are:

- Mr. John Gantt – President
- Mr. Miran Sedlacek – Vice President
- Ms. Debbie Wilson – Treasurer
- Ms. Sue Cook – Secretary
- Mr. Doug Barnes – North Campus Representative
- Mr. A. L. Atkeisson – College trustee Representative
- Mr. Dick Flatt – South Campus Representative
- Mr. Hugh Stroube
- Ms. Judy Nelson
- Dr. Toni Brown
- Mr. Lee McCleary
- Mr. K.C. Wyatt
- Ms. Sarah Keathley
  - Ex-Officio Members
    - Dr. Richard Sanchez, Interim Chancellor, Navarro College
    - Dr. Harold Housley - Vice President of Operations and Institutional Advancement/Executive Director of the Navarro College Foundation
- Ms. Lori Tatsch – Executive Administrative Assistant

## COOK EDUCATION CENTER

The Cook Education Center is a multi-faceted educational facility featuring the largest planetarium dome in Texas (60 feet), a spacious conference area, Pearce Civil War and Western Art Museum, and the Hunters and Gatherers Exhibit. The center is dedicated to making a positive impact on the lives of students, supporting teaching and learning at all levels, and enriching life for all who participate in activities there. Through exposure to

multimedia presentations in the planetarium, children and adults broaden their understanding of various disciplines. The Cook Education Center provides events and catering services for corporate meetings, weddings, and special occasion parties. Please contact Carole Davenport. In addition to planetarium shows, the center offers 70 mm/large-format films. For more information, visit <http://www.navarrocollege.edu/cookcenter/>.

## SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) is a professional management counseling service funded by Navarro College, the State of Texas and the U.S. Small Business Administration (SBA). The SBDC is designed to provide small businesses in Ellis, Freestone, Limestone, and Navarro Counties with the practical assistance needed to survive, grow and prosper. In addition to one-on-one, confidential consulting provided at no charge by qualified professionals, the SBDC offers low-cost seminars and workshops that address the specialized and complex needs of small businesses. The Navarro College SBDC is a cooperative effort of Navarro College and the U.S. Small Business Administration. Visit <http://www.navarrocollegesbdc.org/> for more information.

## NAVARRO COLLEGE FACULTY AWARDS

### NAVARRO COLLEGE PIPER PROFESSORS

Navarro College has had six faculty members recognized for outstanding achievement in the teaching profession with the prestigious Minnie Stevens Piper Professor Award. This award is granted annually from among nominees from all accredited colleges and universities in Texas. The Navarro College Piper Professors are:

**Margaret Pannill**, *English*, 1961

**Lucile M. Boyd**, *Languages*, 1971

**Geraldine Johnston**, *English*, 1978

**H. McAfee Daniel**, *English*, 1986

**Richard E. Miller, Ph.D.**, *Psychology/Sociology*, 1989

**Tommy W. Stringer, Ph.D.**, *History*, 1994

### NAVARRO COLLEGE PROFESSOR EMERITI

**James Chapman**, *Government*

**H. McAfee Daniel**, *English*

**Sandra Dowd**, *Art*

**Sheila Herod**, *Music*

**Lary Reed**, *Executive President*



# ADMISSIONS & REGISTRATION

## ADMISSION PROCEDURES

Navarro College maintains an open door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The college reserves the right to refuse admission to any student who does not comply with admission requirements or where evidence exists that the presence of the applicant would be incompatible with the aims or objectives of the college or where, in the judgment of the college Admissions Committee, the applicant's presence on campus would not be in the best interest of the student or the college community. An individual may appeal such refusal to the Vice President of Academic Affairs.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be addressed to the attention of this office.

Completion of the following steps are necessary to gain admission to Navarro College:

1. **Application for Admission.**  
<https://www.applytexas.org>
2. **Official Transcript.**
  - *Beginning Students.* An official transcript bearing the signature of the appropriate official, seal and date of graduation of the applicant's high school record must be filed in the Office of Admissions & Records before an application for admission will be considered,
  - *Transfer Students.* Transfers from another college are required to present a complete transcript bearing the signature of the appropriate official and seal from each college attended.
3. **Assessment Scores** Student proficiency in reading, writing, and mathematics must be assessed. This is

accomplished by taking the TSI Assessment.

Students otherwise qualified will not be refused admission on the basis of their scores. Results are used in advising and in placing students in the proper course levels.

4. **Proof of Residency** A student may submit a state-issued driver's license or identification card and show proof of having established local residency for 12 months or more without enrollment (or other approved documentation) to determine residency as either in-district, out-of-district, or out-of-state. The office of the Director of Admissions/Registrar can provide additional information concerning state requirements.

Certain programs such as honors programs, Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Oil and Gas), Allied Health (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct.

### OUT-OF-STATE

Navarro College will not offer distance education classes to students whose primary residence is out of state unless those students are also attending face to face classes on one of the physical campuses of the College District.

Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, it is not authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

## METHODS OF ADMISSION

Prospective students are responsible for meeting all admission requirements. Failure to meet all requirements will cause the student's transcript to be withheld and the student will be blocked from future registrations. Admission to Navarro College may be by one of the following methods:

1. **High School Graduate.** An applicant who is a graduate of an accredited high school will be admitted to Navarro College upon presentation of a properly authenticated high school transcript verifying that the student has graduated. High school students are strongly recommended to follow the State Board of Education's recommended 24-unit High School Program to help be fully prepared for college following graduation.
2. **General Educational Development (GED) Test Scores.** An applicant who is not a high school graduate may be admitted by successfully completing the General Educational Development Test, High School Level and providing a GED transcript showing passing scores. This test is administered at Navarro College, and applicants interested in gaining admission by this method should inquire at the Counseling Center or the Adult Basic Education Program office.
3. **Individual Approval.** Students may apply for individual approval at the Office of Admissions. The student must be enrolled and attending the Navarro College Adult Education classes/GED class and will agree to attempt to pass the GED prior to the beginning of the next semester or pass their high school STARR and that failure to do so will be justification for the student to not be allowed to enroll the following semester. If a student is not attending GED classes, they understand that they will be dropped from their college classes.
4. **Transfer from another College or University.** A student who wishes to transfer from another college or university may be admitted to Navarro College provided he/she is eligible for readmission at the college last attended. An official transcript from each college or university previously attended must be provided to the Office of Admissions & Records before the admission is considered complete.  
  
Students who register but fail to list on the admissions application other colleges or universities attended, or who are otherwise ineligible to attend Navarro College, will be subject to dismissal with forfeiture of all tuition and fees.
5. **International Students.** The Director of International Programs oversees all aspects of International Student admissions to Navarro College. For admission purposes, international students should provide the following documents:
  - a. International application (provided in application packet.)
  - b. Navarro college admission application (available on the College Website and/or in the International Student Advising and Admission Office)
  - c. Navarro College financial statement (provided in application packet)
  - d. Affidavit of support and bank statement certified by a bank official showing sufficient financial support. Please contact the Office of Admissions and Records for the required amount necessary for college admission
  - e. Official high school, GED, or college transcripts submitted in both the native language and English translation, if applicable
  - f. Minimum TOEFL paper-based score of 450; computer-based score of 133; or Internet-based of 45 or more
  - g. Application fee of \$60 (please make check or money order payable to Navarro College)
  - h. Housing deposit of \$240.
  - i. Tuberculosis Test Results (this is required before the I-20 can be issued: written proof of negative TB skin test or clear chest X-ray required)
  - j. Third Party Waiver allowing a third party to receive ONLY sealed and completed packet from applicant and mail for applicant
  - k. \$80 money order for acceptance package to be sent by UPS (please note that the Acceptance Package Form must be accompanied with the payment)
  - l. Acceptance Package Form
6. **Career & Technical Programs.** Although Navarro College has an "open door" admission policy, some career and technical programs have limited enrollments. Those programs include, but are not limited to, Associate Degree Nursing, Vocational

Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Oil and Gas Program, and John Deere Ag Tech. Applicants wishing to enter one of these limited access programs should contact the appropriate assistant dean or department chair for program requirements and admission procedures.

7. **Early Admissions Program for Eligible High School Students.** The Early Admissions Program at Navarro College offers an opportunity for eligible high school students to earn college credits while still enrolled in their high school subject under the following conditions:

- Participants must be entering their freshman year in high school and have written approval of the high school and parent/guardian.
- Students must have successfully completed the TSI Assessment or be exempt as a result of the State of Texas end of course exams.
- Students must adhere to all policies of the college and high school including daily attendance requirements. Navarro College assumes no responsibility for loss of eligibility of high school students enrolled in this program to participate in University Interscholastic League activities. Students who meet the above criteria will be accepted into Navarro College on individual approval.

8. **Dual Credit Enrollment.** The Dual Credit Program at Navarro College offers an opportunity for high school students to take college-level academic or career and technical courses for both high school and college credit. Such courses are offered based upon a written agreement between participating independent school districts and Navarro College and follow the provisions relating to courses for joint high school and college credit listed in Section 130.008 of the Texas Education Code. For additional information regarding dual credit enrollment, contact the Director of Dual Credit.

9. **Summer Session Students from Other Colleges.** A student who is enrolled in another college, and who expects to return to that school in the fall, will be admitted to the summer session of Navarro College

upon receipt of a statement of standing or presentation of a transcript from the records office of the other college showing the number of semester hours completed. Such transfer students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.

10. **Articulated Credit.** With articulated credit, the student begins his/her college career and technical course of study in high school and continues in a community or technical college. The result can lead to a certificate or associate's degree in a career field. Additional information on Navarro College articulated credit is available in the Carl Perkins Career Center in the Bain Center, room BC 101 or call (903) 875-7481.

11. **Returning Students.** Students returning to Navarro College after an absence of one spring or fall semester will re-enter under the catalog and programs in effect at that time. Technical programs change frequently, depending on industry requirements, and new degree plans may require additional coursework. Student returning to Navarro College after two or more consecutive regular semesters during which the student is not enrolled in a public institution shall submit an updated Apply Texas application ([www.applytexas.org](http://www.applytexas.org)), proof of residency and official transcripts from institutions attended after the last enrollment at Navarro College.

## IMMUNIZATION ALERT

S. B. 1517 passed by the State Legislature during spring, 1991, amended Sections 2.09 and 2.09a of the Texas Education Code and requires that institutions of higher education provide each student applying for admission certain information about immunization. Although proof of adequate immunization is not specifically required for admission to Navarro College (with exception of international students, details outlined in this catalog.), immunization information is provided as follows:

### **MEASLES**

Measles is a highly contagious viral disease. Antibiotics are not available to treat people infected with this

organism. Outbreaks of this illness have caused many hospitalizations and deaths among college-aged people; for these reasons, it is strongly recommended students have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella, which are also caused by viruses.

### **TETANUS**

The illness caused by tetanus results from the poison produced by a bacteria. This is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year booster. The tetanus vaccine should be given in combination with the diphtheria vaccine.

### **POLIOMYELITIS**

In the United States, polio immunization is not routinely recommended for people 18 years of age or older. However, students planning travel to other parts of the world should consult a physician for specific recommendations.

### **MENINGITIS**

As of January 1, 2012, all entering students were required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution. An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease

strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### **EXCEPTIONS TO BACTERIAL MENINGITIS VACCINATION REQUIREMENT**

- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- the student is enrolled only in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- the student is incarcerated in a Texas prison.

### **A STUDENT IS NOT REQUIRED TO SUBMIT EVIDENCE OF RECEIVING THE VACCINATION AGAINST BACTERIAL MENINGITIS IF THE STUDENT SUBMITS TO THE INSTITUTION:**

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY). For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://corequestjc.dshs.texas.gov/> A copy of

the form must be submitted to the designated school official at the institution the student will be attending.

A student may register during pre-registration by signing a waiver (in the admission's office) stating that they realize if they do not submit the immunization form or an affidavit declining the shot for reasons of conscience they will be dropped 10 days prior to classes starting.

#### **LOCAL IMMUNIZATION SERVICES**

For more information on immunizations, contact your physician or public health clinic.

#### **HEALTH PROFESSIONS PROGRAM**

Certain immunizations are mandatory for students majoring in health profession fields. For information regarding immunizations, contact the Health Professions Office.

## **DEVELOPMENTAL EDUCATION PLAN**

In compliance with a directive from the Texas Higher Education Coordinating Board regarding the Texas Success Initiative, Navarro College has prepared the following Developmental Education Plan:

I. As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless he/she is exempt. Texas Administrative Code §4.53(12) requires all public institutions of higher education in Texas observe the following exemptions, exceptions, and waivers:

1. The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):
  - a. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
    - i. ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
    - ii. SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
  - b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
  - c. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
    - i. on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
    - ii. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
  - d. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
  - e. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution

- of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- f. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/MATH 1324/MATH 1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
  - g. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
  - h. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  - i. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
  - j. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
2. An institution may exempt a non-degree-seeking or non-certificate-seeking student.
  3. ESOL Waiver—An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.
  4. Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.
- II. Students enrolling in a certificate program that includes less than 9 credit hours of general education courses are waived from placement testing. A student may not enroll in any courses outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the associated component, he/she must be remediated according to the Navarro College Developmental Education Plan.
- III. Following a student's completion of pre-admission assessment, Navarro College will administer the TSI as a placement instrument. Students will be placed in courses appropriate to their level of knowledge and skills as determined by cut-off scores established the Texas

Higher Education Coordinating Board and Navarro College. Navarro College will accept placement scores from students who have completed other state-approved instruments. Scores will be used to determine appropriate placement in developmental studies. (See attached matrix for placement guidelines).

IV. RULE §4.57 of the Texas Administrative Code defines College Ready and Adult Basic Education (ABE) Standards and requires the following minimum passing standards (also known as “cut scores”) for reading, writing, and mathematics on the TSI Assessment which shall be used by an institution to determine a student’s readiness to enroll in college-level freshman coursework:

1. **Reading:** 351
2. **Writing:** Essay Score of 5; Essay Score of 4 and Multiple Choice of 363
3. **Math:** 350

V. For each student who fails to meet the minimum passing standards described in §4.57 of this title (relating to Minimum Passing Standards), an institution shall:

1. Establish a program to advise the student regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework.
2. Determine a plan, working with the student, for academic success, which shall include developmental education and may include provisions for enrollment in appropriate non-developmental coursework.

**EACH PLAN FOR ACADEMIC SUCCESS SHALL:**

3. Be designed on an individual basis to provide the best opportunity for each student to succeed in obtaining his or her career and/or academic goals. At a minimum, the individual plan shall address:
  - Career advising;
  - Course-based and/or non-course-based developmental education options;
  - Campus and/or community student support services/resources;
  - Degree plan or plan of study;
  - Regular interactions between student and designated point of contact (e.g., advisor, faculty member, peer and/or community mentor, etc.);

- Registration for next semester/next steps; and
- Differentiated placement.

4. Provide to the student a description of the appropriate developmental education considered necessary to ensure the readiness of that student to perform freshman-level academic coursework.
5. Provide to the student an appropriate measure for determining readiness to perform freshman-level academic coursework, as described in §4.59 of this title (relating to Determination of Readiness to Perform Freshman-level Academic Coursework).
6. Institutions shall consider all federal laws pertaining to individuals with disabilities when assessing and advising such students.
7. Students enrolled in a mathematics pathway model (e.g., New Mathways Project, modular/Emporium models, etc.) must be clearly informed of the consequences of successful completion of this model which will result in meeting the mathematics college readiness standard only for specific college credit courses and that changing degree plans may require additional developmental education coursework/interventions.
8. Students with a TSI exemption for a college preparatory course as outlined in §4.54(a)(10) of this subchapter who earn less than a C in the student’s first college-level course in the exempted content area must be advised of non-course-based options for becoming college ready, such as tutoring or accelerated learning.

VI. The Texas Administrative Code rule on holistic advising (Rule §4.55) requires the use of multiple factors for placement considerations which may include but are not limited to

1. HS GPA/class ranking
2. Non-cognitive factors (motivation, self-efficacy, time management, etc.)
3. Other formal/informal training
4. Family-life issues (job, transportation, child care)

Holistic advising will be used in conjunction with TSI cut scores to determine the college readiness of a student.

VII. An institution shall assess, by an instrument approved in §4.56 of this title (relating to Assessment Instruments), the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student.

Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.

1. Prior to the administration of an approved instrument in §4.56 of this title, an institution shall provide to the student a pre-assessment activity(ies) that addresses at a minimum the following components in an effective and efficient manner, such as through workshops, orientations, and/or online modules:

- Importance of assessment in students' academic career;
- Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas;
- Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions;
- Institutional and/or community student resources (e.g. tutoring, transportation, childcare, financial aid).

2. For holistic placement of non-exempt students not meeting standards as defined in §4.57(a) and (b) of this title (relating to College Ready and Adult Basic Education (ABE) Standards), institutions shall use for determination of appropriate courses and/or interventions the TSI Assessment results and accompanying Diagnostic Profile, along with consideration of one or more of the following:

- High school Grade Point Average/class ranking;
- Prior academic coursework and/or workplace experiences;
- Non-cognitive factors (e.g., motivation, self-efficacy); and
- Family-life issues (e.g., job, childcare, transportation, finances).

3. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution or as a condition of admission to a specific program offered by the institution

VIII. Students will be placed in the appropriate developmental course(s) upon admission to the College and shall continue in the established sequence of developmental courses until he/she meets one of the following conditions:

- remediation is successfully completed;
- the student has made a grade of C or better in an approved related course;
- the student has passed the appropriate section of the placement test.

A student who attempts one of the approved freshman-level courses and drops or fails to achieve a grade of C or better will be evaluated by the College to determine the most appropriate action for that particular student. The options include:

- Returning to developmental work;
- Attempting the same or another approved course in an attempt to earn a C;
- Retaking the appropriate section of an approved assessment test at any time, subject to availability of time and space in the testing center.

IX. Persons enrolled as part-time, non-degree seeking students shall be defined as a "casual student". Such students will be allowed to enroll in non-stratified courses without being required to enroll in developmental classes. Full-time students from other universities or colleges may take course for which they are TSI-complete during the summer or mini-mester sessions without being enrolled in developmental courses. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:

- History HIST 1301; History HIST 1302; Government GOVT 2305; Government GOVT 2306; Psychology PSYC 2301; any 2000-level literature course. A student must have passed the reading component of the placement test or successfully completed the remediation sequence for



developmental reading before enrolling in any of these courses.

- English ENGL 1301. A student must have passed the writing component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in this course.
- All college-level mathematics courses. A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college level math course.

X. Students who successfully complete all requirements for graduation will not be required to pass one of the assessment instruments as a final condition for graduation.

XI. The developmental education plan will be evaluated on a regular basis by a committee appointed by the Executive Vice President for Academic Affairs of the College. The evaluation will include research to determine the effectiveness of the plan in preparing students to succeed in college credit courses and to pass a state approved assessment instrument. Results of the evaluation will be used to recommend changes in the developmental education plan.

## REGISTRATION

Students are urged to complete all admission procedures as early as possible and be ready for registration on one of the scheduled dates. To prepare for registration, students should secure a copy of the semester class schedule and follow the directions provided in it. Counseling Center staff are available to advise students who have not selected an educational major.

### **LATE REGISTRATION**

All students are urged to register on the days scheduled for registration. Opportunities for late registration are very limited. Students may not register for classes after the date specified in the calendar printed in this catalog. Those enrolling late may encounter some difficulty in enrolling in desired courses. Students enrolling late will be responsible for all coursework missed as a result of late enrollment.

# TUITION & FEES

## TUITION AND FEE INFORMATION

A complete tuition schedule can be found online: [http://www.navarrocollege.edu/attachments/financialaid/Fall\\_2016\\_Tuition.pdf](http://www.navarrocollege.edu/attachments/financialaid/Fall_2016_Tuition.pdf). Additionally, a listing of available scholarships and loans is found in this catalog. For additional information regarding tuition and fees, please contact the Business Office. Scholarship information and application forms is available at <https://navarrocollege.academicworks.com>.

## FINANCIAL INFORMATION

### FINANCIAL AID

#### **FINANCIAL AID**

Financial aid helps alleviate financial barriers that can prevent access to or completion of educational opportunities offered by Navarro College. Requirements for the various aid programs may vary with the type of aid requested. In general, the individual must be a U.S. citizen, or eligible non-citizen, be in good standing, make satisfactory academic progress, not be in default on a student loan, and have a high school diploma or GED. All funds received must be used for educational purposes. An applicant's eligibility for financial assistance will be determined on an individual basis. The Student Financial Aid Office provides applicants with appropriate application forms and instructions. The student is responsible for proper completion and submission of all required documents. Students applying for most federal financial aid programs must establish or demonstrate financial need. Applicants for these programs must complete a Free Application for Federal Student Aid (FAFSA) by going to [www.fafsa.gov](http://www.fafsa.gov). The Title IV code for Navarro College is 003593 which must be entered in the application for Navarro College to receive students' FAFSA applications. Students must apply in advance for financial assistance. Priority will be given to students who complete their application according to the following dates:

Fall semester applicants June 1

Spring semester applicants Oct. 15

Summer applicants March 1

**Scholarships:** Students interested in applying for a scholarship available through Navarro College should inquire in the office of Student Financial Aid or <http://www.navarrocollege.edu/financialaid/>.

\$1,000 Tuition Rebate for Certain Undergraduates is available to provide a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state. Additional information is available at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

#### **WHO CAN APPLY? INDIVIDUALS WHO:**

- Took their first college course in fall 1997 or later;
- Are Texas residents;
- Have taken all coursework at Texas' public institutions of higher education; and
- Have been entitled to pay in-state tuition at all times while pursuing their degrees.

#### **KEY ELIGIBILITY REQUIREMENTS**

Students qualify for the \$1,000 rebate if they have attempted no more than three semester credit hours in excess of the minimum number of hours required for their degree. For example, a student who completes a bachelor's degree that requires 120 credit hours in 123 hours or less may qualify for this rebate.

#### **WHAT COULD DISQUALIFY AN INDIVIDUAL?**

Attempted hours include every hour for which the student has registered, as of the official census date, in every semester including: developmental courses, repeated courses and courses from which the student withdraws. If a student has dropped more than one course after the official census date, s/he may not qualify for the rebate. All credit earned by examination was counted as well. However, because of a recent change in the law, the first nine hours of credit earned by

examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses—courses taken in high school for both high school and college credit—continue to count as hours attempted.

**WHERE THE AWARDS MAY BE USED?**

Applies only to public universities in the state of Texas.

**HOW CAN I APPLY?**

Students must apply for the tuition rebate prior to receiving their bachelor’s degrees, using forms provided by their college or university. Contact the Financial Aid Office for additional information.

**SCHOLARSHIPS AND LOANS**

Navarro College is grateful to the following individuals and organizations for making scholarship funds available to students. For information concerning these loans and scholarships, contact the Office of Financial Aid.

**Loans**

	<b>Donor</b>
Stafford Student Loan	Federal
Parent Loan for Undergraduate Students (PLUS)	Federal
“B” on Time Loan	State of Texas

**General Scholarships**

	<b>Donor</b>
Tom Waldrop Scholarship	Navarro College
Oliver L. Albritton Scholarship	Oliver L. Albritton
McAfee Daniel Achievement Scholarship	McAfee Daniel
Piercy Jane Bartlett Memorial Scholarship	Family of Piercy Jane Bartlett
Norlaine and John Barton Memorial Scholarship	Family of Norlaine and John Barton
Christy Lee Boyd Memorial Scholarship	Mrs. Lucile Boyd
Alvis and Ruth Calame Memorial Scholarship	Estate of Alvis and Ruth Calame

M. C. and Mattie Caston Scholarship	M.C. and Mattie Caston
Cavender-Walker-Pitts Professional Business Women’s Club Scholarship	Professional Business Women’s Club
Geneva Duncan Davis Scholarship	Family and Friends of Geneva Duncan Davis
Tom & Vera Duncan Psychiatric Inst. Of America Health Prof. Scholarship	Children of Tom & Vera Duncan
Mary and Van Elkins Memorial Scholarship	Family of Mary and Van Elkins
Dr. Larry Weaver, Faculty, and Navarro College Employees Scholarship	Navarro College Faculty and Employees
Louis E. Gibson Health Professions Scholarship	Louis Wolens & Wolens Foundation
Drew Gillen Memorial Scholarship Fund	Friends of Drew Gillen
Gaston T. Gooch Scholarship	Navarro College Alumni Assoc. & Corsicana Rotary Club
Martha Grove Legal Assistants Scholarship	Friends of Martha Grove
David Hale Memorial Scholarship	Family and Friends of David Hale
Doug Hightower Criminal Justice Scholarship	Corsicana Police Officer’s Wives Association
Clyde and Alma Hollingsworth Memorial Scholarship	Family of Clyde and Alma Hollingsworth
Darrell Hughes Jr. Memorial Scholarship	Family of Darrell Hughes Jr.
John Jennings Memorial Agriculture Scholarship	Friends of John Jennings
Lottie Jones Mansfield Scholarship/Endowment	Mr. & Mrs. Charles R. Jones
Harry McCord Fine Arts Scholarship	Sandra Dowd & Friends of Harry McCord

Presidential Scholarship	Louis Wolens & Wolens Family
David Redford Memorial Band Scholarship	Family of David Redford
John Roberts-Computer Science	Mrs. Nancy Roberts & Friends
Ivan and Adele Rosenburg Scholarship	Mr. & Mrs. Herb Silverberg & Max Silverberg
Pa Saar and Jason Trier Memorial Scholarship	Friends of Pa Saar and Jason Trier
Jay & Daisy Silverberg Music Scholarship	Silverbergs & Friends
Gelene Duncan Simpson Scholarship	Family and Friends of Gelene Duncan Simpson
Susan and Elton Skinner Jr. Memorial Scholarship	Family of Susan and Elton Skinner
Elizabeth & William Stokes Scholarship	Dr. William Stokes
Louis & Ann Wolens Health Professions Scholarship	Louis & Ann Wolens
Kenneth Wylie Memorial Scholarship	Friends of Kenneth Wylie
Jim Jones Art Scholarship	Mr. Jim Jones
Navarro College Brilliance Scholarship	Navarro College Foundation Ellis County Scholarship Committee
Navarro College Foundation Scholarship	Navarro College Foundation Board of Directors

Choral & Instrumental Music      Navarro College

<b>Other Funds</b>	<b>Donor</b>
College Work-Study Program / Navarro Job Placement	College / Federal
Hazlewood Act	State of Texas
Pell Grant	Federal
Texas Public Educational-State Student Incentive Grant	State of Texas / Navarro College
Texas Grant	State of Texas
TEOG	State of Texas
1000 Tuition Rebate	State of Texas

**M.C. & MATTIE CASTON SCHOLARSHIP**

The M.C. and Mattie Caston Scholarships are named for the people whose generosity has reached out to the young people of the college’s primary service area. These scholarships make available educational opportunities to deserving high school graduates from Navarro, Ellis, Limestone, Freestone, and Leon counties. Through the Navarro Education Foundation, grants are also available to assist selected Navarro College graduates as they seek further study in pursuit of the baccalaureate degree. To be eligible for this program, graduates must meet certain criteria, including a minimum cumulative grade point average of 3.7. For complete information concerning the M.C. and Mattie Caston Scholarship, contact the Financial Aid Office or [www.navarrocollege.edu/financialaid](http://www.navarrocollege.edu/financialaid).

**ROOM AND BOARD**

Navarro College has an 18-meal plan that provides three meals a day, Monday through Friday, and adds lunch and dinner on Saturday and a luncheon buffet Sunday. A 15-meal plan provides three meals a day, Monday through Friday. Housing alone is not available for students living in residence halls. Below is the cost per person per semester for room and board. All halls except Jones and Eady:

<b>Meal Plan</b>	<b>Price</b>
15-Meal Plan	\$2,677
18-Meal Plan	\$2,809
<b>Jones and Eady Hall</b>	
15-Meal Plan	\$2,572
18-Meal Plan	\$2,704

**NO REFUNDS ON ROOM AND BOARD**

The initial room and board payment must be made by the date published in the calendar. Room and board may be paid on the following schedule:

- by published date
- after 30 days
- after 60 days

Summer semester rates are 3/4 of fall and spring rates (15 meal plan).

**HOUSING PROPERTY DEPOSIT \$230 AND BACKGROUND CHECK FEE \$10**

All students planning to reside in college housing are required to pay a \$230 deposit plus an additional \$10 background processing fee and enroll as a full-time student at Navarro College. Refund of the original deposit is made for cancellation of an assignment when written notification is received by the dates noted below:

<b>While on the waiting list:</b>	<b>At any time</b>
<b>Returning residents with assignments:</b>	<b>June 1 for fall</b>
<b>New residents with assignments:</b>	<b>August 1 for fall</b>
<b>All residents with assignments:</b>	<b>December 1 for spring</b>

No refund of deposit will be made for cancellations received after these dates. All notices of cancellations must be in writing for refund purposes. Deposit refunds are made by check once the student has properly cleared housing and made application for refund provided the student has no damages assessed and has no unpaid balance at the college. Applications for housing are available in the Housing Office. Students must be

enrolled in 15 semester hours to be eligible to live in the residence halls.

## ATHLETIC TICKET PRICES

	Basketball	Football
Season Ticket	\$30	\$30
General Admission	\$4	\$8
Student	\$2*	\$4*

\*Navarro College students admitted free with Student I.D.

\*Faculty and Staff admitted free with I.D.

## SETTLEMENT OF OBLIGATIONS

Students who do not pay, or make satisfactory arrangements, to pay all financial obligations to the college may have their course credits and grades withheld. No degree or certificate will be awarded until all financial obligations are settled. The term "financial obligations" shall include the return of all properties of the college on student assignment including library books.

## OTHER FEES

Fee Type	Price
Foreign Citizen Application Fee	\$60
CLEP (College Level Exam Placement) \$80 to CLEP / \$25 to Navarro College	\$105
Housing Key Replacement	\$50
Overnight Housing Charge	\$ 15
Returned Check Charge	\$30
Student ID or Meal Ticket Replacement	\$10
GED Test Fee per section (paid to GEDTS)	\$33.75
GED Retest Fee per section (paid to GEDTS)	\$33.75
Course Challenge Fee Per semester hour	\$10
Proctored Test Fee	\$25
TSI Assessment Fee	\$30
TSI Assessment Retest Fee	\$30

Tuition & fees paid directly to Navarro College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. All tuition & fees are subject to change. No refunds on test fees.

## CONTINUING EDUCATION TUITION SCHEDULE

Tuition for Continuing Education courses is approved by the Board of Trustees and published on the College's website. Charges vary depending on the course content, length, and administrative costs. Refunds for Continuing Education courses will not be offered after the first day of class.

## TUITION REFUNDS

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a "Request for Refund" form. "Class Day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student's official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

### REFUND OF TUITION & FEES

#### Fall and Spring Semesters\*

Prior to the semester start date	100%
During the first 15 class days	70%
During the sixteenth to twentieth class days	25%
After the twentieth class day	None

#### Summer Semesters\*

Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	None

Tuition and fees paid directly to Navarro College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. Refunds will be processed after the twelfth class day. Please check with

the Office of Admissions and Records for refund dates when registering for classes.

**\*Some variances in refund dates may occur during semesters that vary from traditional semesters.**

***RETURN OF TITLE IV FUNDS***

Students who withdraw during the first 60 percent of each semester and who receive assistance from the Federal Student Aid programs, excluding Federal College Work study, will have some of their funds (unearned aid) returned to the federal programs. The student can be liable for a portion of this return. Prior to withdrawal, students should consult with the Student Financial Aid Office.

# STUDENT SERVICES

Programs in the Student Services area are designed to encourage students to establish worthwhile and attainable educational goals, to remain in college until those goals are realized, and to experience an enjoyable and meaningful growth process while at Navarro College.

## COUNSELING, ADVISING, AND ACADEMIC PLANNING

### ***COUNSELING***

Navarro College has a staff of academic advisors who help students make educational and career decisions, select courses, understand transfer requirements, and improve study skills. The academic advisors can assist with career development and arrange for testing to identify the student's abilities, interests, values, and personality traits. For the student who intends to pursue a four-year program, catalogs from many colleges and universities are available.

Personal counseling services are available to assist students with adjusting to college life and enhancing personal and social growth. Services available in this area includes short-term counseling, drug/alcohol education, sexual assault awareness, and mental health referrals.

### ***FACULTY-CENTERED ADVISEMENT***

The Faculty-Centered Student Advising Program allows students the opportunity to interact and to develop a special relationship with faculty outside the classroom as a means of impacting student learning and student success. The faculty/staff advisors work closely with the students either through e-mail, phone, or personal contacts to make sure students are meeting their individual goals. First time students with no prior college courses (from any college) are included in the program.

### ***INDIVIDUAL ACADEMIC PLANNING***

Navarro College offers a full program of assessment and counseling to assist students in selecting appropriate educational and career directions. The Carl Perkins Career Center and career and technical faculty are available to

assist students who are uncertain about their career choices. The personnel in these offices have experience in business and industry and can give first-hand knowledge about various occupations. Counselors and faculty in the academic transfer area are available to assist students who plan to continue their education at a senior institution. Whether it is with undecided majors, or with students who have chosen a career program, or with those who have selected a senior college to which they wish to transfer, Navarro College Advisors work one-on-one to design a written plan of objectives. This plan, called the degree plan, helps to assure that the student is on an educational path appropriate to his or her abilities and interests. A degree plan is required for all students. An "undecided" degree plan is available for students who have not chosen a major area of study.

## CARL PERKINS CAREER CENTER

The Navarro College Carl Perkins Career Center offers a variety of services to Career and Technical students. A Career and Technical student is an individual pursuing an Associates of Applied Science (AAS) Degree or a Certificate (CT) Program. Career Center services are funded through the Carl Perkins Act of 2006, a federal grant, and the level of service depends on available funding. Services are provided at no cost to Navarro College career and Technical students who meet specific program requirements as defined by the government. Services include textbook loan, child care assistance, travel stipends, career and technical advising, career development tools, tutoring, and access to an online job board. The Navarro College Carl Perkins Career Center is located on the Corsicana campus in the Bain Center, room BC320.

## STUDENT ACTIVITIES

### ***STUDENT ACTIVITIES***

Activities are planned at Navarro College to provide entertainment and opportunities for personal and social growth. The Student Government Association and the various campus clubs and organizations are the major



sources of input for planning activities. Major events on campus include the following: intercollegiate athletic events, spring musical, intramural competitions, Bulldog Bash, Homecoming, and the Student Appreciation Evening.

#### **HONORS ORGANIZATIONS**

Phi Theta Kappa (National Honor Society for Community Colleges)

Psi Beta (Honor Society for Psychology)

Sigma Kappa Delta (Honor Society for English)

#### **PROFESSIONAL ORGANIZATIONS**

John Deere Ag Tech Club

ADN Nursing Club

LVN Nursing Club

Student Occupational Therapy Association

#### **STUDENT ORGANIZATIONS**

Student organizations active at Navarro College include honors, professional, social service and religious groups. Each organization is recognized through the Student Government Association. Students can contact the Director of Student Life/Student Activities, at (903) 875-7570 or individual club advisors for more information about any of the organizations listed under Student Life on the Navarro College website. Students wishing to create a new organization on campus may obtain a petition form with guidelines from the Office of Student Life.

## **HOUSING | RESIDENCE LIFE**

The Department of Residence Life and Housing offers men and women a safe, secure, and reasonably priced housing option on the Navarro College campus.

#### **HOUSING REGULATIONS**

The Residence Life and Housing Department is committed to providing an environment that promotes the educational success of our students. Residence Life/Housing staff is there to help facilitate the transition from living at home to becoming a responsible adult. The residence halls are part of the Navarro College community and encourage student growth and learning through employment opportunities, educational activities, and opportunities to learn lifelong skills.

#### **HOUSING COSTS**

A schedule of room and board rates may be found in this catalog.

## **JOB PLACEMENT**

The Navarro College Carl Perkins Career Center provides Career and Technical students who are seeking full-time and part-time employment. A Career and Technical student is an individual pursuing an Associates of Applied Science (AAS) Degree or a Certificate (CT) Program. The students have access to post resumes on an online job board and the ability to review job postings by potential employers. In addition, the career Center assists Career and technical students with resume writing and developing skills for interviewing. Funding provided through the Carl Perkins Act of 2006, allows these services to be offered at no cost to Navarro College career and Technical students and alumni. The Navarro College Carl Perkins Career Center is located on the Corsicana campus in the Bain Center, room BC 320.

## **DISABILITY SERVICES**

#### **SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADA of 2009. Such disabilities include, but are not limited to speech impairments, hearing impairments, visual impairments, learning disabilities, and emotional/psychological disabilities. Students requesting special accommodations must adhere to the following guidelines:

Students should make requests for accommodations ideally at least (4) four weeks prior to the first day of the semester or if returning student at least (2) two weeks before classes begin. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester. Failure to do so may result in delay or

suspension of services. A request for accommodations is considered on an individual basis once a completed application is submitted along with the most current and complete documentation. Documentation should include a clinical narrative and/or assessment with a diagnostic statement identifying the disability, the recommended accommodations and/or auxiliary aids currently prescribed or in use, and the functional, relevant, academic impact of the disability. Such documentation should be on letterhead and contain the professional's signature. Navarro College Disability Services reserves the right to request updated documentation for accommodations requested. Notes on prescription pads will not be accepted.

Examples of this type of documentation are: a Psychological Evaluation, a letter from a licensed professional such as a licensed professional counselor or medical doctor, an Admissions, Review and Dismissal (ARD), Individualized Education Program (IEP) with accompanying diagnostic paperwork, Comprehensive Individual Assessment (CIA), and Full Individual Evaluation (FIE).

Students must submit an online application to disability services by going to <http://www.navarrocollege.edu/support-services/disability-services/> and clicking on disability services application.

Documentation can be submitted either by uploading with the online application, faxing it to 903-875-7391 or by bringing in person to a designated representative of Navarro College Disability Services on the campus you plan to attend.

It is the student's responsibility to complete this process in a timely manner by completing the online application, submitting documentation, and meeting with the disability services coordinator. After the accommodations have been approved the student must discuss accommodations with each of their instructors. This will enable Navarro College to provide the student with equal access to educational needs and assist in making the college experience a rewarding and successful one.

## TEXTBOOKS

The Navarro College Bookstore is an integral part of our campus. We are here to serve our students and offer affordable learning materials such as new and used textbooks, rental books, access codes, computers, and supplies. We also offer a wide variety of Navarro College apparel and gift items. All revenues earned by the bookstore are reinvested in our students in the form of scholarships and other needs.

## LIBRARY SERVICES

The Navarro College libraries serve students, faculty, and staff on four campuses in Corsicana, Waxahachie, Midlothian, and Mexia as well as the newly established center in Fairfield. In addition to a collection of over 56,000 print books and 35,000 e-books, the library's holdings include an extensive collection of sound recordings and DVDs. Through online and print serials subscriptions, the library provides access to the full text of thousands of magazines, newspapers, and scholarly journals. Online resources include *Naxos Music Library*, a streaming audio collection of thousands of sound recordings, and a complete streaming video collection of *The BBC Shakespeare Plays*. Interlibrary loan services enable students to borrow materials from libraries throughout the United States while intercampus loan services ensure to students at branch campuses ready access to books, DVDs, and CDs in the Sanchez Library's collections. A librarian will, upon request of faculty on any campus, provide formal classroom instruction in the efficient use of the library's information resources. Video tutorials on the use of library materials and services can be found on the library's web site. A number of course-specific online library Libguides provide a wealth of additional instructional material on subjects such as plagiarism, citation formats, research methods, and evaluating and using internet resources. The library maintains two computer labs on the Corsicana campus—one in the Gooch Student Center and one in the Richard M. Sanchez Library (where laptop computers are also available for in-library use). The Sanchez Library offers classroom and conference room spaces. The Samuels' Hobbit Collection, a unique collection of thirty-eight wood sculptures representing characters from J. R. R.

Tolkien's novel *The Lord of the Rings*, is on display in the library. For more information, visit the library's web site at <http://www.navarrocollege.edu/library>.

# ACADEMIC POLICIES AND INFORMATION

## ACADEMIC POLICIES

### RULES AND REGULATIONS

All Navarro College students, personnel, college representatives and people taking part in college-sponsored activities have the responsibility to comply with all rules and regulations established by the Board of Trustees and state and federal laws as they exist or may be subsequently enacted and adopted. The Board of Trustees has the right to establish and cause the enforcement of policies that it deems appropriate in order for administrators to operate the college in a lawful and orderly manner. No group can supersede this right of the Board of Trustees. All officers commissioned by the governing board of a state institution of higher education may be empowered by the board to enforce rules and regulations promulgated by the board. "Nothing in this subchapter is intended to limit or restrict the authority of each institution to promulgate and enforce rules and regulations for the orderly conduct of the institution in carrying out its purposes and objectives or the right of separate jurisdiction relating to the conduct of its students and personnel" (Article 51.210, Higher Education Code). "It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education" (Article 51.204, Higher Education Code). "The governing board of a state institution of higher education or its authorized representatives may refuse to allow people having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property" (Article 51.209, Higher Education Code). This principle in no way negates the right of any person or group to present in an orderly manner, through the proper channels of communications, suggestions and/or proposals that

properly fall within his/her/its area of concern. These rules are not intended to deny the lawful exercise of constitutional rights.

### DISCLOSURE OF CONSUMER INFORMATION

Navarro College, in compliance with Title IV requirements for participation in federal financial aid programs, makes available to any prospective or enrolled student and current or prospective employee the following information:

- Campus Security Report – Navarro College is committed to providing a safe environment for students to learn and staff to work, and in keeping parents, students and employees well informed about campus security. A copy of the Navarro College campus security report is readily available in various locations on campus and from the NC Department of Public Safety.
- Information on Financial Assistance – Navarro College wishes to assist all prospective and current students in obtaining financial assistance while attending college. NC provides financial assistance information including aid available, how to apply for aid, how financial aid is disbursed, and the criteria for measuring satisfactory academic progress in person and through publications located in the financial aid office.
- Student's Rights under FERPA (Family Educational Rights & Privacy Act) – Navarro College publishes in the college catalog information concerning student records maintained by the college and the release of that information. (See Family Rights and Privacy Act.)
- Information About the Athletic Program – Navarro College maintains current information about the athletic program participation rates, financial support, and student completion rates. Athletic program information is available from the office of the athletic director.

- Completion or Graduation Rate – Navarro College, in compliance with the Student Right-To-Know Act, makes available to any prospective or enrolled student its completion or graduation rate. This information is available upon request from the Office of Access and Accountability.
- Drug and Alcohol Abuse Prevention Information – Navarro College, in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226), provides information to students, faculty, and employees concerning how to prevent drug and alcohol abuse. Information for students may be found in the Counseling Center and for employees may be found in the Human Resources Office.

## ACCESS TO STUDENT RECORDS

### THE INSTITUTION PROTECTS THE SECURITY, CONFIDENTIALITY, AND INTEGRITY OF ITS STUDENT RECORDS.

#### ***FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)***

##### **WHAT IS FERPA**

The Family Educational Rights and Privacy Act of 1974, as Amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records.

##### **WHO MUST COMPLY WITH FERPA**

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To comply with FERPA, educational institutions are required to:

- Annually notify students of their FERPA rights;
- Protect the students' FERPA rights;
- Ensure that personally identifiable information from a student's education record is not re-disclosed;
- Keep records of requests for and disclosures of student education records (with some exceptions).

## EDUCATION RECORDS UNDER FERPA

Under FERPA, education records are defined as records that are directly related to a student and/or from which a student can be identified (personally identifiable information) and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

Education records do not include such things as:

- Sole possession records, i.e., records/notes made by one person as an individual observation or recollection (used only as a personal memory aid) which are kept in the possession of the maker and not revealed or accessible to any other person except a temporary substitute;
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists;
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- Records created and maintained by a law enforcement unit used only for that purpose;
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

## STUDENT RIGHTS UNDER FERPA

In accordance with FERPA, Navarro College annually notifies students of their FERPA rights. Students are notified of their FERPA rights in the college catalog, website, and student handbook. A student's FERPA rights include:

- The right to inspect and review their education records;
- The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student's rights of privacy (including the right to a hearing regarding the request for amendment);

- The right to have some control over the disclosure of information from their education records;
- 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.

### **RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

Students (which includes former students) have the right to inspect and review their education records within 45 days from making such a request. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Financial information submitted by parents;
- Education records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);
- Confidential letters and recommendations placed in the student's file before 01/01/75;
- Confidential letters and statements of recommendation, placed in the records after 01/01/75, to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

### **RIGHT TO HAVE SOME CONTROL OF THE DISCLOSURE INFORMATION FROM EDUCATION RECORDS**

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. The written consent must specify the records that may be disclosed, state the

purpose of disclosures, and identify the party to whom disclosures may be made. A "Student Records Release Request" form is available in the Admissions Office or download and fill out .pdf version here: [Student Records Release Request](#).

Some examples of information that MAY NOT BE RELEASED without prior written consent of the student (with few exceptions stated below) are:

- Citizenship
- Disciplinary status
- Ethnicity
- Gender
- Grade point average (GPA)
- Marital status
- SSN/student I.D.
- Grades/exam scores
- Test scores (e.g., SAT, GRE, etc.)
- Progress reports

With few exceptions (stated below), Navarro College will not disclose personally identifiable information from a student's education record without the student's written consent. Navarro College will not release a student's record to a parent/guardian without the student's written permission. Such a policy is in effect regardless of the student's age or financial dependency upon the parent/guardian.

### **EXCEPTIONS**

Notable exceptions which permit access and/or disclosure of information in a student's education record without the student's written consent include:

Directory Information: Disclosure of those items the College designates as directory information. Navarro College has designated the following information as directory information and may release this information, unless the student has submitted a request for non-disclosure:

- Name
- Navarro College dates of enrollment (semester of enrollment)
- Navarro College degrees earned (with dates)

- Academic honors and awards
- Enrollment status (number of credits, full-time/part-time)
- Currently enrolled (Y/N)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Birth date (the college generally does not release this information; used only to confirm student records when performing third-party verifications)

A student's directory information may be disclosed unless a student files a "Request for Non-Disclosure of Directory Information" form with the Admissions Office by the twelfth day of the semester (sixth day for summer semester). Forms are available in Admissions Office and in electronic format (pdf). Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred. In addition, Navarro College will honor requests for non-disclosure of directory information from former students. Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Navarro College.

**School Official:** Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit); 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; a student serving on an official committee, such as 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 education record in order to fulfill his or her professional responsibility.

Navarro College has partnered with Quad Learning and deems Quad Learning as a School Official for FERPA purposes. As required by FERPA, Quad Learning will only use Navarro College student data for legitimate educational interests and will not disclose student information to any unauthorized party.

**Solomon Amendment:** Pursuant to the Solomon Amendment, Navarro College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

**Other disclosures permissible without written consent include disclosure to:** to officials of another school in which a student seeks or intends to enroll; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the College; accrediting organizations; appropriate officials in cases of health and safety emergencies; State and local authorities, within a juvenile justice system, pursuant to specific State law; victims of certain offenses the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; comply with a judicial order lawfully issued subpoena.

**Note:** Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar's Office.

#### **RIGHT TO FILE A COMPLAINT**

If a parent or eligible student feels that the college has not fully honored his/her privacy rights under FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of

FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

## ACADEMIC DISHONESTY

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from the program. A faculty member may begin such action if a student is accused of "cheating on academic work." Cheating includes, but is not limited to:

1. Copying from another person's test paper or academic work;
2. Using, during a test, materials not authorized by the person giving the test;
3. Collaborating without authority with another person during an examination or in preparing academic work;
4. Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission;
5. Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
6. Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).

When a student is accused of academic dishonesty, the faculty member and the student will attempt to reach a resolution first and based on the course syllabus. If no resolution is achieved, the student may appeal to the appropriate instructional dean for review of the decision made by the instructor.

If the incident includes a violation of a departmental program requirement as stated in the course syllabus or departmental handbook, a student's written appeal

should be reviewed through the instructional chain of command.

Only non-instructional testing violations occurring in the testing center (e.g., TSI, GED testing) may result in disciplinary review by Student Services.

## ACADEMIC STANDARDS

- Minimum Standard of Work
- Grade Points
- Grades and Values

## STUDENT CONDUCT

Navarro College administration grants the student as much freedom as is compatible with the ordinary rules of society governing proper conduct. Disciplinary regulations are, therefore, kept to a minimum and are listed in the Student Handbook, which may be found on the Navarro College website. Students are responsible for obtaining, reading, understanding, and abiding by the guidelines in the Student Handbook.

## CLASSROOM BEHAVIOR / DECORUM

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and conducive to study, is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution. The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated, and instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process. Students should refer to the Student Handbook, Classroom Decorum section for additional information.

## EXAMINATIONS

Examinations in courses are provided as a means of evaluating the student's progress in a course. Instructors



in the courses determine the number of examinations to be given. All students are expected to take all examinations in an atmosphere of honesty. Students should be aware that internet classes taken through Navarro College often require a student to take exams at an approved proctoring location such as Navarro College's testing centers or a similar setting at another approved location.

## RESIDENCY REQUIREMENTS

In order for a student to be classified as an in-state resident for tuition purposes, the student must have created a domicile in Texas and resided in Texas the 12 months immediately preceding registration at a Texas public institution. Specific information about state residency requirements can be obtained from the Office of Admissions and Records. The Board of Trustees of Navarro College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who own property that is subject to ad valorem taxation by the district. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property that is subject to ad valorem taxation by the district. Based on SB 1528, a foreign individual who enters a Texas institution of higher education is a resident of Texas if he or she:

1. Attended a Texas public or private high school;
2. Graduated from the high school or received the equivalent of a high school degree in Texas;
3. Resided in Texas for at least three (3) consecutive years as of the date he/she graduated from high school or received the equivalent of a high school degree;
4. Provides his/her college an affidavit that he or she intends to file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

## ACADEMIC CLASSIFICATION OF STUDENTS

A freshman student is one who has earned less than 30 semester hours of credit at the beginning of a registration period. A sophomore student is one who has earned 30 or more semester hours of credit at the beginning of a registration period.

## NON-CREDIT/AUDITING OF COURSES

Individuals who wish to observe a college course may register as a non-credit/audit student. Non-credit/audit students do not receive college credit but do pay the same tuition and fees as if they were taking the course for credit. The student is not required to take tests, turn in papers, or attend classes, and the student may not receive credit for the course unless the student repeats the course for credit.

A non-credit/audit student must be eligible for admission to the College. The use of laboratory equipment, supplies, and participation in fieldwork by the non-credit/audit student will be determined by the instructor. The instructor is not obligated to take any papers or examinations from the non-credit/audit student. In general, the most appropriate courses for non-credit/audit are lecture courses. However, non-credit/audit students may not be accepted into certain courses because of space limitations, course prerequisites or requirements, or the nature of instruction. The student must obtain permission from the course instructor and appropriate Dean who has authority to grant students permission to audit particular courses.

Permission to audit performing and activity courses will not be granted. Students may enroll to audit a course only during late registration. A student may not change from credit to non-credit/audit or from non-credit/audit to credit after the scheduled late registration period. No refunds of tuition and fees will be made to a non-credit/audit student who withdraws or drops a class.

## STUDENT LOAD

The normal load for a student is five courses exclusive of kinesiology, FYE Orientation, and applied music. A regular full-time student is defined as a student who takes

a minimum of 12 semester hours in a fall or spring semester and one who takes a minimum of six (6) semester hours during a six-weeks summer session. Students may only enroll in one course in a three (3) week mini-term. Students may take up to 19 semester hours in a fall or spring semester and up to six (6) semester hours in a six weeks summer term not to exceed 12 semester hours for the entire summer. Exceptional students, whose grade point average exceeds 3.0, may take up to 21 semester hours in a fall or spring semester or seven (7) semester hours in a six-weeks summer term not to exceed 14 semester hours for the entire summer. Approval of a student overload must be in writing from the appropriate executive dean. The course load of a student on probation may be limited to 16 semester hours. Students enrolled in developmental studies classes may be similarly required to limit their course load.

## HOLD ON STUDENT RECORDS

Grades and transcripts will not be released if the student has a "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, for financial reasons (returned checks, overdue loans, etc.), for materials overdue at the Learning Resource Center, or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

## "I" GRADE REMOVAL AND GRADE CHANGE LIMITATION

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen emergency prevents the student from completing the work in a course. A student must be passing the course at the time the "I" is awarded. If the work required to remove the "I" grade is not completed by the end of the first regular semester following the semester in which the student received the grade of "I," the "I" grade will become an "F" grade. With the exception of the "I" grade, no grade may be changed 30 days after the close of a semester.

## SCHOLASTIC PROBATION / SUSPENSION

Failure to maintain a 2.0, "C" cumulative grade-point average, will result in the student being placed on scholastic probation for the next semester enrolled. A student may remove himself/herself from scholastic probation by bringing his/her cumulative grade-point average to a 2.0 or better. Should the student earn less than a 2.0 grade-point average for two semesters of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on scholastic suspension for one regular semester (fall or spring). Students who are on scholastic suspension will not be allowed to register for classes.

A student who has been placed on scholastic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate campus dean who may reinstate the student for one additional semester. If readmission is granted, the student will reenter on scholastic probation.

## STUDENT GRIEVANCE PROCEDURES

Navarro College provides all college services on a non-discrimination basis. These services are provided without regard to sex, sexual orientation, color, race, national origin, age, and handicap. With this in mind, a student grievance may encompass any dissatisfaction, complaint, or perceived injustice a person may have while associated with the college, as a student or prospective student. A student who works either part-time or full-time for the College and whose grievance is based on a concern involving his/her employment may contact the Human Resources Office; however, all complaints of student discrimination, harassment, assault or retaliation should be submitted in writing to the Vice President of Student Services.

A student grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations, or matters related to perceived discrimination based on sex, color, race, national origin, age, or handicap. All complainants should attempt first to resolve the issues where they arise and with appropriate parties involved. Chain of command

protocol should be followed beginning with the staff person with whom the issue lies; if the problem is not resolved, the appropriate supervisor should be contacted next and, if needed, followed with subsequent reporting levels of administration.

Legal counsel may be present with adequate notice (24 hours usually is sufficient to allow college counsel to be present) and is to be allowed only for the purpose of advising the student. Thus, all attorneys must remain outside the hearing room. The student and the College representative each may request one 5-10 minute recess to consult with his/her attorney outside the hearing room. Legal counsel may not participate otherwise in a hearing at any level. In all grievances the final institutional decision lies with the district president only after all other prior grievance levels have been expended.

Each semester the College assembles a Campus Dialogue meeting at which students meet with college administrators on a regular basis, twice each semester on the Corsicana campus, to voice concerns and offer suggestions regarding the improvement of college services. Students may also voice their concerns at weekly Student Government Association meetings on the Corsicana and Waxahachie Campuses during the fall and spring semesters. If a student has a grievance of any type and does not wish to voice it through the student Campus Dialogue or the Student Government Association, the student may pursue the grievance on an individual basis as follows:

Students who have a grievance related to a final course grade must follow the "Grade Challenge Policy" found in the Student Handbook and the Academic Catalog. A student who may have a concern with an instructor, his/her instructional decision, and/or an instructional program matter (e.g., program dismissal) should follow the "Student/Instructor Conflict Resolution" policy. Both of these academic policies may be found under the section entitled "Student Academic Grievance" within the current Academic Catalog.

A student who has a grievance related to the library should first contact the Dean of Library Services; if the problem is not resolved, the student may present the grievance to the Executive Vice President of Academic Affairs.

Students who have a grievance related to discipline must follow the Disciplinary Appeal Procedures found in the current Student Handbook.

Students who have a grievance related to other student services (e.g., disability services, activities, clubs, counseling, advising, testing, recruiting, TRiO, or Adult Education) should first contact the director of that department; if the problem is not resolved, the student may present the grievance in written form to the Vice President of Student Services.

A grievance related to Financial Aid, Residence Life, Campus Police, or the Business Office will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Finance and Administration.

A grievance related to athletics will be brought to the attention of the Director of Athletics.

A grievance related to the Bookstore, the Physical Plant, Computer Information Technology, or Dining Services will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Operations, Institutional Advancement and Technology.

For any grievance pertaining to a department reporting to administrators at either of the satellite campuses, appropriate chain of command protocol should be followed beginning with the staff person with whom the issue lies and subsequently proceeding upward to the reporting supervisor(s) if the problem is not resolved at the initial/prior level. The campus dean may provide more direction as needed with this regard.

In each of these areas, if the problem is not resolved after exhausting these guidelines at the appropriate vice president's level, the student may present the grievance to the District President. After due study, a judgment will be decided. The District President's judgment represents the final institutional decision.

#### ***TIMELINE FOR FILING A GRIEVANCE***

In resolving a student grievance, timely reporting of the complaint is important and thus required at all levels. Unless stated otherwise within each policy guidelines, the

appropriate timeframe for filing a written grievance should be within ten business days from the date in which the student is first aware or notified of the issue of concern. Written appeals to the next/subsequent level of the process must be made within two business days of the student's receipt of the institution's appellate decision. Any earlier, more expedient timelines detailed within the appropriate Navarro College policy (e.g., Residence Life Appeals) supersede these general timeline guidelines provided to maintain a safe and civil college environment. Additionally, exceptions to these deadlines may be made only at the discretion of the District President.

### **FORMAL PROCEDURE FOR STUDENT DISCRIMINATION GRIEVANCE**

A student who has a concern over discrimination and who has exhausted other appropriate appeal or complaint procedures may choose to pursue the "Formal Procedure for Student Discrimination Grievance" as follows:

Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the office of the Vice President of Student Services within ten business days of the initial concern. The office of the Vice President of Student Services will receive the student's complaint and may attempt to reconcile the matter if the complainant is agreeable. If the Vice President of Student Services determines that the complaint should be addressed by a more appropriate chain of authority (e.g., academic or departmental in nature), the Vice President will refer the student to the most appropriate channel for due process. If at this time the complaint is not resolved and if no other procedure is deemed appropriate for the student's concern, the following steps will ensue.

The Vice President of Student Services will assist the student by providing a form for the student to document the issue. Documentation must be submitted within two business days of the student's receipt of the grievance form.

After documentation is completed, the office of the Vice President of Student Services will provide a copy of this information to the Executive Vice President for Academic

Affairs. The Executive Vice President for Academic Affairs may collect and review salient points related to the issue or he/she may appoint a committee that serves as a recommending body to the Executive Vice President for Academic Affairs to assist him/her in this matter. If a committee is convened, members will include a staff chairperson, a faculty member, an administrator, a member from student services, and a student. The purpose of the review will be to determine if discrimination is more likely than not to have occurred.

After review, the Executive Vice President for Academic Affairs will render a judgment with the basis for that judgment to be communicated in written form to the complainant. The judgment will be forwarded to the Vice President of Student Services.

If the complainant agrees with the decision, either the Vice President of Student Services (for a student accused) or the Associate Vice President of Human Resources (for personnel accused) will, in the case where there was discrimination, seek appropriate redress. The complainant, when not satisfied with the decision, may appeal the judgment to the District President within two business days of receipt of the Executive Vice President for Academic Affairs' (or the committee's) letter.

The District President will review the data and judgment rendered, make his/her own inquiries, including interviewing the complainant. After due study, a judgment will be decided. The District President's judgment will represent the final institutional decision.

The Texas Higher Education Coordinating Board's (THECB) Student Complaint Procedure (19 TAC SS 1.110-1.120) requires that a student filing a complaint must do so in a timely manner and must exhaust all grievance and appeal procedures of the institution as described in the Navarro College Student Grievance Procedure PRIOR to filing a complaint at the following address:

StudentComplaints@THECB.state.tx.us. URL for the Texas Secretary of State:

<http://www.sos.texas.gov/index.html>.

Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) provides an option for grievances as part of its "Complaint Procedures against SACSCOC or its Accredited Institutions" and

which can be utilized once the complainant has exhausted all grievance and appeal procedures of the institution as described in the Navarro College Student Grievance Procedure.

If a student has attempted to resolve the issue directly with the staff member of concern and feels that this has not been successful, the student may contact the supervisor directly—either in person, by phone or email or by utilizing the Student Complaint/Grievance Form: <http://www.navarrocollege.edu/support-services/grievance/>.

### **STAFF PROTOCOL IN RESPONSE TO STUDENT GRIEVANCES**

When a staff member is approached by a student with a grievance, the staff member should employ appropriate protocol. The student should be referred to either the current Navarro College Student Handbook or the current Navarro College Academic Catalog, specifically in reference to the appropriate section.

Additionally, the staff may assist the student by referencing the following protocol: 1) polite communication with the staff member of concern, and 2) if not resolved, subsequent communication with the supervisory chain of command in successive order. Students should be instructed to follow up on the resolution of such matters in a timely matter as defined in the Student Grievance Procedures and to consult the current Navarro College Student Handbook and/or the office of the Vice President of Student Services for further, more specific information.

## **ATTENDANCE REQUIREMENT**

Regular and punctual class attendance is expected at Navarro College as a key element for student success. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course. The attendance policy for certain programs may be more stringent than the general policy due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements

for the course. Students not attending classes will be dropped. A student's request for an excused absence shall be in writing and shall be delivered to the instructor of each class. Students should refer to the Navarro College Student Handbook for additional information.

All students receiving Veterans Administration (VA) benefits must notify the Veteran's Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received. Excused absences for an individual called to active military service should take into consideration retention of coursework completed during the portion of the course prior to the student being called to active military service and within a reasonable time after the absence for the completion of the assignments and examinations. Reasonable time is defined by the Texas Administrative Code as no more than 25% of the total contact hour timeframe (excluding the final examination period) for the excused absence for active military service.

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However the student must notify the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current Navarro College Student Handbook.

## **DROPPING AND/OR ADDING COURSES**

Prior to the "registration closes" date as specified in the college calendar for each individual semester, a student may drop and/or add courses. After the "registration closes" date, classes may not be added, and approval of the course instructor must be obtained in order to drop a

class. It is the student's responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which the student receives a "W" grade. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. Additionally, an instructor may drop a student from a course prior to the last day to drop on the academic calendar according to the terms written in the course syllabus and outline.

**NOTE OF IMPORTANCE: SIX-COURSE DROP LIMIT**

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution."

## WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Registrar's Office of Admissions and Records for a withdrawal form. The withdrawal will not be official until the form is signed by the student and clearance has been obtained from the offices noted on the form. Students who drop a class or withdraw from the College before the semester deadline will receive a grade of "W" (withdrawn) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See "Refund Policy (p. 29)" for possible refund eligibility.

## SETTLEMENT OF OBLIGATIONS

Students who do not pay, or make satisfactory arrangements, to pay all financial obligations to the college may have their course credits and grades

withheld. No degree or certificate will be awarded until all financial obligations are settled. The term "financial obligations" shall include the return of all properties of the college on student assignment including library books.

## STUDENT RIGHTS AND RESPONSIBILITIES

All Navarro College staff and processes must follow the procedure pertaining to Student Rights and Responsibilities:

Navarro College holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense to the state of Texas, the student-citizen has a responsibility to him/herself, fellow students, to the law of the land, and the institution in which, by his/her own choice, he/she enrolls. In addition to the rights enjoyed by all citizens and residents, the rights afforded students by Navarro College include:

- The right to expect an education of the highest quality;
- The right to privacy for their college records (see the Navarro College Catalog, Family Educational Rights and Privacy Act);
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for fulltime certificate and degree-seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on Navarro College campuses and were reported to campus officials or a police agency in the past year (the Jeanne Clery Act);
- The right to know the number of arrests, if any, for liquor law, drug abuse, and weapons violations committed on campus during the past year;
- The right to due process;
- The right to pursue grievances against instructors, administrators, or fellow students.

Students who are admitted to Navarro College and continue their enrollment are expected to conform to established rules and regulations of the college. Also, they are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Because some students have difficulty adjusting to the total college environment, students may be denied admission or readmission to Navarro College for reasons other than academic. Such reasons include, but are not limited to: (1) inappropriate conduct and behavior; (2) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or would cause disruption of the social and academic environment; (3) disrespect for college personnel and other students; (4) harassment; (5) misrepresentation of factual information; and (6) inability to comply with college rules, regulations, and policies.

Denial of admission or readmission to Navarro College involves the exercise of judgment by college administrators; therefore, the denial process involves the systematic collection of available facts and information, which might include, but is not limited to, such areas as police, court or records of other public agencies; records or observations of a disciplinary nature from Navarro College and/or other educational institutions; observations and judgments of people of acquaintance; recommendations of counselors, psychologists or other professionals; observations and recommendations of supervisors or authorities; observations or judgments of law enforcement officers or other public authorities; results of commonly accepted test or other instruments; or any other source of available information relevant to making an assessment of the student's probable behavior.

## RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES

Navarro College follows policy outlined in Texas Public Education Code §4.27 for the resolution of transfer courses:

1. The following procedures shall be followed by institutions of higher education in the resolution of

credit transfer disputes involving lower-division courses:

- a. 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.
  - b. 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.
  - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
  - d. 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.
2. 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.
  3. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
  4. 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.

5. 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.

Source Note: The provisions of this §4.27 adopted to be effective May 27, 2003, 28 TexReg 4109

Students needing assistance with the resolution of transfer courses under this policy are advised to contact the office of the Dean of Arts, Sciences, and Humanities.

## STUDENT ACADEMIC GRIEVANCE

Academic grievances are categorized as GRADE-RELATED or NON-GRADE RELATED TO CLASSROOM. Grade-related grievances should be resolved following the Grade Challenge Policy. Non-grade related instructional issues should be resolved following the Student/Instructor Conflict Resolution Policy.

**NOTE:** Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.

## STUDENT / INSTRUCTOR CONFLICT RESOLUTIONS

If a student feels an instructor has treated him or her unfairly, the student should take the following steps to resolve the issue. The college believes that matters involving an instructor and students are best resolved at that level; therefore the following procedures are recommended.

1. The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
2. If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the appropriate dean for further discussion. The instructor or the Office of Admissions

and Records can provide the name of the appropriate dean.

3. If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate executive dean.
4. The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the executive dean. However, if necessary the student may continue to pursue the issue with the Vice President of Academic Affairs.
5. If after following all the above procedures, the student feels the issue has not been resolved satisfactorily, he/she may arrange a meeting with the District President. The District President is the final authority regarding student/instructor disputes.

## CHANGE OF ADDRESS

A student who, after registration, changes his or her home address, is expected to notify the Office of Admissions and Records immediately. The student will be held responsible for any communication from the college sent to the address last given and may not use the fact that the communication was not received at the current address to avoid penalties or responsibilities to the College.

## REPETITION OF COURSES AND ACADEMIC FRESH START

If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used to determine the student's eligibility to graduate; however, the lower grade will remain on the student's transcript. The Texas Education Code, section 51.931, entitles residents of Texas the option to have coursework taken 10 or more years prior to the starting date of the semester in which the student plans to enroll either included or ignored for admission purposes. For additional information regarding the "right to an academic fresh start," contact the Office of Admissions and Records.



## GRADE CHALLENGE POLICY

Classroom instructors at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy, procedures, and written instructions in the form of a course syllabus. In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the instructor are not able to reach a mutual agreement, the student may request in writing, through the appropriate dean, a Grade Challenge Hearing. The appropriate dean must receive this written request within ten (10) days from the last day final grades may be posted. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint a Grade Review Committee, which will consist of one student, one instructor, and one administrator, with the chairman of the committee also being appointed by the dean. (Refer to Procedure Manual FC.1 and the Student Handbook)

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the instructor. (Refer to Procedure Manual FC.2 and the Student Handbook)

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs must receive this written request

within ten (10) days from the date of the Grade Review Committee decision or the appeal denial by the Dean. The Vice President for Academic Affairs has the option to call a meeting with the student. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. If there are valid reasons to continue the investigation, the Vice President for Academic Affairs will then appoint the Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic Affairs, the President of Ellis County Campuses, and the District President), who will receive all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding, and a written report of the committee's decision will be prepared and mailed or delivered within 48 hours of the decision to the student and the instructor. (Refer to Procedure Manual FC.3 and the Student Handbook)

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

## ACADEMIC INFORMATION

### ALTERNATIVE DELIVERIES OF COURSES

In addition to traditional face-to-face classroom settings, Navarro College also offers online, hybrid, and interactive television (ITV) courses, as well as courses available through the Virtual College of Texas (VCT) Partnership. For information, contact the Dean of Online Instruction at (903) 875-7422.

## COURSE NUMBER EXPLANATION

Each course is designated by a four-digit number. The first digit denotes the level of the course. Course numbers beginning with the number zero typically indicate a non-credit course, courses beginning with number one (1) are freshman-level courses, while those beginning with the number two (2) are normally considered sophomore-level courses. The second digit indicates the value of the course in semester hours in all courses except vocational nursing. The third and fourth digits are used to identify the sequence or designation within a department. Beginning fall, 1992, Navarro College joined with other two- and four-year colleges in Texas to adopt a common course numbering system. The purpose of this system is to assist students who are transferring between participating institutions.

## MAJOR / MINOR AREAS OF CONCENTRATION

The individual degree plans listed on the following pages outline major areas of concentration and provide the number of credits in each discipline required to obtain a degree from Navarro College.

## NEW STUDENT FYE ORIENTATION

Required of all students as entering freshmen, the FYE Orientation course is designed to help prepare students for integration into and success in college. Topics include study skills, financial literacy, healthy relationships, educational and personal choices. The course also includes opportunities to appraise abilities, interests, personality traits, and develop plans for career development. Completion of the course is required for attendance at Navarro College for students seeking an associate degree.

## VETERAN'S BENEFITS

Veteran's benefits may be used at Navarro College. The College's Office of Veterans' Affairs should be consulted to obtain accurate, complete, and current information concerning VA educational benefits. In view of the fact that veteran's benefits are legislatively controlled, it is necessary to alter requirements for continued receipt of

veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Office of Veterans' Affairs on campus about specific up-to-date requirements. Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Navarro College. The Veterans Affairs School Certifying Official is assigned to help assure the proper handling of veterans' educational benefits applications.

**\*EDUCATIONAL OBJECTIVES:** \*The Veterans' Administration requires each student drawing educational benefits be enrolled for courses that lead to his/her approved educational objective (degree or certificate). VA students may not draw benefits for courses for which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to a planned degree. A college counselor is available to help prospective students determine that the courses they wish to take qualify for VA educational benefits.

### **FIRST-TIME APPLICANTS:**

1. Chapter 30 – MGIB/AD (Served Active Duty):
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - VA Form 22-1990 Application for Education Benefits (VONAPP Electronically)
  - Official Military Transcripts
  - Student must call 1-877-823-2378 to verify his/her enrollment on the last day of each month
2. Chapter 31 – Vocational Rehabilitation and Employment (Disabled Veterans)
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - Contact the Department of Veterans Affairs at 1-888-442-4551 and ask to speak with Vocational Rehabilitation to apply for the benefit
  - Official Military Transcripts
  - Submit form 28-1905 from your Vocational Rehabilitation Counselor

3. Chapter 33 – Post 9/11 (Served Active Duty)
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - VA Form 22-1990 Application for Education Benefits (VONAPP Electronically)
  - Official Military Transcripts
  - Payments are based upon percentage of time served after 9/11/2001, (VA determines percentage, not the VA Certifying Official).
  - VA will send the percentage rate once the eligibility of the student is determined.
  - Student DOES NOT verify his/her enrollment on the last day of each month.
4. Chapter 33 – Post 9/11(Transfer benefits to Dependents)
  - DOD approves student’s transfer and sends letter of approval to the student. For Transferability (<http://milconnect.dcmc.mil>)
  - VA Form 22-1990 Application for Education Benefits (VONAPP Electronically)
  - Student DOES NOT verify his/her enrollment on the last day of each month.
5. Chapter 1606 – MGIB/SR (Selective Reservist and Guardsmen)
  - Copy of DD Form 214 or
  - Copy of DD Form 2384, Notice of Eligibility (NOBE) – Contact reserve officer for form.
  - VA Form 22-1990 Application for Education Benefits (VONAPP Electronically)
  - Official Military Transcripts
  - Student must call 1-877-823-2378 to verify his/her enrollment on the last day of each month.
  - Copy of Certificate of Eligibility Letter from the VA.
6. Chapter 35 – DEA (Spouse/Children/Survivors)
  - Student does not verify his/her enrollment on the last day of each month.
  - VA form 22-5490 – Application for Survivor’s and Dependents’ Educational Assistance. (VONAPP Electronically)
  - All Official Transcripts.

- Copy of Certificate of Eligibility Letter from the VA.
7. Hazlewood Act – Contact the Navarro College Office of Financial Aid
    - Veteran must have entered active duty service in Texas or have Texas listed as his/her home of record on DD form 214.
    - Veteran must have served at least 181 days of active duty not including training time.
    - Veterans can transfer his/her unused hours to a child under the Hazlewood Legacy Act.
    - All students wishing to use the Hazlewood exemption must submit a completed application with all required supporting documentation prior to the last date of the semester in which they wish to begin the exemption. Incomplete applications will not be accepted. There are four semesters within an academic year in which a student can apply for the exemption: Fall, Spring, First Summer, and Second Summer. You will be required to renew your exemption once per academic year.

Veterans should consult the school Veterans’ Affairs Certifying Official for information and assistance in applying or benefits. \*Note: \*Allow four-to-eight weeks for VA application or any paperwork to be processed by the Veterans’ Administration Regional Office in Muskogee, Oklahoma.

\*ADVANCE PAY: All VA students must pay their tuition and fees up front. \*Advance pay is available for eligible students upon request. Students cannot request advance pay before 120 or after 30 days before class begins. This will allow time for the monies to get to the student. Navarro College does not determine eligibility of students. \*All financial responsibility rests upon the student and not Navarro College. \*

\*CAUTION: \*VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to notify the Veterans’ Affairs Certifying Official immediately if there are any changes in his/her enrollment.

If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.

**\*IMPORTANT NOTICE:** \*In order to stay eligible for benefits, students utilizing veterans benefits must meet school standards of conduct, academic (satisfactory) progress, and class attendance. Students should, therefore, report to the Office of Admissions & Records to withdraw if they do not plan to pursue their courses or to attend regularly. If a student drops out of college without permission or is placed on scholastic probation, he or she may become ineligible for further veterans benefits. It is the student's responsibility to notify the Veterans' Affairs Certifying Official when he/she registers for courses and if there are any changes in enrollment status since the time the student's enrollment was certified to the VA. At present, VA students with educational benefits receive a monthly check varying in amount depending upon the education benefit program and class load. Please contact the Veterans' Affairs Certifying Official for additional information and/or visit the Department of Veteran's Affairs Web site at <http://www.gibill.va.gov/>.

## DEVELOPMENTAL STUDIES

The developmental studies program at Navarro College provides basic skills development in the areas of reading, writing, mathematics, and study skills for students who are under-prepared for college-level studies. Students whose scores fall below the minimum standards on the TSI placement test are required to enroll and participate in developmental classes or a non-course-based activity until competency is achieved. Failure to attend or participate in developmental studies classes will result in the student being dropped from the class. Navarro College has a 6 absence drop policy in all developmental courses. Students who exceed this 6 absence limit will be dropped from the course and forced to re-enroll in the class in subsequent semesters. Students in developmental studies are limited to 16 hours each semester, excluding ORIN and activity KINE courses. Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes. However, a student in basic skills courses will need to reduce the course load in his/her

major area or college-level classes since basic skills courses have a large amount of lab time. Students should be aware that their grade-point average on Web advisor does not include their developmental class grades. Grades from developmental classes could determine whether a student is placed on academic probation, suspension, or is in good academic standing at the college. Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associate's degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate. (See Developmental Education Plan (p. 20) under the Student Success Initiative section)

Navarro College offers Developmental Studies Courses for the students whose academic skills in Reading, Writing, and/or Math have been identified as insufficient for college-level work. Students identified in need of these courses will find it necessary to complete these courses in order to achieve success in college-level work.

**DEVELOPMENTAL STUDIES COURSES CANNOT BE USED IN MEETING GRADUATION REQUIREMENTS FOR ANY DEGREE OR CERTIFICATE.**

## EVENING AND WEEKEND CLASSES

Evening and weekend classes are offered for the convenience of students who cannot enroll in day classes. Most courses required to complete an associate degree or certificate are offered during the evening or weekend.

## WEEKEND COLLEGE

Navarro College realizes that some students may not be able to attend college during the week due to job or family commitments. In an effort to meet the educational needs of our service area population, the college will offer weekend courses when and where student interests are adequate to justify the program expenses. Where possible, course offerings will be organized such that a student could complete the associate's degree in a two-year time period. In order to offer a weekend college program, the use of some hybrid or blended courses that involve online assignments will be required. In order to take a hybrid course, the student will be required to have

a computer and Internet access, as well as good understanding of the Internet and e-mail procedures.

## AMERICAN HONORS PROGRAM

The American Honors program at Navarro College helps motivated students transfer to their dream school to earn their bachelor's degree. The Honors program cultivates in-depth learning through individual inquiry and encourages high-quality performance. Honors courses are interactive and emphasize critical thinking, analytical writing, and effective speaking.

The American Honors program is not a separate track or major; students matriculate in a Navarro College degree program and take Honors courses toward fulfillment of their general education and program requirements.

Students possessing a high school diploma (or equivalent) – including new students, continuing students, and transfer students – should apply directly to American Honors at Navarro College. To be eligible to enter the American Honors program, students typically have a cumulative GPA of what is equivalent to a 3.25 grade point average (GPA) on a 4.0 scale, must be enrolled in a transferrable degree plan, and be full-time students. To graduate with the Honors Diploma, students must accumulate a minimum of 24 credit hours of Honors courses and maintain a 3.25 GPA. Students who do not maintain full-time status, a 3.25 GPA, and make consistent progress towards 12-24 credit hours of Honors courses will be placed on probation for one semester. Should students fail to meet the minimum standards with the probationary semester, they will be removed from the American Honors program, including forfeiture of associated benefits with the program.

All successfully completed American Honors at Navarro College courses are identified on student transcripts. Students who take these classes are exceptionally well prepared for transfer to four-year colleges and universities, for scholarships, and for success in their transfer institutions and career paths.

For more information, visit [www.navarrocollege.edu/honors](http://www.navarrocollege.edu/honors) or [www.americanhonors.org](http://www.americanhonors.org), or contact an American

Honors Admissions Officer at [admissions@americanhonors.org](mailto:admissions@americanhonors.org).

## PRESIDENT'S LIST

The purpose of the President's List is to honor students who achieve academic perfection by making the highest grade-point average possible, 4.0, while enrolled in at least 15 semester hours per regular semester of college-level, degree credit classes. The list is compiled each semester and recognition of this honor will be indicated on the student's transcript.

## DEAN'S LIST

The purpose of the Deans' List is to honor students for academic achievement. To be eligible for the Deans' List, a student must achieve a grade-point average of at least 3.5 while enrolled in at least 15 semester hours of college-level classes. Acknowledgment of this honor will appear on the student's transcript.

## GRADUATION WITH HONORS

### ***GRADUATION WITH HONORS***

The purpose of graduation with honors is to identify students receiving associate degrees who have compiled a superior academic record. The three different levels that distinguish academic excellence are as follows:

Summa Cum Laude – 4.0 GPA

Magna Cum Laude – 3.5 GPA

Cum Laude – 3.25 GPA

To graduate summa cum laude, students must achieve a 4.0 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "C." Summa cum laude will be denoted on the transcript of students achieving this designation. To graduate magna cum laude, students must achieve a 3.5 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "C." Magna cum laude will be denoted on the transcript of students achieving this designation. To graduate cum laude, students must achieve a 3.25 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower

than “C.” Cum laude will be denoted on the transcript of students achieving this designation. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate summa cum laude, magna cum laude, or cum laude.

In the event a student has repeated a course with a lower grade at Navarro College, only the higher grade will be considered for calculation as part of the grade-point average and used for consideration of summa cum laude, magna cum laude, and cum laude recognition. A student may elect to claim academic fresh start and not use older grades as part of their official grade point average, as prescribed by state statute. In this case, only grades that remain a portion of their official grade point average will be considered in the calculation of the grade point average.

## GRADUATION INFORMATION

A formal graduation exercise is held annually at the end of the spring semester for associate degrees and at the end of the summer semester for certificates. The exercise in May is held for students who are completing degree requirements during that spring semester, who have completed requirements during the preceding summer or fall semesters, or who will complete the final 6 semester credit hours or less required for graduation during the next summer term. To participate in the graduation exercise, the student must submit an application for graduation to the Office of Admissions and Records no later than the date published in the calendar. Students may graduate under the catalog and programs in effect at the time of their initial enrollment as long as they have had continuous enrollment. Missing one regular semester constitutes a break in enrollment and students will be required to adhere to the catalog and programs in effect at the time of their re-enrollment (see RETURNING STUDENTS). Students also have the choice of graduating under the catalog and programs in effect at the time of graduation. Students must choose one or the other and may not combine rules or programs from two or more catalogs.

## GRADUATE GUARANTEE

Under certain conditions, Navarro College guarantees that its associate degrees transfer to other colleges and universities and that occupational degrees and/or certificates help prepare students for employment in business, industry, and service occupations. A complete description of the policies and guidelines related to the guarantee is on file in the Navarro College Library and Counseling Center.

## CENTER FOR BUSINESS AND CONTINUING EDUCATION

The Navarro College Center for Business and Continuing Education is designed to fill a need in the community for lifelong learning and career training. Continuing education courses are open to interested individuals 17 years of age or older regardless of educational background. Classes are available on a flexible schedule and are not necessarily tied to standard semester dates. Continuing education classes address professional updating, personal enrichment, recreation, or special certifications. Registration for these classes is ongoing and may continue from the time a class is announced right up to the day the class begins. Enrollment may be limited; therefore, pre-registration is required. Attendance is required for the award of credit – CR. A student who attends less than 75% of the course will receive no credit – NC, on their transcript. Tuition for continuing education classes is published online. Charges vary depending on the course, content, length and administrative costs. The Center of Business and Continuing Education works closely with state licensing agencies, such as the Texas Department of State Health, the Texas Commission on Law Enforcement, the Texas Department of Aging and Disability Services, the Texas Department of Insurance, among others, to help ensure that students who enroll in certification classes receive up-to-date training. Upon successful completion of a continuing education course, students receive continuing education units (C.E.U.s). For every 10 hours of classroom time, the student earns one C.E.U. These C.E.U.s are transcribed and available to the student upon request. The college meets the requirements of the Southern Association of Colleges and Schools Commission on

Colleges, as well as the Texas Higher Education Coordinating Board in awarding C.E.U.s. Contract courses are available to business and industry through customized training, as well as the regular continuing education courses. Navarro College can provide complete or supplemental training onsite to help enhance employee skills. For a listing of available continuing education courses, contact the Center for Business and Continuing Education at Navarro College.

## ADULT EDUCATION AND LITERACY

The Adult Education and Literacy Program offers GED and ESL classes free of charge in Navarro, Ellis, Kaufman, Hunt and Rockwall counties for students who have not graduated high school and test in the non-college ready range on an approved testing metric. AEL (Adult Education and Literacy) is a program that provides instruction for adults whose ability to compute, speak, read, or write the English language substantially impairs their ability to find or retain employment commensurate with their real ability. Students must qualify for the Adult Education Program through a state approved test such as the TABE (Tests of Adult Basic Education) or the GAIN (General Assessment of Instructional Needs). The instruction in Adult Education and Literacy program is designed to help adults by: increasing their independence, increasing their opportunities for more productive and profitable employment, and making them better able to meet adult responsibilities. The GED (General Educational Development) preparation classes help provide a means for determining the education level of adults who did not complete a formal high school education. A certificate of high school equivalency may be issued to adults who successfully complete the GED examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school graduate. The certificate may be used to meet job requirements and for admittance to college. ESL (English as a Second Language) classes are designed to provide English instruction, in a comfortable and informal setting, to those who are not fluent in reading, writing or speaking the English language. Additional program classes include College and Career Transition classes and Citizenship classes. The College and Career Transition class guides students in completing resumes,

job applications, college admittance forms and the FAFSA. Citizenship classes assist the student in preparing for the 100 question test and completion of the N-400 Form to apply for citizenship.

## ENGLISH LANGUAGE INSTITUTE (ELI)

The Navarro College English Language Institute provides English language instruction of the highest quality, in which students, citizens, and corporate partners can learn to their full potential, develop a deeper mastery of the English language, and a deeper understanding of United States culture and customs. Courses help students prepare for undergraduate or graduate studies at an American university, help business professionals learn English for career enhancement, and help general language learners improve their language skills and prepare for the United States Citizenship Exam.

To achieve English language proficiency, Navarro College offers **beginner, intermediate, and advanced level** courses in Academic Writing and Grammar, Oral Communication (listening and speaking), and American Language and Culture. Our Intensive English Language Programs quickly teach students from beginning to advanced levels structured skill-building and high-interest conversation for rigorous academic preparation and career enrichment.

The Navarro College English Language Institute (ELI) offers courses to both domestic and international students age 18 years of age and older throughout the year. Proficiency testing at the beginning of the program will determine students' class placement. Anyone interested in applying to the English Language Institute should contact office of International Programs at 903-875-7370.

## COLLEGE CREDIT POLICY

### OVERVIEW

Navarro College awards semester hour credit and posts it on the student's permanent record (transcript), maintained in the college Office of Admissions and Records, for all credit hour courses successfully completed at Navarro College. Navarro accepts semester hour credit in transfer from postsecondary institutions in

lieu of a specific course at Navarro only if evidence indicates the course is equivalent. The Office of Admissions and Records should be consulted regarding transferability of courses. When questions arise with regard to course equivalency, the decision as to whether equivalency exists rests with the appropriate executive dean. Students who have completed courses through military or industrial training, or who feel they should be entitled to college credit based on other non-traditional learning experiences, may be awarded up to thirty (30) semester hours credit based on the following procedures:

- Credit by Examination (p. 55)
- Evaluated Credit (p. 56)
- ACT / SAT / AP / IB Credit (p. 56)

All questions regarding Navarro College courses, the transfer of courses from a regionally accredited institution, the credit by examination procedure, and the evaluated credit procedures should be addressed the Office of Student Services or to the Office of Admissions & Records.

## CREDIT BY EXAMINATION

When a student feels he or she possesses knowledge equivalent to that required for the successful completion of a certain course offered by Navarro College, the student may receive credit for the course by satisfactorily completing the appropriate examination and payment of the appropriate fee. Examinations are open to all students who have been accepted for enrollment at the college. Students who achieve a satisfactory score on the examination will have the course and earned credit recorded on their transcript after completion of twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 or better. Credit earned through this program is awarded on a pass/fail basis only. Students are not permitted to receive credit by examination for courses in which they have previously earned a passing grade or previously attempted to obtain credit by departmental exam. Two types of examinations are available. The College Level Examination Program (CLEP) is a national program that offers students an opportunity to obtain credit in certain courses. Intensive reading, on-the-job experience or continuing education courses may have prepared the student to earn college credit in this

manner. For courses not covered by CLEP, departmental examinations may be available for college credit. Students desiring to challenge a course by a departmental examination must request permission to test from the appropriate dean. If the course is approved for challenge by departmental examination, the dean will:

1. Direct the student to the Office of Admissions and Records to complete a Request to Challenge Course form.
2. Notify the testing center and arrange a date for the test to be administered.

The student will:

1. Complete the Request to Challenge Course form
2. Take the completed form to the Business Office to pay the testing fee,
3. Take the completed form and paid receipt to the testing center at the scheduled test time arranged by the dean.

The dean will forward test results to the Office of Admissions and Records for student notification and posting to the Navarro College transcript. A listing of courses that may be challenged by CLEP or departmental exams, together with forms to request a challenge, are available in the Testing Center.

## ARTICULATED CREDIT

Articulated credit may be available for some workforce education courses that students completed while in high school. Through localized articulation agreements, a written, formal document that specifies the process by which a high school student may earn college credit through successful completion of certain high school courses where students achieve learning outcomes, skills and abilities comparable to those covered in a college course. The process allows high school students to move smoothly into postsecondary education without experiencing delay or duplication of courses. Generally, the college credit is not awarded until the student is enrolled at the college issuing the articulation agreement and until the student has satisfactorily completed a designated number of credit hours or terms.

Award of articulated college credit will occur after the student meets the following criteria:



1. Makes application and enrolls at Navarro College
2. Provide high school transcript and proves attended service area school.
3. Successfully completes 12 college hours with a "C" or better grade point average.
4. Request of credit must be within 12 months after high school graduation.

Evaluation of the articulated credit procedures should be addressed to the Office of Admissions & Records.

## EVALUATED CREDIT

A student may receive credit for formal military training or coursework sponsored by civilian organizations. Navarro will award credit for associate degree-level work as recommended in the American Council on Education's books, *Guide to Evaluation of Educational Experiences in the Armed Services* and the *National Guide to Educational Credit for Training Programs*. The Joint Services Transcript (JST) is also evaluated for credit. The College also grants credit for coursework completed through The Defense Activity for Non-Traditional Education Support (DANTES) program. Since the recommendations made in these books are general in nature, such credit may be counted as electives or to meet general education requirements, but cannot be used in lieu of specific course requirements unless equivalency can be established. The decision regarding equivalency rests with the appropriate executive dean. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better. Students are not permitted to receive evaluated credit by this procedure and credit by examination for the same work.

## ACT | SAT | AP | IB CREDIT

Students may receive credit for selected courses by achieving designated scores on the ACT/SAT/AP assessments. A list of courses for which credit is awarded based on these assessments is available from the Executive Dean of Academics. Students desiring course credit from ACT/SAT/AP scores should submit the appropriate scores to the Office of Admissions & Records

and request these scores be evaluated. The Office of Admissions & Records will post the awarded credit to the student's Navarro College transcript and notify the student. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better. All questions regarding Navarro College courses, the transfer of courses from a regionally accredited institution, the credit by examination procedure, and the evaluated credit procedures should be addressed to the Office of Student Services or to the Office of Admissions & Records.

The International Baccalaureate Diploma Program is an accelerated and rigorous high school curriculum taught by selected, certified teachers and patterned after the European and international secondary programs. Navarro College welcomes applicants from the International Diploma Program in which students may earn advanced placement credit for scores made on the Standard Level and Higher Level exams. Credit will be awarded for individual exam scores whether or not the certificate or diploma is earned. The amount of credit will be awarded as transfer credit and will depend upon the exam score and the level of the course.

## TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. With this recognition, Navarro College credits are regarded as equivalent to courses with similar descriptions at other colleges and universities. Transfer problems usually occur when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or change from workforce education to transfer programs. Workforce education programs include certificates of completion and associate of applied science degrees, which are meant for students intending to enter the workforce rather than transfer to a four-year college or university. Counselors have thorough information on credit transfer. Students should work with a counselor to select a degree plan consistent with the student's educational goals. Changes in plans should be discussed with the counselor to help avoid potential

problems. Students can gain additional information from the web site of the intended college and from the Texas Common Course Numbering System online matrix ([www.tccns.org](http://www.tccns.org).)

## TRANSCRIPT OF CREDITS

Official copies of student transcripts are free up to ten lifetime copies. Transcripts are \$3 each after the initial ten copies. Students may request transcripts electronically, via fax, or in person from the Office of Admissions and Records at any Navarro College campus. Forms are available to download from the Office of Admissions and Records page of the Navarro College web site ([www.navarrocollege.edu](http://www.navarrocollege.edu).)

All requests will require the following information:

1. Student's name while attending Navarro College
2. Social Security Number
3. Dates of attendance
4. Indication of whether the student needs an official or unofficial transcript
5. Destination to where the transcripts are to be sent
6. Contact telephone number for the student
7. A copy of the student's driver's license or state issued ID
8. The student's signature (Federal Privacy Laws (FERPA) prohibit the release transcripts without the written consent of the student.)

## DEGREE REQUIREMENTS

### INDIVIDUALIZED DEGREE PLANS

#### **INDIVIDUALIZED DEGREE PLANS**

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a college degree. Navarro College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic advisors to establish a plan of educational objectives. The Associate in Arts, Associate of Arts in Teaching and Associate in Science degree plans in this catalog are for the use of

students who intend to transfer to a senior institution. Students should select courses from these plans based upon the requirements of the senior institution to which they plan to transfer. Students must complete the 42-hour general education core and an additional 18 hours of academic work to receive the A.A., A.A.T., or A.S. degrees. Substitutions for any course in an A.A., A.A.T., or A.S. degree may be made only with the approval of the Executive Dean of Academics. Students seeking the Associate in Applied Science Degree or certificate must complete the courses outlined in the degree plan section of this publication. Substitution for any course in the A.A.S. degree or certificate requires prior approval of the Executive Dean of Career and Technical Education. Students desiring to transfer coursework to Navarro College to be applied toward a degree or certificate must have their transcripts evaluated by the Registrar's Office. Students are then notified in writing by the Registrar's Office concerning the status of the transfer credit. Quantitative and qualitative limitations determining the acceptability of transfer work are available from the Counseling Center or Registrar's Office.

## GENERAL REQUIREMENTS FOR ASSOCIATE DEGREES

Navarro College awards the following degrees: Associate in Arts, Associate in Science, Associates of Arts in Teaching, and Associate in Applied Science. In addition to the coursework of the individual's degree plan, the requirements below must be met. Exception to the individual's degree plan or any of the requirements below can only be made upon the written recommendation of the appropriate executive dean approved by the Executive Vice President for Academic Affairs.

1. Completion of all admission requirements.
2. Completion of at least 25 percent of the hours required for the degree from Navarro College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the degree.
4. Satisfactory completion of all financial obligations.
5. Satisfactory completion of the core curriculum for each degree as listed in this catalog.
6. Completion of ORIN 1100

7. Demonstration of college readiness in Math, Reading, and writing through a state approved method.
8. Satisfaction of exit criteria from required developmental studies course(s).
9. Completion of the College Application for Graduation.

### REQUIREMENTS FOR CERTIFICATES

1. Completion of all admission requirements.
2. Completion of at least 25 percent of the hours required for the certificate in residency at Navarro College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the certificate.
4. Settlement of all financial obligations.
5. Satisfactory completion of exit criteria from required developmental studies course(s).
6. Completion of the College Application for Graduation.

### ASSOCIATE IN ARTS – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Arts degree should take the following curriculum that includes the core curriculum leading to the Associate in Arts degree, as follows:

<b>Subjects</b>	<b>Semester Hours</b>
English	6
Government	6
American History	6
Computer Science	4
Speech	3
Creative Arts	3
Mathematics	3
Life / Physical Science	8
Social Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3

Foreign Language	4-8
Language / Philosophy / Culture	3
Courses from major area / electives	7 - 11
<b>GRAND TOTAL</b>	<b>60</b>

### ASSOCIATE OF ARTS – TEACHING DEGREE

Leading to Initial Texas teacher certification  
**EC-6, 4-8, EC-12**

<b>Subjects</b>	<b>Semester Hours</b>
Core Curriculum	42
Science labs / Computer Science lab	3
MATH 1350 & MATH 1351 or equivalent	6
Science	3
EDUC 1301 & EDUC 2301	6
<b>Degree Requirements Total</b>	<b>60</b>
<b>8-12</b>	

<b>Subjects</b>	<b>Semester Hours</b>
Core Curriculum	42
Science labs / Computer Science lab	3
EDUC 1301 and EDUC 2301	6
Content area teaching fields / academic disciplines	9
<b>Degree Requirements Total</b>	<b>60</b>

### ASSOCIATE IN SCIENCE – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Science or a Bachelor of Business Administration Degree should take the curriculum that includes the core curriculum leading to the Associate in Science Degree, as follows:

<b>Subjects</b>	<b>Semester Hours</b>
English	6

Government	6
American History	6
Mathematics	6
Computer Science	4
Life / Physical Sciences	8
Creative Arts	3
Speech	3
Language / Philosophy / Culture	3
Social / Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3
Courses from major area / electives as listed on the degree plan	12
<b>GRAND TOTAL</b>	<b>60</b>

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is designed to help prepare students for employment in business, industry or health professions. Each A.A.S. program has been approved by the Texas Higher Education Coordinating Board and students must complete all courses specified in the degree plan. The general education requirements shown below are included as an integral part of each A.A.S. program. In addition, a capstone experience or course is included in each A.A.S. program and must be completed during the student's last semester. Degree plans are required for students working toward an A.A.S. degree; students should seek assistance from a career and technology Advisor or program faculty member prior to registration.

Students intending to work toward a Bachelor of Applied Science degree should take the following curriculum that includes the core curriculum leading to the Associate in Applied Science Degree, as follows:

Subjects	Semester Hours
Approved Humanities / Fine Arts	3
Speech or Computer Science	3 (4)
Approved Math	3

Approved Social or Behavioral Science*	3
ENGL 1301	3
Total General Education Requirements	15 (16)
Courses from specific A.A.S. programs*	44 (45)
<b>GRAND TOTAL</b>	<b>60</b>

\*Select one course from the following disciplines: History, Government, Psychology, Sociology, Anthropology, or Economics.

\*\*Up to eight hours of electives from the College course inventory may be substituted with approval from the Executive Dean.

Health Professions Occupations may have specific requirements.

## CERTIFICATE OF COMPLETION

Certificates of Completion will be conferred on those completing the designated courses and general requirements.

## SECOND DEGREE

A student wishing to graduate with multiple degrees may do so under the following conditions:

- Each degree must be unique; a student may not receive the same degree or certificate twice from Navarro College.
- A student can graduate with up to four types of degrees as follows:
  - Associate of Arts (AA),
  - Associate of Science (AS),
  - Associate of Applied Science (AAS)—multiple AAS degrees allowed as long as each degree is of a distinct and separate major, and
  - Associate of Arts in Teaching (AAT).
- Each degree must consist of twelve additional hours beyond the first degree plan completed in residence at Navarro College with a GPA of 2.0 or better. These hours may be taken concurrently allowing the simultaneous conferring of both degrees.

- Freshmen orientation and physical activity coursework cannot be used to satisfy the twelve additional hour requirement.
- A student may only participate (walk across the stage) once per commencement ceremony.

## CORE OBJECTIVES

Navarro College complies with the Texas Higher Education Coordinator Board mandates that address content, component areas, and the objectives of the core curriculum. Part of this compliance consists of the on going assessment of core objectives. The core objectives addressed within the Navarro College core curriculum include critical thinking, communication, empirical and qualitative skills, teamwork, personal responsibility, and social responsibility. The core objectives are assessed annually and the results are reviewed by the core curriculum committee.

### CORE CURRICULUM REQUIREMENTS FOR A.A., A.S. AND A.A.T. DEGREES

#### COMMUNICATION (6 HOURS)

ENGL 1301 Composition I 3

#### ONE OF THE FOLLOWING:

ENGL 1302 Composition II 3

ENGL 2311 Technical And Business Writing 3

#### MATHEMATICS (3 HOURS)

MATH 1314 College Algebra 3

MATH 1316 Plane Trigonometry 3

MATH 1324 Mathematics for Business and Social Sciences 3

MATH 1332 Math for Liberal Arts Majors I 3

MATH 1342 Elementary Statistical Methods 3

MATH 2412 Pre-Calculus Math 4

MATH 2413 Calculus I 4

#### LIFE AND PHYSICAL SCIENCES (6 HOURS)

Two of the following:

BIOL 1406 Biology for Science Majors I 4

BIOL 1407 Biology for Science Majors II 4

BIOL 1408 Biology for Non-Science Majors I 4

BIOL 1409 Biology for Non-Science Majors II 4

BIOL 2401 Anatomy & Physiology I 4

BIOL 2402 Anatomy & Physiology II 4

BIOL 2404 Anatomy & Physiology 4

BIOL 2406 Environmental Biology 4

BIOL 2420 Microbiology for Non-Science Majors 4

CHEM 1405 Introductory Chemistry I 4

CHEM 1407 Introductory Chemistry II 4

CHEM 1411 General Chemistry I 4

CHEM 1412 General Chemistry II 4

ENVR 1401 Environmental Science I 4

ENVR 1402 Environmental Science II 4

GEOL 1401 Earth Science of Non-Science Majors I 4

GEOL 1402 Earth Science of Non-Science Majors II 4

GEOL 1403 Physical Geology 4

GEOL 1405 Environmental Science 4

PHYS 1403 Stars & Galaxies 4

PHYS 1404 The Solar System 4

PHYS 1415 Physical Science I 4

PHYS 1417 Physical Science II 4

PHYS 2425 University Physics I 4

PHYS 2426 University Physics II 4

\*Science Labs are degree requirements and are not included in the Core

#### LANGUAGE, PHILOSOPHY AND CULTURE (3 HOURS)

One of the following:

ENGL 2322 British Literature I 3

ENGL 2323 British Literature II 3

ENGL 2327 American Literature I 3

ENGL 2328 American Literature II 3

ENGL 2332 World Literature I 3

ENGL 2333 World Literature II 3

ENGL 2341 Forms of Literature 3

HUMA 1301	Introduction to the Humanities	3	AND		
HIST 2311	Western Civilization I	3	GOVT 2306	Texas Government	3
HIST 2312	Western Civilization II	3	<b>SOCIAL / BEHAVIORAL SCIENCE (3 HOURS)</b>		
PHIL 1301	Introduction to Philosophy	3	One from the following:		
PHIL 1304	Introduction to World Religions	3	ANTH 2346	General Anthropology	3
PHIL 2306	Introduction to Ethics	3	ECON 2301	Principles - Economics Macro	3
<b>CREATIVE ARTS (3 HOURS)</b>			ECON 2302	Principles Economics Micro	3
One of the following:			PSYC 2301	General Psychology	3
ARTS 1301	Art Appreciation	3	PSYC 2315	Psychology Of Adjustment	3
ARTS 1303	Art History I (prehistoric to the 14th Century)	3	PSYC 2319	Social Psychology	3
DRAM 1310	Introduction To Theatre	3	SOCI 1301	Introduction to Sociology	3
DRAM 2366	Introduction to Cinema	3	SOCI 2301	Marriage & The Family	3
MUSI 1306	Music Appreciation	3	<b>COMPONENT AREA OPTION (6 HOURS)</b>		
MUSI 1310	American Music	3	COSC 1301		
<b>AMERICAN HISTORY (6 HOURS)</b>			COSC 1401	Introduction - Computing	4
Two of the following:			AND		
HIST 1301	United States History I	3	SPCH 1311	Introduction to Speech Communication	3
HIST 1302	United States History II	3	SPCH 1315	Public Speaking	3
HIST 2301	Texas History	3	OR		
<b>GOVT/POLITICAL SCIENCE (6 HOURS)</b>			SPCH 1321	Business & Professional Communication	3
GOVT 2305	Federal Government	3			
					<b>Subtotal: 42</b>

# DEGREE AND CERTIFICATE PROGRAMS

## ACCOUNTING

### **THE OCCUPATIONS**

Accounting Clerk  
 Bookkeeper  
 Accounting Assistant  
 Audit Clerk  
 Payroll Clerk  
 Accounts Receivable Clerk  
 Accounting Payable Clerk  
 Accounting Supervisor/Office Manager  
 Financial Clerk

### **ABOUT THE OCCUPATIONS**

An accounting degree is one of the most sought-after credentials today. In the corporate world, accounting is more than just processing numbers. As a member of an accounting department, you may be expected to organize, analyze and interpret financial data for managers and executives, as well as, participate in strategic planning and decision-making. Whether the economy is strong or weak, the demand for accountants thrives. When there is an economic downturn, companies may trim costs by cutting back investments in management or marketing, but they still need to monitor the flow of money in order to identify organizational inefficiencies. With all this in mind, consider the value an accounting certificate or degree from Navarro College would have for you. Accounting personnel generally work in three areas: public accounting, business (profit or non-profit), and/or Governmental entities. Employees in the accounting field may specialize in specific information areas such as Accounts Receivable, Accounts Payable, Payroll, Billing, Costing or Budgeting. Those who assist Certified Public Accountants may also work with clients to acquire, record and prepare financial and/or tax information. According to the United States Bureau of Labor, "Accounting clerks who can carry out a wide range of bookkeeping and accounting activities will be in greater demand than specialized clerks." Therefore, Navarro College's Accounting Program is designed to

provide students with a broad range of accounting knowledge and experiences, which will help develop the skills employers value. According to the United States Bureau of Labor (December 2015), the area of accounting is one of the occupations projected to experience significant growth. Jobs in the field of accounting are expected to show a 3-11 percent growth rate through the year 2024. Due to the significant size of this occupational area, it is expected there will be many job opportunities available, including temporary, part-time and freelance work. "Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants." Additionally, an accounting degree is preferred by many companies when hiring or promoting employees. An accounting certificate and/or degree from Navarro College can open new doors. Accounting is an excellent profession for those directly out of high school as well as those who are looking for new career opportunities, or supplemental income. Graduates may find entry-level opportunities in small business, large corporations, professional associations, governmental agencies, and non-profit organization. Some may even find entrepreneurial opportunities available. Most bookkeeping, accounting and auditing clerks are required to have a high school degree and accounting training, however, some college such as a certificate or associates degree is preferred. Most entry-level accounting clerk positions can be obtained with a post high-school accounting certificate, while advancement opportunities and certifications may require a minimum of an associates degree. With this in mind, the Accounting Program at Navarro College offers a **"Step approach"**. Full-time students can receive an Accounting Marketable Skills or Clerk Certificate in as few as two semesters, allowing them to pursue an entry-level accounting position and/or continue their education. In as few as one more semester, the full-time student can enhance their knowledge and skills with the Accounting Paraprofessional Certificate. This certificate also includes the opportunity for students to receive on-the-job training experience through a supervised practicum

course. Both of these certificates lead completely into Navarro College's A.A.S. in accounting, which can be completed by the accounting paraprofessional graduate in as little as one additional semester. For those who wish to pursue a bachelor's degree, such as a B.A.A.S., the A.A.S. in Accounting serves as an excellent foundation and allows students to pursue this as either a fulltime student or part-time, while working in the accounting field. "Regardless of specialty, accountants and auditors who have earned professional recognition through certification, will have the best job prospects." National certifications, such as the Certified Professional Bookkeeper (CB) and Accredited Business Accountant (ABA) are available for individuals with accounting training, like offered at Navarro College, plus some work experience. For those who want to continue their education and pursue a bachelor's degree (or higher), additional certifications, such as the Certified Management Accountant (CMA), the Certified Internal Auditor (CIA), the Certified Fraud Examiner (CFE), the Enrolled Agent (EA) and the Certified Public Accountant (CAPA) are available.

#### **WORK ENVIRONMENT**

##### **EMPLOYERS:**

Service companies  
Retail stores  
Wholesale and distribution companies  
Industrial and manufacturing organizations  
Federal, state, and local government agencies  
Not-for-profit organizations

##### **TYPICAL SCHEDULE:**

Standard 40-hour work week with overtime during peak times

##### **TOOLS AND EQUIPMENT:**

Computer systems  
Accounting software such as general ledger packages  
Spreadsheet, data base, presentation, and word processing application software  
Internet access  
Financial documents such as journals, ledgers, financial statements, and government forms

#### **WORKER PORTRAIT**

##### **SKILLS AND APTITUDES:**

Organized, careful, accurate and neat  
Good math skills  
Dependable, punctual, and able to meet deadlines  
Able to communicate well orally and in writing  
Takes direction well, but can work with limited supervision  
Problem solver

##### **INTERESTS**

Enjoys helping people and providing a vital service to society  
Enjoys high level of responsibility and maintains high ethical standards

##### **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Above Average	Accounting Clerks & Supervisors, Accounting Supervisor
<b>Position</b>	<b>Salary per Year</b>
Clerks/Bookkeepers	\$31,980 – \$56,470
Office Mgr.	\$35,540 – \$83,790

The median salary for an accounting clerk is \$36,430. With experience and additional certifications one can become a full charge bookkeeper making up to \$56,470 per year, or an accounting supervisor/manager, making more than \$70,000 per year. (3) (Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.) Sources:

1. Accreditation Council for Accountancy and Taxation, <http://www.acatcredentials.org>
2. American Institute of Professional Bookkeepers, <http://www.aipb.org>
3. State U.S. Dept. of Labor, Bureau of Labor Occupational Employment Elementary Statistical Methods, <http://www.bls.gov>
4. Texas Workforce Commission: <http://www.twc.state.tx.us>
5. Accounting has been ranked as the most sought-after college major by the National Association of



Colleges and Employers (NACE).  
<http://www.naceweb.org/>

### **DEGREE PLANS**

A.A.S. in Accounting (p. 64)  
 Accounting Assistant/Paraprofessional Certificate (p. 65)  
 Accounting Clerk Certificate (p. 66)  
 Accounting Marketable Skills Certificates (p. 67)

## **ACCOUNTING - A.A.S.**

**PROGRAM INFORMATION:** The A.A.S. in Accounting Program at Navarro College is designed to help prepare students for entry level accounting positions in accounting firms, industry or government. The program can provide a solid foundation in accounting principles and students will be able to demonstrate accounting and technology competency through hands-on application. Upon successful completion of this program, students will have a strong accounting foundation for entrance into the accounting field. Students will also have the opportunity to pursue certification(s) and/or expand their educational experience.

Articulated credit may be available for some courses students completed while in high school.

### **FRESHMAN YEAR**

#### **FALL**

COSC 1401	Introduction – Computing	4
MATH 1324	Mathematics for Business and Social Sciences	3
	Elective	1
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
ENGL 1301	Composition I	3

**Subtotal: 17**

*Elective: recommended- POFT 1127 Introduction to Keyboarding*

#### **SPRING**

ACNT 1329	Payroll & Business Tax Account	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1411	Introduction to Computerized Accounting	4
POFT 2312	Business Correspondence & Communications	3

**Subtotal: 13**

*ACNT 1329, ACNT 1304, ACNT 1411, POFT 2312: Prerequisite required – see course catalog inventory for more information.*

### **SOPHOMORE YEAR**

#### **FALL**

ACNT 1331	Federal Income Tax: Individual	3
ACCT 2301	Principles of Financial Accounting	3
ACNT 1305	Forensic Accounting	3
ACNT 2302	Accounting Capstone	3
	OR	
ACNT 1368	Practicum-Accounting/Technology/Tech	3
BUSI 1301	Business Principles	3

**Subtotal: 15***ACNT 1305: Prerequisite required – see course catalog inventory for more information.**ACNT 2301, ACNT 2302, ACNT 1368: Prerequisite: Meet TSI College-readiness standard for Mathematics: or equivalent.***SPRING**

	Approved Language / Philosophy / Culture	3
	Approved Creative Arts	3
ACCT 2302	Principles of Managerial Accounting	3
ECON 2301	Principles - Economics Macro	3
	OR	
ECON 2302	Principles Economics Micro	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 15***ACCT 2302: Prerequisite required – see course catalog inventory for more information.*

Recommended co-requisite: Math 1324-Mathematics for Business and Social Sciences.

\*\*\*Practicum or Accounting Capstone must be taken in the sequence provided in the degree plan and requires 336 hrs. (Approximately 21 hrs/wk during a 16 week course) of workplace training. The practicum may or may not be paid, and the student is responsible for locating their own internship under the guidance of the program coordinator before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.

## ACCOUNTING ASSISTANT/PARAPROFESSIONAL CERTIFICATE

**PROGRAM INFORMATION:** The Accounting Assistant/Paraprofessional Certificate is designed to help prepare individuals who want more advanced accounting skills. Students who pursue this certificate do not require remediation. All course may be applied to the A.A.S in Accounting degree.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

ACNT 1303	Introduction to Accounting I	3
COSC 1401	Introduction – Computing	4
POFT 1301	Business English	3

**Subtotal: 10****SPRING**

ACNT 1304	Introduction to Accounting II	3
ACNT 1411	Introduction to Computerized Accounting	4
ACNT 1329	Payroll & Business Tax Account	3

POFT 2312	Business Correspondence & Communications	3
		<b>Subtotal: 13</b>

*ACNT 1304, ACNT 1411, ACNT 1329, POFT 2312: Prerequisite Required – see course catalog inventory for more information*

## SOPHOMORE YEAR

### FALL

ACNT 1305	Forensic Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 2302	Accounting Capstone	3
ACNT 1368	Practicum-Accounting/Technology/Tech	3
	OR	
BUSI 1301	Business Principles	3
		<b>Subtotal: 12</b>

*ACNT 1305: Prerequisite Required – see course catalog inventory for more information*

*ACNT 1368, ACNT 2302: Practicum or Accounting Capstone must be taken in the sequence provided in the degree plan and requires 336 hrs (Approximately 21 hrs/wk during a 16 week semester) of workplace training. The practicum may or may not be paid and the student is responsible for locating their own internship under the guidance of the program coordinator before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.*

## ACCOUNTING CLERK CERTIFICATE

**PROGRAM INFORMATION:** The Accounting Clerk Certificate is designed for individuals who want basic accounting and paraprofessional skills. Students who pursue this certificate do not require remediation. All courses may be applied to the Accounting Assistant Paraprofessional Certificate and the A.A.S in Accounting degree.

### FRESHMAN YEAR

#### FALL

ACNT 1303	Introduction to Accounting I	3
COSC 1401	Introduction – Computing	4
POFT 1301	Business English	3
		<b>Subtotal: 10</b>

#### SPRING

ACNT 1304	Introduction to Accounting II	3
ACNT 1411	Introduction to Computerized Accounting	4
ACNT 1329	Payroll & Business Tax Account	3
		<b>Subtotal: 10</b>

*ACNT 1304, ACNT 1411, ACNT 1329: Prerequisite Required – see course catalog inventory for more information*

# ACCOUNTING MARKETABLE SKILLS CERTIFICATE

A **Marketable Skills Award** is made up of courses that may lead to immediate employment or add to student's marketability.

This award recognizes attainment of accounting skills for those individuals seeking to gain employment or enhance their career in the accounting field or related areas. Completion of this award prepares the students to sit for the QuickBooks Certified User Exam. All courses in this certificate may be applied toward the Accounting Clerk Certificate, the Accounting Assistant Paraprofessional Certificate and the Associate of Applied Science Degree in Accounting. TECH PREP: Articulated credit may be available for some courses students completed while in high school. See the Carl Perkins Career Center for more information.

## FRESHMAN YEAR

### FALL

ACNT 1303	Introduction to Accounting I	3
		<b>Subtotal: 3</b>

### SPRING

ACNT 1304	Introduction to Accounting II	3
ACNT 1411	Introduction to Computerized Accounting	4
		<b>Subtotal: 7</b>

*ACNT 1304, ACNT 1411: Prerequisite Required – see course catalog inventory for more information*

## AGRIBUSINESS

### AGRIBUSINESS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in agribusiness at a senior college or university after completing their studies at Navarro College. Upon successful completion of courses shown, the student will graduate with an Associate in Science degree with an emphasis in agribusiness. If the student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL SEMESTER

AGRI 1311		
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
	OR	
MATH 1324	Mathematics for Business and Social Sciences	3
Science Core	Four Credit Lab Course Recommended	4
		<b>Subtotal: 14</b>

##### SPRING SEMESTER

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1325	Calculus for Business and Social Science	3
Science Core	Four Credit Lab Course Recommended	4
AGRI 2317	Agricultural Economics	3
		<b>Subtotal: 16</b>

#### SOPHOMORE YEAR

##### FALL SEMESTER

ACCT 2301	Principles of Financial Accounting	3
	OR	
GOVT 2305	Federal Government	3
ECON 2301	Principles - Economics Macro	3
COSC 1301		
	OR	
COSC 1401	Introduction – Computing	4
Fine Arts Core	Choice of Fine Arts from Core "Cinema"	3
		<b>Subtotal: 15</b>

*ECON 2301: Fulfills Social Science Core*

**SPRING SEMESTER**

ACCT 2302	Principles of Managerial Accounting	3
GOVT 2306	Texas Government	3
Humanities Core	Sophomore Literature Recommended	3

**AGRI ELECTIVE**

Choose from:

AGRI 1307	Agronomy	3
AGRI 1315	Horticulture	3
AGRI 1319	Introductory Animal Sciences	3

**CORE SPEECH**

SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3

**Subtotal: 15**

## ART

### ART – A.A

**PROGRAM INFORMATION:** The Associate of Arts Degree transfer curriculum shown below is designed for students who plan to pursue a degree in art at a senior college or university after completing their studies at Navarro College. If a student elects not to follow the recommended sequence, the art instructor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
ARTS 1311	Design I Design I (2-Dimensional)	3
COSC 1301		
	OR	
COSC 1401	Introduction – Computing	4
	Approved Mathematics	3
		<b>Subtotal: 15</b>

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
ARTS 1316	Drawing I	3
ARTS 1301	Art Appreciation	3
	OR	
ARTS 1303	Art History I (prehistoric to the 14th Century)	3
	OR	
ARTS 1304	Art History II (14th Century to the Present)	3
	Approved Social / Behavioral Science	3
		<b>Subtotal: 15</b>

**SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
	Approved Speech	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3
	<b>Subtotal: 16</b>	

**SPRING**

GOVT 2306	Texas Government	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3
	Foreign Language	4
	<b>Subtotal: 14</b>	

Some universities may require ARTS 1317, Drawing II

**\*LIST:**

ARTS 1311	Design I Design I (2-Dimensional)	3
ARTS 1312	Design II (3-Dimensional)	3
ARTS 2316	Painting I	3
ARTS 2317	Painting II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*



## BIOLOGY

### BIOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a Degree in biology at a senior college or university after completing their studies at Navarro College. The Associate in Science degree with a specialization in biology will be awarded to those students who successfully fulfill the general requirements for the degree.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MATH 1314	College Algebra	3
BIOL 1406	Biology for Science Majors I	4
CHEM 1411	General Chemistry I	4
	<b>Subtotal: 17</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
BIOL 1407	Biology for Science Majors II	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
SPCH 1315	Public Speaking	3
MATH 1316	Plane Trigonometry	3
	OR	
MATH 2412	Pre-Calculus Math	4
	Approved Creative Arts	3
	<b>Subtotal: 16-17</b>	

**SPRING**

GOVT 2306	Texas Government	3
COSC 1301		
	OR	
COSC 1401	Introduction – Computing	4
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 12-13</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
-----------	----------------------	---

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## BUSINESS

### THE OCCUPATIONS

Supervisor  
 Small Business Owner/Manager  
 Production Controller  
 Restaurant and Food Service Managers  
 Retail Sales Worker Supervisors and Managers Meeting,  
 Event and Convention Planner Convention Manager  
 Shipping and Transportation Managers  
 Warehouse Supervisor

### ABOUT THE OCCUPATIONS

Management is the process of coordinating and integrating work activities so they are completed efficiently and effectively with and through other people to accomplish organizational goals. The many job titles of managers reflect either the specific responsibility of a position or the industry in which the manager works. Supervisors direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, interview and terminate employees, and help ensure that equipment and materials are used properly and efficiently. Small business managers run businesses that have less than 55 employees. Restaurant and food service managers help ensure effective and profitable operation of restaurants and institutional food service facilities. Retail sales worker supervisors and managers help ensure customers receive satisfactory service and quality goods. Meeting, event, and convention planners develop programs, market events or conventions, budget the event, choose locations, make travel arrangements, arrange entertainment, plan menus and choose caterers. Shipping and transportation managers directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators.

### WORK ENVIRONMENT

#### EMPLOYERS:

Service companies  
 Wholesale and retail firms  
 Industrial and manufacturing companies  
 Businesses

Government and not-for-profit organizations

#### TYPICAL SCHEDULE:

Normal Work Week: 40-50 hours  
 Normal Work Days: weekdays  
 Some shift work in manufacturing/services  
 Some overtime/weekend/night work

#### TOOLS AND EQUIPMENT:

Financial statements/inventory records  
 Production reports/sales reports  
 Work schedules/human resource records Inventory reports/budgets Computers/various software  
 Telephones/fax machines

#### WORKER PORTRAIT

#### SKILLS AND APTITUDES:

Motivates and maintains high employee morale  
 Good oral and written skills  
 Good organizational and time management skills  
 Exercises ethical behavior  
 Ability to approach various situations logically/objectively  
 Ability to make decisions and follow through with actions

#### INTERESTS:

Enjoys variety/changing environment  
 Enjoys leading people to success  
 Likes to motivate people to achieve organizational success  
 Enjoys leading and working with diverse groups

#### CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Production Controller	\$32,500-35,520
Good	Purchasing Agent	\$24,400-50,400
Good	Sm. Bus. Manager	\$21,500-50,600
Good	Supervisor	\$15,360-43,200
Evolving	Convention Planner	\$46,490

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, Americas Career Information Net,

and the Emerging and Evolving Occupations in Texas  
(SOICC)

Business Administration – A.A.S. (p. 76)  
Customer Service Certificate (p. 77)  
Management Certificate for MSSLC Workers (p. 78)  
Supervisor’s Certificate I (p. 78)  
Supervisor’s Certificate II (p. 78)

### DEGREE PLANS

Business – A.S. (p. 75)

## BUSINESS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in business at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an associates degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Creative Arts	3
	Approved Science	4
MATH 1324	Mathematics for Business and Social Sciences	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
MATH 1325	Calculus for Business and Social Science	3
BUSI 1301	Business Principles	3

**Subtotal: 16**

### SOPHOMORE YEAR

#### FALL

	Approved Language / Philosophy / Culture	3
GOVT 2305	Federal Government	3
ECON 2301	Principles - Economics Macro	3
SPCH 1321	Business & Professional Communication	3
	OR	

SPCH 1315	Public Speaking	3
		<b>Subtotal: 15</b>

*ECON 2301: Soc. Sci.*

**SPRING**

GOVT 2306	Texas Government	3
ECON 2302	Principles Economics Micro	3
ACCT 2302	Principles of Managerial Accounting	3
COSC 1401	Introduction – Computing	4
		<b>Subtotal: 13</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## BUSINESS ADMINISTRATION - A.A.S.

**PROGRAM INFORMATION:** The Business Administration Program at Navarro College is a two-year program designed to help develop the fundamental skills, knowledge, attitudes and experiences that help enable men and women to function as supervisors or managers in such fields as industry, retailing, community service, small business, food services, real estate transportation, wholesaling, office management, and sales. Programs of study are designed as cooperative plans with local business and industry with students enrolled in courses taught on campus for formal instruction and concurrently working at a regular paid, part-time or full-time job in sponsoring business firms. The program has been designed to help prepare students for immediate employment after completing the two-year Associate in Applied Science Degree.

### FRESHMAN YEAR

**FALL**

	Elective	1
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
POFT 1301	Business English	3
MATH 1324	Mathematics for Business and Social Sciences	3
		<b>Subtotal: 13</b>

**SPRING**

BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
POFT 2312	Business Correspondence & Communications	3
SPCH 1321	Business & Professional Communication	3
OR		
SPCH 1315	Public Speaking	3
COSC 1401	Introduction - Computing	4
		<b>Subtotal: 16</b>

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

**SUMMER**

BMGT 1368	Practicum - Bus Admin & Managent	3
		<b>Subtotal: 3</b>

**SOPHOMORE YEAR****FALL**

MRKG 1301	Customer Relationship Management	3
ECON 2301	Principles - Economics Macro	3
BMGT 1369	Practicum-Bus Adm & Mgmt	3
ACCT 2301	Principles of Financial Accounting	3
		<b>Subtotal: 12</b>

**SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
HRPO 2301	Human Resources Management	3
BMGT 2309	Leadership	3
BUSI 2301	Business Law	3
ITSW 1404	Intro to Spreadsheets	4
		<b>Subtotal: 16</b>

*BMGT 2309: Capstone courses must be taken in final semester*

*Approved Language / Philosophy / Culture or Creative Arts: Spanish 1411 recommended*

*\*\*\*Students who can't complete the practicum should contact (903) 875-7559.*

NOTE: Students desiring to pursue a traditional Bachelor of Business Administration Degree (B.B.A.) should enroll under the Associate of Science (A.S.) in Business Degree Plan.

## CUSTOMER SERVICE CERTIFICATE

**PROGRAM INFORMATION:** The program is designed to help equip individuals with the necessary customer service skills for providing excellent customer service resulting in customer loyalty.

Articulated credit may be available for some courses students completed while in high school.

**REQUIRED COURSES**

BUSI 1301	Business Principles	3
POFT 1301	Business English	3
POFT 2312	Business Correspondence & Communications	3
BMGT 1368	Practicum - Bus Admin & Managent	3
MRKG 1301	Customer Relationship Management	3
BMGT 1301	Supervision	3
		<b>Subtotal: 18</b>

## MANAGEMENT CERTIFICATE FOR MSSLC WORKERS

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State School. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### REQUIRED COURSES

BMGT 1327	Principles of Management	3
BMGT 1368	Practicum - Bus Admin & Managent	3
BMGT 2309	Leadership	3
BMGT 1369	Practicum-Bus Adm & Mgmt	3
BMGT 2311	Change Management	3
BMGT 2368	Practicum-Bus Adm & Management	3

**Subtotal: 18**

*BMGT 2368: Capstone courses must be taken in final semester.*

## SUPERVISOR'S CERTIFICATE LEVEL I

**PROGRAM INFORMATION:** This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### REQUIRED COURSES

BMGT 1301	Supervision	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309	Leadership	3

**Subtotal: 18**

*\*\*\* BMGT 1368/ BMGT 1369 can't be taken in the Level I Certificate*

## SUPERVISOR'S CERTIFICATE LEVEL II

**PROGRAM INFORMATION:** This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

**COURSE SEQUENCE****FALL**

BMGT 1301	Supervision	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309	Leadership	3

**Subtotal: 15**

*BMGT 2309: Students who can't complete the practicum should contact (903) 875-7559.*

*\*\*\*BMGT 1368/ BMGT 1369 Can't be taken in the Level I Certificate or the Level II Certificate Fall*

**SPRING**

MRKG 1301	Customer Relationship Management	3
	OR	
MRKG 1311	Principles of Marketing	3
COSC 1401	Introduction - Computing	4
	OR	
ITSC 1409	Integrated Soft Applications I	4
POFT 1301	Business English	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
BMGT 1368	Practicum - Bus Admin & Managent	3

**Subtotal: 16**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

*BMGT 1368: Students who can't complete the practicum should contact (903) 875-7559.*

**SUMMER**

BMGT 1369	Practicum-Bus Adm & Mgmt	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3

**Subtotal: 6**

*\*\*\*BMGT 1368/ BMGT 1369 Can't be taken in the Level I Certificate or the Level II Certificate Fall*

*\*\*Capstone course must be taken in final semester.*



## BUSINESS INFORMATION TECHNOLOGY

### **Business Information Technology**

#### ***THE OCCUPATIONS***

Administrative Professionals, Administrative Aides, and Administrative Specialists

Administrative Assistants and Senior Administrative Assistants

Executive Assistants and Senior Executive Assistants

Accounting Assistants, Accounting Specialists and Auditing Specialists

Specialized Administrative Professionals – Medical Records & Health Information Technicians and Certified Medical Coders

Office/Facilities Coordinators and Administrators

#### ***ABOUT THE OCCUPATIONS***

Today's businesses are high-tech and operate in a global environment, and administrative professionals and assistants will have the opportunity to interact with customers and associates from all over the world via e-mail, web-conferencing, and even face-to-face meetings.

Business information technology professionals are found in almost every organization. Being an administrative professional requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. These professionals are moving into areas such as training, supervision, desktop publishing, information management and research, reviewing and evaluating technology equipment, meeting/conference and travel planning, negotiating with clients and vendors. They are becoming members of the management team and assuming roles once reserved for managerial and professional staff members. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

Executive assistants and senior administrative assistants provide high-level support by managing software training

and orientation for new staff, conducting online research, booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings, preparing statistical reports, handling information requests, and negotiating with clients and vendors. Those who broaden their knowledge of a company's operations and enhance their skills are finding greater advancement potential.

Other business information employees perform highly specialized work, which utilizes specific knowledge of terminology and procedures. Medical administrative professionals schedule appointments, bill patients, compile and record medical charts and reports. Accounting assistants and auditing specialists work with spreadsheet software and compute, classify, and record numerical data to keep financial records complete.

Medical coders are skilled in classifying medical data and utilizing computer software to assign codes to the reports in a patient's chart to help facilitate reimbursement of claims.

Wireless tools will give employees greater flexibility to work outside the office and to perform their jobs from virtually anywhere. The rapid spread of new technology has increased the demand for business professionals who are adaptable and versatile to changes in the landscape of industry. As technology continues to advance, retraining and continuing education will be an essential part of jobs in business. Flexibility and adaptability will be sought after attributes, as will interpersonal skills to help anticipate needs, respond to concerns, and provide that "human touch" that computers lack.

#### ***WORK ENVIRONMENT***

##### **EMPLOYERS:**

Business, industry, and government agencies  
Colleges, universities, professional schools, and public schools  
Hospitals, clinics, physician offices, transcription service companies  
Insurance companies, home health care agencies, or in their homes as virtual assistants

Banks, insurance and real estate companies

**TYPICAL SCHEDULE:**

Work customarily during weekdays  
35-40 hour work week  
May telecommute or have a flexible working arrangement

**TOOLS AND EQUIPMENT:**

Computers (hardware and software) Automated office equipment  
Forms, budgets, reports, records, and schedules  
Correspondence, invoices, catalogs, and brochures Web and virtual conferencing

**WORKER PORTRAIT**

**SKILLS AND APTITUDES:**

Skilled in the latest office trends, culture, and technology  
Highly productive and makes efficient use of technology  
Excellent oral and written communication skills  
Flexible, shows initiative and has the ability to work and make decisions independently  
Displays professionalism, integrity, and honesty  
Works well under pressure and consistently meets deadlines  
Listens effectively and uses good judgment, discretion, and common sense  
Dependable, organized and responsible  
Patient, systematic, neat, and accurate  
Thinks critically, uses sound reasoning, and makes ethical decisions  
Strong interpersonal skill, a team player, respects diversity  
Adapts to the changing workforce

**INTERESTS:**

Likes to work with and meet people  
Enjoys keeping things organized and running smoothly  
Interested in new technology and a variety of work settings  
Enjoys lifelong learning

**CAREER OUTLOOK**

Outlook	Occupation	Avg. Salary
Good	Executive Secretaries & Executive Administrative Assistants	\$51,270
Good	Accounting Assistants & Auditing Specialists	\$27,554-52,000
Excellent	Specialized Administrative Assistants – Medical	\$28,600-42,400
Excellent	Medical Records & Health Information Technicians	\$35,900
Excellent	Medical Transcriptionists and Coders	\$34,050-45,700
Good	Administrative Assistants, Secretaries	\$33,240
Excellent	Receptionists, Information Clerks	\$26,760

Sources of occupational information include the Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited march 01, 2016).

**DEGREE PLANS**

Business Information Technology – A.A.S. (p. 82)  
Administrative Professional I Certificate (p. 84)  
Administrative Professional II Certificate (p. 84)  
Administrative Specialist for MSSLC Workers Certificate (p. 84)  
Medical Front Office Professional Certificate (p. 85)  
Advanced Medical Front Office Professional (p. 85)  
Marketable Skills Certificate (p. 86)

## BUSINESS INFORMATION TECHNOLOGY - A.A.S.

**PROGRAM INFORMATION:** The Business Information Technology program is designed to help prepare students to work as technology professionals in the highly technological business environment of the future. Students successfully completing the Business Information Technology program will receive an Associate in Applied Science Degree. Students can also earn Certificates of Completion as an administrative professional I, administrative professional II, medical front office professional, or advanced medical front office professional. A specialized certificate program for employees at Mexia State Supported Living Center is available in Business Information Technology.

### FRESHMAN YEAR

#### FALL

POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3

**Subtotal: 12**

#### SPRING

POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFI 1301	Computer App I	3
POFT 2312	Business Correspondence & Communications	3
	First Course from Major Emphasis	3

**Subtotal: 15**

### SOPHOMORE YEAR

#### FALL

POFI 1341	Computer App II	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
POFI 2401	Word Processing	4
	Approved Language / Philosophy / Culture or Creative Arts	3
	Second Course from Major Emphasis	3

**Subtotal: 16**

**SPRING**

	Approved Social / Behavioral Science	3
MATH 1332	Math for Liberal Arts Majors I	3
	OR	
MATH 1324	Mathematics for Business and Social Sciences	3
POFT 2431	Administrative Project Solutions	4
POFI 2431	Desktop Publishing	4
	Third Course from Major Emphasis	3

**Subtotal: 17***POFT 2431: Capstone***MAJOR EMPHASIS****ACCOUNTING**

Courses must be taken in sequence

ACNT 1304	Introduction to Accounting II	3
ACNT 1329	Payroll & Business Tax Account	3
	OR	
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1411	Introduction to Computerized Accounting	4

**BUSINESS**

BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
MRKG 1301	Customer Relationship Management	3

**MEDICAL**

Courses must be taken in sequence

HITT 1305	Medical Terminology	3
POFM 1317	Medical Administrative Support	3
POFM 1427	Medical Insurance	4
POFM 1302	Medical Software Applications	3

**GENERAL**

Practicums can substitute for 2nd and 3rd courses from major emphasis for POFT 2431

## ADMINISTRATIVE PROFESSIONAL I CERTIFICATE

### COURSE SEQUENCE

#### FALL

POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer App I	3

**Subtotal: 18**

## ADMINISTRATIVE PROFESSIONAL II CERTIFICATE

### COURSE SEQUENCE

#### FALL

POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer App I	3

**Subtotal: 18**

#### SPRING

POFI 1341	Computer App II	3
POFI 2401	Word Processing	4
POFT 2312	Business Correspondence & Communications	3
	Business Information Technology Elective	3

**Subtotal: 13**

## ADMINISTRATIVE SPECIALIST FOR MSSLC WORKERS CERTIFICATE

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State Supported Living Center. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### COURSE SEQUENCE

#### FALL

POFT 1329	Beginning Keyboarding	3
-----------	-----------------------	---

POFT 1301	Business English	3
POFI 1301	Computer App I	3
POFI 2401	Word Processing	4
BUSG 2366	Practicum - Business/Commerce General	3
POFI 1341	Computer App II	3
<b>Subtotal: 19</b>		

*POFI 1341: Capstone must be taken in final semester.*

## MEDICAL FRONT OFFICE PROFESSIONAL CERTIFICATE

### COURSE SEQUENCE

#### FALL

POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer App I	3
HITT 1305	Medical Terminology	3
ACNT 1303	Introduction to Accounting I	3
POFT 1313	Professional Workforce Preparation	3
<b>Subtotal: 18</b>		

#### SPRING

POFM 1427	Medical Insurance	4
POFI 1341	Computer App II	3
POFM 1302	Medical Software Applications	3
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Profsnls	3
<b>Subtotal: 18</b>		

## ADVANCED MEDICAL FRONT OFFICE PROFESSIONAL CERTIFICATE

Students must complete all courses with a final grade of "C" or higher in order to progress in this certificate program.

### COURSE SEQUENCE

#### FALL

POFT 1329	Beginning Keyboarding	3
MDCA 1302	Human Disease/Pathophysiology	3
POFT 1301	Business English	3
POFI 1301	Computer App I	3
HITT 1305	Medical Terminology	3

POFT 1313	Professional Workforce Preparation	3
		<b>Subtotal: 18</b>
<b>SPRING</b>		
POFM 1427	Medical Insurance	4
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Profsnls	3
POFM 1300	Medical Coding Basics	3
POFM 1302	Medical Software Applications	3
		<b>Subtotal: 16</b>
<b>SUMMER</b>		
HITT 2346	Advanced Medical Coding	3
		<b>Subtotal: 3</b>

## MARKETABLE SKILLS CERTIFICATE

**PROGRAM INFORMATION:** A Marketable Skills Award is made up of courses that may lead to immediate employment or add to the student's marketability. This award recognizes attainment of skills for those students employed, or seeking employment, or individuals seeking to gain employment or enhance their career in a technological business field or related areas. Completion of this award prepares the student to sit for the Microsoft Office Specialist Certification Exam in Word and/or Excel. All courses in this certificate may be applied toward the Administrative Professional I Certificate, the Administrative Professional II Certificate, and the Associate of Applied Science Degree in Business Information Technology.

### COURSE SEQUENCE

#### FALL

POFT 1127	Intro to Keyboarding	1
POFT 1313	Professional Workforce Preparation	3
POFI 1301	Computer App I	3
POFI 2401	Word Processing	4
	OR	
ITSW 1404	Intro to Spreadsheets	4
		<b>Subtotal: 11</b>

# CHEMISTRY

## CHEMISTRY – A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in chemistry at a senior college or university after completing their studies at Navarro College. Student will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses below with an emphasis in chemistry.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
SPCH 1315	Public Speaking	3

**Subtotal: 17**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
COSC 1301		
	OR	
COSC 1401	Introduction – Computing	4
CHEM 1412	General Chemistry II	4
MATH 2414	Calculus II	4

**Subtotal: 17**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
	Approved Social / Behavioral Science	3
MATH 2315	Calculus III	3

**Subtotal: 13**



**SPRING**

GOVT 2306	Texas Government	3
CHEM 2425	Organic Chemistry II	4
	Approved Language / Philosophy / Culture	3
	Approved Creative Arts	3

**Subtotal: 13**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

*Students deficient in mathematics should take necessary math courses during the summer. Students can graduate with an Associate in Science Degree without having completed MATH 2315 and MATH 2320, which are recommended for students intending to earn a Bachelor of Science Degree in chemistry.*

# CHILD DEVELOPMENT

## THE OCCUPATIONS

Childcare Director  
 Childcare Teacher  
 Childcare Assistant  
 Childcare Worker  
 School Teacher Aide  
 Nanny

## ABOUT THE OCCUPATIONS

Child development teachers provide valuable experiences that enhance the lives of the most important people in the world, our children. The early childhood worker provides care for children such as feeding, diapering, and comforting, as well as programs to stimulate children's social and intellectual development.

## WORK ENVIRONMENT

### EMPLOYERS:

Private homes  
 Day care centers and nursery schools  
 Head Start programs  
 Public or private schools, churches, or recreation centers  
 Company-sponsored programs  
 Day care home providers  
 Preschools for special-needs children  
 Inclusive preschools

### TYPICAL SCHEDULE:

Child development workers typically work weekdays on a 35-40 hour schedule. There may be occasional night work.

### TOOLS AND EQUIPMENT:

Games, pencils, pens, paper, Crayons  
 Teacher supplies  
 Workbooks and other teaching equipment

## WORKER PORTRAIT

## SKILLS AND APTITUDES:

Childcare workers need to be kind, patient, dependable, and emotionally stable. They should relate well with children and enjoy art, music, storytelling, and drama. They need to be creative and imaginative with a good sense of humor and an enthusiastic personality. They need to be able to provide fair, firm discipline when necessary. They should enjoy working with children and helping others. Childcare workers must be able to follow governmental standards and regulations.

## INTERESTS:

Enjoys working with children and helping others  
 Enjoys variety  
 Enjoys doing valuable work for society

## CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Childcare Directors	\$9,984-\$16,640
Good	School Teacher Aides	\$8,840-\$20,400
Excellent	Nannies	\$10,192-\$14,310
Excellent	Childcare Workers	Varies

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources: AED Foundation, DISCOVER, The Occupational Outlook Handbook, Bureau of Labor Elementary Statistical Methods

## DEGREE PLANS

Child Development – A.A.S. (p. 90)  
 Associate Marketable Skills Institutional Certificate (p. 93)  
 Child Development Certificate (p. 92)  
 Child Development Administrator Certificate (p. 93)

## FOR EMPLOYEES OF MEXIA STATE SUPPORTED LIVING CENTER

Developmental Disabilities – A.A.S. (p. 91)  
 Developmental Disabilities Certificate (p. 94)

## CHILD DEVELOPMENT - A.A.S.

**PROGRAM INFORMATION:** The Child Development Program is designed to help prepare students to make a positive difference in the growing field of childcare. This program helps prepare successful graduates with the ability to understand the needs of young children including children with special needs and the ability to develop appropriate learning environments for them. Criteria for quality early childhood programs developed by the National Association for the Education of Young Children (NAEYC) have been incorporated into course content. The Associate of Applied Science Degree and a Certificate of Completion are offered. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

Articulated credit may be available for some courses students completed while in high school.

### FRESHMAN YEAR

#### FALL

CDEC 1311	Educating Young Children	3
CDEC 1354	Child Growth & Development	3
CDEC 1303	Families Schools & Community	3
CDEC 1318	Wellness of Young Children	3
ENGL 1301	Composition I	3

**Subtotal: 15**

#### SPRING

CDEC 1321	The Infant & Toddler	3
CDEC 1359	Children With Special Needs	3
CDEC 2407	Math/Science Early Childhood	4
CDEC 1413	Cur Resources Early Childhood	4
CDEC 1319	Child Guidance	3

**Subtotal: 17**

### SOPHOMORE YEAR

#### FALL

CDEC 1356	Emergent Literacy for Early Childhood	3
	Approved Language / Philosophy / Culture or Creative Arts	3
MATH 1332	Math for Liberal Arts Majors I	3
	OR	
MATH 1314	College Algebra	3
	Approved Social / Behavioral Science	3
CDEC 1164	Practicum	1

**Subtotal: 13**

#### SPRING

CDEC 1265	Practicum-Child Development	2
CDEC 1358	Creative Arts for Early Childhood	3
COSC 1401	Introduction - Computing	4

CDEC 2341	The School Age Child	3
CDEC 2326	Admin Programs for Child I	3

**Subtotal: 15**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

*Students should contact the Texas Department of Protective and Regulatory Services for information on requirements to direct childcare centers.*

## DEVELOPMENTAL DISABILITIES – A.A.S.

**For employees of Mexia State Supported Living Center**

**PROGRAM INFORMATION:** The Child Development – Developmental Disabilities program is designed to help prepare current employees of the Mexia State-Supported Living Center to work with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program affords successful graduates the opportunity to increase their skills in working with people with developmental disabilities, as well as the opportunity to apply for positions of greater responsibilities at Mexia State- Support Living Center.

### **NAVARRO COLLEGE REQUIRED COURSE**

#### **FRESHMAN YEAR**

##### **FALL**

PMHS 1301	Introduction to Mental Health and Retardation	
CDEC 1419	Intro - Training and Documentation	4
COSC 1401	Introduction - Computing	4
CDEC 1354	Child Growth & Development	3
CDEC 1372	Interdisciplinary Team Process	
	OR	
	Elective	3

**Subtotal: 14**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

##### **SPRING**

ENGL 1301	Composition I	3
MATH 1332	Math for Liberal Arts Majors I	3
	OR	
MATH 1314	College Algebra	3
CDEC 1359	Children With Special Needs	3
CDEC 1358	Creative Arts for Early Childhood	3
BMGT 2311	Change Management	3

**Subtotal: 15**

##### **SUMMER**

HPRS 1206	Essentials of Medical Terminology	2
-----------	-----------------------------------	---

HRPO 2301	Human Resources Management	3
CDEC 1413	Cur Resources Early Childhood	4
		<b>Subtotal: 9</b>

## SOPHOMORE YEAR

### FALL

SCWK 2331	Abnormal Behavior	3
CDEC 2440	Inst. Tech. Child W/Spec Needs	4
CDEC 2364	Practicum	3
PSYC 2301	General Psychology	3
OR		
SOCL 1301	Introduction to Sociology	3
		<b>Subtotal: 13</b>

### SPRING

	Language / Philosophy / Culture OR Creative Arts	3
BGMT 2388	Internship	3
SPCH 1311	Introduction to Speech Communication	3
OR		
SPCH 1315	Public Speaking	3
OR		
SPCH 1321	Business & Professional Communication	3
		<b>Subtotal: 9</b>

*Capstone must be taken in final semester.*

\*\*Students should contact the Navarro College Mexia dean for assistance in selecting courses from the following list, based on the student's area of interest. A total of 21 semester hours beyond the core is needed to complete the degree requirements of 63 credit hours.

## CHILD DEVELOPMENT CERTIFICATE

**PROGRAM INFORMATION:** The child development program helps provide the student an in-depth opportunity to study the whole development of the child. This program is designed to give the student a practical working knowledge of the child. Upon successful completion of the program, the student will be awarded a Certificate of Completion. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

CDEC 1311	Educating Young Children	3
CDEC 1354	Child Growth & Development	3
CDEC 1303	Families Schools & Community	3
OR		

CDEC 2324	Child Developmental Associate Training III	3
CDEC 1318	Wellness of Young Children	3

**Subtotal: 12****SPRING**

CDEC 1321	The Infant & Toddler	3
CDEC 1317	Child Dev. Assoc. Training I	3
CDEC 1164	Practicum	1
CDEC 1413	Cur Resources Early Childhood	4
CDEC 1359	Children With Special Needs	3

OR

CDEC 2322	Child Dev. Assoc. Training II	3
CDEC 1319	Child Guidance	3

**Subtotal: 14**

CDEC 1164: Capstone must be taken in final semester.

## ASSOCIATE MARKETABLE SKILLS INSTITUTIONAL CERTIFICATE

**PROGRAM INFORMATION:** The Child Development Associate Marketable Skills Institutional Certificate provides the student the training and practical working knowledge to educate young children. This institutional certificate prepares the student to earn a credential through the Council for Professional Recognition. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

### REQUIRED COURSES

CDEC 1317	Child Dev. Assoc. Training I	3
CDEC 2322	Child Dev. Assoc. Training II	3
CDEC 2324	Child Developmental Associate Training III	3
CDEC 1167	Practicum-Child Care Provider	1
CDEC 1168	Practicum-Child Care Provider	1

**Subtotal: 11**

## CHILD DEVELOPMENT ADMINISTRATOR CERTIFICATE

**PROGRAM INFORMATION:** The child development program helps provide the student an in-depth opportunity to study the development of the whole child and the business and management skills needed to become a director at a licensed program in the state of Texas. This program is designed to give the student a practical working knowledge of the both child and licensed program regulations. Upon successful completion of the program, the student will be awarded an Administrator

Certificate. Every student must complete and pass a background check and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

Articulated credit may be available for some courses students completed while in high school.

## COURSE SEQUENCE

### FALL

CDEC 1354	Child Growth & Development	3
CDEC 1311	Educating Young Children	3
CDEC 1303	Families Schools & Community	3
CDEC 1318	Wellness of Young Children	3
CDEC 2326	Admin Programs for Child I	3

**Subtotal: 15**

### SPRING

CDEC 1413	Cur Resources Early Childhood	4
CDEC 1319	Child Guidance	3
CDEC 2328	Admin Programs for Child I	3
CDEC 2326	Admin Programs for Child II	3

**Subtotal: 13**

## DEVELOPMENTAL DISABILITIES CERTIFICATE

For employees of Mexia State Supported Living Center

**PROGRAM INFORMATION:** The child development – developmental disabilities certificate is designed to help provide current employees of the Mexia State Supported Living Center with information to assist in working with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program is designed to help give the student practical knowledge in working with people with developmental disabilities. Upon the successful completion of at least 30 hours, the student will be awarded a Certificate of Completion.

### REQUIRED COURSES

SCWK 1321	Orientation to Social Services	3
CDEC 1419	Intro - Training and Documentation	4
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1354	Child Growth & Development	3
SCWK 2331	Abnormal Behavior	3
CDEC 1372	Interdisciplinary Team Process	3
CDEC 1359	Children With Special Needs	3
CDEC 1327	Intro to Active Treatment	3
CDEC 2464	Pract Child Dev/OJT Mentoring	4
CDEC 1413	Cur Resources Early Childhood	4

Any of the courses listed above may be applied toward the completion of the certificate.

# COMPUTER INFORMATION TECHNOLOGY

## **THE OCCUPATIONS**

Computer Network Support Specialist  
 Computer User Support Specialists  
 Database Administrators  
 Software Developers, Applications  
 Web Developers

## **ABOUT THE OCCUPATIONS**

Computers have become essential to all phases of modern life including traditional areas of business and science, as well as applications in entertainment and personal life. The most crucial element of any computer system is the person operating it. The computer field includes an ever-growing array of occupations. Three important jobs are programmers, microcomputer support specialists, and information technology specialists.

Computer programmers convert project specifications from end-users and statements of problems and procedures to detailed, logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data and information.

Computer support specialists provide technical assistance and training to computer systems users. They investigate and resolve computer software and hardware problems of users. They answer client inquiries in person, and by telephone, and by e-mail concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Information technology specialists are proficient with application software commonly used in the workplace. This includes word processing, spreadsheets, database, presentation software and operating systems. Information technology specialists support the day-to-day operation of typical business activity in numerous fields.

## **WORK ENVIRONMENT**

### **EMPLOYERS:**

Advertising services

Health services and professions  
 Educational institutions  
 Financial institutions  
 Governmental entities  
 Manufacturing businesses  
 Data processing and information services  
 Public utilities  
 Wholesale and retail enterprises

### **TYPICAL SCHEDULE:**

40-hour work week normal  
 Occasional overtime  
 Shift and part-time work possible  
 Telecommuting is becoming more common for some computer professionals, including programmers and specialists

### **TOOLS AND EQUIPMENT:**

Computers and related equipment  
 Technical manuals  
 Computer reports and graphs

### **WORKER PORTRAIT**

### **SKILLS AND APTITUDES:**

Works well independently and with others  
 Concentration and the ability to think logically  
 Tenacity and patience  
 Ability to attend to exacting analytical detail  
 Works well under pressure  
 Ingenuity and imagination in problem solving  
 Ability to communicate with non-technical personnel  
 Ability to work with abstract concepts and do technical analysis

### **INTERESTS:**

Lifelong learning  
 Enjoys problem-solving  
 Embraces technical advancements

### **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Stable	Information Tech Specialist
Excellent	Computer Programmer



Excellent	Computer Support Specialist
<b>Position</b>	<b>Avg. Salary</b>
Computer Network Support Specialists	\$29,400-\$85,800
Computer User Support Specialists	\$27,400-\$85,800
Database Administrators	\$40,800-\$114,000
Software Developers, Applications	\$55,900-\$133,800
Web Developers	\$46,000-\$124,800

(Note: Individual earnings may vary based upon the job setting and position.)

Sources: America’s Career InfoNet: [www.acinet.org](http://www.acinet.org)

**DEGREE PLANS**

- Computer Information Technology – A.S. (Business Emphasis Transfer Program) (p. 96)
- Computer Information Technology – A.S. (Engineering and Scientific Emphasis) (p. 97)
- Computer Information Technology – A.A.S. (Computer Application Support Technician) (p. 99)
- Computer Information Technology – A.A.S. (Computer Programmer / Software Developer) (p. 100)
- Computer Application Technology Support Certificate (p. 100)
- Computer Information Technology Certificate (p. 101)
- Computer Information Technology Programming Certificate (p. 102)
- Computer Information Technology Web Developer Certificate (p. 102)
- Software Development Certificate (p. 103)

## COMPUTER INFORMATION TECHNOLOGY – A.S. (BUSINESS EMPHASIS TRANSFER PROGRAM)

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology – Business Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

**FALL**

ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1315	Fundamentals of Programming	3

**Subtotal: 12**

**SPRING**

COSC 1401	Introduction - Computing	4
ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	

HIST 2301	Texas History	3
MATH 1325	Calculus for Business and Social Science	3
		<b>Subtotal: 16</b>

## SOPHOMORE YEAR

### FALL

GOVT 2305	Federal Government	3
COSC 1436	Programming Fundamentals I	4
ECON 2301	Principles - Economics Macro	3
	Approved Life / Physical Sciences	4
	Approved Language / Philosophy / Culture	3
		<b>Subtotal: 17</b>

### SPRING

GOVT 2306	Texas Government	3
COSC 1437	Programming Fundamentals II	4
	Approved Creative Arts	3
	Approved Life / Physical Sciences	4
		<b>Subtotal: 15</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## COMPUTER INFORMATION TECHNOLOGY – A.S. (ENGINEERING AND SCIENTIFIC EMPHASIS)

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology – Engineering and Scientific Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

## FRESHMAN YEAR

### FALL

ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1415	Fundamentals of Programming	4
		<b>Subtotal: 14</b>

### SPRING

COSC 1401	Introduction - Computing	4
-----------	--------------------------	---

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
MATH 2414	Calculus II	4
<b>APPROVED SPEECH</b>		
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
	<b>Subtotal: 17</b>	

## SOPHOMORE YEAR

### FALL

GOVT 2305	Federal Government	3
COSC 1436	Programming Fundamentals I	4
	Approved Social / Behavioral Science	3
	Approved Life / Physical Science	3
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 16</b>	

### SPRING

GOVT 2306	Texas Government	3
	Approved Creative Arts	3
	Approved Life / Physical Science	3
COSC 1437	Programming Fundamentals II	4
	<b>Subtotal: 13</b>	

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# COMPUTER INFORMATION TECHNOLOGY – A.A.S. (COMPUTER APPLICATION SUPPORT TECHNICIAN)

**PROGRAM INFORMATION:** The two-year Associate in Applied Science Degree program is designed for those who desire to function as a support, help-desk or application support technician for computer end-users. Current software in the area of spreadsheets, micro databases, word processing, and other user-oriented software will be presented.

Articulated credit may be available for some courses students completed while in high school.

## FRESHMAN YEAR

### FALL

ENGL 1301	Composition I	3
	Approved Social / Behavioral Science	3
ACNT 1303	Introduction to Accountig I	3
COSC 1401	Introduction - Computing	4
POFT 1329	Beginning Keyboarding	3
<b>Subtotal: 16</b>		

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

### SPRING

ITSW 1310	Intro to Presentation Media Software	3
MATH 1314	College Algebra	3
MATH 1332	Math for Liberal Arts Majors I	3
ITNW 1425	Fundamentals of Networking	4
ITSC 1405	Intro to PC Operating Systems	4
<b>Subtotal: 14</b>		

## SOPHOMORE YEAR

### FALL

ITSC 2439	Personal Computer Help Desk Support	4
ITSW 1404	Intro to Spreadsheets	4
POFT 2312	Business Correspondence & Communications	3
	Approved Language / Philosophy / Culture	3
<b>Subtotal: 14</b>		

### SPRING

POFI 2331	Desktop Publishing in the Office	3
ITSE 2413	Web Authoring	4
ITSC 1425	Personal Computer Hardware	4
ITSC 2164	Practicum-Computer & Information Science	3
ITSW 1407	Intro to Database	4
<b>Subtotal: 16</b>		

*ITSC 2164: Capstone must be taken the final semester.*

# COMPUTER INFORMATION TECHNOLOGY – A.A.S (PROGRAMMER / SOFTWARE DEVELOPER)

**PROGRAM INFORMATION:** The two-year Associate in Applied Science Degree helps prepare students for immediate employment as computer programmers and programmer analysts. Articulated credit may be available for some courses students completed while in high school.

## FRESHMAN YEAR

### FALL

ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
	OR	
MATH 1324	Mathematics for Business and Social Sciences	3
COSC 1401	Introduction - Computing	4
ITSE 1329	Programming Logic & Design	3

**Subtotal: 13**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

### SPRING

ITSC 1307	Unix Operating System I	3
ITSE 1430	Introduction to C# Programming	4
ITSE 1311	Beginning Web Programming	3
	Approved Language / Philosophy / Culture	3
ITNW 1425	Fundamentals of Networking	4

**Subtotal: 17**

## SOPHOMORE YEAR

### FALL

ITSW 1407	Intro to Database	4
	Approved Social / Behavioral Science	3
ITSC 2417	Java Programming	4
ITSE 1345	Introduction to Oracle SQL	3

**Subtotal: 14**

### SPRING

ITSE 2413	Web Authoring	4
INEW 2438	Advanced Java Programming	4
ITSE 1407	Intro to C++ Programming	4
ITSE 2302	Inter Web Programming	3
ITSC 2164	Practicum-Computer & Information Science	3

**Subtotal: 16**

*ITSC 2164: or Field Experience*

*ITSC 2164: Capstone must be taken the final semester.*

## COMPUTER APPLICATION TECHNOLOGY SUPPORT CERTIFICATE

Articulated credit may be available for some courses students completed while in high school.

### REQUIRED COURSES

ITSW 1404	Intro to Spreadsheets	4
ITSW 1407	Intro to Database	4
ITSC 1425	Personal Computer Hardware	4
ITSC 1405	Intro to PC Operating Systems	4
POFT 1301	Business English	3
<b>Subtotal: 19</b>		

## COMPUTER INFORMATION TECHNOLOGY CERTIFICATE

A Certificate of Completion curriculum provides students practical skills designed for immediate employment.

Articulated credit may be available for some courses students completed while in high school.

### REQUIRED COURSES

COSC 1401	Introduction - Computing	4
ITSC 1405	Intro to PC Operating Systems	4
POFT 1127	Intro to Keyboarding	1
POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
ITSE 1311	Beginning Web Programming	3
<b>Subtotal: 15-17</b>		

## COMPUTER INFORMATION TECHNOLOGY PROGRAMMING CERTIFICATE

A Certificate of Completion curriculum provides students practical skills designed for immediate employment.

Articulated credit may be available for some courses students completed while in high school.

### REQUIRED COURSES

ITSE 1329	Programming Logic & Design	3
ITSE 1430	Introduction to C# Programming	4
ITSE 2417	JAVA Programming	4
ITSE 1407	Intro to C++ Programing	4
INEW 2438	Advanced Java Programming	4
<b>Subtotal: 19</b>		

## COMPUTER INFORMATION TECHNOLOGY WEB DEVELOPER CERTIFICATE

A Certificate of Completion curriculum provides students practical skills designed for immediate employment.

Articulated credit may be available for some courses students completed while in high school.

### REQUIRED COURSES

ITSE 1329	Programming Logic & Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 2417	JAVA Programming	4
ITSE 2413	Web Authoring	4
ITSE 2302	Inter Web Programming	3
<b>Subtotal: 17</b>		

# SOFTWARE DEVELOPMENT CERTIFICATE

## *SOFTWARE DEVELOPMENT CERTIFICATE*

Program Information: This program is designed to allow students to complete the coursework required to earn a Software Development Certificate online in less than 12 months and includes a practicum. Students completing the program will obtain highly marketable entry-level computer programming skills desired by Fortune 500 companies like Northrop Grumman. All courses are taught online allowing students to complete all but the practicum from home or office. It is important that students have access to high-speed Internet and a computer with the ability to support instructional software. This program is run in cohort fashion. A new cohort is begun each fall, each spring. Each cohort completes two semesters of classes followed by a practicum (internship). A limited number of students from each cohort may be eligible for internships with Northrop Grumman.

This program provides tremendous potential for career growth.

## REQUIRED COURSES

ITSE 1329	Programming Logic & Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 1430	Introduction to C# Programming	4
ITSE 2417	JAVA Programming	4
ITSE 1345	Introduction to Oracle Sql	3
ITSC 1407	Introduction to Oracle SQL	
INEW 2438	Advanced Java Programming	4
ITSE 2413	Web Authoring	4
ITSC 1307	Unix Operating System I	3
ITSE 2302	Inter Web Programming	3
ITSC 1265	Practicum - Computer Scienc	2

**Subtotal: 37**



# COSMETOLOGY

## **THE OCCUPATIONS**

Hairdressers  
 Hairstylists  
 Cosmetologists  
 Salon Manager

## **ABOUT THE OCCUPATIONS**

Hairstylists, hairdressers, and cosmetologists provide hair and beauty services to enhance clients' appearance.

Those who operate their own salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Hairstylists and hairdressers offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools included hairbrushes, scissors, blow dryers, and curling irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively sell skin care products.

## **WORK ENVIRONMENT**

Many hairdressers and cosmetologists are self-employed. Hairdressers, and cosmetologists work mostly in salons, although some work in a spa, hotel, or resort setting. Some lease booth space in other people's salons. A good number manage salons or open their own shop after several years of experience.

Hairdressers and cosmetologists usually works in pleasant surroundings with good lighting. Physical stamina is

important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

## **TYPICAL SCHEDULE:**

Many hairdressers and cosmetologists work part time. However, some self-employed workers may have long hours. Work schedules often include evenings and weekends- the times when beauty salons are busiest. Those who are self-employed usually determine their own schedules.

## **CAREER OUTLOOK**

Overall employment of hairdressers and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

## **JOB PROSPECTS**

Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants much compete with a large pool of experienced hairdressers and cosmetologists.

## **DEGREE PLANS**

Cosmetology – A.A.S (p. 105)

Cosmetology Instructor Certificate (p. 106)

Cosmetology Certificate (p. 106)

Cosmetology Certificate (Part-time Dual Credit High School Program) (p. 107)

# COSMETOLOGY – A.A.S.

**PROGRAM INFORMATION:** The A.A.S. Cosmetology is designed to allow students who have completed the three semester Cosmetology Certificate of Completion to earn an A.A.S. degree.

## FRESHMAN YEAR

### FALL

CSME 1401	FYE Beau Camp - Cosmetology	4
CSME 1405	Fund of Cosmetology	4
CSME 1310	Intro to Haircutting & Delut	3
CSME 1453	Chemical Reformation & Related Theory	4

**Subtotal: 15**

### SPRING

CSME 2401	Principles - Hair Coloring & Theory	4
CSME 1443	Manicuring & Related Theory	4
CSME 1447	Principles - Skin Care/Facials	4
CSME 2439	Advanced Hair Design	4

**Subtotal: 16**

### SUMMER

CSME 2350	Prep for State Licensing Exam	3
CSME 2343	Salon Development	3
CSME 2337	Advanced Cosmetology Technique	3

**Subtotal: 9**

## SOPHOMORE YEAR

### FALL

ARTS 2356	Photography I (fine Arts Emphasis)	3
ENGL 1301	Composition I	3
COSC 1401	Introduction - Computing	4

**Subtotal: 10**

ARTS 2356: or another elective

### SPRING

	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	Approved Math or Life / Physical Sciences	3
CSME 2165	Practicum-Cosmetology	1

**Subtotal: 10**

*Recommended Social/Behavioral Science: PSYC 2301 General Psychology or SOCI 1301 Introductory Sociology*

## COSMETOLOGY INSTRUCTOR CERTIFICATE

**PROGRAM INFORMATION:** Successful completion of the cosmetology instructor certificate qualifies the student to sit for the Texas Department of Licensing and Regulation Instructor Examination and seek employment in the field of cosmetology as an instructor. Students entering the cosmetology instructor program must possess a current Texas Operator's License. Meet with department chair for assessment prior to enrolling.

### COURSE SEQUENCE

#### FALL

CSME 1434	Cosmetology Instructor I	4
CSME 1435	FYE Beau Camp - Instruct of Cosm	4
CSME 2414	Cosmetology Instructor II	4

**Subtotal: 12**

#### SPRING

CSME 2415	Cosmetology Instructor III	4
CSME 2444	Cosmetology Instructor IV	4
CSME 2445	Instr Theory/Clinic Operation	4

**Subtotal: 12**

## COSMETOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The 1,500 hour, three-semester curriculum in cosmetology leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. Successful completion of the examination will allow graduates to practice as a licensed cosmetologist in Texas.

### COURSE SEQUENCE

#### FALL

CSME 1401	FYE Beau Camp - Cosmetology	4
CSME 1405	Fund of Cosmetology	4
CSME 1310	Intro to Haircutting & Delut	3
CSME 1453	Chemical Reformation & Related Theory	4

**Subtotal: 15**

#### SPRING

CSME 1443	Manicuring & Related Theory	4
CSME 1447	Principles - Skin Care/Facials	4
CSME 2439	Advanced Hair Design	4
CSME 2401	Principles - Hair Coloring & Theory	4

**Subtotal: 16**

**SUMMER**

CSME 2337	Advanced Cosmetology Technique	3
CSME 2350	Prep for State Licensing Exam	3
CSME 2343	Salon Development	3

**Subtotal: 9**

## COSMETOLOGY CERTIFICATE (PART-TIME DUAL CREDIT HIGH SCHOOL PROGRAM)

**PROGRAM INFORMATION:** The 1,000 hour, four-semester curriculum plus 500 high school academic hours leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. All 1,000 hours must be completed before high school graduation to earn the additional 500 hours for academics. Successful completion of the examination will allow graduates to practice as a licensed Cosmetologist in Texas.

**COURSE SEQUENCE****FALL - JUNIOR YEAR**

CSME 1401	FYE Beau Camp - Cosmetology	4
CSME 1405	Fund of Cosmetology	4

**Subtotal: 8****SPRING - JUNIOR YEAR**

CSME 1310	Intro to Haircutting & Delut	3
CSME 1453	Chemical Reformation & Related Theory	4

**Subtotal: 7****FALL - SENIOR YEAR**

CSME 1443	Manicuring & Related Theory	4
CSME 2401	Principles - Hair Coloring & Theory	4

**Subtotal: 8****SPRING - SENOR YEAR**

CSME 2350	Prep for State Licensing Exam	3
CSME 1447	Principles - Skin Care/Facials	4

**Subtotal: 8**

## CRIMINAL JUSTICE

### **THE OCCUPATIONS**

Law Enforcement Officer  
Dispatchers  
Probation/Parole Officer  
Case Managers  
Security Guard  
Detective  
Correctional Officer  
Airport Security  
Court Mediator

### **ABOUT THE OCCUPATIONS**

Police officers, detectives, guards and correctional officers are employed to help safeguard lives and property. They enforce the laws and regulations that protect individuals' safety and constitutional rights. The main goal is protection and service to the community.

Responsibilities range from controlling traffic to helping prevent crimes, and investigating and arresting suspects. A few officers join specialized units that assist in crime fighting and apprehension of criminals.

Private police duties vary with the service provided by their employer. In airports, they help protect the safety of the traveling public and search for contraband. In retail stores, they often work undercover. In buildings and banks, guards help protect employees, merchandise, and money.

Corrections officers provide direct supervision of incarcerated people while waiting trial. They help maintain order, enforce regulations, supervise programs, or work assignments, and help maintain the security and safety of other officers and detainees.

Probation and parole officers, case managers, and counselors assist offenders, either in the community or those that are incarcerated offenders, by identifying problem areas and developing plans of action to assist the person in working toward becoming a productive law-abiding citizen. They make court recommendations, prepare sentencing assessments, and provide services for inmates, offenders, and their families.

### **WORK ENVIRONMENT**

#### **EMPLOYERS:**

Correctional institutions  
Municipal, county, state or federal agencies  
Businesses, schools, hotels, hospitals  
Airports  
Private corrections companies

#### **TYPICAL SCHEDULE:**

40-48 hour work week  
Overtime/shift work usual  
Frequent holiday/weekend/night work  
Tuition reimbursement

#### **TOOLS AND EQUIPMENT:**

Daily reports, inmate records, court summons & other records  
Handcuffs, firearms, OC spray, tazers,  
Radio, telephones, and computer equipment  
Electronic surveillance devices  
Patrol car

#### **WORKER PORTRAIT**

#### **SKILLS AND APTITUDES:**

Acts quickly/makes good decisions  
Handles detailed work well  
Performs duties in accordance with laws & departmental rules  
Takes and gives directions easily  
Provides leadership  
Alert, dependable, and emotionally stable  
Thorough, accurate, and observant  
Displays a strong work ethic and high values  
No prior convictions  
Role model

#### **INTERESTS:**

Enjoys working with people  
Interested in performing a useful service that benefits society  
Enjoys working with little supervision

#### **CAREER OUTLOOK**

Outlook	Occupation
---------	------------

Good	Probation/Parole Officer/Counselor	Dispatcher	\$22,000-26,000
Good	Police Officer	Detective	\$26,000-43,500
Good	Correction Officer	Airport Security	\$23,508 – 35,276
Good	Security Guard	(Note: Individual earnings may vary based upon the job set- ting and position. These are ranges not guarantees of earnings.)	
Good	Dispatcher		
Stable	Detective	Sources: Horizons, Discover, the Occupational Outlook Handbook	
<b>Position</b>	<b>Salary Average per Year</b>	<b>DEGREE PLANS</b>	
Probation/Parole Officer	\$26,000-37,000	Criminal Justice – A.A. (p. 109)	
Police Officer	\$26,000-43,500	Criminal Justice – A.A.S. (p.111)	
Correction Officer	\$27,340-32,100	Asset Protection/Loss Prevention Certificate (p. 112)	
Security Guard	\$18,000-26,000	Criminal Justice Corrections Certificate (p. 113)	
		Police Academy (p. 113)	

## CRIMINAL JUSTICE - A.A.

**Program Information:** The transfer curriculum shown below is designed for students who plan to transfer to a senior college or university. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CRIJ 1301	Intro - Criminal Justice	3
CRIJ 1307	Crime in America	3
COSC 1401	Introduction - Computing	4
		<b>Subtotal: 16</b>

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CRIJ 1306	Court Systems & Practices	3
CRIJ 1310	Fundamentals - Criminal Law	3

Approved Life / Physical Sciences	4
-----------------------------------	---

**Subtotal: 16**

## SOPHOMORE YEAR

### FALL

GOVT 2305	Federal Government	3
	Approved Life / Physical Sciences	4
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
MATH 1314	College Algebra	3
	OR	
MATH 1332	Math for Liberal Arts Majors I	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 16**

### SPRING

GOVT 2306	Texas Government	3
CRIJ 2328	Police Systems & Practices	3
	OR	
CRIJ 2314	Criminal Investigation	3
SOCI 1301	Introduction to Sociology	3
	OR	
PSYC 2301	General Psychology	3
	Approved Creative Arts	3

**Subtotal: 12**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# CRIMINAL JUSTICE - A.A.S.

**PROGRAM INFORMATION:** The Criminal Justice Program is designed to help prepare students to enter the criminal justice field as a correctional officer or law enforcement officer. Upon successful completion of the courses shown, the student will graduate with an Associate in Applied Science Degree. Program of study is designed as a cooperative with criminal justice agency professionals to help ensure the student is ready to assume a position in the field once courses are completed.

Articulated credit may be available for some courses students completed while in high school.

## FRESHMAN YEAR

### FALL

POFT 1301	Business English	3
	Approved Program Elective	3
CRIJ 1301	Intro - Criminal Justice	3
GOVT 2305	Federal Government	3
	Approved Math	3
<b>Subtotal: 15</b>		

### SPRING

COSC 1401	Introduction - Computing	4
	OR	
CRIJ 1310	Fundamentals - Criminal Law	3
GOVT 2306	Texas Government	3
	Approved Program Elective	3
CRIJ 1306	Court Systems & Practices	3
<b>Subtotal: 16</b>		

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

## SOPHOMORE YEAR

### FALL

	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Program Elective	3
CRIJ 2313	Correctional Sys. & Practices	3
	OR	
CRIJ 2323	Legal Aspects - Law Enforce.	3
CRIJ 1307	Crime in America	3
<b>Subtotal: 15</b>		

### SPRING

CRIJ 2328	Police Systems & Practices	3
CRIJ 1313	Juvenile Justice System	3



	Approved Speech	3
CJSA 2264	Practicum - Crim. Justice Stud	2
	OR	
	Approved Program Elective	3
	<b>Subtotal: 14</b>	

## APPROVED ELECTIVES

SPAN 1411	Beginning Spanish I	4
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Comm. Resouces In Correction	3
CJSA 2264	Practicum - Crim. Justice Stud	2
SOCI 2319	Minority Studies	3
	OR	
SOCI 1306	Social Problems	3
CJCR 1474	TJJD Pre-Service	4
CJCR 1166	Practicum - Corrections	1

*CJSA 2264: or Field Experience*

Successful completion of Police Academy (13 hours credit) and TCLEOSE Certification can be applied after 12 hours course completion at Navarro College.

# ASSET PROTECTION / LOSS PREVENTION CERTIFICATE

## COURSE SEQUENCE

### FALL

SLPS 1191	Special Topics in Security & Loss Prev	1
CRIJ 1301	Intro - Criminal Justice	3
BMGT 1303	Supervision	3
SLPS 1491	Spec Topic - Sec/Loss Prevention	4
POFI 1301	Computer App I	3
	<b>Subtotal: 17</b>	

### SPRING

ACCT 1305	Forensic Accounting	3
CRIJ 2314	Criminal Investigation	3
BMGT 2309	Leadership	3
SLPS 1391	Spec. Topics - Homeland Security	3
	<b>Subtotal: 13</b>	

### APPROVED AGENCIES:

TDCJ  
TJJD

TJPC

CJAD

Federal Law Enforcement Agencies

Armed Services

Other agencies may be considered for approval.

## CRIMINAL JUSTICE CORRECTIONS CERTIFICATE

**PROGRAM INFORMATION:** The certificate program shown below is designed for students who plan to work in the corrections field and have attended the pre-service training academy at Navarro College.

### REQUIRED COURSES

CRIJ 1474	Occupational Training/Education	4
CRIJ 1166	Practicum – On the Job Training	1
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional Sys. & Practices	3
CRIJ 2301	Comm. Resources In Correction	3
CRIJ 1301	Intro - Criminal Justice	3
<b>Subtotal:</b>		<b>17</b>

## POLICE ACADEMY

Navarro College has a fully licensed police academy offering basic peace officer certification and in-service training for licensed law enforcement officers. The Police Academy includes 33 training units encompassing law, defensive tactics, firearms, driving, investigations, and other law enforcement topics. Upon successful completion of the program, students are eligible to take the Texas Commission On Law Enforcement (TCOLE) licensing exam.

\*Please note: Student must be 21 years of age upon completion of the Academy. With an additional 12 hours course credit completed with Navarro College and completion of the Academy student may initiate paperwork with the Navarro College Police Academy Coordinator to articulate credit towards a Criminal Justice certificate or associate degree.

### COURSE THAT WILL BE AWARDED THROUGH THE ARTICULATION PROCESS:

CJLE 2420	Texas Peace Officers Procedures
CJLE 2421	Texas Peace Officer Law
CJLE 2522	Texas Peace Officer Skills

**Subtotal: 13**

All in-service courses are accredited by TCOLE and are offered year-round through the Navarro College Police Academy. To attend in-service courses students must have a current license with the Texas Commission on Law Enforcement.

## EDUCATION

Associate of Arts in Teaching – Leading to Initial Texas  
Teacher Certification

### DEGREE PLANS

Education – A.A.T. (EC-6, 4-8-, EC-12) (p. 114)

Education – A.A.T. (8-12) (p. 115)

## EDUCATION – A.A.T. (EC-6, 4-8, EC-12)

### LEADING TO INITIAL TEXAS TEACHER CERTIFICATION

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in Education for E-6, 4-8 grade, and 8-12 certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate of Arts in Teaching Degree in Education. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
MATH 1314	College Algebra	3
SPCH 1315	Public Speaking	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
MATH 1350	Mathematics of Teachers I	3
EDUC 1301	Introduction - Teaching Profession	3
	Approved Creative Arts	3

**Subtotal: 15**

**SPRING**

GOVT 2306	Texas Government	3
	Approved Science*	3
MATH 1351	Mathematics of Teachers II	3
EDUC 2301	Introduction - Special Populations	3
	Approved Social / Behavioral Science	3
<b>Subtotal: 15</b>		

*\*The two Core Sciences need to be from different areas and the third Science can be from any area*

*Student should consult catalog of senior institution he or she plans to attend because some requirements vary. Counselors are available to assist in this matter.*

*Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.*

## EDUCATION – A.A.T. (8-12)

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in education for the 8-12 grade certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts in Teaching Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
SPCH 1315	Public Speaking	3
MATH 1314	College Algebra	3
<b>Subtotal: 16</b>		

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14****SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved Visual / Performing Arts Elective	3
	Academic Specialization	3
	Academic Specialization	3
EDUC 1301	Introduction - Teaching Profession	3

**Subtotal: 15****SPRING**

GOVT 2306	Texas Government	3
	Academic Specialization	3
	Approved Humanities Elective	3
	Approved Social / Behavioral Science	3
EDUC 2301	Introduction - Special Populations	3

**Subtotal: 15**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

*Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.*

# EMERGENCY MEDICAL SERVICES

## THE OCCUPATIONS

EMT-Basic

EMS-Paramedic

## ABOUT THE OCCUPATIONS

EMT-Basic and EMT-Paramedics are highly trained and skilled medical professionals who are educated to carry out some of the duties of a physician. EMT-Basics and EMT-Paramedics can examine, evaluate, and treat patients with equipment and medications usually only found in the emergency department of a hospital. EMT-Basic/EMS-Paramedics are typically utilized as emergency care practitioners on ambulances or on first-response emergency vehicles but their scope is rapidly expanding to many other areas. Some of these include industry, elementary and high schools, colleges, hospitals, and doctor's offices. More challenging and higher paid positions include working in specialty areas such as a cruise ship medical department, off-shore oil drilling platforms, helicopter or fixed wing medical transport and hyperbaric oxygen chambers. Often the EMT-Basic or EMT-Paramedic is the sole or highest trained medical provider in these areas.

## WORK ENVIRONMENT

### EMPLOYERS:

EMS providers

Fire Departments

Industrial manufacturing plants

Hospital Clinics

Offshore oil drilling platforms

Air Medical/Helicopter

### TYPICAL SCHEDULE:

40-48 hour workweek normal

Shift work normal

Overtime normal

### TOOLS AND EQUIPMENT:

Ambulance

EKG monitor, Pulse ox monitor, Stretcher

## WORKER PORTRAIT

### SKILLS AND APTITUDES:

Communications

Critical Thinking

Team player

Ability to remain calm in emergency situations

Ability to make quick decisions

Physically fit

Good mechanical aptitude

Ability to administer emergency medical procedures

Good judgment

Ability to take the initiative

Leadership

### INTERESTS:

Not adverse to risk-taking

Motivated to take responsibility

Desire to serve the general public

### CAREER OUTLOOK

Outlook	Occupation
Stable	EMT-Basic
Favorable	EMS-Paramedic
Position	Salary per Year (Average)
EMT-Basic/	Varies
EMS Paramedic	\$19,000-\$48,000

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.*

The Emergency Medical Services (EMS) curriculum includes a combination of class lectures, skills, and clinical hours in the hospital and the ambulance. Navarro College's EMS programs meet Texas Department of State Health Services (TDSHS) and The National Registry of EMT requires for certification eligibility. Upon successful completion of the emergency medical technology services programs (EMT and Paramedic certificates and Paramedic AAS degree) students must be eligible to challenge TDSHS required national Register of EMT certification examination. A criminal background check and a drug screening is required of all Protective Services students enrolling in programs. An applicant convicted of a felony and/or misdemeanor offense may or may not be

eligible for participation and/or state certification. Any applicant who has drug screening returned as questionable or positive, must follow the program’s policies of speaking with a Medical Review Officer and may or may not be dismissed from the program.

The Navarro College EMS program is accredited by:

Texas Department of State Health Services EMS and Trauma Systems

1100 West 49th Street  
Austin, TX 78765-3199  
Office: (512) 458-7111

The Navarro College Paramedic program is accredited by TDSHS and by:

Committee on Accreditation of Allied Health Education Programs (CAAHEP), through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, Texas 75088

Office: (214) 703-8445

Fax: (214) 4703-8992

A criminal background check and a drug screening are required of all Protective Services students enrolling in programs. A student convicted of a felony and/or misdemeanor offense may or may not be eligible for participation and/or state certification. Any student who has a positive drug screening must follow the policies of speaking with a Medical Review Officer and may, or may not, be dismissed from the program.

Students pursuing the Paramedic program should check with Financial Aid regarding details of Aid for mini semester classes. Program registration requirements, length, and mandatory uniforms can be obtained from the College’s website or the Protective Services Office.

**DEGREE PLANS**

Advanced Paramedic – A.A.S. (p. 118)

EMT Basic Certificate (Institutional Certificate) (p.119)

Paramedic Certificate (p. 119)

## ADVANCED PARAMEDIC - A.A.S.

(Must have EMS Paramedic (p. 119) and EMT (p. 119) Certificates)

EMT Certificate – 6

Paramedic Certificate – 35

### COURSE SEQUENCE

**FALL**

BIOL 2401	Anatomy & Physiology I	4
	OR	
BIOL 2402	Anatomy & Physiology II	4
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 7**

**SPRING**

MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
	Approved Social / Behavioral Science	3
	Approved Humanities / Fine Arts Elective	3

**Subtotal: 12**

# EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE

## INSTITUTIONAL CERTIFICATE

EMSP 1501	Emergency Medical Technical-Basic	5
EMSP 1160	Clinical Emerg Medical Technician Basic	1
		<b>Subtotal: 6</b>

## PARAMEDIC CERTIFICATE

(Must have EMT Basic Certificate Certification and EMT National Registry)

### REQUIRED PREREQUISITES

BIOL 2401	Anatomy & Physiology I	4
	OR	
BIOL 2404	Anatomy & Physiology	4
		<b>Subtotal: 4</b>

### COURSE SEQUENCE

#### FALL

EMSP 1338	Intro to Advanced Practicum	3
EMSP 1356	Patient Assessment/Airway Management	3
EMSP 1161	Clinical-Emergency Medical Technology/Technical	1
EMSP 1355	Trauma Management	3
		<b>Subtotal: 10</b>

#### WINTER MINI

EMSP 2306	Emergency Pharmacology	3
		<b>Subtotal: 3</b>

#### SPRING

EMSP 2444	Cardiology	4
EMSP 2205	Emergency Medical Service Operations	2
EMSP 1162	Clinical-Emergency Medical Technology/Technical	1
EMSP 2330	Introduction to Populations	3
EMSP 2434	Medical Emergencies	4
		<b>Subtotal: 14</b>

#### FALL

EMSP 2366	Clinical li-Emergency Medical Technology/Technical	3
EMSP 2413		
		<b>Subtotal: 4</b>



## ENGLISH

### ENGLISH - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in English at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1401	Introduction - Computing	4
	Approved Speech	3
	Approved Math	3
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Sophomore English	3
	Approved Social / Behavioral Science	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3
	<b>Subtotal: 17</b>	

##### SPRING

GOVT 2306	Texas Government	3
	Sophomore English	3

Approved Foreign Language	4
Approved Elective from English	3
Elective	1

**Subtotal: 14**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*

## ENVIRONMENTAL SCIENCE

### ENVIRONMENTAL SCIENCE - A.S.

**PROGRAM INFORMATION:** The Associate of Environmental Science provides students with the general education courses normally taken in the first two years at a four-year college or university and a flexible plan from which the student can choose a variety of introductory science courses as part of an interdisciplinary or environmental science program. To receive an Associate of Science in Environmental Science degree, students must: (a) make a minimum grade of C in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

#### FRESHMAN YEAR

##### FALL

MATH 1314	College Algebra	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
ENVR 1401	Environmental Science I	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14**

##### SPRING

MATH 1342	Elementary Statistical Methods	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
ENVR 1402	Environmental Science II	4
CHEM 1411	General Chemistry I	4
	Approved Creative Arts	3

**Subtotal: 17**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 1412	General Chemistry II	4
SPCH 1315	Public Speaking	3
ENGL 1301	Composition I	3

**Subtotal: 13**

##### SPRING

GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
ENGL 1302	Composition II	3
	OR	

ENGL 2311	Technical And Business Writing	3
CHEM 2423	Organic Chemistry I	4
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 16</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
-----------	----------------------	---

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# FIRE SCIENCE PROTECTION TECHNOLOGY

## **THE OCCUPATIONS**

Firefighter  
Fire Inspector  
Fire Chief

## **ABOUT THE OCCUPATIONS**

Firefighters respond to a variety of emergency situations in which life, property, or the environment are at risk, such as residential structures and businesses. Firefighters are frequently the first emergency response team at the scene of an accident. They help protect the public against these dangers. Today, firefighters respond to medical emergencies, and their departments require them to have training in medical emergency procedures. Firefighting is dangerous and complex work, which requires the firefighters to work as teams.

Firefighters must respond immediately to emergencies, and each situation presents a unique and challenging experience. Superior officers, such as a captain or chief, guide firefighting teams to accomplish specific duties. Today, firefighters assume a wider range of responsibilities, which require the utilization of sophisticated equipment. They can expect to operate a pump, position ladders, and connect hose lines to hydrants. In many cases, the firefighters will change duties several times at an emergency scene. Ambulances, fireboats, and emergency rescue vehicles may be operated by some firefighters.

Fire stations have dining and sleeping quarters to allow the firefighters to respond to emergencies 24-hours a day. Between emergency responses, the firefighters conduct practice drills, clean and maintain equipment, participate in classroom training, conduct fire inspections, conduct demonstrations to the public, participate in fitness training, check building plans, and inspect fire escapes. Firefighting is hazardous work resulting in environments where floors suddenly cave in, walls topple, and there is exposure to gases, chemicals, and smoke. Firefighters face dangerous situations where injury and death are a risk.

## **WORK ENVIRONMENT**

### **EMPLOYERS:**

Municipal fire departments  
Industrial manufacturing plants  
Government agencies  
Forest protection agencies

### **TYPICAL SCHEDULE:**

Shift work normal; 24 hours on duty  
Overtime normal

### **TOOLS AND EQUIPMENT:**

Protective clothing  
Building and fire codes  
Chemicals to put out fires  
Emergency rescue vehicles  
Firefighting apparatuses

## **WORKER PORTRAIT**

### **SKILLS AND APTITUDES:**

Decisive  
Leadership  
Communications  
Team player  
Ability to remain calm in emergency situations  
Ability to make quick decisions  
Physically fit  
Good mechanical aptitude  
Ability to administer emergency medical procedures  
Sound judgment  
Ability to take the initiative  
Critical Thinking

### **INTERESTS:**

Not adverse to risk-taking  
Motivated to take responsibility  
Desire to serve the general public

## **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Stable	Fire Chief
Stable	Fire Inspector
Stable	Firefighters
<b>Position</b>	<b>Salary per Year (Average)</b>
Firefighter	\$45,250 per year

(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.

### DEGREE PLANS

Fire Science Protection – A.A.S. (p. 125)

Fire Officer – A.A.S. (p. 125)

Basic Firefighter Certificate (p. 126)

Fire Officer Certificate (p. 127)

## FIRE SCIENCE PROTECTION TECHNOLOGY - A.A.S. CERTIFICATES

Fire Academy Certificate – 24 hours

### FALL

SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3
	OR	
FIRT 1433	Fire Chemistry	4
FIRT	Elective	3
FIRT	Elective	3

**Subtotal: 19**

*SPCH 1315 preferred*

### SPRING

COSC 1401	Introduction - Computing	4
GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3
FIRT 1438	Fire Protection Systems	4

**Subtotal: 17**

*FIRT 1438 is Capstone and must be taken.*

## FIRE OFFICER – A.A.S.

### CERTIFICATES

### FIRE OFFICER CERTIFICATE – 33 HOURS

#### FALL

SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3

MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3
	OR	
FIRT 1433	Fire Chemistry	4
FIRT 1438	Fire Protection Systems	4
		<b>Subtotal: 17</b>

*SPCH 1315 preferred*

*FIRT 1438 is Capstone and must be taken.*

#### **SPRING**

COSC 1401	Introduction - Computing	4
GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture or Creative Arts	3
		<b>Subtotal: 13</b>

*Approved Language / Philosophy / Culture or Creative Arts: PHIL 2306 preferred*

Continuing Education classes are also offered through the Fire Science Protection Technology Program, including, but not limited to, Fire Investigator, Fire Officer I, II, III, and IV, Fire Instructor I and II, and Driver Operator.

## **BASIC FIREFIGHTER CERTIFICATE**

**PROGRAM INFORMATION:** This certificate program was developed to help prepare students for a career as a professional firefighter. The Navarro College Fire Academy meets the curriculum requirements for certification as a basic firefighter for the State of Texas through the Texas Commission on Fire Protection.

### **REQUIRED COURSES**

FIRS 1301	Firefighter Certification I	3
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1191	Orientation	1
		<b>Subtotal: 24</b>

*Note: Night students take two semesters to complete.*

A criminal background check and a drug screening are required of all Protective Services students enrolling in programs. A student convicted of a felony and/or misdemeanor offense may or may not be eligible for participation and/or state

certification. Any student who has a positive drug screening must follow the policies of speaking with a Medical Review Officer and may, or may not, be dismissed from the program.

Students pursuing the Fire Academy should check with Financial Aid regarding details of Aid for all seven classes of the Academy. Program registration requirements, length, and mandatory uniform information can be obtained from the College's website or the Protective Services Office.

## FIRE ACADEMY

**PROGRAM INFORMATION:** Navarro College is licensed as a Fire Academy by the Texas Commission on Fire Protection. The Navarro College Fire Academy serves as a resource for the Texas Fire Service and related

organizations by providing professional education in firefighting.

Navarro College conducts a Basic Firefighter Academy that serves the needs of municipal and county fire departments throughout Texas. Successful completion of the Fire Academy will allow the student to take all state exams to qualify for certification.

## FIRE OFFICER CERTIFICATE

### COURSE SEQUENCE

#### FALL

FIRT 1329	Building Codes & Construction OR	3
FIRT 1301	Fundamentals of Fire Protectio	3
FIRT 1303	Fire & Arson Investigation I	3
FIRT 1315	Hazardous Materials I	3
FIRT 1307	Fire Prevention Codes & Inspec	3
FIRT 1309	Fire Administration I	3

**Subtotal: 15**

#### SPRING

FIRT 2309	Fire Fighting Strat & Tactcs I OR	3
FIRT 1345	Fire Hazardous Materials II	3
FIRT 1353	Legal Aspects of Fire Protecti OR	3
FIRT 1349	Fire Administration II	3
FIRT 2305	Fire Instrucor I	3
FIRT 2351	Company Officer	3

**Subtotal: 15**

*FIRT 2305: Hybrid Course*

*FIRT 2351: Capstone Course. Must be taken in the last semester.*



## GENERAL STUDIES

### DEGREE PLANS

General Studies – A.A. (p. 128)

## GENERAL STUDIES - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Art General Studies Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Speech	3
	Approved Core Math	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Approved Creative Arts	3
	Approved Social / Behavioral Science	3
	Approved Foreign Language	4
	Approved Elective	3

**Subtotal: 16**

**SPRING**

GOVT 2306	Texas Government	3
	Approved Language / Philosophy / Culture	3
	Approved Foreign Language	4
	Approved Elective	1
	Approved Elective	3
<b>Subtotal: 14</b>		

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

**GENERAL STUDIES – A.S.**

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science General Studies degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

**FRESHMAN YEAR****FALL**

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Speech	3
	Approved Core Math	3
<b>Subtotal: 16</b>		

**SPRING**

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Core Math	3
<b>Subtotal: 13</b>		

**SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved Creative Arts	3
COSC 1301	Introduction to Computing	3
	Approved Elective	3
	Approved Elective	3
	<b>Subtotal: 16</b>	

**SPRING**

GOVT 2306	Texas Government	3
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	Approved Elective	3
	Approved Elective	3
	<b>Subtotal: 15</b>	

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## ALLIED HEALTH PROGRAMS

### THE OCCUPATIONS

Registered Nurse (A.D.N.)  
 LVN – RN Bridge  
 Licensed Vocational Nurse  
 A.S. in Pre-Bachelor of Science in Nursing  
 Medical Laboratory Technology  
 Occupational Therapy Assistant  
 Physical Therapist Assistant

### ABOUT THE OCCUPATIONS

The field of allied health offers many exciting and rewarding career opportunities. At Navarro College, we provide students with several avenues to assist in their pursuit of a career in allied health. Nurses, both RNs and LVNs, make up the largest portion of health care providers. The demand for nurses is expected to grow faster than the average for all other occupations. RNs provide direct patient care, assist physicians with procedures, and provide supervision for other health care workers. LVNs provide basic bedside care, perform procedures and treatments, assist RNs and physicians in providing care and treatments, perform procedures in physicians' offices, and may provide supervision for nursing assistants and aides in long-term care facilities.

Medical Laboratory Technicians (MLTs) play a crucial role in the detection, diagnosis, and treatment of disease. They examine and analyze body fluids and cells. They examine specimens for bacteria, parasites or other micro-organisms; analyze the chemical content of fluids; match

blood for transfusions, and test for drug levels in the blood. The MLT field is rated in the top 20 best jobs.

Occupational Therapy Assistants and Physical Therapist Assistants may work with individuals who seek to maximize the functional areas of their lives or are limited by physical disease or injury, psychological or social dysfunction, developmental or learning disabilities, or other disorders, trauma, or conditions.

### CAREER OUTLOOK

Outlook	Occupation	Average Salary
Excellent	Registered Nurse	\$40,000-80,000
Excellent	Licensed Voc. Nurse	\$28,000-38,000
Excellent	Medical Lab Tech	\$41,398
Excellent	Occupational Therapy Asst.	\$50,000+
Excellent	Physical Therapist Asst.	\$50,000+

Sources: U.S. Department of Labor Elementary Statistical Methods and the Texas Workforce Commission.

### DEGREE PLANS

Registered Nurse Associate Degree Nursing (p.130)  
 LVN to RN Bridge Option (p. 133)  
 Licensed Vocational Nursing (p. 134)  
 Medical Laboratory Technology (p. 136)  
 Occupational Therapy Assistant (p. 137)  
 Physical Therapist Assistant (p. 139)  
 Pre-Bachelor of Science in Nursing (p. 141)

## REGISTERED NURSE ASSOCIATE DEGREE NURSING

**PROGRAM INFORMATION:** The two-year 60 credit hours curriculum in nursing leads to an **Associate in Applied Science Degree (A.A.S. A.D.N.)** and prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing (BON) or the state in which initial licensure is sought. Successful completion of the examination will allow the graduate to practice as a registered nurse. The Navarro College ADN Program is approved by the Texas Higher Education Coordinating Board (THECB) and the Texas Board Of Nursing (BON), P.O. Box 430, Austin, TX 78767, (512) 305-7400. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000, fax 404-975-5020, www.acenursing.org. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies. Applications to the program are available at nursing information sessions, which are conducted at various times starting each October or November. Students wishing to apply to the program must attend an ADN information session. Applicants who score > the national norm on the TEAS entrance test and

are TSI complete may apply for admission. Admission is determined first by eligibility for admission according to the Texas BON and a criminal background acceptable to clinical agencies, then by the highest entrance exam score and the highest GPA. Identical records are further delineated by the following data: grades in non-nursing degree plan courses, current (unexpired) health care certification, health care experience, military service, related bachelor's or master degree and county of residence. Additional points are granted for completion of specific chemistry, college math, general psychology, speech, nutrition, and elementary statistical methods.

ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM.

#### **ADDITIONAL PROGRAM REQUIREMENTS**

- Students must complete all theory courses on the ADN degree plan with a final grade of "C" or higher and all clinical courses with a final clinical evaluation of competent or "satisfactory" in order to pass and progress in the program and graduate. The theory ADN grading scale is: A = 90-100, B = 80-89, C = 75-79, D = 60-74, F = <60.
- Students must meet all program and clinical agency requirements including drug screens, American Heart Association Health Care Provider CPR certification, health screenings and immunizations. The Texas Department of Health Administrative Code requires that students enrolled in health-related courses in institutions of higher education must have specific immunizations. In planning for possible admission to the ADN Program, students must show proof of the complete series of immunizations prior to final admission to the program. Any exclusion of compliance for medical contraindications or religious beliefs will be handled on an individual basis and must be submitted in writing with the application packet. Students will receive information on other unanticipated requirements by email after the application is filed.

Standardized exams including comprehensive predictors of NCLEX-RN success are used throughout the program as a portion of semester grades. Faculty-developed remediation may be required before a grade can be received in a course. Remediation for unethical, dishonest, or unprofessional behaviors may be required prior to graduation. This remediation could include a college credit course in Ethics or 6 hours of Professional Nursing Continuing Education Courses in addition to other faculty-developed requirements. Graduates are expected to pass all RNSG courses within 3 years and be prepared to pass the NCLEX-RN exam. Transfer of RNSG courses from another college is limited to no more than 9 hours of equivalent RNSG courses and must have prior written approval signed by ADN Program Director and the Dean of Health Professions.

#### **INFORMATION REGARDING ELIGIBILITY FOR RN LICENSE**

The Texas Board of Nursing has mandated that applicants for licensure as registered nurses meet eligibility requirements. Prospective nursing students with a criminal conviction, mental illness, and/or substance/alcohol abuse or dependency may not meet eligibility requirements. The Texas Board of Nursing (BON) requires a clear criminal history or a Declaratory Order of Eligibility prior to starting a nursing program. The ADN Program must direct potential candidates for admission (not all applicants) through the process for securing the 'blue card' or the Declaratory Order of Eligibility from the Texas BON.

This BON clearance does not have to be repeated unless the student has additional criminal action prior to taking the NCLEX-RN. <http://www.bon.state.tx.us/>. Please note: A blue card or a Declaratory Order does not guarantee essential clinical placements for the ADN Program which is a criteria for ADN Program admission.

**REQUIRED PREREQUISITES**

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
HPRS 1101	Introduction to Health Professions	1

**Subtotal: 13****FRESHMAN YEAR****FALL**

RNSG 1413	Foundations of Nursing Practice	4
RNSG 1201	Pharmacology	2
RNSG 1261	Clinical- Nursing Foundations	2

**Subtotal: 8****SPRING**

PSYC 2314	Lifespan Growth and Development	3
RNSG 2504	Integrated Care of the Patient With Common Health Care Needs	5
RNSG 1361	Clinical- Nursing Care of Clients With Common Health Care Needs	3

**Subtotal: 11****SUMMER**

RNSG 2201	Care of Children and Families	2
RNSG 2261	Clinical- Nursing Care of Children And Families	2

**Subtotal: 4****SOPHOMORE YEAR****FALL**

ENGL 1301	Composition I	3
RNSG 2514	Integrated Care of the Patient With Complex Health Care Needs	5
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4

**Subtotal: 12****SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical- Mental Health Nursing	1
RNSG 2435	Integrated Client Care Management	4
RNSG 2262	Clinical- Integrated Client Management	2

**Subtotal: 12**

*Language / Philosophy / Culture OR Creative Arts – (PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. (Ethics is preferred by the ADN Program) With approval, a core curriculum Humanities course or Visual /Performing Arts course may be substituted.)*

## LVN TO RN BRIDGE OPTION

**PROGRAM INFORMATION:** A mobility curriculum with summer bridge courses that can allow LVNs to “bridge” the gap between the Vocational Nursing Program and the second year of the Associate Degree Nursing Program. This one-year curriculum completes the 60 hours required for an Associate in Applied Science Degree (A.A.S. A.D.N. Bridge). LVNs must have 9-12 months of full-time acute-care work experience, must satisfy all of the general education requirements of the first year of the ADN program as well as meet other specific program admission requirements. Upon successful completion of the bridging courses, the student is eligible for entry into the sophomore year of the Associate Degree Nursing Program. Applications to the program are available on-line and at nursing information sessions, which are conducted at various times starting each October thru mid-January. All students wishing to apply to the program must attend an information session. Information session dates are posted on the Navarro College Web site in the Fall. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE LVN TO RN BRIDGE OPTION. (See Associate Degree Nursing Program (p. 131) information for admission, licensure and accreditation information).

### FRESHMAN YEAR

#### FALL

PSYC 2301	General Psychology	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2420	Microbiology for Non-Science Majors	4

**Subtotal: 11**

#### SPRING

PSYC 2314	Lifespan Growth and Development	3
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
ENGL 1301	Composition I	3
BIOL 2402	Anatomy & Physiology II	4

**Subtotal: 13**

*SPCH 1315 preferred*

#### FIRST SUMMER SESSION

RNSG 1417	Concepts of Nursing Practice I For Articulating Students	4
RNSG 1262	Clinical - Nursing Practice I For Articulating Students	2

**Subtotal: 6**

**SECOND SUMMER SESSION**

RNSG 1442	Concepts of Nursing Practice II For Articulating Students	4
RNSG 1263	Clinical- Nursing Practice II For Articulating Students	2

**Subtotal: 6****SOPHOMORE YEAR****FALL**

BIOL 1322	Nutrition and Diet Therapy	3
RNSG 2514	Integrated Care of the Patient With Complex Health Care Needs	5
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4

**Subtotal: 12****SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical- Mental Health Nursing	1
RNSG 2435	Integrated Client Care Management	4
RNSG 2262	Clinical- Integrated Client Management	2

**Subtotal: 12**

*Language / Philosophy / Culture OR Creative Arts – PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. (Ethics preferred by the ADN Program) With approval, a core curriculum Language / Philosophy / Culture course or Creative Arts course may be substituted.*

*RNSG 2161 may be taken in semester 5 with faculty approval.*

**LICENSED VOCATIONAL NURSING**

**PROGRAM INFORMATION:** The 12-month curriculum in vocational nursing leads to a Certificate of Completion and helps pre- pare graduates to take the National Council Licensure Examination for Practical Nurses. Successful completion of the examination will allow graduates to practice as a Licensed Vocational Nurse in Texas. The curriculum is approved by the Texas Board of Nursing (BON), 333 Guadalupe #3-460, Austin, TX 78701, (512) 305-7400 and the Texas Higher Education Coordinating Board. The vocational nurse graduate is prepared to provide bedside nursing care including administration of medications and procedures requiring technical skills. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies. All students wishing to apply to the program must first attend a mandatory information session. These sessions are conducted at various times from September to February. Registration for the information session is not required. All interested students must also take and pass a state- approved placement test the TSI Assessment Test and be TSI (Texas State Initiative) complete and take a college- approved nursing entrance exam in order to receive an application to the program. The entrance exam must be taken during the application year.



Applicants are ranked according to test scores, health care certification, county of residence, and completion of non-required college courses. Criminal history checks and drug screens are required components of the Vocational Nursing Program.

**ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE VOCATIONAL NURSING PROGRAM.**

**INFORMATION REGARDING ELIGIBILITY FOR LVN LICENSE:** The Texas Board of Nursing has mandated that applicants for licensure as Licensed Vocational Nurses must meet eligibility requirements. Prospective nursing students with a criminal conviction, mental illness, and/or substance/alcohol abuse or dependency may not meet eligibility requirements. The Texas Board of Nursing (BON) provides individuals the opportunity to petition for a Declaratory Order of Eligibility. If the applicant has reason to believe they may not meet eligibility requirements, they should contact the BON at the address and telephone number listed in the "Program Information" section **prior** to acceptance in the nursing program. This information can also be obtained via the Website for the BON at NOTE: A Declaratory Order does not guarantee clinical placement at health care facilities during the vocational nursing program.

## **COURSE SEQUENCE**

### **FALL**

VNSG 1505	Health Science	5
VNSG 1423	Basic Nursing Skills	4
VNSG 1331	Pharmacology	
VNSG 1327	Essentials of Medication Administration	3
VNSG 1260	Clinical I - Practical Nurse	2
VNSG 1122	Vocational Nursing Concepts	1
		<b>Subtotal: 18</b>

### **SPRING**

VNSG 1133	Growth and Development	1
VNSG 1429	Medical - Surgical Nursing I	4
VNSG 1334	Pediatrics	3
VNSG 2431	Advanced Nursing Skills	4
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1460	Clinical II Practical Nurse	4
		<b>Subtotal: 19</b>

### **SUMMER SESSION**

VNSG 1191	Special Topics in Practical Nursing (role Transition)	1
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 1236	Mental Health	2
VNSG 1238	Mental Illness	2
VNSG 1219	Professional Development	2
VNSG 1261	Clinical III - Practical Nurse	2
		<b>Subtotal: 13</b>

# MEDICAL LABORATORY TECHNOLOGY

**PROGRAM INFORMATION:** The two-year curriculum in Medical Laboratory Technology leads to an Associate in Applied Science Degree designed to help prepare graduates for employment as a medical laboratory technician in a clinical laboratory upon successful completion of a national certification exam. Students who have completed many of the general education courses on the degree plan may be accelerated through the program. Students unable to attend full time may be accommodated.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road Suite 720, Rosemont, IL 60018-5119. NAACLS phone number is (733) 714-8880. Graduates of the program are eligible to take the American Society of Clinical Pathology (ASCP) national certification examinations for medical laboratory technicians.

**APPLICATION PROCESS:** Students interested in the Medical Laboratory Technology Program should submit the MLT program application to the program chair (address is on the application). Applications are available at the Dean of Health Professions' office, the MLT program office (Drane Hall Room 208), or at [www.navarrocollege.edu](http://www.navarrocollege.edu) (download from the MLT program site). Applicants are ranked for admission based on the following: Texas Success Initiative scores, GPA, completion of science courses, completion of other college courses, and employment in a clinical laboratory or phlebotomy course completion. Proof of clear criminal history is required. **ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM.**

Hepatitis B immunization, a six-month process, must be complete before patient contact, WHICH OCCURS DURING THE FRESHMAN YEAR CLINICALS. Students interested in the program should begin hepatitis B immunizations as soon as possible. Immunization information is included in the MLT application and the Web site.

University programs are available that accept transfer MLT courses to a Bachelor of Science (medical laboratory science) degree. Students should check with their chosen university regarding any transfer possibilities.

## FRESHMAN YEAR

### FALL

MLAB 1201	Introduction to Clinical Lab Science	2
MLAB 1311	Urinalysis and Body Fluids	3
MLAB 1235	Immunology/ Serology	2
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3

**Subtotal: 14**

### SPRING

MLAB 1415	Hematology	4
MLAB 1227	Coagulation	2
PLAB 1223	Phlebotomy	2
BIOL 2402	Anatomy & Physiology II	4
	Approved Language / Philosophy / Culture or Creative Arts	3

**Subtotal: 15**

**SUMMER**

MLAB 1460	Clinical I	4
		<b>Subtotal: 4</b>

**SOPHOMORE YEAR****FALL**

MLAB 2434	Clinical Microbiology	4
MLAB 2431	Immunochemistry	4
CHEM 1411	General Chemistry I	4
	OR	
CHEM 1405	Introductory Chemistry I	4
	Approved Social / Behavioral Science	3
		<b>Subtotal: 15</b>

**SPRING**

MLAB 1231	Parasitology/Mycology	2
MLAB 2401	Clinical Chemistry	4
MLAB 2238	Advanced Topics	2
MLAB 2460	Clinical II	4
		<b>Subtotal: 12</b>

## OCCUPATIONAL THERAPY ASSISTANT

**PROGRAM INFORMATION:** The two-year 60 hour curriculum in occupational therapy leads to an **Associate of Applied Science Degree (A.A.S. OTA)**. The program helps prepare the graduate to take the national certification examination provided by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Graduates must also meet licensure requirements as mandated by the Texas Board of Occupational Therapy Examiners (TBOTE) or the state in which licensure is sought. The occupational therapy assistant curriculum includes on-campus coursework and clinical experiences in traditional and non-traditional occupational therapy settings. The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449. The phone number for ACOTE is (301) 652-AOTA. The website for ACOTE is [www.acoteonline.org](http://www.acoteonline.org). The Navarro College Occupational Therapy Assistant Program has been granted Accreditation by ACOTE.

ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the OTA Program. Potential applicants are strongly encouraged to attend one of the information sessions, which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in-person through the Health Professions Department, or by electronic download from the program webpage. **Positions in the program** are limited. Admission decisions will be made through a points system. Priority status is determined from the following data: Completion of or exemption from Texas Success Initiative (TSI) requirements, grades in pre-requisite courses on the OTA degree plan, previous health work experience, and completion of prior degree or health certification.

**ADDITIONAL PROGRAM REQUIREMENTS:**

- All required coursework must be completed with a grade of "C" or better.
- Students will provide proof of required or state-mandated health screenings, immunizations, and CPR training. Clinical and practicum training will require drug screenings.
- Clinical and practicum training in practice settings, may require extended travel (early mornings, evenings, weekends) within 60 miles of the student's home.
- Entry into Level II Fieldwork (practicum) must occur within six months of completing academic studies. Completion of Level II fieldwork (practicum) of 16 weeks must occur within 16 months of completion of academic studies.
- The program must be completed with four (4) years of registration of the first OTHA course.
- Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.

**PLEASE NOTE:** A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure.

**PREREQUISITES**

HPRS 1101	Introduction to Health Professions	1
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
		<b>Subtotal: 9</b>

**FRESHMAN YEAR****SUMMER**

OTHA 1305	Principles of Occupational Therapy	3
HPRS 1206	Essentials of Medical Terminology	2
HPRS 2232	Health Care Communication	2
		<b>Subtotal: 7</b>

**FALL**

OTHA 1309	Human Structure and Function in Occupational Therapy	3
OTHA 1311	Occupational Performance Throughout The Lifespan	3
OTHA 2201	Pathophysiology in Occupational Therapy	2
PSYC 2314	Lifespan Growth and Development	3
PHIL 1301	Introduction to Philosophy	3
	OR	
PHIL 2306	Introduction to Ethics	3
		<b>Subtotal: 14</b>

**SPRING**

OTHA 1315	Therapeutic Use of Occupations Or Activities I	3
OTHA 1241	Occupational Performance From Birth to Adolescence	2

OTHA 1161	Clinical in OTA I	1
OTHA 2309	Mental Health in Occupational Therapy	3
OTHA 2211	Abnormal Psychology in Occupational Therapy	2

**Subtotal: 11****SOPHOMORE YEAR****FALL**

OTHA 2331	Physical Function in Occupational Therapy	3
OTHA 2402	Therapeutic Use of Occupations Or Activities II	4
OTHA 1162	Clinical in Ota II	1
OTHA 2235	Health Care Management in Occupational Therapy	2
MATH 1342	Elementary Statistical Methods	3

**Subtotal: 14****SPRING**

OTHA 2366	Practicum in Ota	3
OTHA 2367	Practicum in Ota	3

**Subtotal: 6****PHYSICAL THERAPIST ASSISTANT**

**PROGRAM INFORMATION:** The two-year, 66 hour curriculum in physical therapy leads to an **Associate of Applied Science Degree (A.A.S., PTA)**. The physical therapist assistant curriculum includes on-campus coursework and clinical experiences in traditional and non-traditional physical therapy settings. The program helps prepare the graduate to take the National Physical Therapy Examination provided by The Federation of State Board Examiners (FSBPT) to become a Physical Therapist Assistant (PTA). Graduates must also meet licensure requirements as mandated by the Executive Council on Physical Therapy Examiners for the state of Texas or the state in which licensure is sought. Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 7, 2014, the Navarro College Physical Therapist Assistant program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Admission to the PTA program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the PTA Program. It is **mandatory** for potential applicants to attend one of the information sessions, which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in person

through the Health Profession Department located on Corsicana campus or on the Midlothian campus, or by electronic download from the program webpage. **Positions in the program are limited** and are a selective process. Admission decisions will be made through a points system. Priority status is determined from the following data: Completion of or exemption from Texas success Initiative (TSI) requirements, grades in non-physical therapy coursed and pre-requisite courses (completed prior to the application deadline) on the PTA degree plan, Health Occupations Basic Entrance Test (HOBET), previous health work experience, and completion of a prior degree or health certification.

**ADDITIONAL PROGRAM REQUIREMENTS:**

- All required coursework must be completed with a grade of "C" or better.
- Students will provide proof of required or state-mandated health screenings, immunizations and CPR training. Clinical training will require drug screenings and criminal background checks.
- Entry into PTHA 2366 Practicum must occur within six months of completing academic studies.
- Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.
- **PLEASE NOTE:** A felony conviction may affect a graduate's ability to sit for the FSBPT (Federation of State Boards of Physical Therapy) and/or attain state licensure.

**PREREQUISITES**

HPRS 1101	Introduction to Health Professions	1
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
<b>Subtotal: 12</b>		

**FRESHMAN YEAR**

**SPRING**

PTHA 1409	Introduction to Physical Therapy	4
PTHA 1413	Functional Anatomy	4
PTHA 1321	Pathophysiology for PTA	3
PSYC 2314	Lifespan Growth and Development	3
MATH 1342	Elementary Statistical Methods	3
<b>Subtotal: 17</b>		

**FALL**

PTHA 2409	Therapeutic Exercise	4
PTHA 1431	Physical Agents	4
PTHA 2205	Neurology	2
PTHA 2201	Essentials of Data Collection	3
PHIL 1301	Introduction to Philosophy	3
	OR	
PHIL 2306	Introduction to Ethics	3
<b>Subtotal: 16</b>		

**SOPHOMORE YEAR****SPRING**

PTHA 2431	Management of Neurological Disorders	4
PTHA 2435	Rehabilitation Techniques	4
PTHA 1260	Pta Clinical I	2
SPCH	Elective	3

**Subtotal: 13****FALL**

PTHA 2360	Pta Clinical III	3
PTHA 2366	PTA Practicum	3
PTHA 2239	Professional Issues	3

**Subtotal: 9****PRE-BACHELOR OF SCIENCE IN NURSING**

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a bachelor's degree in nursing at a senior college or university.

Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, students are advised to consult a counselor for help in selecting courses needed to reach individual educational goals. In addition, students are advised to consult with the desired BSN program coordinator for degree requirements and application information.

**FRESHMAN YEAR****FALL**

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3

**Subtotal: 17****SPRING**

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
BIOL 2402	Anatomy & Physiology II	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14****SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved PHIL or English Literature	3
PSYC 2301	General Psychology	3
SPCH 1315	Public Speaking	3
	Creative Arts	3

**Subtotal: 15****SPRING**

GOVT 2306	Texas Government	3
MATH 1342	Elementary Statistical Methods	3
PSYC 2314	Lifespan Growth and Development	3
	Approved Elective	1
BIOL 2420	Microbiology for Non-Science Majors	4

**Subtotal: 14**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*



## INDUSTRIAL TECHNOLOGY

# INDUSTRIAL TECHNOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The curriculum will help prepare students for immediate employment in the field of industrial maintenance. Students will learn to perform the duties of a general maintenance technician and function as a member of a multi-skilled general and shop maintenance team in a wide variety of industrial settings. Graduates will perform routine preventative maintenance, troubleshooting, and repair on equipment and components in an industrial plant environment. Upon successful completion of the program, a Certificate of Completion in industrial equipment maintenance and repair will be awarded the student.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

INMT 2345	Industrial Troubleshooting OR	3
INMT 1305	Introduction to Industrial Maintenance	3
RBTC 1309	Pneumatics	3
ELPT 1311	Basic Electrical Theory	3
ELMT 2333	Industrial Electronics OR	3
INTC 1305	Intro to Instrumentation	3
PTRT 1313	Industrial Safety	3

**Subtotal: 15**

#### SPRING

ELMT 1301	Basic Prog Logic Controlers	3
HYDR 1305	Basic Hydraulics	3
ELPT 1341	Motor Control	3
PTRT 2280	Cooperative Education OR	2
PTRT 2270	Cooperative Education Capstone Approved Elective	3 3

**Subtotal: 14**

*PTRT 2280: Capstone*

#### APPROVED ELECTIVES

WLDG 1223	Introduction to Welding	4
WLDG 1428	Intro to Shielded Metal Arc Welding	4
ELPT 1325	Survey of National Electric Code	3
ELPT 2325	National Electrical Code II	3

# JOHN DEERE TECH

## **AGRICULTURE MECHANIZATION**

### **THE OCCUPATIONS**

Service Technician  
Shop Foreman  
Service Manager  
Customer Service Representative

### **ABOUT THE OCCUPATIONS**

The technical revolution in the agricultural tractor and equipment industry has quickly changed the way service technicians perform their jobs. The rapid spread of the use of electronics and hydraulics in the industry has created a demand for technicians who are technically and academically prepared. Technicians must be prepared for updated training on new machines as they are introduced. John Deere dealers need technicians who understand good work ethics and are willing to accept change. The service department at most dealerships of today is responsible for the repair and maintenance on all equipment sold at that dealership. The success of any dealership depends on the efficiency of the service department employees. Service technicians perform assigned set-up, repair, and warranty jobs on agricultural machines, old and new. This work may be performed at the dealership or in the field. Shop foremen, depending on the structure of the service department, may schedule service jobs for service technicians or work as a technician while assisting other technicians in the service department. Managerial positions are open to individuals who develop the technical, organizational, communication, and social skills necessary to represent the dealership in a managerial position in the service department. Many dealerships also employ a customer service representative to promote the dealership with current and prospective customer interaction.

### **WORK ENVIRONMENT**

#### **EMPLOYERS:**

John Deere dealerships provide an excellent opportunity to continue employment after graduation because students perform a paid internship at a sponsoring John Deere dealership as part of the degree program. Graduates from this program typically work for John

Deere dealerships but may also be employed by other agricultural equipment companies. Labor market Elementary Statistical Methods show an increasing demand for diesel mechanics.

#### **TYPICAL SCHEDULE:**

40-hour work week is normal  
Overtime during the crop-growing seasons

#### **TOOLS AND EQUIPMENT:**

Micrometers, dial indicators, hoists, flow meters, multimeters, laptop computers, lift trucks, cutting torches, and John Deere special tools necessary to perform service on equipment scheduled for repair.

#### **WORKER PORTRAIT**

#### **SKILLS AND APTITUDES:**

Demonstrates dependable and responsible attitude  
Works well under pressure  
Communicates well  
Concentrates despite distractions  
Demonstrates good judgment and common sense  
Understands what "doing the job right" means

#### **INTERESTS:**

Likes to work with hands  
Enjoys helping people in need  
Interested in working on a variety of products  
Enjoys a variety of inside and outside work

#### **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Excellent	Service Technician
Excellent	Shop Foreman
Excellent	Service Manager
<b>Position</b>	<b>Salary per Year</b>
Service Manager	Salaries depend on position region of state and nation
Shop Foreman	Salaries depend on position region of state and nation
Service Technician	Salaries depend on position region of state and nation

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)*

**DEGREE PLANS**

Ag Mechanization Technology (p. 146)

Turf Power Equipment (p. 147)

Advanced (Agriculture) Technical Skills Certificate (p. 148)

Commerical &amp; Consumer Equipment Maintenance Certificate

Diesel Engine Maintenance Certificate I (p.149)

Diesel Engine Maintenance Certificate II (p. 149)

**AG MECHANIZATION TECHNOLOGY - A.A.S.**

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

DEMR 1405	Basic Electrical Systems	4
DEMR 1191	Special Topics (FYE)	1
AGME 1207	Agriculture Equipment Tools	2
ENGL 1301	Composition I	3
DEMR 1406	Diesel Engine I	4
MATH 1332	Math for Liberal Arts Majors I	3

**Subtotal: 17****SPRING**

DEMR 1225	Small Air-Cooled Engines	2
AGME 1209	Equipment Repair	2
DEMR 1391	Special Topics-Diesel Eng Mech & Repair	3
DEMR 1449	Diesel Engines II	4
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture or Creative Arts	3
DEMR 1166	Practicum I	1

**Subtotal: 18****SUMMER**

DEMR 1466	Practicum II	4
-----------	--------------	---

**Subtotal: 4**

**SOPHOMORE YEAR****FALL**

DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3
DEMR 1421	Power Trains I	4
SOCI 1301	Introduction to Sociology	3

**Subtotal: 14****SPRING**

DEMR 1323	Heating Ventilation & Ac Troubleshooting	3
AGME 1391	Special Topics in Agriculture Mechanics	3
DEMR 2166	Practicum II	1

**Subtotal: 7***AGME 1391: Capstone must be taken in the final semester.***TURF POWER EQUIPMENT - A.A.S.****FRESHMAN YEAR****FALL**

DEMR 1405	Basic Electrical Systems	4
ORIN 1100	Fye Orientation	1
AGME 1207	Agriculture Equipment Tools	2
ENGL 1301	Composition I	3
DEMR 1406	Diesel Engine I	4
MATH 1332	Math for Liberal Arts Majors I	3

**Subtotal: 17****SPRING**

DEMR 1225	Small Air-Cooled Engines	2
SMER 1291	Small Engine Mechanic & Repair	2
DEMR 1391	Special Topics-Diesel Eng Mech & Repair	3
DEMR 1449	Diesel Engines II	4
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture or Creative Arts	3
SMER 1166	Practicum I	1

**Subtotal: 18****SUMMER**

SMER 1466	Practicum II	4
-----------	--------------	---

**Subtotal: 4**

**SOPHOMORE YEAR****FALL**

DEMR 1416	Basic Hydraulics	4
SMER 2337	Advanced Equipment Service	3
DEMR 1421	Power Trains I	4
COSC 1401	Introduction - Computing	4
SOCI 1301	Introduction to Sociology	3

**Subtotal: 18**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

**SPRING**

DEMR 1323	Heating Ventilation & Ac Troubleshooting	3
SMER 1391	Small Engine Mech & Repair	3
DEMR 2335	Advanced Hydraulics	3
DEMR 2371	John Deere AG Mgmt Solutions	3
	Approved Free Elective	2, 3, 4
SMER 2166	Practicum III	1

**Subtotal: 15-17**

## ENHANCED (AGRICULTURE) TECHNICAL SKILLS CERTIFICATE

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

DEMR 2335	Advanced Hydraulics	3
DEMR 2371	John Deere AG Mgmt Solutions	3

**Subtotal: 6**

## DIESEL ENGINE MAINTENANCE CERTIFICATE I

**PROGRAM INFORMATION:** The Certificate I and Certificate II Programs can enable students in the John Deere Tech Program to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

DEMR 1406	Diesel Engine I	4
POFT 1301	Business English	3
DEMR 1405	Basic Electrical Systems	4
AGME 1207	Agriculture Equipment Tools	2
<b>Subtotal: 13</b>		

#### SPRING

DEMR 1391	Special Topics-Diesel Eng Mech & Repair	3
DEMR 1225	Small Air-Cooled Engines	2
DEMR 1449	Diesel Engines II	4
AGME 1209	Equipment Repair	2
DEMR 1166	Practicum I	1
<b>Subtotal: 12</b>		

*DEMR 1449: Capstone must be taken in final semester*

#### SUMMER

DEMR 1466	Practicum II	4
<b>Subtotal: 4</b>		

## DIESEL ENGINE MAINTENANCE CERTIFICATE II

**PROGRAM INFORMATION:** The Certificate I and Certificate II Programs can enable students in the John Deere Tech Program to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3

DEMR 1421	Power Trains I	4
	Approved Welding Course	4

**Subtotal: 15**

**SPRING**

DEMR 1323	Heating Ventilation & Ac Troubleshooting	3
AGME 1391	Special Topics in Agriculture Mechanics	3
DEMR 2335	Advanced Hydraulics	3
DEMR 2166	Practicum II	1
DEMR 2371	John Deere AG Mgmt Solutions	3

**Subtotal: 13**

\* *Capstone must be taken in final semester*

## KINESIOLOGY

### KINESIOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in kinesiology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Math	3
	Approved Speech	3
	<b>Subtotal: 16</b>	

*Approved Life / Physical Science: BIOL 2401 recommended*

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
KINE 1301	Foundation of Kinesiology	3
	Approved Math	3
	<b>Subtotal: 16</b>	

*Approved Life / Physical Science: BIOL 2402 recommended*

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
KINE 1338	Concepts of Physical Fitness	3
	Approved Language / Philosophy / Culture	3
KINE	Approved KINE Activity	1
COSC 1401	Introduction - Computing	4
	<b>Subtotal: 14</b>	



**SPRING**

GOVT 2306	Texas Government	3
KINE	KINE Lecture Elective	3
KINE	Approved KINE Activity	1
KINE	Approved KINE Activity	1
	Approved Creative Arts	3
	Approved Social / Behavioral Science	3

**Subtotal: 14**

*\*College Algebra or higher*

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# MASSAGE THERAPY

## **THE OCCUPATIONS**

Massage Therapists

### **ABOUT THE OCCUPATIONS**

Massage therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. With their touch, therapists relieve pain, help rehabilitate injuries, improve circulation, relieve stress, increase relaxation, and aid in general wellness of clients. Massage also offers specific benefits to particular groups of people whose continued demand for massage services will lead to overall growth for the occupation. For example, some sports teams hire massage therapists to help give their athletes relief from pain and to rehabilitate clients with injuries.

Demand for massage services will grow as the baby-boom generation seeks these services as a way to help maintain their health as they age. Older people in nursing homes or assisted-living facilities also are finding benefits from massage, such as increased energy levels and reduced health problems. Demand for massage therapy should grow among older age groups because they increasingly are enjoying longer, more active lives.

In addition, the number of massage clinic franchises has increased in recent years. Many franchised clinics offer more affordable massage than those provided at spas and resorts, making massage services available to a wider range of customers.

### **WORK ENVIRONMENT**

Massage therapists work in an array of settings, both private and public, such as private offices, spas, hospitals, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage. Most massage therapists, especially those who are self-employed, provide their own table or chair, sheets, pillows, and body lotions or oils.

A massage therapist's working conditions depend heavily on the location and what the client wants. For example, a massage meant to help rehabilitate a client with an injury may be conducted in a well-lit setting with several other clients receiving treatment in the same room. But when giving a massage to help clients relax, massage

therapists, generally work in dimly lit settings and use candles, incense, and calm, soothing music.

### **TYPICAL SCHEDULE:**

Many massage therapists work part-time.

Because therapists work by appointment in most cases, their schedules and the number of hours worked each week vary considerably. In addition to giving massages, therapists, especially those who are self-employed, may spend time recording client notes, marketing, booking clients, washing linens, and conducting other general business tasks.

### **WORKER PORTRAIT**

Massage Therapists typically do the following

- Talk with clients about symptoms, medical history, and desired results.
- Evaluate clients to locate painful or tense areas of the body.
- Manipulate muscles or other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture.
- Document client's condition and progress.

Massage therapists use touch to treat clients' injuries and to promote general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils and massage tables or chairs, when treating a client. A massage can be as short as 5-10 minutes or could last more than an hour.

Therapists talk with clients about what they hope to achieve through massage. Some massage therapists suggest personalized treatment plans for their clients. They also may offer clients information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage, called modalities. Swedish massage, deep-tissue massage, and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

Usually, the type of massage given depends on the client's needs and physical condition. For example, therapists may use a special technique for elderly clients that they would not use for athletes. Some forms of massage are given solely to one type of client; for example, prenatal massage is given to pregnant women.

Massage therapists who are self-employed may need to do business-related tasks such as marketing and

maintaining financial records. They also may have to buy supplies and do laundry.

Individuals considering a career as a Massage Therapist in Texas must attend a MT School licensed by TDSHS to obtain the knowledge, skills, and abilities required to sit for state licensure. Effective reading comprehension and writing skills are critical for the student to be successful.

### **DEGREE PLANS**

Massage Therapy Certificate (p. 154)

## **MESSAGE THERAPY CERTIFICATE**

**PROGRAM INFORMATION:** The Massage Therapy Certificate is designed to develop the knowledge and skills necessary for graduates to take the national exam to become licensed Massage Therapists. Licensed Massage Therapists work in many settings including Day Spas, Physicians and Chiropractic offices, at hotels and resorts and country clubs or in private practice. According to the United States Bureau of Labor Statistics employment opportunities are expected to grow by 19% through 2018—faster than the average. Texas ranks third in the nation for employed licensed massage therapists (California and Florida rank 1 and 2) The BLS indicates the annual mean wage for Massage Therapists in Texas is \$36,630. Massage Therapists help clients overcome injury, relieve stress, and generally live healthier lives. The two semester program is designed to prepare students to become nationally certified. Upon graduation and certification students may go to work in a massage clinic, wellness center, or hospital, spa, cruise ship, or enter private practice.

### **COURSE SEQUENCE**

#### **FALL**

MSSG 1109	Health & Hygiene	1
MSSG 1411	Massage Therapy Fund I	4
MSSG 1413	Anatomy Phys. for Massage Thrpy	4
MSSG 1207	Business Pract. & Prof. Ethics	2
MSSG 1105	Hydrotherapy	1

**Subtotal: 12**

#### **SPRING**

MSSG 2413	Kinesiology-Massage Thrpy	4
MSSG 2311	Massage Therapy Fund. II	3
MSSG 2314	Pathology-Massage Thrpy	3
MSSG 2130	Adv Massage Thrpy Techniques	1
MSSG 2186	Internship-Massage Therapy	1

**Subtotal: 12**

## MATHEMATICS

### MATHEMATICS – A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in mathematics at a senior college or university after completing their studies at Navarro College. The Associate in Science Degree with a specialization in mathematics will be awarded to students who fulfill the general requirements for the degree and complete MATH 2413, MATH 2414, and two of the following courses: MATH 1316, MATH 2320, MATH 2315, MATH 2318, MATH 1342, or MATH 2412.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MATH 2413	Calculus I	4
COSC 1401	Introduction - Computing	4

**Subtotal: 14**

*MATH 2413: Students deficient in mathematics should take college algebra and trigonometry or pre-calculus during the summer preceding their enrollment in MATH 1342 or MATH 2413.*

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
MATH 2414	Calculus II	4
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 16**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
MATH 2315	Calculus III	3
	Approved Elective	3
	Approved Social / Behavioral Science	3
BIOL 1406	Biology for Science Majors I	4
	OR	
CHEM 1411	General Chemistry I	4

**Subtotal: 16****SPRING**

GOVT 2306	Texas Government	3
	Approved Math	3
	Approved Creative Arts	3
BIOL 1407	Biology for Science Majors II	4
	OR	
CHEM 1412	General Chemistry II	4
	Elective	1

**Subtotal: 14**

Approved Math: Please See Above Listing of Courses

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

PHYS 2426	University Physics II	4
-----------	-----------------------	---

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# MULTIMEDIA TECHNOLOGY

## THE OCCUPATIONS

Video Editor  
 Multimedia Artists & Animators  
 Web page Designer  
 Graphic Designer  
 Audio/Visual Production Technician  
 2D-3D animator  
 Computer Game Specialist  
 Story Board Artist

## ABOUT THE OCCUPATIONS

Multimedia professionals combine the use of audio, video, graphics, and text to provide and disseminate information to others in an aesthetic manner. Often, their final output is distributed on CD ROMs or DVD as catalogs, training sessions, books on disk, and tutorials. By combining graphics, audio files, animation, and video components, the product of multimedia specialists can often make stronger impacts than printed guides or tutorials.

Multimedia artists must have an understanding of the production of audio files, video, 2-D and 3-D animation design, and computer graphics, as well as how to edit and enhance these files for use in a multimedia presentation. They must also be competent with computer hardware and software, not only on the production side, but on the user side as well, to help ensure the product will be cross platform. As multimedia moves to the Internet, many multimedia artists may do work comparable to that of a webmaster.

Graphic designers use a variety of print, electronic, and film media to create designs that meet client needs. Most graphic designers use computer software to generate new images. They design promotional displays and marketing brochures for products and services, develop distinctive company logos for products and businesses, and create visual designs for annual reports and other corporate literature. Additionally, graphic designers, usually under the supervision of a design or art director, develop the overall layout and design of magazines, newspapers, journals, corporate reports, and other publications. Many graphic designers develop the graphics and layout of Internet Web sites. Graphic

designers also produce the credits that appear before and after television programs and movies.

## WORK ENVIRONMENT

### EMPLOYERS:

Multimedia agencies  
 Business, industry, and government agencies  
 Educational and health care institutions  
 In-house Art Departments  
 Entertainment Industry

### TYPICAL SCHEDULE:

Flexible work schedule  
 40+ hours per workweek

### TOOLS AND EQUIPMENT:

Computers, scanners, printers, digital cameras, servers, digital and analog audio and video equipment, multimedia software

### WORKER PORTRAIT

### SKILLS AND APTITUDES:

Communicates well  
 Works under pressure  
 Knowledge of design techniques  
 Dependable and responsible  
 Knowledge of media production

### INTERESTS:

Likes to work with computers  
 Enjoys generating new approaches to problems  
 Interested in a variety of media

### OUTLOOK CAREER

Outlook	Occupation
Excellent	Multimedia Artists & Animators
Excellent	Webmaster
Position	Salary per Year
Multimedia Artists & Animators	\$33,840 – 44,020
Webmaster	\$22,800 – 34,800

(Note: Individual earnings may vary based upon the job setting and position. These are ranges and not guarantees of earnings.)

**DEGREE PLANS**

Multimedia Technology – A.A.S. (p. 158)

Multimedia Technology Level I Certificate (p. 159)

Multimedia Technology Level II Certificate (p. 159)

**MULTIMEDIA TECHNOLOGY - A.A.S.**

**PROGRAM INFORMATION:** This curriculum is designed to help prepare students for immediate employment in the field of multimedia technology. Students will receive job specific training in web design, graphic design, computer 2-D and 3-D image creation, traditional and digital video and video editing, digital photography, instructional and interface design, computer animation and multi-media authoring. Upon successful completion of the two-year curriculum, students will receive the Associate in Applied Science Degree.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

IMED 1301	Intro to Multimedia	3
COSC 1401	Introduction - Computing	4
POFT 1301	Business English	3
	Language / Philosophy / Culture OR Creative Arts	3
ENGL 1301	Composition I	3

**Subtotal: 16**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

**SPRING**

MATH 1332	Math for Liberal Arts Majors I	3
IMED 1416	Web Page Design 1	4
ARTC 1359	Visual Design for New Media	3
PSYC 2301	General Psychology	3
ARTC 1313	Digital Publishing I	3

**Subtotal: 16****SOPHOMORE YEAR****FALL**

ARTV 1343	Digital Sound	3
ARTC 1302	Digital Imaging I	3
GRPH 1359	Object Oriin Comp. Graphics	3
ARTV 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3

**Subtotal: 15****SPRING**

ARTV 2341	Advanced Digital Video	3
IMED 2301	Instructional Design	3
ARTV 1303	Basic Animation	3

ARTV 1341	3-D Animation I	3
IMED 2166	Practicum	1
<b>Subtotal: 13</b>		

## MULTIMEDIA TECHNOLOGY LEVEL I CERTIFICATE

**PROGRAM INFORMATION:** Multimedia Technology Level I Certificate is designed for teachers and other individuals who are retraining and who want basic multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

IMED 1301	Intro to Multimedia	3
ARTC 1302	Digital Imaging I	3
GRPH 1359	Object Oriin Comp. Graphics	3
IMED 1345	Interactive Multimedia I	3
<b>Subtotal: 12</b>		

#### SPRING

ARTV 1303	Basic Animation	3
ARTC 1359	Visual Design for New Media	3
IMED 1416	Web Page Design 1	4
IMED 2301	Instructional Design	3
<b>Subtotal: 13</b>		

## MULTIMEDIA TECHNOLOGY LEVEL II CERTIFICATE

**PROGRAM INFORMATION:** The Multimedia Technology Level II Certificate is designed to help prepare individuals who are retraining and who want more advanced multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

### FRESHMAN

#### FALL

IMED 1301	Intro to Multimedia	3
ARTC 1302	Digital Imaging I	3
GRPH 1359	Object Oriin Comp. Graphics	3
COSC 1401	Introduction - Computing	4
<b>Subtotal: 13</b>		

#### SPRING

IMED 1416	Web Page Design 1	4
ARTC 1359	Visual Design for New Media	3



ARTV 1303	Basic Animation	3
ARTC 1313	Digital Publishing I	3

**Subtotal: 13****SOPHOMORE****FALL**

IMED 1345	Interactive Multimedia I	3
ARTV 1343	Digital Sound	3
ARTS 1316	Drawing I	3
ARTV 1351	Digital Video	3

**Subtotal: 12***ARTV 1351: If possible take ARTV 1351 in first semester.***SPRING**

IMED 2301	Instructional Design	3
ARTS 1317	Drawing II	3
ARTV 2341	Advanced Digital Video	3
ARTV 1341	3-D Animation I	3
ARTC 1317	Typography	3

**Subtotal: 15**

# MUSIC

## MUSIC - A.A.

**PROGRAM INFORMATION:** The two-year curriculum in music leads to an Associate in Arts Degree and helps prepare the graduate to pursue a degree in music at an institution of higher education. Students should consult with their Advisor regarding the field-of-study curriculum. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MUSI 1211	Music Theory I	2
MUSI 1216	Sight-Singing & Ear Training I	2
	Approved Math	3
	Applied Concentration	2
MUSI 1114	Piano Class for Music Majors I	1
	Ensemble	1

**Subtotal: 17**

*MUSI 1211: All incoming music majors must meet with a music Advisor and take a theory placement test before registering for classes.*

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
MUSI 1212	Music Theory II	2
MUSI 1217	Sight-Singing & Ear Training II	2
	Applied Concentration	2
MUSI 1115	Piano Class for Music Majors II	1
	Ensemble	1

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
MUSI 2211	Music Theory III	2

MUSI 2216	Sight-Singing & Ear Training III	2
	Applied Concentration	2
MUSI 2114	Piano Class for Music Majors III	1
	Ensemble	1
MUSI 1307	Music Literature	3
	<b>Subtotal: 14</b>	
<b>SPRING</b>		
GOVT 2306	Texas Government	3
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight-Singing & Ear Training IV	2
	Applied Concentration	2
MUSI 2115	Piano Class for Music Majors IV	1
	Ensemble	1
	Approved Life / Physical Sciences	4
	<b>Subtotal: 15</b>	

*\*\*All music majors are required to enroll in MUSI 100R each semester.*

*Marching Band may be substituted for KINE requirements.*

# PARALEGAL STUDIES

## THE OCCUPATIONS

Legal Assistant  
Paralegal

## ABOUT THE OCCUPATIONS

The terms “legal assistant” and “paralegal” are used interchangeably to denote a person who assists licensed attorneys in the delivery of legal services. In this occupation, paralegal/legal assistants perform many of the same tasks as lawyers under their direct supervision. Paralegals generally work for one law firm or sole practitioner, but they may also provide their services to licensed attorneys on a contract basis as a freelance paralegal. In either case, legal assistants may assume a variety of responsibilities, such as drafting legal documents, conducting legal research to ascertain the applicable law in a given case, and investigating the facts of cases.

A career as a paralegal also provides diverse employment settings. In addition to having the option to work for small, medium, or large law firms, legal assistants may work for corporations assisting attorneys with such tasks as drafting employee contracts, maintaining corporate minute books, or preparing annual financial reports. Other paralegal assistants may work for the state or federal government in one of their numerous administrative agencies performing a variety of duties. When assigned a legal problem on which to work, legal assistants must be able to communicate their findings to their supervising attorney(s), both orally and in writing. In order to do this effectively, paralegal assistants must not only understand legal terminology and have good research and investigative skills, but also must have excellent communication skills. Proficiency in the operation of computers in legal research and litigation is also essential. As legal assistants gain experience they are usually delegated increasingly challenging tasks, and can be a great asset to their employers. The paralegal occupation provides virtually unlimited opportunities to self-motivated people who recognize the importance of details, are able to work under pressure, and will abide by the strict rules of ethics and confidentiality of the legal profession.

## WORK ENVIRONMENT

### EMPLOYERS:

Law firms  
Corporations  
Government agencies

### TYPICAL SCHEDULE:

Corporations or government employers – 40-hour work week  
Law firms – 40 hours/week with possible frequent overtime  
Part-time or temporary employment may be available

### TOOLS AND EQUIPMENT:

Sources of law (case law, statutes, constitutions, agency rules and regulations, ordinances)  
Sources that discuss the law  
Pleadings, motions and other legal documents  
Computers, word processing and research software  
Form books

## WORKER PORTRAIT

### SKILLS AND APTITUDES:

General knowledge of the law  
Good research and investigative skills  
Familiarity with computers  
Able to handle stressful situations and to solve problems  
Communicates clearly  
Organized and self-motivated  
Team member, flexible, courteous, trustworthy, & dependable  
High ethical standards

### INTERESTS:

Likes to read and communicate  
Enjoys challenges  
Likes the law  
Enjoys helping people

## CAREER OUTLOOK

Outlook	Occupation
Excellent	Paralegal personnel
Position	Salary per Year (Average)
Paralegal	\$38,020-\$56,080

(Note: Individual earnings may vary based upon the job setting and position. These are ranges – not guarantees of earnings.)

Paralegal Studies with Criminal Justice Emphasis – A.A.S. (p.165)  
Paralegal Studies Certificate (p. 167)

### DEGREE PLANS

Paralegal Studies – A.A.S. (p. 164)

## PARALEGAL STUDIES - A.A.S.

**PROGRAM INFORMATION:** The paralegal studies program is designed to help prepare a person to perform duties requiring knowledge of both substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for corporation and other employers that benefit from the ability to gather and organize information and to understand legal issues. An Associate of Applied Science Degree is awarded upon successful completion of this two-year program. The program curriculum is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

### FRESHMAN YEAR

#### FALL

LGLA 1301	Legal Research & Writing	3
LGLA 1313	Intro to Paralegal Studies	3
LGLA 1311	Intro to Law	3
COSC 1401	Introduction - Computing	4
	OR	
ITSC 1409	Integrated Soft Applications I	4
ENGL 1301	Composition I	3

**Subtotal: 16**

*COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.*

#### SPRING

LGLA 2307	Law Office Management	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 2313	Criminal Law & Procedure	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3

**Subtotal: 15**

### SOPHOMORE YEAR

#### FALL

LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 1353	Wills Trusts & Probate Admin	3
MATH 1324	Mathematics for Business and Social Sciences	3
	OR	

MATH 1332	Math for Liberal Arts Majors I	3
GOVT 2306	Texas Government	3

**Subtotal: 15****SPRING**

LGLA 2331	Advanced Legal Research & Writ	3
LGLA 2309	Real Property	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2288	Practicum	2
	Approved Language / Philosophy / Culture or Creative Arts	3

**Subtotal: 14**

*LGLA 2288: Capstone course. Must be taken in the last semester.*

*LGLA 1311 and 1313 are prerequisites for all other LGLA courses except LGLA 1301.*

## PARALEGAL STUDIES WITH CRIMINAL JUSTICE EMPHASIS - A.A.S.

**PROGRAM INFORMATION:** The A.A.S. Paralegal Studies with Criminal Justice Emphasis degree is designed to help prepare a person to perform duties requiring a knowledge of substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for government agencies, courts or other employers that benefit from the paralegal's ability to gather and organize information and to understand legal issues. The criminal justice emphasis allows the student to focus on criminal law and is specifically designed to help prepare the student for paralegal work in a law firm specializing in criminal defense, a public defender's office, a prosecutor's office, a probation department, court or other government agency that would benefit from the paralegal's knowledge of criminal law and procedure. Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

LGLA 1301	Legal Research & Writing	3
LGLA 1313	Intro to Paralegal Studies	3
LGLA 1311	Intro to Law	3
CRIJ 1301	Intro - Criminal Justice	3
CJSA 1322	Intro - Criminal Justice	3
ENGL 1301	Composition I	3

**Subtotal: 15****SPRING**

LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3
	OR	
CRIJ 1310	Fundamentals - Criminal Law	3
	OR	

CJSA 1327	Fundamentals - Criminal Law	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
COSC 1401	Introduction - Computing	4
	OR	
ITSC 1409	Integrated Soft Applications I	4

**Subtotal: 16***COSC 1401: ITSC 1409 is a substitute course for COSC 1401 in A.A.S. and Certificate degrees.***SOPHOMORE YEAR****FALL**

LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
MATH 1324	Mathematics for Business and Social Sciences	3
	OR	
MATH 1332	Math for Liberal Arts Majors I	3
GOVT 2306	Texas Government	3
	Major Emphasis Elective	3

**Subtotal: 15****SPRING**

LGLA 2331	Advanced Legal Research & Writ	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2288	Practicum	2
	Major Emphasis Elective	3
	Approved Language / Philosophy / Culture or Creative Arts	3

**Subtotal: 14***LGLA 2288: Capstone must be taken in the last semester.***APPROVED MAJOR EMPHASIS ELECTIVES**

CRIJ 1313	Juvenile Justice System	3
CRIJ 1307	Crime in America	3
CRIJ 2301	Comm. Resources In Correction	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	General Psychology	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 1353	Wills Trusts & Probate Admin	3
LGLA 2309	Real Property	3

*CRCJ 1474 TYC Pre-Service Academy and CJCR 1166 Practicum-TYC/OJT will meet requirement for one elective.*

# PARALEGAL STUDIES CERTIFICATE

**PROGRAM INFORMATION:** The paralegal studies certificate is designed to enable a person, working under the direct supervision of a licensed attorney, to assist a sole practitioner or a law firm with the performance of duties requiring knowledge of substantive and procedural law. A Certificate of Completion is awarded to the student upon successful completion of this one-year program.

The program curriculum is designed to help provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

## COURSE SEQUENCE

### FALL

LGLA 1313	Intro to Paralegal Studies	3
LGLA 1355	Family Law	3
LGLA 1311	Intro to Law	3
LGLA 1345	Civil Litigation	3
LGLA 1353	Wills Trusts & Probate Admin	3
LGLA 1301	Legal Research & Writing	3

**Subtotal: 18**

### SPRING

LGLA 2335	Advanced Civil Litigation	3
LGLA 2288	Practicum	2
	OR	
LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3
LGLA 2309	Real Property	3
LGLA 2303	Torts & Personal Injury Law	3

**Subtotal: 17**

*LGLA 2288: Capstone must be taken in the last semester.*



## PETROLEUM TECHNOLOGY

The recent oil and gas boom throughout Texas, nationally, and internationally, has resulted in increased demand for workers to fill lease operator and related positions. However, companies in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators) in the industry. According to the company personnel, this trend in industry growth and personnel shortage is expected to continue. Competition for qualified workers will continue to increase especially in rural counties where oil and natural gas production is growing. Industry partners such as Encana Oil, and XTO Energy have teamed up for employment in these counties and throughout Texas.

Industry partners, oil and gas companies, indicate that starting salaries range from the upper \$40,000 to \$60,000 annually.

Navarro College has instituted an oil and gas education training program that includes a two-year Associate in Applied Science Degree and one-year Certificate program. The two-year Associate Degree includes specific technology related courses and academic courses. The one-year Certificate program focuses only on the oil and gas technology courses and does not include English, Basic Mathematics, History, Government, and similar courses.

Graduates from these programs will be responsible for operating oil and gas wells, pipelines, and gas plants.

They will be required to perform basic maintenance and equipment repair. They must ensure that all regulatory and environmental standards are strictly adhered to and appropriate records are maintained.

Both the Associate Degree program and the Certificate program require graduates to complete an intern program prior to graduation. Some companies only accept graduates with an Associate Degree, while other will accept graduates from the certificate program. The intern program requires the student to compete direct work in the industry with reports of the work accomplished being submitted by both the student and the sponsoring company supervisor. Two credit hours of academic credit are awarded for the intern work. Several intern positions are paid positions from the sponsoring companies.

In addition to the oil and gas certificate program, Navarro College has instituted a Certificate program in Automation that concentrates on the electronics measurement aspects of the oil and gas industry. The Automation Certificate program is a one-year certificate with many of its courses also being available to students in the basic oil and gas programs.

### **DEGREE PLANS**

Petroleum Technology – A.A.S. (p. 168)

Automation Certificate (p. 170)

Oil and Gas Technology Certificate (p. 171)

## PETROLEUM TECHNOLOGY – A.A.S.

**PROGRAM INFORMATION:** The Petroleum Technology Degree will help prepare students for careers in the oil and gas industry where they will perform the duties of lease operators and function as a member of oil and/or gas production team. Graduates from the program will be responsible for ensuring that oil and natural gas well-flow rate and product quality is maintained at optimal levels. They will be required to perform basic maintenance and equipment repair. Through leading by example, employees are expected to lead, guide and train other lease operators. They must ensure that all regulatory and environmental standards are strictly adhered to and appropriate records are maintained.

**Program Demand and Occupational Need:** Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions. According to employers, this trend is expected to continue. Competition for qualified workers continues to increase, especially in the rural counties of Limestone, Freestone, and Leon, where natural gas production is booming. EnCana Oil and XTO Energy have asked Navarro College to implement an oil and gas production

training program to train workers for employment in these counties. Other companies including Marathon are also interested in employing graduates from the program.

Industry partners, oil and gas companies, indicate that starting salaries range from upper \$40,000 to \$60,000 annually.

**Curriculum:** The certificate program requires students complete 40 semester hours that includes technical courses from the Workforce Education Course Manual.

A cooperative education class is used to verify workplace competencies. Students successfully completing the program will be awarded an oil and gas production technology certificate.

## FRESHMAN YEAR

### FALL

PHYS 1415	Physical Science I	4
Ptrt 1301	Overview of Petroleum Industry	3
Ptrt 1313	Industrial Safety	3
MATH 1314	College Algebra	3
	OR	
MATH 1332	Math for Liberal Arts Majors I	3
INMT 2345	Industrial Troubleshooting	3
	OR	
RBTC 1309	Pneumatics	3
	OR	
INTC 1305	Intro to Instrumentation	3
	<b>Subtotal: 16</b>	

*INTC 1305: Required for Automation Certificate*

### SPRING

Ptrt 1317	Natural Gas Processing	3
	OR	
ELPT 1311	Basic Electrical Theory	3
Ptrt 1307	Recovery and Production Methods	3
	OR	
ELPT 1325	Survey of National Electric Code	3
Ptrt 2323	Natural Gas Production	3
	Creative Arts	3
ENGL 1301	Composition I	3
	<b>Subtotal: 15</b>	

*ELPT 1311, ELPT 1325: Required for Automation Certificate*

## SOPHOMORE YEAR

### FALL

Ptrt 2280	Cooperative Education	2
	OR	
Ptrt 2291	Capstone	

PTRT 1309	Corrosion Basics	3
	OR	
ELPT 1341	Motor Control	3
PTRT 1312	Petroleum Regulations	3
	OR	
ELMT 1301	Basic Prog Logic Controllers	3
PTRT 1321	Oil Field Hydraulics	3
	OR	
RBTC 1355	Sensors	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
		<b>Subtotal: 14</b>

*ELPT 1341, ELPT 1301, ELPT 1355: Required for Automation Certificate*

### SPRING

BMGT 2309	Leadership	3
PTRT 2359	Petroleum Computer Applications	3
PTRT 2332	Artificial Lift	3
	OR	
ELMT 2339	Adv. Programmable Logic Cntrls	3
PTRT 1391	Natural Gas Processing II	3
	OR	
ELPT 2325	National Electrical Code II	3
ECON 2302	Principles Economics Micro	3
	OR	
GOVT 2305	Federal Government	3
	OR	
HIST 1301	United States History I	3
		<b>Subtotal: 15</b>

*ELMT 2339, ELMT 2325: Required for Automation Certificate*

## AUTOMATION CERTIFICATE

### COURSE SEQUENCE

#### FALL

INTC 1305	Intro to Instrumentation	3
ELPT 1311	Basic Electrical Theory	3
ELMT 1301	Basic Prog Logic Controllers	3
ELPT 1341	Motor Control	3

PTRT 1313	Industrial Safety	3
		<b>Subtotal: 15</b>

**SPRING**

ELPT 1325	Survey of National Electric Code	3
PTRT 2359	Petroleum Computer Applications	3
RBTC 1355	Sensors	3
ELPT 2325	National Electrical Code II	3
ELMT 2339	Adv. Programmable Logic Cntrls	3
		<b>Subtotal: 15</b>

## OIL AND GAS TECHNOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The oil and gas technology certificate program offers students initial courses related to oil and gas operations. It provides training that meets this industry's expectations. The oil and gas technology certificate program is THEA exempt. Length: Three semester (one year) program.

### COURSE SEQUENCE

**FALL**

PTRT 1301	Overview of Petroleum Industry	3
PTRT 1313	Industrial Safety	3
ELMT 2345	Industrial Troubleshooting	3
RBTC 1309	Pneumatics	3
INTC 1305	Intro to Instrumentation	3
		<b>Subtotal: 15</b>

**SPRING**

PTRT 1317	Natural Gas Processing	3
PTRT 1321	Oil Field Hydraulics	3
PTRT 2323	Natural Gas Production	3
PTRT 1307	Recovery and Production Methods	3
		<b>Subtotal: 12</b>

**SUMMER**

PTRT 2280	Cooperative Education	2
	OR	
PTRT 2291	Capstone	
PTRT 1391	Natural Gas Processing II	3
PTRT 2332	Artificial Lift	3
		<b>Subtotal: 8</b>

## PHYSICS

### PHYSICS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in physics at a senior college or university after completing their studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4

**Subtotal: 14**

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
COSC 1401	Introduction - Computing	4
MATH 2414	Calculus II	4

**Subtotal: 14**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
PHYS 2425	University Physics I	4
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3
MATH 2315	Calculus III	3

**Subtotal: 16**

##### SPRING

GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
MATH 2320	Differential Equations	3
	Approved Social / Behavioral Science	3
	Approved Creative Arts	3

**Subtotal: 16**

*Students deficient in mathematics should take college algebra and trigonometry during the summer preceding their enrollment in MATH 1348 or MATH 2413.*

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*

## PRE-DENTISTRY

### PRE-DENTISTRY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in dentistry at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses below.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
SPCH 1315	Public Speaking	3
	Approved Math	3
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
MATH 2413	Calculus I	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
	Approved Creative Arts	3
BIOL 1406	Biology for Science Majors I	4
	<b>Subtotal: 14</b>	

##### SPRING

GOVT 2306	Texas Government	3
COSC 1301		
COSC 1401	Introduction - Computing	4

	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
BIOL 1407	Biology for Science Majors II	4
	<b>Subtotal: 16</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
PHYS 1401	College Physics I	4
	OR	
PHYS 2425	University Physics I	4
PHYS 1402	College Physics II	4
	OR	
PHYS 2426	University Physics II	4

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*



## PRE-ENGINEERING

### PRE-ENGINEERING - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a professional degree in engineering at a senior college or university after completing studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate from Navarro with an Associate in Science Degree. Students should consult their Advisor regarding the engineering field of study. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1301	Intro to Computing	3
MATH 2313	Calculus I	3
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 15</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
PHYS 2426	University Physics II	4
MATH 2315	Calculus III	3
ENGR 2301	Engineering Mechanics-Statics	3
	Approved Speech	3
	<b>Subtotal: 16</b>	

##### SPRING

GOVT 2306	Texas Government	3
-----------	------------------	---

	Approved Creative Arts	3
MATH 2320	Differential Equations	3
ENGR 2305	Electrical Circuits I	3
	Approved Social / Behavioral Science	3
	<b>Subtotal:</b>	<b>15</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## PRE-MEDICINE

### PRE-MEDICINE - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in medicine at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses listed below.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
MATH 2412	Pre-Calculus Math	4
	<b>Subtotal: 14</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
	Approved Creative Arts	3
	<b>Subtotal: 16</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
COSC 1301		
COSC 1401	Introduction - Computing	4
BIOL 1406	Biology for Science Majors I	4
	<b>Subtotal: 14</b>	

##### SPRING

GOVT 2306	Texas Government	3
-----------	------------------	---

SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
BIOL 1407	Biology for Science Majors II	4
	<b>Subtotal: 16</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
PHYS 1401	College Physics I	4
	OR	
PHYS 2425	University Physics I	4
PHYS 1402	College Physics II	4
	OR	
PHYS 2426	University Physics II	4

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## PRE-PHARMACY

### PRE-PHARMACY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a professional degree in pharmacy at a senior college or university after completing studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
CHEM 1411	General Chemistry I	4
MATH 1314	College Algebra	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
SPCH 1315	Public Speaking	3
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CHEM 1412	General Chemistry II	4
MATH 2413	Calculus I	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
BIOL 1406	Biology for Science Majors I	4
COSC 1301		
COSC 1401	Introduction - Computing	4
	<b>Subtotal: 14</b>	

##### SPRING

GOVT 2306	Texas Government	3
-----------	------------------	---

BIOL 1407	Biology for Science Majors II	4
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	Approved Creative Arts	3

**Subtotal: 16**

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

PHYS 1401	College Physics I	4
PHYS 2425	University Physics I	4

## PRE-VETERINARY SCIENCE

### PRE-VETERINARY SCIENCE - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in veterinary science at a senior college or university after completing their studies at Navarro College. Students will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses listed below.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
BIOL 1406	Biology for Science Majors I	4
MATH 2412	Pre-Calculus Math	4

**Subtotal: 14**

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
BIOL 1407	Biology for Science Majors II	4
MATH 2413	Calculus I	4

**Subtotal: 14**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Approved Creative Arts	3
SPCH 1315	Public Speaking	3
CHEM 1411	General Chemistry I	4
	Approved Elective	2

**Subtotal: 15**

**SPRING**

GOVT 2306	Texas Government	3
COSC 1401	Introduction - Computing	4
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3
CHEM 1412	General Chemistry II	4
	<b>Subtotal: 17</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4
PHYS 1401	College Physics I	4
	OR	
PHYS 2425	University Physics I	4
PHYS 1402	College Physics II	4
	OR	
PHYS 2426	University Physics II	4

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*



## PSYCHOLOGY

### PSYCHOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in psychology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
PSYC 2301	General Psychology	3
	Approved Mathematics	3
COSC 1401	Introduction - Computing	4

**Subtotal: 16**

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
PSYC 2315	Psychology Of Adjustment	3
	Approved Math	3
	Approved Speech	3

**Subtotal: 15**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
PSYC 2319	Social Psychology	3
	Approved Language / Philosophy / Culture	3
	Approved Life / Physical Sciences	4
SOCI 1301	Introduction to Sociology	3

**Subtotal: 16**

**SPRING**

GOVT 2306	Texas Government	3
PSYC 2314	Lifespan Growth and Development	3
	Approved Creative Arts	3
	Approved Life / Physical Sciences	4

**Subtotal: 13**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## SOCIOLOGY

### SOCIOLOGY - A.S.

**PROGRAM INFORMATION:** The program outlined below has been designed for students who plan to pursue a degree in sociology at a senior college or university after completing studies at Navarro College. Upon successful completion of the courses shown, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
SOCI 1301	Introduction to Sociology	3
	Approved Math	3
	Approved Life / Physical Sciences	4
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Math	3
	Approved Speech	3
	<b>Subtotal: 16</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
SOCI 2319	Minority Studies	3
COSC 1401	Introduction - Computing	4
	<b>Subtotal: 13</b>	

##### SPRING

GOVT 2306	Texas Government	3
-----------	------------------	---

	Approved Creative Arts	3
SOCI 2301	Marriage & The Family	3
SOCI	Approved SOCI Elective	3
	Approved Elective	3
	<b>Subtotal:</b>	<b>15</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## SPEECH

### SPEECH - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in speech communication at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
	OR	
HIST 2301	Texas History	3
SPCH 1311	Introduction to Speech Communication	3
	Approved Math	3
	Approved Creative Arts	3
	<b>Subtotal: 15</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	<b>Subtotal: 15</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
COSC 1401	Introduction - Computing	4
	<b>Subtotal: 15</b>	

**SPRING**

GOVT 2306	Texas Government	3
SPCH 1321	Business & Professional Communication	3
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
	Elective	1

**Subtotal: 15**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*

## THEATRE

### THEATRE - A.A.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
DRAM 1310	Introduction To Theatre	3
DRAM 1120	Theatre Practicum I	1
COSC 1301		
COSC 1401	Introduction - Computing	4
	Approved Math	3

**Subtotal: 16**

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
DRAM 2336	Voice for the Theatre	3
DRAM 1351	Acting I	3
DRAM 1121	Theatre Practicum II	1
	Approved Language / Philosophy / Culture	3

**Subtotal: 16**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
DRAM 1341	Makeup	3
DRAM 2120	Theatre Practicum III	1
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4

**Subtotal: 15**

**SPRING**

GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
	Approved Life / Physical Sciences	4
SPCH 1315	Public Speaking	3

**Subtotal: 13**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*



## WELDING

### **THE OCCUPATIONS**

Welder- combination, production, and manufacturing

Welder helpers

Cutters

### **ABOUT THE OCCUPATIONS**

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in ship building, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join steel beams in the construction of building, bridges, and other structures and to join pipes in pipelines, power plants, and refineries.

Welders work in a wide variety of industries, from car racing to manufacturing. The work that welders do and the equipment they use vary with the industry. Arc welding, the most common type of welding today, uses electrical currents to create heat and bond metals-together- but there are more than 100 different processes that a welder can use. The type of weld normally is determined by the types of metals being joined and the conditions under which the welding is to take place.

Cutters use heat to cut and trim metal objects to specific dimensions. The work of arm plasma, and oxy-gas cutters is closely related to that of welders. However, instead of joining metals, cutters use the heat from an electric arc, a stream of ionized gas called plasma, or burning gases to cut and trim metal objects to specific dimensions. Cutters also dismantle large objects, such as ships, railroad cars, automobiles, buildings, and aircraft. Sine operate and monitor cutting machines similar to those used by welding machine operators.

### **WORK ENVIRONMENT**

#### **EMPLOYERS**

Manufacturing

Construction

Other Services (except public administration)

Wholesale Trade

Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. When working outdoors, they may work on scaffold or platform high off the ground.

In addition, they may have to lift heavy objects and work in awkward positions while bending, stooping, or standing to work overhead.

Welders and cutters are often exposed to number of hazards, including very hot materials and the intense light created by the arc. They wear safety shoes, heat-resistant gloves, goggles, masks, with protective lenses, and other equipment to prevent burns and eye injuries and to protect them from falling objects.

The Occupational Safety and Health Administration requires that welders work in safely ventilated areas in order to avoid danger from inhaling gases and fine particles that can result from welding processes. Because of these hazards, welding and cutting workers have a rate of injuries and illnesses that is higher than the national average. However, they can minimize injuries if they follow safety procedures.

### **TYPICAL SCHEDULE:**

Most welders and cutters work full time, and overtime is common. Many manufacturing firms have two or three 8- to 12-hour shifts each day, allowing the firm to continue production around the clock if needed. As a result, welders and cutters may work evenings and weekends.

### **WORKER PORTRAIT:**

Work well independently and with others

Detail orientated

Creative

Works well under pressure

Patience

Tentative

### **DEGREE PLANS**

Welding Technology – A.A.S. (p.193)

Production Welder Certificate

Welding Technology Certificate (p.194)

# WELDING TECHNOLOGY – A.A.S.

**PROGRAM INFORMATION:** The AAS degree in Welding Technology is an expansion of the Welding Certificate initiated in 2009. The AAS degree is designed to enhance knowledge and skills, as well as provide opportunities for students wishing to go on to pursue a four-year BAAS degree in related fields. This program will prepare students for Welding careers in general fabrication shops, construction, and pipe welding by providing instruction and hands-on experience in welding layout, and fitting skills. Welding practices and principles will guide students in multiple welding processes. Students will develop a strong working knowledge of all arc welding processes, and proficiency in oxy/fuel and plasma torch cutting processes. The NCCER Core and Welding Curricula is built into the program curriculum allowing the students the opportunity to attain several nationally recognized certifications through NCCER during the course of study.

**ADDITIONAL INFORMATION:** The Navarro College Welding Program is offered at the Corsicana campus. In addition, dual credit is available to high school students participating in Welding programs at eligible high schools in the Navarro College service area. For additional information contact the Dean of Business, Professional and Technical at 903-875-7572.

## FRESHMAN YEAR

### FALL

WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1313	Intro to Blueprint Reading for Welders	3
WLDG 1430	Intro to Gas Metal Arc Welding (gmaw)	4
WLDG 1191	Special Topics - Welding	1
WLDG 1323	Welding Safety Tools & Equipment	3
		<b>Subtotal: 15</b>

### SPRING

WLDG 1434	Intro.To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1417	Intro to Layout & Fabrication	4
		<b>Subtotal: 12</b>

### SUMMER

WLDG 1435	Intro to Pipe Welding	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
WLDG 2288	Internship-Welding Tech Welder	2
		<b>Subtotal: 10</b>

## SOPHOMORE YEAR

### FALL

WLDG 2413	Inter Welding Using Multiple Processes	4
WLDG 1391	Special Topics in Welder/Weld	3
		<b>Subtotal: 7</b>

### SPRING

	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Social / Behavioral Science	3

ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences	3
	OR	
MATH 1314	College Algebra	3
COSC 1401	Introduction - Computing	4
	<b>Subtotal: 16</b>	

## WELDING TECHNOLOGY CERTIFICATE

### COURSES SEQUENCE

#### FALL

WLDG 1191	Special Topics - Welding	1
WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1313	Intro to Blueprint Reading for Welders	3
WLDG 1430	Intro to Gas Metal Arc Welding (gmaw)	4
WLDG 1323	Welding Safety Tools & Equipment	3
	<b>Subtotal: 15</b>	

#### SPRING

WLDG 1434	Intro.To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1417	Intro to Layout & Fabrication	4
	<b>Subtotal: 12</b>	

#### SUMMER

WLDG 1435	Intro to Pipe Welding	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
WLDG 2288	Internship-Welding Tech Welder	2
	<b>Subtotal: 10</b>	

# COURSE DESCRIPTIONS

Follow the links below to learn more about the undergraduate program course descriptions.

Accounting (p. 62)	ACCT, ACNT	Education (p.114)	EDUC
Ag Mechanization Tech (p. 145)	AGME, DEMR, HYDR, SMER	Emergency Medical Services (p. 117)	EMSP
Agriculture/Agribusiness (p. 68)	AGRI	Engineering (p. 176)	ENGR
American Sign Language	SGNL	English (p. 120)	ENGL
Anthropology	ANTH	Environmental Science (p. 122)	ENVR
Art (p. 70)	ARTS	Fire Protection Technology (p. 124)	FIRS, FIRT
Biology (p. 72)	BIOL	French	FREN
Business (p. 74)	BUSG, BUSI, BMGT, HRPO, MRKG	FYE Beau Camp	ORIN
Business Information Technology (p. 80)	HITT, HPRS, MDCA, POFI, POFM, POFT	Geology	GEOL
Chemistry (p. 87)	CHEM	Government	GOVT
Child Development (p. 90)	CDEC, SCWK	History	HIST
Computer Science (p. 95)	COSC, INEW, ITSC, ITSE, ITSW, ITNW	Humanities	HUMA
Cosmetology (p. 104)	CSME	Industrial Technology (p. 144)	ELMT, ELPT, INMT, INTC
Criminal Justice (p. 108)	CJCR, CJSA, CRIJ, SLPS	Kinesiology (p. 151)	KINE
Developmental Studies (p. 20)	MTH, NCBM, IRW, WRIT, READ	Legal Assistant (p.163)	LGLA
Drama (p. 190)	DRAM	Massage Therapy (p.153)	MSSG
Economics	ECON	Mathematics (p.155)	MATH
		Medical Lab Technology (MLT) (p. 137)	MLAB, PLAB

Multimedia Technology (p. 157)	ARTC, ARTV, GRPH, IMED
Music (p. 161)	MUSI, MUEN, MUAP
Nursing – RN (p. 131)	RNSG
Nursing – VN (p. 135)	VNSG
Occupational Therapy Assistant (OTA) (p. 138)	OTHA
Petroleum Technology (p. 168)	PTRT, RBTC
Philosophy	PHIL
Physical Therapist Assistant (PTA) (p. 140)	PTHA
Physics (p. 172)	PHYS
Psychology (p. 184)	PSYC
Sociology (p. 186)	SOCI
Spanish	SPAN
Speech (p. 188)	SPCH
Welding (p. 192)	WLDG

## ACCOUNTING

### ACCT-ACCT-ACCOUNTING

#### **ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3)**

3 lec/1 lab (3 Cr.) This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate analyze

measure and record financial transactions. Students will use recorded financial information to prepare a balance sheet income statement 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 (IRFS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 - Mathematics for Business Social Sciences

#### **ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3)**

3 lec/1 lab (3 Cr.) This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs operational budgeting and planning cost control and management decision making. Topics include product costing methodologies cost behavioral operational and capital budgeting and performance evaluations. Prerequisite: ACCT2301 - Principles of Financial Accounting

Distribution: ACCT.

### ACNT-ACNT-ACCOUNTING

#### **ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3)**

2 lec/3 lab (3 Cr.) A study of analyzing classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements bank reconciliations and payroll.

Distribution: ACCT.

#### **ACNT 1304 - INTRODUCTION TO ACCOUNTING II (3)**

2 lec/3 lab (3 Cr.) A study of 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 or program coordinator approval.

Distribution: ACCT.

### **ACNT 1305 - FORENSIC ACCOUNTING (3)**

3 lec (3 Cr.) Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on organization. Prerequisite ACNT 1303 ACCT 2401 or program coordinator approval.

Distribution: ACNT.

### **ACNT 1329 - PAYROLL & BUSINESS TAX ACCOUNT (3)**

3 lec/1 lab (3 Cr.) A study of payroll procedures taxing entities and reporting requirements of local state and federal taxing authorities in a manual and computerized environment. Prerequisite ACNT 1303 or program coordinator approval.

Distribution: ACCT.

### **ACNT 1331 - FEDERAL INCOME TAX: INDIVIDUAL (3)**

3 lec/1 lab (3 Cr.) A study of the federal law for preparation of individual income tax returns.

Distribution: ACCT.

### **ACNT 1368 - PRACTICUM-ACCOUNTING/TECHNOLOGY/TECH (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan enveloped by the Employer College and student. Practicum must be taken in degree plan sequence and requires 336 hours (21 hours per week) of workplace training. Contact accounting program coordinator the semester prior to enrolling.

Distribution: ACCT.

### **ACNT 1411 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (4)**

3 lec /3 lab (4 Cr.) Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Prerequisite: ACNT 1303 or ACCT 2401 or accounting program coordinator approval.

Distribution: ACCT.

### **ACNT 2302 - ACCOUNTING CAPSTONE (3)**

2 lec./3 lab (3 Cr.) Allows students to apply broad knowledge of accounting profession through discipline specific projects involving the integration of Individuals and teams performing activities to simulate workplace situations. Capstone must be taken in degree plan sequence. Contact accounting program coordinator prior to enrolling.

Distribution: ACCT.

## **AG MECHANIZATION**

### **AGME-AGME-AG-MECHANIZATION**

#### **AGME 1207 - AGRICULTURE EQUIPMENT TOOLS (2)**

1 lec/3 lab (2 Cr.) Introduction to hand tool and shop equipment skills; including application operation maintenance repair and safety.

Distribution: DEMR. Offered: Fall Only.

#### **AGME 1209 - EQUIPMENT REPAIR (2)**

1 lec/3 lab (2 Cr.) Introduction to the skills required for maintenance repair and renovation of equipment.

Distribution: DEMR. Offered: Spring Only.

#### **AGME 1353 - HARVESTING EQUIPMENT (3)**

2 lec/3 lab (3 Cr.) Operation and maintenance including adjustment techniques of harvesting equipment.

Distribution: DEMR. Offered: Fall Only.

#### **AGME 1391 - SPECIAL TOPICS IN AGRICULTURE MECHANICS (3)**

2 lec/3lab (3Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology of occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

## **DEMR-DEMR-AG-MECHANIZATION**

#### **DEMR 1166 - PRACTICUM I (1)**

(1 Cr.) Practical general workplace training supported by an individualized learning plan developed by the

Employer College and student. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR.

**DEMR 1191 - SPECIAL TOPICS (FYE) (1)**

(1 Cr.) Topics addressed will resemble current topics in the field of John Deere Employment. Topics covered will be but not limited to skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and will be relevant to the professional development of the students. Students taking the course will receive credit for FYE Orientation.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1225 - SMALL AIR-COOLED ENGINES (2)**

1 lec/3 lab (2 Cr.) Fundamentals of air-cooled engines including repair and testing. This course includes the theory of operation diagnosis repair redelivery procedures including assembly and adjustment of attachments and add-on accessories of small power equipment utilized in lawn turf garden and the rental equipment industry. The course includes the safety of both the 2 cycle and the 4 cycle engines.

Distribution: DEMR. Offered: Spring Only.

**DEMR 1323 - HEATING VENTILATION & AC TROUBLESHOOTING (3)**

2 lec/3 lab (3 Cr.) Introduction to heating ventilation and air conditioning theory testing and repair. Emphasis on refrigerant reclamation safety procedures specialized tools and repairs. Refrigerant recovery/recycling and ozone layer protection procedures are emphasized. Students upon passing the air conditioning certification test will be granted air conditioning certification.

Distribution: DEMR. Offered: Spring Only.

**DEMR 1391 - SPECIAL TOPICS-DIESEL ENG MECH & REPAIR (3)**

2 lec/3 lab (3 Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and

relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

**DEMR 1405 - BASIC ELECTRICAL SYSTEMS (4)**

3 lec/2 lab (4 Cr.) Basic principles of electrical systems of diesel powered equipment with emphasis on starter's alternators and batteries.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1406 - DIESEL ENGINE I (4)**

2 lec/3 lab (4 Cr.) An introduction to the basic principles of diesel engines and systems.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1416 - BASIC HYDRAULICS (4)**

2 lec/6 lab (4 Cr.) Fundamentals of hydraulics including components and related systems. The operation testing repair and adjustment of the hydraulic components is emphasized. The use of technical language and JIC symbols is also stressed. Safe operation with high pressure oil is also covered.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1421 - POWER TRAINS I (4)**

2 lec/6 lab (4 Cr.) Fundamentals repair and theory of power trains including clutches transmissions drive shafts and differentials Emphasis on inspection and repair.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1449 - DIESEL ENGINES II (4)**

2 lec/6 lab (4 Cr.) An in-depth coverage of disassembly repair identification evaluation and reassembly of diesel engines. This course includes the principles of design and construction of heavy-duty engines used throughout the power equipment and agriculture industries. Emphasis is placed on engine chamber design and injection systems. Principles and theories are studied by running testing diagnosing disassembling and reassembling components systems and engines. Safety is emphasized throughout the course.

Distribution: DEMR. Offered: Spring Only.

**DEMR 1466 - PRACTICUM II (4)**

(4 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR. Offered: Summer Only.

**DEMR 2166 - PRACTICUM II (1)**

(1Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR. Offered: Spring Only.

**DEMR 2335 - ADVANCED HYDRAULICS (3)**

2 lec/3 lab (3 Cr.) Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems and electronics electro-hydraulic and computer controlled systems as well.

Distribution: DEMR. Offered: Spring Only.

**DEMR 2371 - JOHN DEERE AG MGMT SOLUTIONS (3)**

2lec/3lab (3Cr.) this course will include Service Advisor Remote and JD Link to prepare the student for the servicing of the computers and programs provided with today's modern agriculture equipment. AMS Agriculture Management System) GPS RTK and PM Pro will be introduced and studies. Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Distribution: DEMR. Offered: Spring Only.

**HYDR-HYDR-AG-MECHANIZATION****HYDR 1305 - BASIC HYDRAULICS (3)**

2 lec/2lab (3 Cr.) Fundamentals of hydraulics including types of hydraulic pumps cylinders valves motors and related systems. Introduction to hydraulic schematic symbols as related to components.

Distribution: HYDR.

**SMER - SMALL ENGINE REPAIR****SMER 1166 - PRACTICUM I (1)**

(1 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR.

**SMER 1291 - SMALL ENGINE MECHANIC & REPAIR (2)**

1 lec/3 lab (2 Cr.) Topics address recently identified and current events skill 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.

Distribution: DEMR. Offered: Spring Only.

**SMER 1391 - SMALL ENGINE MECH & REPAIR (3)**

2 lec/3 lab (3 Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

**SMER 1466 - PRACTICUM II (4)**

(4 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. The college with the employer develops and documents and individualized



plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR. Offered: Summer Only.

### **SMER 2166 - PRACTICUM III (1)**

1 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. The college with the employer develops and documents and individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

Distribution: DEMR. Offered: Spring Only.

### **SMER 2337 - ADVANCED EQUIPMENT SERVICE (3)**

2 lec/3 lab (3 Cr.) Advanced study in areas of specialization in marine units motorcycles all-terrain vehicles or outdoor power equipment.

Distribution: DEMR. Offered: Fall Only.

## **AGRICULTURE/AGRIBUSINESS**

### **AGRI - AGRICULTURE**

#### **AGRI 1131 - THE AGRICULTURE INDUSTRY (1)**

1 lec (1 Cr.) Overview of agriculture and the American agriculture system including an examination of career opportunities and requirements.

Distribution: AGRI.

#### **AGRI 1307 - AGRONOMY (3)**

3 lec (3 Cr.) Principles and practices in the development production and management of field crops including growth and development climate plant requirements pest management and production methods.

Distribution: AGRI.

#### **AGRI 1315 - HORTICULTURE (3)**

3 lec (3 Cr.) horticultural plants. Examination of environmental effects basic principles of reproduction production methods ranging from outdoor to controlled

climates nutrition and pest management. (Cross-listed as HORT 1301) 1301)

Distribution: AGRI.

#### **AGRI 1319 - INTRODUCTORY ANIMAL SCIENCES (3)**

3 lec (3 Cr.) Scientific animal production and the importance of livestock and meat industries. Selection reproduction nutrition management and marketing of livestock.

Distribution: AGRI.

#### **AGRI 2301 - AGRICULTURAL POWER UNITS (3)**

2 lec/2 lab (3 Cr.) Fundamentals of internal combustion engines: gasoline diesel and liquefied petroleum. Maintenance and adjustments of the electrical ignition fuel lubricating and cooling systems.

Distribution: AGRI.

#### **AGRI 2321 - LIVESTOCK EVALUATION (3)**

2 lec/4 lab (3 Cr.) Evaluation and grading of market cattle swine sheep and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle sheep swine and goats with emphasis on economically important traits.

Distribution: AGRI.

## **AMERICAN SIGN LANGUAGE**

According to the Texas Education Code, section 51.303(c), a student is entitled to count credit received for a course in American Sign Language toward satisfaction of foreign language requirement of the institution of higher education where it is offered.

### **SGNL - AMERICAN SIGN LANGUAGE**

#### **SGNL 1401 - BEGINNING AMERICAN SIGN LANGUAGE I (4)**

3 lec/2 lab (4 Cr.) Introduction to American Sign Language covering finger spelling vocabulary and basic sentence structure in preparing individuals to interpret oral speech for the hearing-impaired.

Distribution: FLAN.

**SGNL 1402 - BEGINNING AMERICAN SIGN LANGUAGE II (4)**

3 lec/2 lab (4 Cr.) A continuation of SGNL 1401.  
Prerequisite: SGNL 1401 or instructor's approval.

Distribution: FLAN.

**ANTHROPOLOGY****ANTH - ANTHROPOLOGY****ANTH 2346 - GENERAL ANTHROPOLOGY (3)**

3 lec (3 Cr.) The study of human beings their antecedents related primates and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology archeology linguistics their applications and ethics in the discipline.

Distribution: ANTH.

**ART****ARTS - ARTS FINE ARTS****ARTS 1301 - ART APPRECIATION (3)**

3 lec (3 Cr.) A general introduction to the visual arts designed to create an appreciation of the vocabulary media techniques and purposes of the creative process. Students will critically interpret and evaluate works of art within formal cultural and historical contexts. Textbook required. MINIMUM OF 3 TESTS POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

Distribution: ARTS.

**ARTS 1303 - ART HISTORY I (PREHISTORIC TO THE 14TH CENTURY) (3)**

3 lec (3 Cr.) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. A lecture examines crafts painting sculpture architecture and other art forms from the prehistoric through Gothic time frame. Emphasis is placed on how the important historical developments thought events and cultural exchange of thought results in artistic output. Textbook required. MINIMUM OF 3 TESTS POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

Distribution: ARTS.

**ARTS 1304 - ART HISTORY II (14TH CENTURY TO THE PRESENT) (3)**

3 lec (3 Cr.) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. A lecture examines crafts painting sculpture architecture and other art forms from the Renaissance to present time. The development of the concept of the artistic movement is emphasized. Textbook required. MINIMUM OF 3 TESTS POSSIBLE OTHER WRITING REQUIREMENTS.

Distribution: ARTS.

**ARTS 1311 - DESIGN I DESIGN I (2-DIMENSIONAL) (3)**

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology concepts theory and application of two-dimensional design. Elements and principles of art using two- and three- dimensional concepts. This studio course stresses the fundamental concepts of two-dimensional design. The elements and principles of design are the tools with which class problems and assignments are creatively solved and new ideas are conceived. Color theory is thoroughly explored. NO TESTING NO TEXTBOOK REQUIRED...

Distribution: ARTS.

**ARTS 1312 - DESIGN II (3-DIMENSIONAL) (3)**

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology concepts theory and application of three-dimensional design. Elements and principles of arts using two- and three- dimensional concepts. This course applies the elements and principles of design toward creative problem-solving in three-dimensional projects. ARTS 1311 is not a prerequisite for 1312 but is recommended for art majors. NO TESTING NO TEXTBOOK REQUIRED.

Distribution: ARTS.

**ARTS 1316 - DRAWING I (3)**

3 lec/3 lab (3 Cr.) A foundation studio course exploring drawing with emphasis on descriptive expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis

and begin to develop their understanding of drawing as a discipline. Field trip to major museums. NO TESTING

Distribution: ARTS.

**ARTS 1317 - DRAWING II (3)**

3lec/3 lab (3 Cr.) Investigation of drawing media and techniques including descriptive and expressive possibilities. This studio class helps to guide the more advanced student as well as the student who is seeking to transfer toward the development of personal work and portfolio presentation. The student will continue to explore media possibilities and techniques. Field trip to major museums. NO TESTING TEXTBOOK OPTIONAL.

Prerequisite: Arts 1316.

Distribution: ARTS.

**ARTS 2316 - PAINTING I (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using painting media and techniques. This studio course explores the techniques of painting media with special emphasis on color theory painting composition with varied subject matter traditional studio practice and includes an introduction to exhibition practices. Field trip to major art museums. NO TESTING NO TEXTBOOK REQUIRED.

Distribution: ARTS.

**ARTS 2317 - PAINTING II (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using painting media and techniques. Along with the continued emphasis on the mastery of basic painting skills the student is directed toward the development of personal statement and style. Instruction also helps prepare the student for continued painting study in other programs. Field trips to major art museums. NO TESTING NO TEXTBOOK REQUIRED. Prerequisite: Arts 2316.

Distribution: ARTS.

**ARTS 2326 - SCULPTURE I (3)**

3 lec/3lab (3Cr.) Exploration of ideas using sculpture media and techniques. Studio course exploring sculptural approaches in a variety of media.

Distribution: ARTS.

**ARTS 2346 - CERAMICS I (3)**

3 lec/3 lab (3 Cr.) Exploration of Ideas using basic ceramic processes. Introduction to ceramic processes. Basic materials and techniques hand building use of bisque forms glazing and firing procedures and introduction to the use of the potter's wheel. Outside work required.

Distribution: ARTS.

**ARTS 2347 - CERAMICS II (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using basic ceramic processes. Further investigation into ceramic processes and techniques. Prerequisite: ARTS 2346.

Distribution: ARTS.

**ARTS 2356 - PHOTOGRAPHY I (FINE ARTS EMPHASIS) (3)**

3 lec/3 lab (3 Cr.) Introduction to the basics of photography. Includes camera operation techniques knowledge of chemistry and presentation skills. Emphasis on design history and contemporary trends as a means of developing an understanding of photographic aesthetics. Outside work required. NO TESTING

Distribution: ARTS.

**ARTS 2357 - PHOTOGRAPHY II (FINE ARTS EMPHASIS) (3)**

3 lec/3 lab (3 Cr.) Introduction to the basics of photography. Includes camera operation techniques knowledge of chemistry and presentation skills. Emphasis on design history and contemporary trends as a means of developing an understanding of photographic aesthetics. Outside work required. NO TESTING

Distribution: ARTS.

**ARTS 2389 - ACADEMIC COOPERATIVE (3)**

3 lec/0 lab (3 Cr.) 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 studio art and/or arts history. Work experience is open to students if their major career field is occupational education. Under supervision of instructor and employer student is provided the opportunity to work for wages and is evaluated by instructor and employer. Prerequisite: approval of instructor.

Distribution: ARTS.

## BIOLOGY

### BIOL - BIOLOGY

#### **BIOL 1322 - NUTRITION AND DIET THERAPY (3)**

3 lec (3 Cr.) This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions food sources digestion absorption and metabolism. Food safety availability and nutritional information including food labels advertising and nationally established guidelines are addressed. (Cross-listed as HECO 1322)

Distribution: BIOL.

#### **BIOL 1406 - BIOLOGY FOR SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Fundamental principles of living organisms will be studied including physical and chemical properties of life organization function evolutionary adaptation and classification. Concepts of cytology reproduction genetics and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms including physical and chemical properties of life organization function evolutionary adaptation and classification. Study and examination of the concepts of cytology reproduction genetics and scientific reasoning are included. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Distribution: BIOL.

#### **BIOL 1407 - BIOLOGY FOR SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) The diversity and classification of life will be studied including animal's plants protists fungi and prokaryotes. Special emphasis will be given to anatomy physiology ecology and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life including animal's plants protists fungi and prokaryotes. Special emphasis will be given to anatomy physiology ecology and evolution of plants and animals. Recommended prerequisite: MATH 1314 Successful completion of College Algebra or concurrent

enrollment in higher-level mathematics is recommended.

Note: It is recommended that BIOL 1406 Biology for Science Majors I (Lecture and Laboratory) be taken before BIOL 1407.

Distribution: BIOL.

#### **BIOL 1408 - BIOLOGY FOR NON-SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Provides a survey of biological principles with an emphasis on humans including chemistry of life cells structure function and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans including chemistry of life cells structure function and reproduction.

Distribution: BIOL.

#### **BIOL 1409 - BIOLOGY FOR NON-SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) This course will provide a survey of biological principles with an emphasis on humans including evolution ecology plant and animal diversity and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans including evolution ecology plant and animal diversity and physiology. Note: It is recommended that BIOL 1408 Biology for Non-Science Majors I be taken before BIOL 1409.

Distribution: BIOL.

#### **BIOL 2401 - ANATOMY & PHYSIOLOGY I (4)**

3 lec/3 lab (4 Cr.) Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells tissues and organs of the following systems: integumentary skeletal muscular nervous and special senses Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary skeletal muscular nervous and special senses.

Distribution: BIOL.

**BIOL 2402 - ANATOMY & PHYSIOLOGY II (4)**

3 lec/3 lab (4 Cr.) Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine cardiovascular immune lymphatic respiratory digestive (including nutrition) urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine cardiovascular immune lymphatic respiratory digestive (including nutrition) urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Note: It is recommended that BIOL 2401 be taken before BIOL 2402

Distribution: BIOL.

**BIOL 2404 - ANATOMY & PHYSIOLOGY (4)**

3 lec/3 lab (4 Cr.) Study of the structure and function of human anatomy including the neuroendocrine integumentary musculoskeletal digestive urinary reproductive respiratory and circulatory systems. Content may be either integrated or specialized.

Distribution: BIOL.

**BIOL 2406 - ENVIRONMENTAL BIOLOGY (4)**

3 lec/3 lab (4 Cr.) 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. Laboratory activities will reinforce 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. Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Distribution: BIOL.

**BIOL 2420 - MICROBIOLOGY FOR NON-SCIENCE MAJORS (4)**

3 lec/3 lab (4 Cr.) This course covers basic microbiology and immunology and is primarily directed at pre-nursing pre-allied health and non-science majors. It provides an introduction to historical concepts of the nature of microorganism's microbial diversity the importance of microorganisms and acellular agents in the biosphere and their roles in human and animal diseases. Major topics include bacterial structure as well as growth physiology genetics and biochemistry of microorganisms. Emphasis is on medical microbiology infectious diseases and public health. This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology infectious diseases and public health.

Distribution: BIOL.

**BUSINESS****BMGT-BMGT-MANAGEMENT****BMGT 1301 - SUPERVISION (3)**

3 lec (3 Cr.) Concepts terminology principles theories and issues in the field of management.

Distribution: BMGT.

**BMGT 1327 - PRINCIPLES OF MANAGEMENT (3)**

3 lec (3 Cr.) Concepts terminology principles theories and issues in the field of management.

Distribution: BMGT.

**BMGT 1368 - PRACTICUM - BUS ADMIN & MANAGENT (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: BMGT.

**BMGT 1369 - PRACTICUM-BUS ADM & MGMT (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: BMGT.

**BMGT 2309 - LEADERSHIP (3)**

3 lec (3 Cr.) Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Distribution: BMGT.

**BMGT 2311 - CHANGE MANAGEMENT (3)**

3 lec (3 Cr.) Knowledge skills and tools that enable a leader/organization to facilitate change in a pro-active participative style.

Distribution: BMGT. Offered: Spring Only.

**BMGT 2368 - PRACTICUM-BUS ADM & MANAGEMENT (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: BMGT. Offered: Spring Only.

**BUSG-BUSG-BUSINESS****BUSG 2309 - SMALL BUSINESS MANAGEMENT (3)**

3 lec (3 Cr.) A course on how to start and operate a small business. Topics include facts about small business essential management skills how to prepare a business plan financial needs marketing strategies and legal issues.

Distribution: BMGT.

**BUSG 2366 - PRACTICUM - BUSINESS/COMMERCE GENERAL (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: BUSI.

**BUSG 2367 - PRACTICUM BUSINESS/COMMERCE GENERAL (3)**

21 external learning experience (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: BUSI.

**BUSI-BUSI-BUSINESS****BUSI 1301 - BUSINESS PRINCIPLES (3)**

3 lec (3 Cr.) This course provides a survey of economic systems forms of business ownership and considerations for running a business. Students will learn various aspects of business management and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced including accounting money and banking and securities markets. Also included are discussions of business challenges in the legal and regulatory environment business ethics social responsibility and international business. Emphasizes is the dynamic role of business in everyday life.

Distribution: BUSI.

**BUSI 1307 - PERSONAL FINANCE (3)**

3 lec (3 Cr.) Personal and family accounts budgets and budgetary control bank accounts charge accounts borrowing investing insurance standards of living renting or home ownership and wills and trust plans. (Cross-listed and HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

Distribution: BUSI.

**BUSI 2301 - BUSINESS LAW (3)**

3 lec (3 Cr.) This course provides the student with foundational information about the U.S. legal system and dispute resolution and their impact on business. The major content areas will include general principles of law the relationship of business and the U.S. Constitution state and federal legal systems the relationships between law and ethics contracts sales torts agency law intellectual property and business law in the global context.

Distribution: BUSI.

## HRPO-HRPO-MANAGEMENT

### HRPO 2301 - HUMAN RESOURCES MANAGEMENT (3)

Behavioral and legal approaches to the management of human resources in organizations.

Distribution: BMGT.

### HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3)

The analysis and application of organizational theory group dynamics motivation theory leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

Distribution: BMGT.

## MRKG-MRKG-MANAGEMENT

### MRKG 1301 - CUSTOMER RELATIONSHIP MANAGEMENT (3)

3 lec (3 Cr.) General principles of customer's relationship management including skills knowledge attitudes and behaviors.

Distribution: BUSI.

### MRKG 1311 - PRINCIPLES OF MARKETING (3)

3 lec (3 Cr.) Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Distribution: BMGT.

## BUSINESS INFORMATION TECHNOLOGY

### HITT-HITT-MEDICAL-TERMINOLOGY

#### HITT 1305 - MEDICAL TERMINOLOGY (3)

2 lec/3 lab (3 Cr.) Study of medical terms through word origin and structure. Introduction to abbreviations and symbols surgical and diagnostic procedures and medical specialties.

Distribution: BUSI.

#### HITT 2346 - ADVANCED MEDICAL CODING (3)

2 lec/3 lab (3 Cr.) Advanced concepts of ICD and CPT coding rules conventions and guidelines in complex case

studies. Investigation of government regulations and changes in health care reporting. Prerequisite: POFM 1300.

Distribution: BUSI.

## HPRS-HPRS-OCCUPATIONAL-THERAPY

### HPRS 1101 - INTRODUCTION TO HEALTH PROFESSIONS (1)

1 lec/0 lab (1 cr.) An overview of roles of various members of the health care system educational requirements and issues affecting the delivery of health care.

Distribution: OTHA.

### HPRS 1102 - WELLNESS & HEALTH PROMOTION (1)

An overview of wellness theory and its application throughout the lifespan. Focus is on attitude development impact of cultural beliefs and communication of wellness. Through this study the student will define wellness and health promotion explain personal social cultural nutritional and environmental components of wellness correlate concepts of wellness and healthy lifestyle and develop health promotion strategies.

### HPRS 1206 - ESSENTIALS OF MEDICAL TERMINOLOGY (2)

1 lec/2 lab (2 Cr.) A study of common medical terminology word origin structure and application. Focus is on the ability to use medical references as resource tools.

Distribution: OTHA.

### HPRS 2232 - HEALTH CARE COMMUNICATION (2)

2 lec (2 Cr.) Study of methods of communication with clients client support groups health care professionals and external agencies.

Distribution: HPRS.

### HPRS 2301 - PATHOPHYSIOLOGY (3)

Study of the pathology and general health management of disease and injuries across the lifespan. Topics include etiology symptoms and the physical and psychological reactions to diseases and injuries. Note: MCDA 1302 will not substitute for this course.

**HPRS 2321 - MEDICAL LAW & ETHICS FOR HEALTH PROFSNLS (3)**

3 lec (3 Cr.) Principles procedures and regulations governing the legal and ethical relationships among physician's patients and health care professionals. Includes current ethical issues related to the various health care professions and patient confidentiality.

Distribution: BUSI.

**MDCA - PATHOPHYSIOLOGY****MDCA 1064 - FIELD EXPERIENCE - MEDICAL/CLINICAL ASST (112)**

Practical general workplace training supported by an individualized learning plan developed by the Employee College and student.

**MDCA 1302 - HUMAN DISEASE/PATHOPHYSIOLOGY (3)**

A study of anatomy and physiology with emphasis on human pathophysiology including etiology prognosis medical treatment signs and symptoms of common diseases of all body systems. Note: HPRS 2301 will not substitute for this course.

Distribution: BUSI.

**POFI-POFI-OFFICE-TECHNOLOGY****POFI 1301 - COMPUTER APP I (3)**

2 lec/3 lab (3 Cr.) Overview of computer applications (the Windows operating system Microsoft Word and Microsoft Excel) including current terminology and technology. Introduction to computer hardware software applications and procedures. Prerequisite or Requisite: POFT 1127 or POFT 1329

Distribution: BUSI.

**POFI 1341 - COMPUTER APP II (3)**

2 lec/3 lab (3 Cr.) Continued study of current computer terminology and technology. Advanced skill development in computer hardware software applications (Microsoft PowerPoint and Microsoft Access) and procedures. Prerequisite: POFI 1301.

Distribution: BUSI.

**POFI 2401 - WORD PROCESSING (4)**

3 lec/3 lab (4 Cr.) Word processing software focusing on business applications. Prerequisite: POFT 1329 POFI 1301 or COSC 1401.

Distribution: BUSI.

**POFI 2431 - DESKTOP PUBLISHING (4)**

3 lec/3 lab (4 Cr.) In-depth coverage of desktop publishing terminology text editing and use of design principles. Emphasis on layout techniques graphics multiple page displays and business applications. Prerequisite: POFI 2401 or equivalent.

Distribution: BUSI.

**POFM-POFM-OFFICE-TECHNOLOGY****POFM 1300 - MEDICAL CODING BASICS (3)**

2 lec/3 lab (3 Cr.) Presentation and application of basic coding rules principles guidelines and conventions utilizing various coding systems. Prerequisite: HITT 1305 MDCA 1302 basic keyboarding and computer skills.

Distribution: BUSI.

**POFM 1302 - MEDICAL SOFTWARE APPLICATIONS (3)**

2 lec/4 lab (3 Cr) Medical software applications for the management and operation of health care information systems.

Distribution: POFM.

**POFM 1317 - MEDICAL ADMINISTRATIVE SUPPORT (3)**

2 lec/3 lab (3 Cr.) Instruction in medical office procedures including appointment scheduling medical records creation and maintenance telephone communications coding billing collecting and third-party reimbursement. Prerequisite: HITT 1305 or equivalent.

Distribution: BUSI.

**POFM 1427 - MEDICAL INSURANCE (4)**

3 lec/3 lab (4 Cr.) Survey of medical insurance including the life cycle of various claim forms terminology patient relations and legal ethical issues. Prerequisite: HITT 1305 or permission to enroll with department chair approval.

Distribution: POFM.



## POFT-POFT-OFFICE-TECHNOLOGY

### POFT 1127 - INTRO TO KEYBOARDING (1)

1 lec/2 lab (1 Cr.) Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Distribution: BUSI.

### POFT 1301 - BUSINESS ENGLISH (3)

2 lec/3 lab (3 Cr.) Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Distribution: BUSI.

### POFT 1313 - PROFESSIONAL WORKFORCE PREPARATION (3)

3 lec (3 Cr.) Preparation for career success including ethics interpersonal relations professional attire and advancement.

Distribution: BUSI.

### POFT 1325 - BUSINESS MATH USING TECHNOLOGY (3)

2 lec/3 lab (3 Cr.) Business math problem-solving skills using office technology.

Distribution: BUSI.

### POFT 1329 - BEGINNING KEYBOARDING (3)

2 lec/3 lab (3 Cr.) Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Distribution: BUSI.

### POFT 2312 - BUSINESS CORRESPONDENCE & COMMUNICATIONS (3)

2 lec/3 lab (3 Cr.) Development of writing and presentation skills to help produce effective business communications. Prerequisite: POFT 1301.

Distribution: BUSI.

### POFT 2431 - ADMINISTRATIVE PROJECT SOLUTIONS (4)

3 lec/3 lab (4 Cr.) Compute application software proficiency and basic office procedures competency.

Distribution: BUSI.

## CHEMISTRY

### CHEM - CHEMISTRY

#### CHEM 1405 - INTRODUCTORY CHEMISTRY I (4)

3 lec/3 lab (4 Cr.) Survey course introducing chemistry. Topics may include inorganic organic biochemistry food/physiological chemistry environmental/consumer chemistry. Emphasis on measurement atoms molecules chemical bonding types of chemical reactions states of matter solutions colloids rates of chemical reaction chemical equilibrium acids and bases. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles introduction of the scientific method

Distribution: CHEM.

#### CHEM 1407 - INTRODUCTORY CHEMISTRY II (4)

3 lec/3 lab (4 Cr.) Survey course introducing chemistry. Topics may include inorganic organic biochemistry food/physiological chemistry and environmental/consumer chemistry. Emphasis on nuclear chemistry the study of alkanes alkenes alkynes aromatic compounds alcohols phenols ethers alkyl halides aldehydes ketones carboxylic acids esters amines and amides. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles introduction of the scientific method experimental design data collection and analysis and preparation of lab reports. Prerequisite: CHEM 1405 with grade of "C" or better.

Distribution: CHEM. Offered: Spring Only.

#### CHEM 1411 - GENERAL CHEMISTRY I (4)

3 lec/3 lab (4 Cr.) Fundamental principles of chemistry for majors in the sciences health sciences and engineering. Topics include measurements fundamental properties of matter states of matter chemical reactions chemical stoichiometry periodicity of elemental atomic structure chemical bonding molecular structure solutions

properties of gases and thermodynamics. Prerequisite: Math 1314-College Algebra

Distribution: CHEM.

#### **CHEM 1412 - GENERAL CHEMISTRY II (4)**

3 lec/3 lab (4 Cr.) Introduction to Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; electrochemistry; and nuclear chemistry. Also includes an introduction to organic chemistry and descriptive inorganic chemistry.

Prerequisite: CHEM 1411.

Distribution: CHEM.

#### **CHEM 2389 - ACADEMIC COOPERATIVE IN CHEMISTRY (3)**

3 lec/3 lab (4 Cr.) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars the individual students will set specific goals and objectives in the scientific study of inanimate objects processes of matter and energy and associated phenomena.

Distribution: CHEM.

#### **CHEM 2423 - ORGANIC CHEMISTRY I (4)**

3 lec/4 lab (4 Cr.) Fundamental principles of organic chemistry will be studied including the structure bonding properties and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding nomenclature stereochemistry structure and reactivity reaction mechanisms functional groups and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities will reinforce fundamental principles of organic chemistry including the structure bonding properties and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding nomenclature stereochemistry structure and reactivity reaction mechanisms functional groups and synthesis of simple molecules. Methods for the purification and identification

of organic compounds will be examined. Prerequisite: CHEM 1412 General Chemistry II with a grade of "C" or better.

Distribution: CHEM. Offered: Fall Only.

#### **CHEM 2425 - ORGANIC CHEMISTRY II (4)**

3 lec/4 lab (4 Cr.) Advanced principles of organic chemistry will be studied including the structure properties and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding nomenclature stereochemistry structure and reactivity reaction mechanisms functional groups and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities reinforce advanced principles of organic chemistry including the structure properties and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding nomenclature stereochemistry structure and reactivity reaction mechanisms functional groups and synthesis of simple molecules. Prerequisite: CHEM 2423.

Distribution: CHEM. Offered: Spring Only.

## **CHILD DEVELOPMENT**

### **CDEC-CDEC-CHILD-DEVELOPMENT**

#### **CDEC 1164 - PRACTICUM (1)**

160 external learning experience required (1Cr.) Practical general workplace training supported by an individualized learning plan developed by the employer and student. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

#### **CDEC 1167 - PRACTICUM-CHILD CARE PROVIDER (1)**

112 External learning hours total for the semester is required Practical general workplace training supported

by an individualized learning plan developed by the Employer College and student. Only students pursuing the Child Development Associate Marketable Skills Institutional Certificate may enroll in this class. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC. Offered: Fall Only.

### **CDEC 1265 - PRACTICUM-CHILD DEVELOPMENT (2)**

240 external learning experience required 2 Cr.) Practical general workplace training supported by an individualized learning plan developed by the employer and student. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

### **CDEC 1303 - FAMILIES SCHOOLS & COMMUNITY (3)**

3 lec 1 lab (3 Cr.) A study of the relationship between the child the family the community and early childhood educators including a study of parent education family and community lifestyles child abuse and current issues. 16 External learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1311 - EDUCATING YOUNG CHILDREN (3)**

3 lec (3 Cr.) child. Includes developmentally appropriate practices and programs theoretical and historical perspectives ethical and professional responsibilities and current issues. 16 external learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1317 - CHILD DEV. ASSOC. TRAINING I (3)**

3 lec/1 lab (3 Cr) Based on the requirements for the Child Development Associate credential (CDA). Topics include

CDA overview observation skills and child growth and development. The four functional areas of study are creative cognitive physical and communication. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC. Offered: Spring Only.

### **CDEC 1318 - WELLNESS OF YOUNG CHILDREN (3)**

3 lec 1 lab (3 Cr.) A study of nutrition health safety and related activities including skill development in management of issues guidelines and practices in nutrition as well as community health hygiene safety and legal implications. Integration of these principles is applied to a variety of settings. 16 External learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations...

Distribution: CDEC.

### **CDEC 1319 - CHILD GUIDANCE (3)**

3 lec (3 Cr.) An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance and techniques family involvement and cultural influences. \*Prerequisites: CDEC 1311 CDEC 1354 or approval from instructor.

Distribution: CDEC.

### **CDEC 1321 - THE INFANT & TODDLER (3)**

3 lec (3 Cr.) A study of appropriate infant and toddler (birth development quality caregiving routines appropriate environments materials and activities and teaching/guidance techniques. \*Prerequisites: CDEC 1311 CDEC 1354 or approval from instructor.

Distribution: CDEC.

### **CDEC 1354 - CHILD GROWTH & DEVELOPMENT (3)**

3 lec (3 Cr.) A study of the principles of child growth and development. Physical emotional social and cognitive factors impacting growth and development of children through adolescence.

Distribution: CDEC.

**CDEC 1356 - EMERGENT LITERACY FOR EARLY CHILDHOOD (3)**

3 lec/3 lab (3 Cr.) An exploration of principles methods and materials for teaching young children language and literacy through a play-based integrated curriculum. Every student must complete pass a background check and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program and activities. 16 hours external learning hours required during the semester.

Distribution: CDEC.

**CDEC 1358 - CREATIVE ARTS FOR EARLY CHILDHOOD (3)**

3 lec/3 lab (3 Cr.) An exploration of principles methods and materials for teaching young children music movement visual arts and dramatic play through process-oriented experiences to support divergent thinking. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 1359 - CHILDREN WITH SPECIAL NEEDS (3)**

3 lec/3 lab (3 Cr.) An exploration of principles methods and materials for teaching young children music movement visual arts and dramatic play through process-oriented experiences to support divergent thinking. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 1391 - DORM ADMINISTRATION (3)**

Distribution: CDEC.

**CDEC 1413 - CUR RESOURCES EARLY CHILDHOOD (4)**

3 lec/3 lab (4 Cr.) Fundamentals of curriculum design and implementation in developmentally appropriate programs. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

**CDEC 1419 - INTRO - TRAINING AND DOCUMENTATION (4)**

4 lec (4 Cr.) This course provides competency-based education and training to help prepare students to work with people who are mentally retarded. Focus is on the Gentle Teaching model reinforcement theory and the implementation and required documentation of behavior plans. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations.

Distribution: CDEC.

**CDEC 2322 - CHILD DEV. ASSOC. TRAINING II (3)**

3 lec/ 1 lab (3 Cr.) A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include- safe healthy learning environments self-social and guidance. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 2326 - ADMIN PROGRAMS FOR CHILD I (3)**

3 lec (3 Cr.) Application of management procedures for early care and education programs. Includes planning operating supervising and evaluating programs. Topics on philosophy types of programs policies fiscal management regulations staffing evaluation and communication.

Distribution: CDEC.

**CDEC 2341 - THE SCHOOL AGE CHILD (3)**

3 lec (3 Cr.) A study of appropriate age programs including an overview of development appropriate environments materials and activities and teaching/guidance techniques. \*Prerequisites: CDEC 1311 CDEC 1354 or approval from instructor. CDEC 2407 MATH AND SCIENCE FOR EARLY CHILDHOOD

Distribution: CDEC.

**CDEC 2407 - MATH/SCIENCE EARLY CHILDHOOD (4)**

3 lec/3 lab (4 Cr.) An exploration of principles methods and materials for teaching children math and science concepts and process skills through discovery and play. 16

external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities. \*Prerequisites: CDEC 1354 and CDEC 1413 or approval from instructor.

Distribution: CDEC.

**CDEC 2440 - INST. TECH. CHILD W/SPEC NEEDS (4)**

**CDEC 2464 - PRACT CHILD DEV/OJT MENTORING (4)**

28 hrs. External learning experience (4 Cr.) Practical general workplace training supported by an individual learning plan developed by Mexia State School and the college. The plan relates the workplace training and experience to practical application in the care of people with mental retardation. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

## SCWK - SOCIAL WORK

**SCWK 1321 - ORIENTATION TO SOCIAL SERVICES (3)**

3 lab (3 Cr.) A better survey of the historical development of social services. Emphasis on current needs practices and projected changes. Topics include psychoanalytic theories in regard to mental retardation and children with mental disorders and special problems faced by people with mental retardation.

Distribution: PMHS.

**SCWK 2331 - ABNORMAL BEHAVIOR (3)**

3 lec (3 Cr.) An exploration and identification of maladaptive behavior including characteristics classification diagnosis and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

## COMPUTER SCIENCE

### COSC-COSC-COMPUTER-SCIENCE

**COSC 1315 - FUNDAMENTALS OF PROGRAMMING (3)**

(3 SCH version) Introduction to computer programming. Emphasis on the fundamentals of structured design development testing implementation and documentation. Includes coverage of language syntax data and file structures input/output devices and disks/files.

Distribution: COSC.

**COSC 1401 - INTRODUCTION - COMPUTING (4)**

(4 SCH version) Overview of computer systems-hardware operating systems and microcomputer application software including the internet word processing spreadsheets presentation graphics and databases. Current issues such as the effect of computers on society and the history and use of computers in business educational and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Distribution: COSC.

**COSC 1436 - PROGRAMMING FUNDAMENTALS I (4)**

3 lec.3 lab (4 Cr.) Introduces the fundamental concepts of structured programming. Topics include software development methodology data types control structures functions arrays and the mechanics of running testing and debugging. This course assumes computer literacy

Distribution: COSC.

**COSC 1437 - PROGRAMMING FUNDAMENTALS II (4)**

3 lec/3 lab (4 Cr.) Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms searching and sorting techniques and an introduction to software engineering. Prerequisite: COSC 1336.

Distribution: COSC.

## INEW-INEW-WEB-PROGRAMMING

### INEW 2438 - ADVANCED JAVA PROGRAMMING (4)

(4 Cr.) A continuation of Java programming techniques such as servlets and advanced graphical functions.

Distribution: COSC. Offered: Spring Only.

## ITNW-ITNW-COMPUTER-SCIENCE

### ITNW 1425 - FUNDAMENTALS OF NETWORKING (4)

3 lec/3 lab (4 Cr.) Instruction in networking technologies and their implementation. Topics include the OSI reference model; network protocols transmission media and networking hardware and software.

Distribution: COSC.

## ITSC-ITSC-COMPUTER-SCIENCE

### ITSC 1265 - PRACTICUM - COMPUTER SCIENC (2)

(2 Cr.) Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

Distribution: COSC.

### ITSC 1307 - UNIX OPERATING SYSTEM I (3)

3 Cr.) A study of the UNIX operating system including multiuser concepts terminal emulation use of system editor basic UNIX commands and writing script files. Includes introductory system management concepts.

Distribution: COSC. Offered: Spring Only.

### ITSC 1405 - INTRO TO PC OPERATING SYSTEMS (4)

3 lec/3 lab (4 Cr.) A study of personal computer operating systems. Topics include installation and configuration file management memory and storage management control of peripheral devices and use of utilities.

Distribution: COSC.

### ITSC 1409 - INTEGRATED SOFT APPLICATIONS I (4)

3 lec/3 lab (4 Cr.) Integration of applications from popular business productivity software suites. Instruction in embedding data linking and combining documents using word processing spreadsheets databases and/or presentation media software. Suggested prerequisite: keyboarding proficiency. Tech Prep articulated credit.

Distribution: COSC. Offered: Spring Only.

### ITSC 1425 - PERSONAL COMPUTER HARDWARE (4)

3 lec/3 lab (4 Cr.) A study of current personal computer hardware including personal computer assembly and upgrading setup and configuration and troubleshooting

Distribution: COSC.

### ITSC 2164 - PRACTICUM-COMPUTER & INFORMATION SCIENCE (3)

14 external learning experience (1 Cr) Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

Distribution: ITSC. Offered: Spring Only.

### ITSC 2439 - PERSONAL COMPUTER HELP DESK SUPPORT (4)

3 lec/3lab (4 Cr) Diagnosis and solution of user hardware and software related problems includes on-the-job projects in either a help desk lab or in short-term assignments for local business.

Distribution: COSC. Offered: Fall Only.

## ITSE-ITSE-COMPUTER-SCIENCE

### ITSE 1311 - BEGINNING WEB PROGRAMMING (3)

(3 Cr.) Skill development in web page programming including mark-up and scripting languages.

Distribution: COSC. Offered: Fall Only.

### ITSE 1329 - PROGRAMMING LOGIC & DESIGN (3)

3 lec (3 Cr.) A disciplined approach to problem solving with structured techniques and representation of

algorithms using appropriate design tools. Discussion of methods for testing evaluation and documentation.

Distribution: COSC. Offered: Fall Only.

#### **ITSE 1345 - INTRODUCTION TO ORACLE SQL (3)**

(3 Cr.) An introduction to the design and creation of relational databases using Oracle. Topics include storing retrieving updating and displaying data using Structured Query Language (SQL).

Distribution: COSC. Offered: Fall Only.

#### **ITSE 1407 - INTRO TO C++ PROGRAMING (4)**

3 lec/3 lab (4 Cr.) Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development testing implementation and documentation. Includes language syntax data file structures input/output devices and files. Prerequisite: ITSE 1402 and ITSE 1329 or departmental approval.

Distribution: COSC. Offered: Fall Only.

#### **ITSE 1430 - INTRODUCTION TO C# PROGRAMMING (4)**

4 Cr.) A study of C# syntax including data types control structures functions syntax and semantics of the language class's class relationships and exception handling

Distribution: COSC. Offered: Spring Only.

#### **ITSE 2302 - INTER WEB PROGRAMMING (3)**

(3 Cr.) Techniques for web development. Includes server-side and client-side scripting.

Distribution: COSC. Offered: Spring Only.

#### **ITSE 2413 - WEB AUTHORING (4)**

3 lec/3 lab (4 Cr.) Instruction in designing and developing web pages that incorporate text graphics and other supporting elements using current technologies and authoring tools.

Distribution: COSC. Offered: Spring Only.

#### **ITSE 2417 - JAVA PROGRAMMING (4)**

3 lec/3 lab (4 Cr.) Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets.

Distribution: COSC.

## **ITSW-ITSW-COMPUTER-SCIENCE**

#### **ITSW 1310 - INTRO TO PRESENTATION MEDIA SOFTWARE (3)**

2 lec/2 lab (3 Cr.) Instruction in the utilization of presentation software to produce multimedia presentations. Graphics text sound animation and/or video may be used in presentation development.

Distribution: COSC. Offered: Spring Only.

#### **ITSW 1404 - INTRO TO SPREADSHEETS (4)**

3 lec/3 lab (4 Cr.) Instruction in the concepts procedures and importance of electronic spreadsheets.

Distribution: COSC.

#### **ITSW 1407 - INTRO TO DATABASE (4)**

3 lec/3 lab (4 Cr.) Introduction to database theory and the practical applications of a database.

Distribution: COSC.

## **COSMETOLOGY**

### **CSME - COSMETOLOGY**

#### **CSME 1265 - PRACTICUM (2)**

Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: CSME.

#### **CSME 1310 - INTRO TO HAIRCUTTING & DELUT (3)**

3 lec (3 Cr.) A study of the nature of criminal law philosophical and historical development major definitions and concepts classification of crime elements of crimes and penalties using Texas statutes as illustrations criminal responsibility.

Distribution: CSME.

#### **CSME 1401 - FYE BEAU CAMP - COSMETOLOGY (4)**

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the field of cosmetology. 128 contact hours required.

Distribution: CSME.

**CSME 1405 - FUND OF COSMETOLOGY (4)**

2 lec/6 lab (4 Cr.) A course in the basic fundamentals of cosmetology. Topics include service preparation manicuring facials chemical services shampooing haircutting wet styling comb-out styling and salon management. 160 contact hours required.

Distribution: CSME.

**CSME 1434 - COSMETOLOGY INSTRUCTOR I (4)**

2 lec/6 lab (4 Cr.) This course covers the fundamentals of instructing cosmetology students. Classroom/clinic management; design teaching methodologies and instruction on how to implement lesson plans.

Distribution: CSME.

**CSME 1435 - FYE BEAU CAMP - INSTRUCT OF COSM (4)**

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Distribution: CSME.

**CSME 1443 - MANICURING & RELATED THEORY (4)**

2 lec/6 lab (4 Cr.) Presentation of theory and practice of nail technology. Topics include terminology application and workplace competencies relating to nail technology. 128 contact hours required.

Distribution: CSME.

**CSME 1447 - PRINCIPLES - SKIN CARE/FACIALS (4)**

2 lec/6 lab (4 Cr.) In-depth coverage of the theory and practice of skin care facials and cosmetics. 128 contact hours required.

Distribution: CSME.

**CSME 1453 - CHEMICAL REFORMATION & RELATED THEORY (4)**

2 lec/8 lab (4 Cr.) Presentation of the theory and practice of chemical reformation. Topics include terminology application and workplace competencies related to chemical reformation. 160 contact hours required.

Distribution: CSME.

**CSME 2165 - PRACTICUM-COSMETOLOGY (1)**

0 lec/0 lab 160 Ext. (1 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: CSME.

**CSME 2337 - ADVANCED COSMETOLOGY TECHNIQUE (3)**

2 lec/6 lab (3 Cr.) Mastery of advanced cosmetology techniques including hair design professional cosmetology workplace competencies. 128 contact hours required.

Distribution: CSME.

**CSME 2343 - SALON DEVELOPMENT (3)**

2 lec/4 lab (3 Cr.) Exploration of salon development. Topics include professional ethics and goals salon operation and record keeping. 96 contact hours required.

Distribution: CSME.

**CSME 2350 - PREP FOR STATE LICENSING EXAM (3)**

2 lec/6 lab (4 Cr.) CAPSTONE COURSE. 128 contact hours required.

Distribution: CSME.

**CSME 2401 - PRINCIPLES - HAIR COLORING & THEORY (4)**

2 lec/8 lab (4 Cr.) Presentation of the theory and practice of hair color and chemistry. Topics include terminology application and workplace competencies related to hair color and chemistry. 160 contact hours required.

Distribution: CSME.

**CSME 2414 - COSMETOLOGY INSTRUCTOR II (4)**

2 lec/6 lab (4 Cr.) A continuation of the fundamentals of instructing cosmetology.

Distribution: CSME.

**CSME 2415 - COSMETOLOGY INSTRUCTOR III (4)**

2 lec/6 lab (4 Cr.) Presentation of lesson plan assignments and evaluation techniques.

Distribution: CSME.



**CSME 2439 - ADVANCED HAIR DESIGN (4)**

4 lec/6 lab (4 Cr.) Advanced concepts in the theory and practice of hair design. 160 contact hours required.

Distribution: CSME.

**CSME 2444 - COSMETOLOGY INSTRUCTOR IV (4)**

2 lec/6 lab (4 Cr.) Advanced concepts of instruction in a cosmetology program. Topics include demonstration development and implementation of advanced evaluation and assessment techniques.

Distribution: CSME.

**CSME 2445 - INSTR THEORY/CLINIC OPERATION (4)**

2 lec/6 lab (4 Cr.) An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Distribution: CSME.

## CRIMINAL JUSTICE

### CJCR - CRIMINAL JUSTICE

**CJCR 1166 - PRACTICUM - CORRECTIONS (1)**

160 ext. hours (1 Cr.) Practicum or field experience consisting of 160 hours of on-the-job training. This is an external learning experience conducted at a TJJD site. The OJT training is supervised by a TJJD employee at the location where the training occurs.

Distribution: CRIJ.

**CJCR 1374 - TJJD PRESERVICE (3)**

3 lec (3 Cr.) A three-credit-hour course taught over a six day period eight hours per day. Pre-service training is offered for TJJD employees. TJJD employees/students are exposed to a wide variety of subjects including Juvenile Rights Juvenile Health Youth Movement Preventing Sexual Misconduct Cultural Awareness Suicide Prevention and Use of Force Policies.

Distribution: CRIJ. Offered: Summer Only.

**CJCR 1474 - TJJD PRE-SERVICE (4)**

### CJSA-CJSA-CRIMINAL-JUSTICE

**CJSA 1322 - INTRO - CRIMINAL JUSTICE (3)**

**CJSA 1327 - FUNDAMENTALS - CRIMINAL LAW (3)**

3 lec (3 Cr.) A study of the nature of criminal law philosophical and historical development major definitions and concepts classification of crime elements of crimes and penalties using Texas statutes as illustrations criminal responsibility. (CRIJ 1310)

Distribution: CRIJ. Offered: Spring Only.

**CJSA 2264 - PRACTICUM - CRIM. JUSTICE STUD (2)**

**CJSA 2364 - PRACTICUM CRIMINAL JUSTICE (3)**

21 External learning experience (3 Cr.) Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary

Distribution: CRIJ.

### CRIJ-CRIJ-CRIMINAL-JUSTICE

**CRIJ 1301 - INTRO - CRIMINAL JUSTICE (3)**

3 lec (3 Cr.) History and philosophy of criminal justice and ethical consideration; crime defined and its nature and impact overview of criminal justice system prosecution and defense trial process and corrections. (CJSA 1322)

Distribution: CRIJ.

**CRIJ 1306 - COURT SYSTEMS & PRACTICES (3)**

3 lec (3 Cr.) The judiciary in the criminal justice system right to counsel pretrial release grand juries adjudication process types and rules of evidence and sentencing. (CJSA 1313)

Distribution: CRIJ.

**CRIJ 1307 - CRIME IN AMERICA (3)**

3 lec (3 Cr.) The study of the nature of and extent of crime impact and crime trends social characteristics of specific

crimes and theories of crime causations and crime typology. (CJSA 1312)

Distribution: CRIJ.

### **CRIJ 1310 - FUNDAMENTALS - CRIMINAL LAW (3)**

3 lec (3 Cr.) A study of the nature of criminal law philosophical and historical development major definitions and concepts classification of crime elements of crimes and penalties using Texas statutes as illustrations criminal responsibility. (CJSA 1327)

Distribution: CRIJ.

### **CRIJ 1313 - JUVENILE JUSTICE SYSTEM (3)**

3 lec/3 lab (3 Cr.) A study of the juvenile justice process. Topics include specialized juvenile law role of juvenile law role of the juvenile courts role of police agencies role of correctional agencies and theories concerning delinquency.

Distribution: CRIJ.

### **CRIJ 2301 - COMM. RESOURCES IN CORRECTION (3)**

3 lec (3 Cr.) An introductory study of the role of the community in corrections community programs for adults and juveniles; administration of community programs legal issues and future trends in community treatment.

Distribution: CRIJ.

### **CRIJ 2313 - CORRECTIONAL SYS. & PRACTICES (3)**

3 lec (3 Cr.) Corrections in the criminal justice systems correctional role institutional operations alternatives to institutionalization treatment and rehabilitation and current and future issues.

Distribution: CRIJ.

### **CRIJ 2314 - CRIMINAL INVESTIGATION (3)**

3 lec (3 Cr.) Methods and procedures of types of investigation used in major and minor crimes variety of sources of information recognition evaluation and preservation of evidence; preliminary and follow-up investigation and identification of individuals.

Distribution: CRIJ.

### **CRIJ 2323 - LEGAL ASPECTS - LAW ENFORCE. (3)**

3 lec (3 Cr.) History and philosophy of modern law including structure definition and application of

commonly used penal statutes and leading case laws along with a review of elements of crime.

Distribution: CRIJ.

### **CRIJ 2328 - POLICE SYSTEMS & PRACTICES (3)**

3 lec (3 Cr.) The police profession organization of law enforcement systems the police role police discretion ethics police community interaction and current and future issues.

Distribution: CRIJ.

## **SLPS - SECURITY AND LOSS PREVENTION**

### **SLPS 1191 - SPECIAL TOPICS IN SECURITY & LOSS PREV (1)**

Asset Protection/Loss Prevention personnel are recognized as an integral part of the Criminal Justice System. This one hour introductory course focuses on a short history of the field Loss prevention asset protection as well as the verbiage used to communicate in the industry. The student will also be exposed to definitions of administration and management issues related to corporate security functions including strategic and operational management risk management of emergencies and loss prevention. Industry professionals will contribute to the overall function of the class by offering in class presentations detailing industry needs expectations and the basic requirements to have a career in Loss Prevention/Asset Protection.

Distribution: CRIJ.

### **SLPS 1391 - SPEC. TOPICS - HOMELAND SECURITY (3)**

This third course in "Special Topics in Security and Loss Prevention" is designed to provide students the necessary skills and abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong understanding of what will be required in the interview process proper dress and behavior. This course will concentrate on safety and interviewing process.

Distribution: CRIJ.

**SLPS 1491 - SPEC TOPIC - SEC/LOSS PREVENTION (4)**

This four hour "Special Topics in Security and Loss Prevention" course is designed to provide students the necessary skills and abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong base including legal knowledge risk assessment skills a working knowledge of terminology safety management observation skills and learning CCTV systems and other appropriate skills through classroom and lab experiences. This course is great for those students who may already be employed in the field and are looking to enhance their knowledge for promotions but don't want commit to an entire degree program.

Distribution: CRIJ.

**DEVELOPMENTAL STUDIES**

\*Developmental studies courses may not be applied toward degrees or certificates. Credit awarded is non degree credit (Nedcor). Residence Life students may not enroll in online developmental classes.

**IRW-INTEGRATED-READING-WRITING****IRW 302 - INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS I (3)**

3 lec/1 lab (3NDCr)\* this first-level course is a combined lecture/lab performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing analyzing and retaining material and developing written work appropriate to the audience purpose situation and length of the assignment. The course integrates preparation in the basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing.

Distribution: PASS.

**IRW 305 - INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS II (3)**

3 lec/1 lab (3NDCr)\* this second-level course is a combined lecture/lab performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on

applying critical reading skills for organizing analyzing and retaining material and developing written work appropriate to the audience purpose situation and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing. Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Note: For institutions offering one or more levels this course shall be used for upper (exit) level and may be used for lower level(s). Prerequisite: IRW 0302 or equivalent score on the reading or writing section of the TSI Assessment Test.

Distribution: PASS.

**MTH-DEVELOP-MATH****MTH 302 - ESSENTIALS OF MATHEMATICS I (3)**

3 lec/1 lab (3NDCr)\* an entry-level algebra course with emphasis on the fundamentals of algebraic concepts. MTH 0302 stresses arithmetic operations basic algebra concepts and notation geometry ratios decimals proportions measurement and word problems.

Distribution: MTH.

**MTH 305 - INTRODUCTORY ALGEBRA (3)**

3 lec/1 lab (3 Nedcor.)\* Topics in mathematics such as arithmetic operations basic algebraic concepts and notation function and function notation inequalities algebraic expressions and equations (absolute value and polynomial) and real number systems. Prerequisites: MTH 0302 or requisite score on the TSI or equivalent exam.

Distribution: MTH.

**MTH 306 - INTERMEDIATE ALGEBRA (3)**

3 lec/1 lab (3 Nedcor.)\* Introduction to algebra for students not prepared for MATH 1314 or MATH 1324. A study of relations and functions inequalities algebraic expressions and equations (absolute value polynomial radical rational) with a special emphasis on linear and quadratic expressions and equations. Prerequisites: MTH 0305 or requisite score on the TSI or equivalent exam.

Distribution: MTH.

## NCBI - NON COURSE BASE INST

### NCBI 300 - DEVELOPMENTAL INTEGRATED READ/WRITE NCBO (3)

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Note: For institutions offering one or more levels this NCBO shall be used for upper (exit) level and may be used for lower level(s).

Distribution: NCBI.

### NCBI 301 - NON-COURSE BASED INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS (3)

3hr lec/1 lab (3NDCr)\* Performance-based course designed to develop student' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing analyzing and retaining material and developing written work appropriate to the audience purpose situation length of the assignment; as well as in basic academic reading skills with basic skills in writing a variety of academic essays.

Distribution: NCBI.

## NCBM - NCBR MATH

### NCBM 300 - NON-COURSE BASED MATH (3)

3 hr. lec/1 lab (3NDCr)\* Topics in Mathematics such as arithmetic operations basic algebra concepts and notation geometry ratios decimals proportions measurement word problems function and function notation inequalities algebraic expressions and equations (absolute value and polynomial) real number systems factoring solving linear and quadratic equations polynomials rational expressions proportions introduction to radicals and complex numbers and exponential expressions. This course requires a testing fee.

Distribution: NCBM.

### NCBM 301 - NON-COURSE BASED MATH (3)

3 hr. lec/1 lab (3NDCr)\* Topics in Mathematics such as arithmetic operations basic algebra concepts and notation geometry ratios decimals proportions measurement word problems function and function notation inequalities algebraic expressions and equations (absolute value and polynomial) real number systems factoring solving linear and quadratic equations polynomials rational expressions proportions introduction to radicals and complex numbers and exponential expressions. This course requires a testing fee.

Distribution: NCBM.

## READ-DEVELOP-READING

### READ 305 - ESOL READING AND STUDY SKILLS I FOR NON-NATIVE ENGLISH SPEAKERS (3)

3 lec/1 lab (Nedcor.)\* Course for speakers of other languages designed to teach Basic English reading skills including vocabulary comprehension reading rate and study skills. Prepares students to function in college classes that require English language reading proficiency. Prerequisite: Non-native English speaker who's THEA TSI score (or approved alternative test) indicates that the student should be placed in Developmental Reading / Writing 1071 0305.

Distribution: READ.

## WRIT-DEVELOP-WRITING

### WRIT 305 - ESOL WRITING SKILLS FOR NONNATIVE ENGLISH SPEAKERS (3)

3 lec/1 lab (3 Nedcor.)\* A course for speakers of other languages designed to help teach Basic English language writing skills. The course reviews the fundamentals of grammar and teaches the basics of writing paragraphs and short essays. Prepares students to function in college classes that require written English language proficiency. Prerequisite: non-native English speaker who's TSI score (or approved alternative test) indicates that the student should be placed in Developmental Reading/Writing 1071.

Distribution: WRIT.

# DRAMA

## DRAM - DRAMA

### **DRAM 1120 - THEATRE PRACTICUM I (1)**

0 lec/4lab (1Cr.) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Fall Only.

### **DRAM 1121 - THEATRE PRACTICUM II (1)**

0 lec/4lab (1Cr.) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Spring Only.

### **DRAM 1310 - INTRODUCTION TO THEATRE (3)**

3 lec (3 Cr.) A general survey of all phases of theatre including theatre history dramatic works stage techniques production procedures and relation to the fine arts. Participation in major productions may be required. This is recommended as an elective to fulfill fine arts requirement of core curriculum. This is required of all theatre majors.

Distribution: DRAM.

### **DRAM 1330 - STAGECRAFT I (3)**

3 lec/3 lab (3 Cr.) Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities scenery construction and painting properties lighting costume makeup sound and theatrical management. This is required of all theatre majors but is opened to all students.

Distribution: DRAM.

### **DRAM 1341 - MAKEUP (3)**

2 lec/1 lab (3 Cr.) Design and execution of makeup for the purpose of developing believable characters. Includes

discussion of basic makeup principles and practical experience of makeup application. Purchase of a makeup kit is required. This is a required course for all theatre majors.

Distribution: DRAM. Offered: Fall Only.

### **DRAM 1351 - ACTING I (3)**

2 lec/4 lab (3 Cr.) An introduction to the fundamental principles and tools of acting as used in auditions rehearsals and performances. This may include ensemble performing character and script analysis and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice body and imagination. It is required of all theatre majors.

Distribution: DRAM.

### **DRAM 1352 - ACTING II (3)**

2 lec/4 lab (3 Cr.) Exploration and further training within the basic principles and tools of acting including an emphasis on critical analysis of oneself and others. The tools include ensemble performing character and script analysis and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice body and imagination. Prerequisite: DRAM 1351 or consent of instructor. It is required of all theatre majors.

Distribution: DRAM.

### **DRAM 2120 - THEATRE PRACTICUM III (1)**

0 lec/4lab (1Cr.) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Fall Only.

### **DRAM 2121 - THEATRE PRACTICUM IV (1)**

1 lec/2 lab (1 Cr.) Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Spring Only.

**DRAM 2336 - VOICE FOR THE THEATRE (3)**

3 lec. (3 Cr.) Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. This is a required course for all theatre majors.

Distribution: DRAM. Offered: Spring Only.

**DRAM 2366 - INTRODUCTION TO CINEMA (3)**

3 lec. (3 Cr.) Emphasis on the analysis of the visual and aural aspects of selected motion pictures dramatic aspects of narrative films and historical growth and sociological effect of film as an art. (Cross-listed as COMM 2366) Survey and analyze cinema including history film techniques production procedures selected motion pictures and cinema's impact on and reflection of society. (Cross- listed as COMM 2366) This is a required course for all theatre majors.

Distribution: DRAM.

**ECONOMICS****ECON - ECONOMICS****ECON 2301 - PRINCIPLES - ECONOMICS MACRO (3)**

3 lec (3 Cr.) Analysis of the economy as a whole national income money and banking and monetary policy public finance and fiscal policy economic stabilization policies and growth and related current economic problems.

Distribution: ECON.

**ECON 2302 - PRINCIPLES ECONOMICS MICRO (3)**

3 lec (3 Cr.) Basic price theory under market conditions of pure competition monopoly monopolistic competition and oligopoly distribution of the national income and contemporary economic problems are emphasized.

Distribution: ECON.

**EDUCATION****EDUC - EDUCATION****EDUC 1301 - INTRODUCTION - TEACHING PROFESSION (3)**

3 lec/1 lab (3 Cr.) An enriched integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty preferably in small cohort groups for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Distribution: EDUC.

**EDUC 2301 - INTRODUCTION - SPECIAL POPULATIONS (3)**

3 lec/1 lab (3 Cr.) An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language gender socioeconomic status ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. Students will be required to pass a criminal background check.

Distribution: EDUC.

## EMERGENCY MEDICAL SERVICES

### EMSP-EMSP-EMER-MEDICAL-SERVICE

#### **EMSP 1160 - CLINICAL EMERG MEDICAL TECHNICIAN BASIC (1)**

5 ext hrs. (1 Cr.) A health-related work-based learning experience that helps enable the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional. Preq: CPR. CoReq: EMSP 1501

Distribution: EMSP.

#### **EMSP 1161 - CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (1)**

6 ext hrs. (1 Cr.) A health-related work-based learning experience that helps enable the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 NREMT EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237

Distribution: EMSP.

#### **EMSP 1162 - CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (1)**

6 ext hrs. (1 Cr.) A health-related work-based learning experience that helps enable the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional. Pre-Requisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 NREMT EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237 EMSP 1161 Co-Requisites EMSP 2434 EMSP 2205

Distribution: EMSP.

#### **EMSP 1338 - INTRO TO ADVANCED PRACTICUM (3)**

2 lec/3 lab (3 Cr.) An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this course the student will understand the roles and responsibilities of a paramedic within the EMS system and apply the basic concepts of development

pathophysiology and pharmacology to assessment and management of emergency patients. They will also be able to properly administer medication; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the wellbeing of the paramedic. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 NREMT Co-Requisites: EMSP 1356 EMSP 2306

Distribution: EMSP.

#### **EMSP 1355 - TRAUMA MANAGEMENT (3)**

2 lec/3 lab (3 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. At the completion of this course the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 BIOL 2401/2404 NREMT EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 Co-Requisites: EMSP 2444 EMSP 2330 EMSP 2237

Distribution: EMSP.

#### **EMSP 1356 - PATIENT ASSESSMENT/AIRWAY MANAGEMENT (3)**

2 lec/3 lab (3 Cr.) A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. At the completion of this course the student will be able to take a proper history and perform a comprehensive physical exam on any patient develop a patient-care plan communicate with others and establish and/or maintain a patient airway oxygenate and ventilate a patient. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 Co-Requisites: EMSP 1338 EMSP 2306

Distribution: EMSP.

#### **EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN-BASIC (5)**

2 lec/9 lab (5 Cr.) Introduction to the level of Emergency Medical Technician (EMT)-basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other

specialized services. Prerequisites: Healthcare provider CPR and required Immunization. Co-requisites: EMSP 1160

Distribution: EMSP.

### **EMSP 2137 - EMERGENCY PROCEDURES (1)**

0 lec/3 lab (1 Cr.) Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice; use of mannequins actors or other students and stage scenarios. Required verifications of specific skills may be included.

Prerequisites: Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306

Distribution: EMSP.

### **EMSP 2143 - ASSESSMENT BASED MANAGEMENT (1)**

0 lec/3 lab (1 Cr.) The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment-based patient care management. At the completion of this course the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients with common complaints. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237 EMSP 1161 EMSP 2434 EMSP 2205 EMSP 1162 Co-requisites EMSP 2366

Distribution: EMSP.

### **EMSP 2205 - EMERGENCY MEDICAL SERVICE OPERATIONS (2)**

1 lec/3 lab (2 Cr.) A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. At the completion of this course the student will be able to safely manage medical incidents rescue situation hazardous material and crime scenes. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338. EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237 EMSP 1161 Co-requisites: EMSP 2434 EMSP 1162

Distribution: EMSP.

### **EMSP 2237 - EMERGENCY PROCEDURES II (2)**

1 lec/4 lab (2 Cr.) Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice; use of mannequin's actors or other students and stage scenarios. Required verifications of specific skills may be included. : Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 Co-requisites: EMSP 1355 EMSP 2444 EMSP 2330.

Distribution: EMSP.

### **EMSP 2306 - EMERGENCY PHARMACOLOGY (3)**

2 lec/3 lab (3 Cr.) A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. The course is designed to complement cardiology special populations and medical emergency course medication in emergency situations. Students will demonstrate understanding of the pharmacodynamics pharmacokinetics indications contraindications possible side effects and common drug interactions of a variety of medication used in out-of-hospital medic care. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 Co-requisites: EMSP 1338 EMSP 1356.

Distribution: EMSP.

### **EMSP 2330 - INTRODUCTION TO POPULATIONS (3)**

2 lec/3 lab ( 3 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. At the completion of this course the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for neonatal pediatric and geriatric patients diverse patients and chronically ill patients. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 Co-requisites: EMSP 1355 EMSP 2444 EMSP 2237.

Distribution: EMSP.



**EMSP 2366 - CLINICAL II-EMERGENCY MEDICAL TECHNOLOGY/TECHINICAL (3)**

(3 Cr.) A health-related work-based learning experience that helps enable the student apply specialized occupations theory skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237 EMSP 1161 EMSP 2434 EMSP 2205 EMSP 1162  
Co-requisites EMSP 2143.

Distribution: EMSP.

**EMSP 2434 - MEDICAL EMERGENCIES (4)**

3 lec/3 lab (4 Cr.) A detailed study of the knowledge and skills necessary to help reach competence in the assessment and management of patients with medical emergencies. At the completion of this course the

student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient. Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 EMSP 1355 EMSP 2444 EMSP 2330 EMSP 2237 EMSP 1161 Co-requisites: EMSP 2205 EMSP 1162.

Distribution: EMSP.

**EMSP 2444 - CARDIOLOGY (4)**

3 lec/3 lab (4 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course the student will be able to integrate patho-physiological principles and assessment findings to formulate a field impression and implement a treatment plan for the cardiac patient.

Prerequisites: TSI Complete CPR BIOL 2401/2404 EMSP 1501 EMSP 1160 EMSP 1338 EMSP 1356 EMSP 2306 EMSP 2137 Co-requisites: EMSP 1355 EMSP 2330 EMSP 2237.

Distribution: EMSP.

## ENGINEERING

### ENGR - ENGINEERING

**ENGR 2301 - ENGINEERING MECHANICS-STATICS (3)**

3 lec (3 Cr.) This is a three credit hour course. Topics include basic theory of engineering mechanics using calculus involving the description of forces moments and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Pre-requisites: PHYS 2425 University Physics I Concurrent enrollment in or previous completion of MATH 2414 Calculus II

Distribution: ENGR. Offered: Fall Only.

**ENGR 2302 - ENGINEERING MECHANICS-DYNAMICS (3)**

3 lec (3 Cr.) This is a three credit hour course. Topics include Basic theory of engineering mechanics using calculus involving the motion of particles rigid bodies and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Pre-requisites: ENGR 2301 Engineering Mechanics - Statics

Distribution: ENGR. Offered: Spring Only.

**ENGR 2305 - ELECTRICAL CIRCUITS I (3)**

3 lec (3 Cr.) This course is a study of the principles of electrical circuits and systems. Basic circuit elements (resistance inductance mutual inductance capacitance independent and dependent controlled voltage and current sources); topology of electrical networks; Kirchhoff 's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Pre-requisites: PHYS 2425 University Physics I; MATH 2414 Calculus II Pre-requisite or Co-requisite: MATH 2320 Differential Equations

Distribution: ENGR. Offered: Spring Only.

## ENGLISH

### ENGL - ENGLISH

#### ENGL 1301 - COMPOSITION I (3)

3 lec/1 lab (3 Cr.) Intensive study of and practice in writing processes from invention and researching to drafting revising and editing both individually and collaboratively. Emphasis on effective rhetorical choices including audience purpose arrangement and style. Focus on writing the academic essay as a vehicle for learning communicating and critical analysis.

Distribution: ENGL.

#### ENGL 1302 - COMPOSITION II (3)

3 lec/1 lab (3 Cr.) Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry including primary and secondary research methods; critical reading of verbal visual and multimedia texts; systematic evaluation synthesis and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301.

Distribution: ENGL.

#### ENGL 2307 - CREATIVE WRITING I (3)

3 lec (3 Cr.) Practical experience in the techniques of imaginative writing. May include fiction nonfiction poetry screenwriting or drama. Prerequisites: ENGL 1301.

Distribution: ENGL.

#### ENGL 2311 - TECHNICAL AND BUSINESS WRITING (3)

3 lec (3 Cr.) Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job such as proposals reports instructions policies and procedures e-mail messages letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301.

Distribution: ENGL.

#### ENGL 2322 - BRITISH LITERATURE I (3)

3 lec (3 Cr.) A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose poetry drama and fiction in relation to their historical linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 1302.

Distribution: ENGL.

#### ENGL 2323 - BRITISH LITERATURE II (3)

3 lec (3 Cr.) A survey of the development of British literature from the Romantic period to the present. Students will study works of prose poetry drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 1302.

Distribution: ENGL.

#### ENGL 2326 - AMERICAN LITERATURE (3)

Selected significant works of American Literature from the beginning to the present.

#### ENGL 2327 - AMERICAN LITERATURE I (3)

3 lec (3 Cr.) A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose poetry drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 1302.

Distribution: ENGL.

#### ENGL 2328 - AMERICAN LITERATURE II (3)

3 lec (3 Cr.) A survey of American literature from the Civil War to the present. Students will study works of prose poetry drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 1302.

Distribution: ENGL.

**ENGL 2332 - WORLD LITERATURE I (3)**

3 lec (3 Cr.) A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose poetry drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 and 1302.

Distribution: ENGL.

**ENGL 2333 - WORLD LITERATURE II (3)**

3 lec (3 Cr.) Survey of world literature from the seventeenth century to the present. Students will study works of prose poetry drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 and 1302.

Distribution: ENGL.

**ENGL 2341 - FORMS OF LITERATURE (3)**

3 lec (3 Cr.) The study of one or more literary genres including but not limited to poetry fiction drama and film. Prerequisite: ENGL 1301 1302.

Distribution: ENGL.

**ENVIRONMENTAL SCIENCE****ENVR - ENVIRONMENTAL SCIENCE****ENVR 1401 - ENVIRONMENTAL SCIENCE I (4)**

3 lec/3 lab (4Cr.) A survey of the forces including humans that shape our physical and biologic environment and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues including pollution climate change and sustainability of land water and energy resources. Activities will cover methods used to collect and analyze environmental data. (Cross-listed as GEOL 1405 Environmental Science)

Distribution: BIOL.

**ENVR 1402 - ENVIRONMENTAL SCIENCE II (4)**

3lec/3lab (4Cr.) General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. May or may not include a laboratory.

Distribution: BIOL.

**FIRE PROTECTION TECHNOLOGY****FIRS-FIRS-FIRE-PROTECTION-TECH****FIRS 1191 - ORIENTATION (1)**

1 lec/0 lab (1 Cr.) Introductory course which covers Fire Academy Policies and Procedures. Students complete the National Fallen Firefighter's Foundation's Everyone Goes Home course. Students are shown how to contact campus PD and watch a video on Title IX curriculum

Distribution: FIRS.

**FIRS 1301 - FIREFIGHTER CERTIFICATION I (3)**

2 lec/2 lab (3 Cr.) Firefighter safety and development. Curriculum includes Texas Commission on fire protection rules and regulations firefighter safety fire science personal protective equipment self-contained breathing apparatus and fire reports and records.

Distribution: FIRS.

**FIRS 1313 - FIREFIGHTER CERTIFICATION III (3)**

2 lec/4 lab (3 Cr.) This course will include a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills.

Distribution: FIRS.

**FIRS 1319 - FIREFIGHTER CERTIFICATION IV (3)**

2 lec/3 lab (3 Cr.) Equipment tactics and procedures used in forcible entry ventilation salvage and overhaul. This course will cover preparation for certification as a basic firefighter.

Distribution: FIRS.

**FIRS 1323 - FIREFIGHTER CERTIFICATION V (3)**

2 lec/4 lab (3 Cr.) Ropes and knots rescue procedures and techniques and hazardous materials. This course will cover preparation for certification as a basic fire fighter.

Distribution: FIRS. Offered: Spring Only.

**FIRS 1329 - FIREFIGHTER CERTIFICATION VI (3)**

2 lec/3 lab (3 Cr.) Fire inspection techniques and practices. Course content will emphasize fire-cause determination. Curriculum includes fire protection systems wild land fire and pre-incident planning. This course will cover preparation for certification as a basic firefighter.

Distribution: FIRS. Offered: Spring Only.

**FIRS 1407 - FIREFIGHTER CERTIFICATION II (4)**

2 lec/4 lab (4 Cr.) Basic principles and skill development in handling fire service hose and ladders. Curriculum includes the distribution system of water supply basic building construction and emergency service communication procedures and equipment.

Distribution: FIRS.

**FIRS 1433 - FIREFIGHTER CERTIFICATION VII (4)**

2 lec/5 lab (4 Cr.) Simulated emergency operations and hands-on live fire training exercises incident management procedures and combined operations using proper extinguishing methods. Emphasis on safety.

Distribution: FIRS. Offered: Spring Only.

**FIRT-FIRT-FIRE-PROTECTION-TECH**

**FIRT 1301 - FUNDAMENTALS OF FIRE PROTECTIO (3)**

3 lec (3 Cr.) FYE Beau Camp to fire service career opportunities related fields. End-of-Course Outcomes: Describe a modern fire protection agency; outline the organizational and staffing requirements for fire protection; and identify public and private protection agencies.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1303 - FIRE & ARSON INVESTIGATION I (3)**

3 lec (3 Cr.) Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. End-of-Course Outcomes: Identify the cause and point of origin and the cause of the fire; list possible motives of fire setters; and describe the elements of investigation practices.

Distribution: FIRT. Offered: Spring Only.

**FIRT 1307 - FIRE PREVENTION CODES & INSPEC (3)**

3 lec (3 Cr.) Local building and fire prevention codes. Fire prevention inspections practices and procedures. End-of-Course Outcomes: Apply provisions of local building and fire prevention codes to fire prevention inspections; and describe fire inspection practices and procedures including hazard recognition and correction.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1309 - FIRE ADMINISTRATION I (3)**

3 lec (3 Cr.) Introduction to the organization and management of a fire department and the relationship of government agencies to fire service. Emphasis on fire service leadership from the perspective of the company officer. End-of-Course Outcomes: Explain the intra-organizational cooperation needed for a fire department to function properly; describe fundamental management and organizational principles; and demonstrate leadership and management skills at the company-grade level.

Distribution: FIRT. Offered: Spring Only.

**FIRT 1315 - HAZARDOUS MATERIALS I (3)**

3 lec (3 Cr.) The chemical characteristics and behavior of various materials. Storage transportation handling hazardous emergency situations and the most effective methods of hazard mitigation. End-of-Course Outcomes: Identify hazardous materials in various shipping and storage containers; explain chemical characteristics and how chemicals react under certain conditions; and describe the most effective methods of hazard mitigation.

Distribution: FIRT. Offered: Fall Only.

**FIRT 1329 - BUILDING CODES & CONSTRUCTION (3)**

3 lec (3 Cr.) Examination of building codes and requirements construction types and building materials. Includes walls floorings foundations and various roof types and the associated dangers of each. End-of-Course Outcomes: Identify model building codes; and compare construction types related to fire behavior.

Distribution: FIRT. Offered: Fall Only.

**FIRT 1338 - FIRE PROTECTION SYSTEMS (3)**

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. End-of-Course Outcomes: Identify the applications and explain the operation of fire detection alarm and extinguishing systems.

**FIRT 1345 - FIRE HAZARDOUS MATERIALS II (3)**

3 lec (3 Cr.) Mitigation practices and techniques to help effectively control hazardous material spills and leaks.

End-of- Course Outcomes: Demonstrate proper methods of mitigating a hazardous material incident; and describe the components of a hazardous incident management system including scene control protective clothing and equipment spill and leak control and decontamination.

Distribution: FIRT. Offered: Spring Only.

#### **FIRT 1349 - FIRE ADMINISTRATION II (3)**

Lec (3 Cr.) In-depth study of fire service management as pertaining to budgetary requirements administration organization of divisions within the fire service and relationships between the fire service and outside agencies. End-of- Course Outcomes: Explain the relationships with outside organizations and their impact on fire service operations; develop an organizational structure demonstrating interagency cooperation; and describe management principles and techniques for effective organizational performance.

Distribution: FIRT. Offered: Summer Only.

#### **FIRT 1353 - LEGAL ASPECTS OF FIRE PROTECTI (3)**

3 lec (3 Cr.) Study of the rights duties liability concerns and responsibilities of public fire protection agencies while performing assigned duties. End-of-Course Outcomes: Summarize basic criminal and civil law; discuss relevant tort law; and describe state and federal legal systems.

Distribution: FIRT. Offered: Summer Only.

#### **FIRT 1433 - FIRE CHEMISTRY (4)**

2 lec/5 lab (4 Cr.) Simulated emergency operations and hands-on live fire training exercises incident management procedures and combined operations using proper extinguishing methods. Emphasis on safety.

Distribution: FIRT.

#### **FIRT 1438 - FIRE PROTECTION SYSTEMS (4)**

4 lec/0 lab (4 Cr.) Design and operations of fire detection and alarm systems hear 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.

Distribution: FIRT. Offered: Fall Only.

#### **FIRT 1492 - SPECIAL TOPICS-RESEARCH CLASS (4)**

Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to help improve student proficiency.

#### **FIRT 2305 - FIRE INSTRUCTOR I (3)**

3 lec/1 lab (3 Cr.) Preparation of 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.

Distribution: FIRT.

#### **FIRT 2309 - FIRE FIGHTING STRAT & TACTCS I (3)**

3 lec (3 Cr.) Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. End-of-Course Outcomes: Identify potential scenarios in various fire situations; implement strategies and tactics; and describe components of an incident management system.

Distribution: FIRT.

#### **FIRT 2351 - COMPANY OFFICER (3)**

3 lec (3 Cr.) A capstone course covering fire ground operations and supervisory practices. Includes performance evaluation of incident commander safety officer public information officer and shift supervisor duties. End-of-Course Outcomes: Communicate verbally and in writing the procedures needed for effective departmental operation; evaluate inquiries and concerns from the community for the purposes of public education and public relations; and integrate safety plans policies and procedures to help ensure compliance with National FIRE PROTECTION ASSOCIATION (NFPA) STANDARD 1500.

Distribution: FIRT. Offered: Summer Only.

## FRENCH

### FREN - FRENCH

#### **FREN 1411 - BEGINNING FRENCH I (4)**

Fundamental skills in listening comprehension speaking reading and writing. Includes basic vocabulary grammatical structures and culture.

Distribution: FLAN.

#### **FREN 1412 - BEGINNING FRENCH II (4)**

Fundamental skills in listening comprehension speaking reading and writing. Includes basic vocabulary grammatical structures and culture. Prerequisite: FREN 1411 or instructor's approval.

Distribution: FLAN.

## FYE BEAU CAMP

### ORIN - ORIENTATION

#### **ORIN 1100 - FYE ORIENTATION (1)**

1 lec (1 Nedcor.) A one-hour course required of all students as entering freshmen. Must be completed within the first 30 hours. Designed to help prepare students for integration into and success in college. Topics include improving study skills time management financial literacy and informed educational and personal decision-making. Opportunities to discover and apply learning styles and develop plans for career development. A service learning component is included. Completion of the course is required for attendance at Navarro College for students seeking the AA AS AAT or AAS degrees.

Distribution: ORIN.

## GEOLOGY

### GEOL - GEOLOGY

#### **GEOL 1401 - EARTH SCIENCE OF NON-SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on

experimental data and geologic data gathered from field observations.

Distribution: GEOL.

#### **GEOL 1402 - EARTH SCIENCE OF NON-SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) Extension of the study of geology astronomy meteorology and oceanography focusing on natural resources hazards and climate variability. This laboratory-based course accompanies GEOL 1302 Earth Sciences II. Activities will focus on methods used to collect and analyze data related to natural resources hazards and climate variability. Prerequisites: GEOL 1401 Earth Science I or GEOL 1303 or 1403 Physical Geology

Distribution: GEOL.

#### **GEOL 1403 - PHYSICAL GEOLOGY (4)**

3 lec/3 lab (4 Cr.) Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

Distribution: GEOL.

#### **GEOL 1405 - ENVIRONMENTAL SCIENCE (4)**

3 lec/3 lab (4 Cr.) A survey of the forces including humans that shape our physical and biologic environment and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues including pollution climate change and sustainability of land water and energy resources. Activities will cover methods used to collect and analyze environmental data. (Cross-listed with ENVR 1301)

Distribution: GEOL.

## GOVERNMENT

### GOVT - GOVERNMENT

#### **GOVT 2305 - FEDERAL GOVERNMENT (3)**

3 lec (3 Cr.) 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: sophomore standing or consent of instructor.

Distribution: GOVT.

### **GOVT 2306 - TEXAS GOVERNMENT (3)**

3 lec (3 Cr.) 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: sophomore standing or consent of instructor.

Distribution: GOVT.

## **HISTORY**

### **HIST - HISTORY**

#### **HIST 1301 - UNITED STATES HISTORY I (3)**

3 lec (3 Cr.) A survey of the social political economic cultural and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian colonial revolutionary early national slavery and sectionalism and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity American culture religion civil and human rights technological change economic change immigration and migration and creation of the federal government.

Distribution: HIST.

#### **HIST 1302 - UNITED STATES HISTORY II (3)**

3 lec (3 Cr.) A survey of the social political economic cultural and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization immigration world wars the Great Depression Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture religion civil and human rights technological change economic change immigration and migration urbanization and suburbanization the expansion of the federal government and the study of U.S. foreign policy.

Distribution: HIST.

#### **HIST 2301 - TEXAS HISTORY (3)**

3 lec (3 Cr.) A survey of the political social economic cultural and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil industrialization and urbanization; civil rights; and modern Texas.

Distribution: HIST.

#### **HIST 2311 - WESTERN CIVILIZATION I (3)**

3 lec (3 Cr.) A survey of the social political economic cultural religious and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia Egypt Greece Rome Byzantium Islamic civilizations and Europe through the Middle Ages Renaissance and Reformations. Recommended as a basic history course for all liberal arts majors.

Distribution: HIST.

#### **HIST 2312 - WESTERN CIVILIZATION II (3)**

3 lec (3 Cr.) A survey of the social political economic cultural religious and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism growth of nation states the Enlightenment revolutions classical liberalism industrialization imperialism global conflict the Cold War and globalism. Recommended as second half of a basic history course for all liberal arts majors.

Distribution: HIST.

## **HUMANITIES**

### **HUMA - HUMANITIES**

#### **HUMA 1301 - INTRODUCTION TO THE HUMANITIES (3)**

3 lec (3 Cr.) This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on

the historical development of the individual and society and the need to create.

Distribution: HUMA.

## INDUSTRIAL TECHNOLOGY

### ELMT-ELMT-INDUSTRIAL- MAINTENANCE

#### **ELMT 1266 - PRACTICUM - ELECTROMECHANICAL TECHNOLOGY (2)**

16 external hrs. (2 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student.

Distribution: ELPT.

#### **ELMT 1301 - BASIC PROG LOGIC CONTROLERS (3)**

2 lec/2 lab (3 Cr.) An introduction to programmable logic controllers as used in industrial environments including basic concepts programming applications troubleshooting of ladder logic and interfacing of equipment

Distribution: IMT.

#### **ELMT 1491 - SPECIAL TOPICS - ELECTROMECHANICAL TECH (4)**

#### **ELMT 2337 - ELECTRONIC TROUBLESHOOTING/SERVICE/REPAI (3)**

In-depth coverage of electronic systems maintenance troubleshooting and repair. Topics include symptom identification proper repair procedures repair checkout and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course.

Distribution: IMT.

#### **ELMT 2339 - ADV. PROGRAMMABLE LOGIC CNTRLS (3)**

2 lec/2 lab (3Cr.) an advanced applications of programmable logic controllers as used in industrial environments including concepts of programming industrial applications troubleshooting ladder logic and interfacing to equipment.

Distribution: ELPT.

### ELPT-ELECTRICAL-POWER-TRANS- INST

#### **ELPT 1311 - BASIC ELECTRICAL THEORY (3)**

2 lec (3 Cr.) An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

Distribution: IMT.

#### **ELPT 1325 - SURVEY OF NATIONAL ELECTRIC CODE (3)**

3 lec (3 Cr.) An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing design protection methods and materials; equipment for general use; and basic calculations.

Distribution: ELPT.

#### **ELPT 1341 - MOTOR CONTROL (3)**

2 lec/2 lab (3 Cr.) Study of the operating principles of solid-state controls along with their practical applications. Topics include barking jogging plugging and safety interlocks.

Distribution: IMT.

#### **ELPT 1357 - INDUSTRIAL WIRING (3)**

Writing methods used for industrial installations. Includes motor circuits raceway and bus way installations proper grounding techniques and associated safety procedures.

Distribution: ELPT.

#### **ELPT 2325 - NATIONAL ELECTRICAL CODE II (3)**

3lec/olab (3Cr.) In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing protection and methods special conditions and advanced calculations.

Distribution: ELPT.

### INMT-INMT-INDUSTRIAL- TECHNOLOGY

#### **INMT 2345 - INDUSTRIAL TROUBLESHOOTING (3)**

2 lec/2 lab (3 Cr.) An advanced study of the techniques used in troubleshooting various types of industrial



equipment to include mechanical electrical hydraulic and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

Distribution: PTRT.

## INTC-INTC- INSTRUMENTTECHNOLOGY

### INTC 1305 - INTRO TO INSTRUMENTATION (3)

2 lec/2 lab (3 Cr.) Professional requirements of the instrumentation technician including an introduction to computer and calculator applications involved in basic electronic circuit analysis.

Distribution: PTRT.

## KINESIOLOGY

### KINE - KINESIOLOGY

#### KINE 1101 - AEROBICS I (1)

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit. Prerequisite: KINE 1101.

Distribution: KINE.

#### KINE 1102 - AEROBICS II (1)

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit. Prerequisite: KINE 1101.

Distribution: KINE.

#### KINE 1104 - BOWLING I (1)

3 lab (1 Cr.) Fundamentals of bowling skills strategies and scoring. Three activity hours per week. One hour credit.

Distribution: KINE.

#### KINE 1105 - BOWLING II (1)

3 lab (1 Cr.) Develop proficiency of bowling skills for students with basic knowledge of bowling fundamentals. Three activity hours per week. One hour credit. Prerequisite: KINE 1104

Distribution: KINE.

#### KINE 1106 - CHEERLEADING I (1)

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Fall Only.

#### KINE 1107 - CHEERLEADING II (1)

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Spring Only.

#### KINE 1108 - BOXING I (1)

3 lab (1 Cr.) Boxing is a coeducational class designed to assist the student in the improvement of cardiovascular fitness muscular endurance muscular strength flexibility and body composition while learning and improving boxing skills.

Distribution: KINE.

#### KINE 1109 - BOXING II (1)

3 lab (1 Cr.) Intermediate-level fitness course focusing on maintaining cardiovascular endurance muscular endurance muscular strength flexibility and body composition while learning and improving intermediate-level boxing skills. Prerequisite: KINE 1108.

Distribution: KINE.

#### KINE 1110 - FITNESS DANCE I (1)

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance flexibility strength and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

#### KINE 1111 - FITNESS DANCE II (1)

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance flexibility strength and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

#### KINE 1112 - GOLF I (1)

3 lab (1 Cr.) To develop competency in fundamental golf skills and to understand and apply rules regulations and safety concepts in golf play.

Distribution: KINE.

**KINE 1113 - GOLF II (1)**

3 lab (1 Cr.) Exhibit competency in intermediate golf skills.  
Prerequisite: KINE 1112.

Distribution: KINE.

**KINE 1114 - JOGGING I (1)**

3 lab (1 Cr.) Develop cardiovascular endurance flexibility and strength through jogging stretching and weight training. Physical fitness assessment leads to development of an individual fitness program.

Distribution: KINE.

**KINE 1115 - JOGGING II (1)**

3 lab (1 Cr.) Maintain cardiovascular fitness. Training principles for distance running and marathons.  
Prerequisite: KINE 1114.

Distribution: KINE.

**KINE 1116 - MARTIAL ARTS I (1)**

3 lab (1 Cr.) Martial arts form that stresses physical fitness and self-defense.

Distribution: KINE.

**KINE 1117 - MARTIAL ARTS II (1)**

3 lab (1 Cr.) Demonstrate techniques of karate and mastery of intermediate karate skills. Prerequisite: KINE 1116.

Distribution: KINE.

**KINE 1118 - RAQUETBALL I (1)**

3 lab (1 Cr.) Selecting equipment and safety gear for racquetball. Serving skills and basic shots for recreational play. Three hours per week. One hour credit.

Distribution: KINE.

**KINE 1119 - RAQUETBALL II (1)**

3 lab (1 Cr.) Intermediate serving stroke skills and strategy for singles and doubles play. Prerequisite: KINE 1118.

Distribution: KINE.

**KINE 1120 - VARSITY WOMEN'S SOCCER I (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1121 - VARSITY WOMEN'S SOCCER II (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1122 - SWIMMING I (1)**

Beginning-level instruction in strokes freestyle breaststroke and backstroke. Emphasis on survival skills floating emergency procedures.

Distribution: KINE.

**KINE 1123 - SWIMMING II (1)**

Intermediate-level instruction in improving basic strokes. Development of intermediate strokes sidestroke butterfly competitive turns. Emphasis on cardiovascular conditioning lap swimming. Prerequisite: KINE 1122.

Distribution: KINE.

**KINE 1124 - TENNIS I (1)**

Stroke techniques for recreational play including groundstrokes volleys overhands and serves. Terminology scoring and historical background of tennis.

Distribution: KINE.

**KINE 1125 - TENNIS II (1)**

Intermediate skills for serving drop shots doubles and singles tournament play. Prerequisite: KINE 1124.

Distribution: KINE.

**KINE 1126 - VARSITY BASEBALL I (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1127 - VARSITY BASEBALL II (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1128 - VARSITY BASKETBALL I (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1129 - VARSITY BASKETBALL II (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1130 - VARSITY FOOTBALL I (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.

Distribution: KINE. Offered: Fall Only.

**KINE 1131 - VARSITY FOOTBALL II (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.

Distribution: KINE. Offered: Spring Only.

**KINE 1132 - WALK-ON SKILLS ALL SPORTS I (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1133 - WALK-ON SKILLS ALL SPORTS II (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1134 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS ME (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1135 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS II (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1136 - WEIGHTLIFTING I (1)**

3 lab (1 Cr.) Principles of weight training including progression specificity overload through an individualized program of basic exercises to improve strength endurance and flexibility of major muscle groups.

Distribution: KINE.

**KINE 1137 - WEIGHTLIFTING II (1)**

3 lab (1 Cr.) Intermediate applications of principles of progression specificity and overload. Prerequisite: KINE 1136.

Distribution: KINE.

**KINE 1138 - CARDIOKICKBOXING I (1)**

3 lab (1 Cr.) A vigorous fitness class focusing on improving cardiovascular endurance. Stresses health-related fitness through the teaching of kickboxing skills.

Distribution: KINE.

**KINE 1139 - CARDIOKICKBOXING II (1)**

3 lab (1 Cr.) Intermediate-level fitness course focusing on maintaining cardiovascular endurance. Intermediate kickboxing skills. Prerequisite: KINE 1138.

Distribution: KINE.

**KINE 1140 - VARSITY VOLLEYBALL I (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1141 - VARSITY VOLLEYBALL II (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1142 - SPECIAL TOPICS (1)**

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

Distribution: KINE.

**KINE 1143 - PILATES (1)**

3 lab (1 Cr.) A body conditioning routine that helps build flexibility strength endurance and coordination.

Prerequisite for 2143: 1143.

Distribution: KINE.

**KINE 1144 - VARSITY SOFTBALL I (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1145 - VARSITY SOFTBALL II (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1146 - FITNESS WALKING ME (1)**

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Distribution: KINE.

**KINE 1147 - FITNESS WALKING II (1)**

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Distribution: KINE.

**KINE 1148 - INTRODUCTION TO HATHA YOGA (1)**

3 lab (1 Cr.) Practice of yogic postures or "asana" defined as the physical positioning that coordinates breathing with moving and holding still for the purpose of strengthening parts of the body.

Distribution: KINE.

**KINE 1149 - INTERMEDIATE HATHA YOGA (1)**

3 lab (1 Cr.) The refinement of the asana (postures) covered in KINE 1148 with emphasis on breath work. Introduces more advanced asanas emphasis on integrating yoga into daily routines at home and work. Prerequisite: KINE 1148.

Distribution: KINE.

**KINE 1301 - FOUNDATION OF KINESIOLOGY (3)**

3 lec (3 Cr.) The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education exercise science and sport. This course offers the student both an introduction to the knowledge base as well as information on expanding career opportunities.

Distribution: KINE.

**KINE 1304 - PERSONAL/COMMUNITY HEALTH (3)**

3 lec (3 Cr.) This course provides an introduction to the fundamentals concepts strategies applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living promote healthy lifestyles and enhance individual well-being.

Distribution: KINE.

**KINE 1306 - FIRST AID (3)**

3 lec (3 Cr.) Instruction and practice for emergency care. Designed to enable students to recognize and avoid

hazards within their environment to render intelligent assistance in case of accident or sudden illness and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

Distribution: KINE.

**KINE 1308 - SPORTS OFFICIATING (3)**

3 lec (3 Cr.) The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics rule interpretation and enforcement.

Distribution: KINE.

**KINE 1321 - COACHING/SPORTS/ATHLETICS I (3)**

3 lec (3 Cr.) Study of the history theories philosophies rules and terminology of competitive sports. Includes coaching techniques.

Distribution: KINE.

**KINE 1331 - PHYSICAL EDUCATION FOR ELEM EDUC MAJORS (3)**

3 lec (3 Cr.) An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development philosophical implications physical fitness and kinesiology.

Distribution: KINE.

**KINE 1338 - CONCEPTS OF PHYSICAL FITNESS (3)**

2 lec 2 lab (3 Cr.) This course is designed to familiarize students with knowledge understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

Distribution: KINE.

**KINE 1346 - DRUG USE & ABUSE (3)**

3 lec (3 Cr.) Study of the use misuse and abuse of drugs and other harmful substances in today's society. Physiological sociological pharmacological and psychological factors will be emphasized.

Distribution: KINE.

**KINE 2106 - CHEERLEADING III (1)**

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Fall Only.

**KINE 2107 - CHEERLEADING IV (1)**

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Spring Only.

**KINE 2110 - FITNESS DANCE III (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance flexibility strength and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 2111 - FITNESS DANCE IV (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance flexibility strength and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 2120 - VARSITY WOMEN'S SOCCER III (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 2121 - VARSITY WOMEN'S SOCCER IV (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 2126 - VARSITY BASEBALL III (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 2127 - VARSITY BASEBALL IV (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 2128 - VARSITY BASKETBALL III (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 2129 - VARSITY BASKETBALL IV (1)**

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 2130 - VARSITY FOOTBALL III (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.

Distribution: KINE. Offered: Fall Only.

**KINE 2131 - VARSITY FOOTBALL IV (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.

Distribution: KINE. Offered: Spring Only.

**KINE 2132 - WALK-ON SKILLS ALL SPORTS III (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2133 - WALK-ON SKILLS ALL SPORTS IV (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2134 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS III (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2135 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS IV (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2136 - WEIGHTLIFTING III (1)**

3 lab (1 Cr.) Principles of weight training including progression specificity overload through an individualized program of basic exercises to improve strength endurance and flexibility of major muscle groups. Consent of instructor required. One hour credit. Prerequisite: KINE 1137.

Distribution: KINE. Offered: Fall Only.

**KINE 2137 - WEIGHTLIFTING IV (1)**

3 lab (1 Cr.) Principles of weight training including progression specificity overload through an individualized program of basic exercises to improve strength endurance and flexibility of major muscle groups. Varsity

sport. Consent of instructor required. One hour credit.  
Prerequisite: KINE 2136.

Distribution: KINE.

**KINE 2140 - VARSITY VOLLEYBALL III (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 2141 - VARSITY VOLLEYBALL IV (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 2142 - SPECIAL TOPICS (1)**

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

Distribution: KINE.

**KINE 2143 - PILATES (1)**

3 lab (1 Cr.) A body conditioning routine that helps build flexibility strength endurance and coordination.

Prerequisite for 2143: 1143.

Distribution: KINE.

**KINE 2144 - VARSITY SOFTBALL III (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 2145 - VARSITY SOFTBALL IV (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 2356 - CARE & PREVENTION OF ALTHLETIC INJURIES (3)**

3 lec (3 Cr.) Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer avoiding accidents and injuries recognizing signs and symptoms of specific sports injuries and conditions immediate and long-term care of injuries and administration procedures in athletic training.

Distribution: KINE. Offered: Spring Only.

## LEGAL ASSISTANT

### LGLA - LEGAL ASSISTANT

**LGLA 1301 - LEGAL RESEARCH & WRITING (3)**

3 lec (3 Cr.) This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques computer-assisted legal research briefs and legal memoranda.

Distribution: LGLA. Offered: Fall Only.

**LGLA 1311 - INTRO TO LAW (3)**

3 lec (3 Cr.) This course provides an overview of the law and legal system. Topics include elementary legal concepts of various areas of the law procedures terminology ethical obligations of the paralegal current issues in law and the function jurisdiction practices and principles of trial and appellate courts at state and federal levels.

Distribution: LGLA.

**LGLA 1313 - INTRO TO PARALEGAL STUDIES (3)**

3 lec (3 Cr.) This course provides an overview of the paralegal profession including ethical obligations regulation professional trends and issues and the paralegal's role in assisting in the delivery of legal services. This course must be taken during the first year of enrollment in the paralegal program.

Distribution: LGLA.

**LGLA 1345 - CIVIL LITIGATION (3)**

3 lec (3 Cr.) This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial trial and post-trial phases of litigation.

Distribution: LGLA. Offered: Fall Only.

**LGLA 1353 - WILLS TRUSTS & PROBATE ADMIN (3)**

3 lec (3 Cr.) This course presents fundamental concepts of the law of wills trusts and probate administration with emphasis on the paralegal's role.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 1355 - FAMILY LAW (3)**

3 lec (3 Cr.) This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages divorce annulment marital property and the parent-child relationship.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 2188 - INTERNSHIP-PARALEGAL/LEGAL/ASSISTANT (1)**

1 lab (1 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 48 hours in the workplace.

Distribution: LGLA.

### **LGLA 2288 - PRACTICUM (2)**

2 lab (2 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

### **LGLA 2303 - TORTS & PERSONAL INJURY LAW (3)**

Lec (3 Cr.) This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts negligence and strict liability.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2307 - LAW OFFICE MANAGEMENT (3)**

3 lec (3 Cr.) This course presents the fundamentals of law office management and organization including basic principles and structure of management administrative and substantive systems in the law office and law practice technology.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2309 - REAL PROPERTY (3)**

3 lec (3 Cr.) This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property rights and duties of ownership land use voluntary and involuntary conveyances and the recording of and searching for real estate documents.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2313 - CRIMINAL LAW & PROCEDURE (3)**

3 lec (3 Cr.) This course introduces the criminal justice system including procedures from arrest to final disposition principles of federal and state law and the preparation of pleadings and motions.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2331 - ADVANCED LEGAL RESEARCH & WRIT (3)**

3 lec (3 Cr.) This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs legal office memoranda and citation forms. Prerequisite: LGLA 1301 Legal Research Writing.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2335 - ADVANCED CIVIL LITIGATION (3)**

3 lec (3 Cr.) This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's roles. Common law and statutory civil litigation concepts ethical obligations of the paralegal assisting in civil litigation work and alternative dispute resolution processes are reviewed. Prerequisites: LGLA 1313 LGLA 1311 LGLA 1345 ENGL 1301.

Distribution: LGLA. Offered: Spring Only.

## **MASSAGE THERAPY**

### **MSSG - MASSAGE THERAPY**

#### **MSSG 1105 - HYDROTHERAPY (1)**

1 lec/1 lab (1 Cr.) This course is a study of the use of accepted hydrotherapy and holistic healthcare modalities

of external application of temperature for its reflexive effect. Meets the minimum 20 contact hour requirement for licensure. Prerequisites and/or co-requisites. Courses taken in level sequence order or department chair approval. 32 contact hours

Distribution: CSME.

#### **MSSG 1109 - HEALTH & HYGIENE (1)**

1 lec/1 lab (1 Cr.) This course is the study of safety and sanitation practices including universal precautions. The importance of proper body mechanics maintaining a healthy lifestyle maintaining the massage environment and the advantage of therapeutic relationships is also included. Meets the minimum 20 contact hour requirement for licensure. Prerequisites and/or co-requisites: Courses taken in level sequence order or department chair approval. 32 contact hours.

Distribution: CSME.

#### **MSSG 1207 - BUSINESS PRACT. & PROF. ETHICS (2)**

2 lec/1 lab (2 Cr.) This course is a study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45 contact hour's requirement of licensure. Prerequisite and/or co-requisites: Courses taken in level sequence order or department chair approval. 48 contact hours.

Distribution: CSME.

#### **MSSG 1411 - MASSAGE THERAPY FUND I (4)**

2 lec/4 lab (4 Cr.) This course is an introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 128 contact hours.

Distribution: CSME.

#### **MSSG 1413 - ANATOMY PHYS. FOR MASSAGE THRPY (4)**

3 lec/2 lab (4 Cr.) This course offers an in-depth coverage of the structure and function of the human body. Includes cell structure and function tissues body organization and the integumentary skeletal muscular and nervous and

endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75 contact hour requirement for Anatomy and Physiology for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval. 80 contact hours.

Distribution: CSME.

#### **MSSG 2130 - ADV MASSAGE THRPY TECHNIQUES (1)**

Lec/1 lab (1 Cr.) Advanced concepts of Massage. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Prerequisites and/or co-requisites: Courses taken in level sequence order or department chair approval. 32 contact hours.

Distribution: CSME.

#### **MSSG 2186 - INTERNSHIP-MASSAGE THERAPY (1)**

6 external hours (1 Cr.) 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.

Distribution: CSME.

#### **MSSG 2311 - MASSAGE THERAPY FUND. II (3)**

1 lec/5 lab (3 Cr.) This course is a continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for Licensure. Prerequisites and/or co-requisites: Courses taken in level sequence order or department chair approval. 96 contact hours.

Distribution: CSME.

#### **MSSG 2314 - PATHOLOGY-MASSAGE THRPY (3)**

3 lec (3 Cr.) This course covers general discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology signs symptoms and the physiological and psychological reactions to disease and injury. Meets the minimum 40 contact hour requirement for licensure. Prerequisites and/or co-requisites: Courses taken in level sequence order or department chair approval. 48 contact hours.

Distribution: CSME.



**MSSG 2413 - KINESIOLOGY-MASSAGE THERAPY (4)**

3 lec (3 Cr.) This course covers general discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology signs symptoms and the physiological and psychological reactions to disease and injury. Meets the minimum 40 contact hour requirement for licensure. Prerequisites and/or co-requisites: Courses taken in level sequence order or department chair approval. 48 contact hours.

Distribution: CSME.

## MATHEMATICS

### MATH - MATHEMATICS

**MATH 1314 - COLLEGE ALGEBRA (3)**

3 lec (3 Cr.) Topics include and 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. Prerequisites: MTH 0306 or meeting college algebra standard on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1316 - PLANE TRIGONOMETRY (3)**

3 lec (3 Cr.) Topics Include an in-depth study and applications of trigonometry including definitions identities inverse functions solutions of equations graphing and solving triangles. Additional topics such as vectors polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or a satisfactory score on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1324 - MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES (3)**

3 lec (3 Cr.) The application of common algebraic functions including polynomial exponential logarithmic and rational to problems in business economics and the social sciences are addressed. The applications include mathematics of finance including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability including

expected value. Prerequisites: MTH 0306 or meeting college algebra standard on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1325 - CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (3)**

3 lec (3 Cr.) This course is the basic study of limits and continuity differentiation optimization and graphing and integration of elementary functions with emphasis on applications in business economics and social sciences. This course is not a substitute for MATH 2413 Calculus I. Prerequisite: MATH 1314 - College Algebra or MATH 1324 - Mathematics for Business and Social Sciences

Distribution: MATH.

**MATH 1332 - MATH FOR LIBERAL ARTS MAJORS I (3)**

3 lec (3 Cr.) Topics may include introductory treatments of sets logic number systems number theory relations functions probability and Elementary Statistical Methods. Appropriate applications are included. Pre-requisite: MTH 0305 or satisfactory score on the TSI exam or equivalent exam. Students planning on transferring to senior institutions should check the transferability of this course.

Distribution: MATH.

**MATH 1342 - ELEMENTARY STATISTICAL METHODS (3)**

3 lec (3 Cr.) Collection analysis presentation and interpretation of data and probability. Analysis includes descriptive statistics correlation and regression confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Pre-requisite: MTH 0305 or satisfactory score on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1350 - MATHEMATICS OF TEACHERS I (3)**

3 lec (3 Cr.) Concepts of sets functions numerations systems number theory and properties of the natural numbers integers rational and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra or the equivalent.

Distribution: MATH.

**MATH 1351 - MATHEMATICS OF TEACHERS II (3)**

3 lec (3 Cr.) Concepts of geometry probability and Elementary Statistical Methods as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1350 and College Algebra or the equivalent.

Distribution: MATH.

**MATH 2313 - CALCULUS I (3)**

3 lec (3 Cr.) Topics include limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412-Pre-Calculus Math or equivalent preparation.

**MATH 2315 - CALCULUS III (3)**

3 lec (3 Cr.) Advanced topics in calculus including vectors and vector-valued functions partial differentiation Lagrange multipliers multiple integrals and Jacobians; application of the line integral including Green's Theorem the Divergence Theorem and Stokes' Theorem. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH.

**MATH 2318 - LINEAR ALGEBRA (3)**

3 lec (3 Cr.) Introduces and provides models for application of the concepts of vector algebra. Topics finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods including Gaussian elimination and matrix Inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH. Offered: Spring Only.

**MATH 2320 - DIFFERENTIAL EQUATIONS (3)**

3 lec (3 Cr.) Ordinary differential equations including linear equations systems of equations with variable coefficients existence and uniqueness of solutions series solutions singular points transform methods and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH. Offered: Spring Only.

**MATH 2412 - PRE-CALCULUS MATH (4)**

4 lec (4 Cr.) Topics include an In-depth combined study of algebra trigonometry and other topics for calculus readiness. Prerequisite: MATH 1314-College Algebra or meeting Pre-Calculus standard on the TSI or equivalent exam.

Distribution: MATH.

**MATH 2413 - CALCULUS I (4)**

4 lec (4 Cr.) Topics include limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule mean value theorem and rate of change problems; curve sketching; definite and indefinite integration of algebraic trigonometric and transcendental functions with an application to calculation of areas. Prerequisite: MATH 2412-Pre-Calculus Math or equivalent preparation.

Distribution: MATH.

**MATH 2414 - CALCULUS II (4)**

4 lec (4 Cr.) Topics include differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413-Calculus I.

Distribution: MATH.

## MEDICAL LAB TECHNOLOGY (MLT)

### MLAB - MEDICAL LAB TECH

#### **MLAB 1201 - INTRODUCTION TO CLINICAL LAB SCIENCE (2)**

1 lec/3 lab (2 Cr.) An introduction to clinical laboratory science including quality control laboratory math safety basic laboratory equipment and techniques medical terminology accreditation and certification. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

#### **MLAB 1227 - COAGULATION (2)**

1 lec/2 lab (2 Cr.) A course in coagulation theory procedures and practical applications. Includes quality control quality assurance safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

#### **MLAB 1235 - IMMUNOLOGY/ SEROLOGY (2)**

2 lec/1 lab (2 Cr.) An introduction to the theory and application of basic immunology including the immune response principles of antigen-antibody reactions and the principles of serological procedures as well as quality control quality assurance and safety. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

#### **MLAB 1311 - URINALYSIS AND BODY FLUIDS (3)**

2 lec/3 lab (3 Cr.) 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 safety. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

#### **MLAB 1331 - PARASITOLOGY/MYCOLOGY (3)**

This course includes a study of the taxonomy morphology and pathogenesis of human parasites fungi and viruses

with emphasis on laboratory identification of these organisms. Prerequisite: permission of instructor.

Distribution: MLAB.

#### **MLAB 1415 - HEMATOLOGY (4)**

3 lec/3 lab (4 Cr.) The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures including quality control quality assurance safety manual and/or automated methods as well as blood cell maturation sequences and normal and abnormal morphology with associated diseases. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

#### **MLAB 1460 - CLINICAL I (4)**

18 lab (4 Cr.) A health-related work based learning experience that enables the study to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professionals. Students rotate through hematology coagulation urinalysis serology and phlebotomy. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Summer Only.

#### **MLAB 2238 - ADVANCED TOPICS (2)**

2 lec (2 Cr.) This course examines the integration of all areas of the clinical laboratory and correlates laboratory testing data with diagnostic applications and pathophysiology using critical thinking skills. A review of the MLT curriculum is conducted to prepare students for the certification exam. A passing grade is required on the exit exam to complete the course. This course is taken during the last semester of the program. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

#### **MLAB 2401 - CLINICAL CHEMISTRY (4)**

3 lec/4 lab (4 Cr.) An introduction to the principles procedures physiological basis and significance of testing performed in Clinical Chemistry. Includes quality control reference values and safety. Prerequisite: permission of the instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 2431 - IMMUNOHEMATOLOGY (4)**

3 lec/4 lab (4 Cr.) This course includes the study of red blood cell antigens antibodies donor selection and processing blood components hemolytic transfusion reactions autoimmune hemolytic anemia and hemolytic disease of the newborn. Also included is blood group and Rh typing antibody identification compatibility testing elution and absorption techniques. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

**MLAB 2434 - CLINICAL MICROBIOLOGY (4)**

3 lec/4 lab (4 Cr.) This course includes a detailed study of bacteria found in humans as pathogens or normal flora. Emphasis is placed on the laboratory identification of bacteria specimen collection and determination of antimicrobial susceptibility. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

**MLAB 2460 - CLINICAL II (4)**

18 lab (4 Cr.) A health-related work-based learning experience that enables the study to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professionals. Students rotate through microbiology clinical chemistry parasitology and immunohematology. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

**PLAB - PHLEBOTOMY****PLAB 1223 - PHLEBOTOMY (2)**

1 lec/2 lab (Cr. 2) Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices syringes capillary skin puncture butterfly needles and blood culture and specimen collection on adults children and infants. Emphasis on infection prevention patient identification specimen labeling quality assurance specimen handling processing and accessioning. Prerequisite: permission of instructor.

Distribution: MLAB.

**MULTIMEDIA TECHNOLOGY****ARTC - ART****ARTC 1302 - DIGITAL IMAGING I (3)**

2 lec/4 lab (3 Cr.) Digital imaging using raster image editing and/or image creation software: scanning resolution file formats output devices color systems and image-acquisitions.

Distribution: IMED. Offered: Fall Only.

**ARTC 1313 - DIGITAL PUBLISHING I (3)**

2 lec/3 lab (3 Cr.) The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Distribution: IMED. Offered: Spring Only.

**ARTC 1359 - VISUAL DESIGN FOR NEW MEDIA (3)**

2 lec/2 lab (3 Cr.) Visual design elements as they relate to the application painter. Emphasizes aesthetics and visual problem solving such as design issues color management hierarchy of information image optimization and effective layout.

Distribution: IMED. Offered: Spring Only.

**ARTV - ANIMATION IT VID GPH SPC EFF****ARTV 1303 - BASIC ANIMATION (3)**

2 lec/4 lab (3 Cr.) Examination of concepts characters and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences.

Distribution: IMED.

**ARTV 1341 - 3-D ANIMATION I (3)**

2 lec/4 lab (3 Cr.) Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting staging camera and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects.

Distribution: IMED. Offered: Spring Only.

**ARTV 1343 - DIGITAL SOUND (3)**

2 lec/4 lab (3 Cr.) Instruction in digitizing sound and incorporating it into multimedia titles for various delivery

systems. Emphasis on compression issues sampling synchronizing and resource management.

Distribution: IMED. Offered: Fall Only.

### **ARTV 1351 - DIGITAL VIDEO (3)**

2 lec/4 lab (3 Cr.) Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture editing and outputting of video using a desktop digital video workstation.

Distribution: IMED.

### **ARTV 2341 - ADVANCED DIGITAL VIDEO (3)**

2 lec/4 lab (3 Cr.) Instruction in the use of advanced digital video techniques for post-production. Emphasis on generation and integration of special effects 2-D animation and 3-D animation for film video CD-ROM and the Internet. Exploration of new and emerging compression and video streaming technologies.

Prerequisite: ARTV 1351.

Distribution: IMED. Offered: Spring Only.

## **GRPH - MULTI-MEDIA TECH**

### **GRPH 1359 - OBJECT ORIN COMP. GRAPHICS (3)**

2 lec/4 lab (3 Cr.) Mastery of tools and transformation options of an industry- standard drawing program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object-oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

Distribution: IMED. Offered: Fall Only.

## **IMED - MULTIMEDIA**

### **IMED 1301 - INTRO TO MULTIMEDIA (3)**

3 lec (3 Cr.) A survey of theories elements and hardware/software components of multimedia. Topics include digital-image editing digital sound and video editing animation web page development and interactive presentations. There will be an emphasis on

conceptualizing and producing effective multimedia presentations.

Distribution: IMED.

### **IMED 1345 - INTERACTIVE MULTIMEDIA I (3)**

2 lec/4 lab (3 Cr.) Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry-standard authoring software.

Distribution: IMED.

### **IMED 1416 - WEB PAGE DESIGN 1 (4)**

3 lec/4 lab (4 Cr.) Instruction in Internet web page design and related graphic design issues including mark-up languages Web sites Internet access software and interactive topics.

Distribution: IMED.

### **IMED 2166 - PRACTICUM (1)**

0 lec/21 lab (3 Cr.) Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: approval of the instructor.

Distribution: IMED.

### **IMED 2301 - INSTRUCTIONAL DESIGN (3)**

3 lec (3 Cr.) An in-depth study of the instructional design process based on learning theories including evaluation of models and design examples.

Distribution: IMED. Offered: Spring Only.

### **IMED 2366 - PRACTICUM (3)**

0 lec/21 lab (3 Cr.) Practical general training and experiences in the workplace. The college with the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences my be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: approval of the instructor.

Distribution: IMED.

## MRMT-MRMT-MEDICAL- TRANSCRIPTION

### MRMT 1307 - MEDICAL TRANSCRIPTION I (3)

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including

basic reports such as history and physicals discharge summaries consultations operative reports and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 and POFI 2401 or equivalent.

Distribution: BUSI.

## MUSIC

### MUEN - MUEN MUSIC PREFIX

#### MUEN 1121 - MARCHING AND CONCERT BAND I (1)

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

#### MUEN 1122 - MARCHING AND CONCERT BAND II (1)

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

#### MUEN 1123 - PEP BAND I (1)

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

#### MUEN 1124 - PEP BAND II (1)

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

#### MUEN 1131 - JAZZ | STAGE BAND I (1)

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing Latin ballad and funk. Membership through audition only.

Distribution: MUSI.

#### MUEN 1132 - JAZZ | STAGE BAND II (1)

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing Latin ballad and funk. Membership through audition only.

Distribution: MUSI.

#### MUEN 1133 - BRASS ENSEMBLE I (1)

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

#### MUEN 1134 - BRASS ENSEMBLE II (1)

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

#### MUEN 1136 - WOODWIND ENSEMBLE (1)

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1137 - WOODWIND ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1138 - PERCUSSION ENSEMBLE I (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1139 - PERCUSSION ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1141 - COLLEGE CHORALE I (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical Broadway and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 1142 - COLLEGE CHORALE II (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical Broadway and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 1143 - GUITAR ENSEMBLE I (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 1144 - GUITAR ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 1151 - COLLEGIATE SINGERS I (1)**

2A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1152 - COLLEGIATE SINGERS II (1)**

2 lec/ 2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1153 - CHAMBER SINGERS I (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1154 - CHAMBER SINGERS II (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1156 - MEN'S CHORUS I (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 1157 - MEN'S CHORUS II (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events. Events.

Distribution: MUSI.

**MUEN 1160 - SHOW CHOIR I (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUEN 1161 - SHOW CHOIR II (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUEN 2121 - MARCHING AND CONCERT BAND III (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

**MUEN 2122 - MARCHING AND CONCERT BAND IV (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

**MUEN 2123 - PEP BAND III PEP BAND III (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

**MUEN 2124 - PEP BAND IV (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

**MUEN 2131 - JAZZ | STAGE BAND III (1)**

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to

the performance requirements of such various styles as swing Latin ballad and funk. Membership through audition only.

Distribution: MUSI.

**MUEN 2132 - JAZZ/STAGE BAND (1)**

A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as wing Latin ballad and funk. Membership through audition only.

Distribution: MUSI.

**MUEN 2133 - BRASS ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2134 - BRASS ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2136 - WOODWIND ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2137 - WOODWIND ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2138 - PERCUSSION ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.



**MUEN 2139 - PERCUSSION ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2141 - COLLEGE CHORALE III (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical Broadway and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 2142 - COLLEGE CHORALE IV (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical Broadway and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 2143 - GUITAR ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 2144 - GUITAR ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 2151 - COLLEGIATE SINGERS III (1)**

2 lec/ 2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2152 - COLLEGIATE SINGERS IV (1)**

2 lec/ 2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This

group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2153 - CHAMBER SINGERS III (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2154 - CHAMBER SINGERS IV (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2156 - MEN'S CHORUS III (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 2157 - MEN'S CHORUS IV (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 2160 - SHOW CHOIR III (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUEN 2161 - SHOW CHOIR IV (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

## MUSI - MUSI MUSIC PREFIX

### **MUSI 1114 - PIANO CLASS FOR MUSIC MAJORS I (1)**

2 lab (1 Cr.) Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization transposition and related keyboard.

Distribution: MUSI. Offered: Fall Only.

### **MUSI 1115 - PIANO CLASS FOR MUSIC MAJORS II (1)**

2 lab (1 Cr.) A continuation of MUSI 1114. Prerequisite: MUSI 1114 or consent of instructor.

Distribution: MUSI. Offered: Spring Only.

### **MUSI 1192 - CLASS GUITAR I (1)**

1 lec/2 lab (1 Cr.) Class instruction for beginning students in fundamentals of guitar techniques for those with little or no guitar background. \$40 lab fee.

Distribution: MUSI.

### **MUSI 1211 - MUSIC THEORY I (2)**

2 lec/1 lab (2 Cr.) Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Distribution: MUSI. Offered: Fall Only.

### **MUSI 1212 - MUSIC THEORY II (2)**

2 lec/1 lab (2 Cr.) A continuation of Music Theory I. Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Distribution: MUSI. Offered: Spring Only.

### **MUSI 1216 - SIGHT-SINGING & EAR TRAINING ME (2)**

2 lec/1 lab (2 Cr.) A continuation of Music Theory I. Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

Distribution: MUSI. Offered: Fall Only.

### **MUSI 1217 - SIGHT-SINGING & EAR TRAINING II (2)**

2 lec/1 lab (2 Cr.) A continuation of MUSI 1216.

Prerequisite: MUSI 1216 or equivalent. To be taken concurrently with Theory II (MUSI 1212).

Distribution: MUSI. Offered: Spring Only.

### **MUSI 1301 - FUNDAMENTALS OF MUSIC I (3)**

3 lec (3 Cr.) Introduction to the basic elements of music theory for non-music majors: scales intervals keys triads elementary ear training keyboard harmony notation meter and rhythm. (Does not apply to a music major degree)

Distribution: MUSI.

### **MUSI 1306 - MUSIC APPRECIATION (3)**

3 lec (3 Cr.) Understanding music through the study of cultural period's major composers and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree)

Distribution: MUSI.

### **MUSI 1307 - MUSIC LITERATURE (3)**

3 lec (3 Cr.) Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Recommended for music majors.

Distribution: MUSI. Offered: Fall Only.

### **MUSI 1308 - MUSIC LITERATURE (3)**

In-depth study of classical music and composers spanning the medieval baroque and classical periods. Includes compositional techniques and societies influence on art music. Recommended for music majors.

### **MUSI 1310 - AMERICAN MUSIC (3)**

3 lec (3 Cr.) General survey of various styles of music in America. Topics may include jazz ragtime folk rock and contemporary art music.

Distribution: MUSI.

### **MUSI 2114 - PIANO CLASS FOR MUSIC MAJORS III (1)**

2 lab (1 Cr.) Class instruction for second-year music majors. Continued preparation for piano placement exams required by universities. Prerequisite: MUSI 1115 or consent of instructor. \$40 lab fee.

Distribution: MUSI. Offered: Fall Only.

**MUSI 2115 - PIANO CLASS FOR MUSIC MAJORS IV (1)**

2 lab (1 Cr.) A continuation of MUSI 2114. Prerequisite: MUSI 2114 or consent of instructor. \$40 lab fee.

Distribution: MUSI. Offered: Spring Only.

**MUSI 2159 - MUSICAL THEATRE (1)**

Study and performance of works from musical theater repertoire.

Distribution: MUSI.

**MUSI 2211 - MUSIC THEORY III (2)**

2 lec/1 lab (2 Cr.) Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

Distribution: MUSI. Offered: Fall Only.

**MUSI 2212 - MUSIC THEORY IV (2)**

2 lec/1 lab (2 Cr.) A continuation of MUSI 2211. Prerequisite: MUSI 2211 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2217).

Distribution: MUSI. Offered: Spring Only.

**MUSI 2216 - SIGHT-SINGING & EAR TRAINING III (2)**

2 lec/1 lab (2 Cr.) A continuation of MUSI 2211. Prerequisite: MUSI 2211 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2217).

Distribution: MUSI. Offered: Fall Only.

**MUSI 2217 - SIGHT-SINGING & EAR TRAINING IV (2)**

2 lec/1 lab (2 Cr.) A continuation of MUSI 2216. Prerequisite: MUSI 2216 or equivalent. Designed to be taken concurrently with Theory IV (MUSI 2212).

Distribution: MUSI. Offered: Spring Only.

**MUAP-MUSIC PRIVATE INST**

Students who enroll for private instruction in applied music must meet the following requirements for the amount of credit indicated for each course. Credit: 1 semester hour (1/0): One 30-minute lesson per week

(Semester Fee: \$50) and at least 3 external hours per week dedicated to the individual practice; Credit: 2 semester hours (2/0): two 30-minute lessons or one hour lesson per week (Semester Fee: \$90) and at least 6 external hours per week dedicated to the individual practice. Students who register for private instruction in voice, piano, or instrumental must understand that all private instruction is scheduled TBA (to be arranged), meaning the day and time or lesson(s) each week is "to be arranged" with the teacher of that applied area. Consequently, the student must contact the teacher or arrange his/her lesson time(s) during the first week of the semester. All students enrolled in private music instruction (music majors and non-music majors) must perform and end-of-semester jury.

**FLUTE - PRIVATE INSTRUCTION**

**MUAP 1117 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1118 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1217 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1218 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2117 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2118 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2217 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2218 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**OBOE - PRIVATE INSTRUCTION****MUAP 1121 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1122 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1221 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1222 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2121 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2122 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2221 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2222 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**BASSOON - PRIVATE INSTRUCTION****MUAP 1125 - PRIV. INST. BASSON - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1126 - PRIV. INST. BASSON - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1225 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1226 - PRIV. INST. BASSON - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2125 - PRIV. INST. BASSOON - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2126 - PRIV. INST. BASSOON - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2225 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2226 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**CLARINET - PRIVATE INSTRUCTION****MUAP 1129 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1130 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1229 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1230 - PRIV. INST. CLARINET 1 - HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2129 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2130 - PRIV. INST. CLARINET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2229 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2230 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**SAXOPHONE - PRIVATE INSTRUCTION**

**MUAP 1133 - PRIV. INST. SAXOPHONE - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1134 - PRIV. INST. SAXOPHONE - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1233 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1234 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2133 - PRIV. INST. SAXOPHONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2134 - PRIV. INST. SAXOPHONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2233 - PRIV. INSTS. SAXOPHONE - 1 HR (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2234 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TRUMPET - PRIVATE INSTRUCTION**

**MUAP 1137 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1138 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1237 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1238 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2137 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2138 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2237 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2238 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**HORN - PRIVATE INSTRUCTION**

**MUAP 1141 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1142 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1241 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1242 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2141 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2142 - PRIV. INST. HORN - 30 MIN. (1)**

Private Instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2241 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2242 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TROMBONE - PRIVATE INSTRUCTION****MUAP 1145 - PRIV. INST. TROMBONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1146 - PRIV. INST. TROMBONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1245 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1246 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2145 - PRIV. INST. TROMBONE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2146 - PRIV. INST. TROMBONE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2245 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2246 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**EUPHONIUM/BARITONE - PRIVATE INSTRUCTION****MUAP 1149 - PRIV INS EUPHONIUMTBARITONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1150 - PRIV. INST EUPHONIUM BARITONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1249 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1250 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2149 - PRIV INST EUPH-BARITONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2150 - PRIV INSTEUPH-BARITONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2249 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2250 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TUBA - PRIVATE INSTRUCTION**

**MUAP 1153 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Freshman

Distribution: MUAP.

**MUAP 1154 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1253 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1254 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2153 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2154 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2253 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2254 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**PERCUSSION - PRIVATE INSTRUCTION**

**MUAP 1157 - PRIV. INST. PERCUSSION - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1158 - PRIV. INST. PERCUSSION - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1257 - PRIV. INST. PERCUSSION - 1HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1258 - PRIV. INST. PERCUSSION - 1 HR (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2157 - PRIV. INST. PERCUSSION - 30MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2158 - PRIV. INST. PERCUSSION - 30MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2257 - PRIV. INST. PERCUSSION - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2258 - PRIV. INST. PERCUSSION - 1 HR (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**GUITAR - PRIVATE INSTRUCTION**

**MUAP 1161 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1162 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1261 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1262 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2161 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2162 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2261 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2262 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Sophomore - 1 hr

Distribution: MUAP.

**ORGAN - PRIVATE INSTRUCTION****PIANO (KEYBOARD) - PRIVATE INSTRUCTION****MUAP 1169 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1170 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1269 - PRIV. INST. PIANO (KEYBOARD) - 1 HR. (2)**

Private instruction - Sophomore - 1 hr

Distribution: MUAP.

**MUAP 1270 - PRIV. INST. PIANO (KEYBOARD) - 1 HR. (2)**

Private instruction - Freshman - 1 hr.

Distribution: MUAP.

**MUAP 2169 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min. Fee: \$40.00

Distribution: MUAP.

**MUAP 2170 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2269 - PRIV. INST. PIANO - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2270 - PRIV. INST. PIANO - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**VOICE - PRIVATE INSTRUCTION****MUAP 1181 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1182 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1281 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1282 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2181 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2182 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2281 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.



**MUAP 2282 - PRIV INST. VOICE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

## NURSING - RN

ASSOCIATE DEGREE NURSING (RNSG) All RNSG courses require admission to the ADN Program

### RNSG-ASSOCIATE-DEG-NURS

**RNSG 1201 - PHARMACOLOGY (2)**

1 lec/4 lab (2 Cr.) Introduction to the science of pharmacology with emphasis on the actions interactions adverse effects and nursing implications of each drug classification. Topics include the roles and responsibilities as well as the skills of the nurse in safe administration of medications within a legal/ethical framework.

Prerequisites: BIOL 2401 BIOL 2402 BIOL 2420 HPRS 1101. Co-requisites: RNSG 1413 RNSG 1261.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1261 - CLINICAL- NURSING FOUNDATIONS (2)**

8 external hours (2 Cr.) 16 clinical hours a week for 8 weeks) Clinical experience involving direct patient/client nursing care in selected long-term care and acute care clinical facilities. The student will be expected to apply foundations of nursing practice theory concepts and skills as well as demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Prerequisites: BIOL 2401 BIOL 2402 BIOL 2420 HPRS 1101. Co-requisites: RNSG 1413 RNSG 1201.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1262 - CLINICAL - NURSING PRACTICE I FOR ARTICULATING STUDENTS (2)**

6 external hours (2 Cr.) (16 hours a week) Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to begin the application of the concepts and skills of the associate degree nurse with adult as well as begin to demonstrate professional registered nurse-level legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Twenty-four (24) hours of general education courses specified on degree

plan: (BIOL2401 BIOL2402 BIOL2420 PSYC2301 PSYC2314 ENGL1301 SPCH1311 or 1315). Co-requisite: RNSG 1417.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1263 - CLINICAL- NURSING PRACTICE II FOR ARTICULATING STUDENTS (2)**

6 external hours (2 Cr.) (16 hours a week) Observations virtual technology and faculty directed simulation clinical experiences in nursing care of the childbearing family during the perinatal periods and children from birth to adolescence. The articulating LVN student will expand the application of concepts and skills of the associate degree registered nurse and demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication.

Prerequisites: RNSG 1417 RNSG 1262. Co-requisite: RNSG 1442.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1361 - CLINICAL- NURSING CARE OF CLIENTS WITH COMMON HEALTH CARE NEEDS (3)**

12 external hours (3 Cr.) (16 hours a week) Clinical experience involving the provision of nursing care to diverse clients/families experiencing common health care needs. The student will be expected to apply related theory concepts and skills as well as demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication.

Prerequisites: RNSG 1413 RNSG 1261 RNSG 1201. Co-requisite: RNSG 2504.

Distribution: RNSG. Offered: Spring Only.

**RNSG 1413 - FOUNDATIONS OF NURSING PRACTICE (4)**

3 lec/4 lab (4 Cr.) Introduction to the role of the associate degree nurse as a provider of care coordinator of care and member of a profession. Topics include fundamentals of nursing and nursing knowledge judgment skills and professional values within a legal/ethical framework.

Prerequisites: BIOL 2401 BIOL 2402 BIOL 2420 HPRS 1101. Co-requisites: RNSG 1261 RNSG 1201.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1417 - CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS (4)**

3 lec/3 lab (4 Cr.) Provides the articulating LVN student the opportunity to examine the role of the professional nurse; a systematic problem solving process and critical thinking skills. The focus is on the adult population; and competency in knowledge judgment skill and professional values within a legal/ethical framework. Prerequisites: 24 hours of general education courses specified on degree plan: (BIOL2401 BIOL2402 BIOL2420 PSYC2301 PSYC2314 ENGL1301 SPCH1311 or 1315). Co-requisite: RNSG 1262.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1442 - CONCEPTS OF NURSING PRACTICE II FOR ARTICULATING STUDENTS (4)**

3 lec/3 lab (4 Cr.) Provides the articulating LVN student the opportunity to examine the role of the professional nurse; a systematic problem solving process and critical thinking skills. Focuses on the utilization of leadership and management skills in the provision of care to the childbearing family during the perinatal periods and children from birth to adolescence. Includes knowledge judgment skills and professional values within a legal/ethical framework. Prerequisites: RNSG 1417 RNSG 1262. Co-requisite: RNSG 1263.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2161 - CLINICAL- MENTAL HEALTH NURSING (1)**

4 external hours (1 Cr.) (4 clinical hrs. a week) Clinical experience involving patient/client nursing care in selected mental health clinical facilities. The student will be expected to apply mental health concepts and skills as well as demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Prerequisites: RNSG 2504 and RNSG 1361 or RNSG 1442 and RNSG 1263.

Distribution: RNSG.

**RNSG 2201 - CARE OF CHILDREN AND FAMILIES (2)**

1lec/3 lab (2 Cr.) Study of concepts related to the provision of nursing care for children and families. Content includes applicable competencies in knowledge judgment skills and professional values within a

legal/ethical framework. Prerequisites: RNSG 2504 RNSG 1361. Co-requisite: RNSG 2261.

Distribution: RNSG. Offered: Summer Only.

**RNSG 2213 - MENTAL HEALTH NURSING (2)**

1 lec/ 4 lab (2 Cr.) Study of the principles and concepts of mental health psychopathology and treatment modalities related to mental health nursing care of clients and their families. Emphasis on therapeutic communication critical thinking skills and a systematic problem-solving process as a framework for providing care to clients and families experiencing mental health problems as well as the role of the associate degree nurse in caring for clients and families experiencing mental health problems. Prerequisites: RNSG 2504 and RNSG 1361 or RNSG 1442 and RNSG 1263.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2261 - CLINICAL- NURSING CARE OF CHILDREN AND FAMILIES (2)**

6 external hours (2 Cr.) (16 clinical hrs. a week for 6 weeks) Clinical experience involving the provision of nursing care to children and families in selected clinical facilities. The student will be expected to apply nursing of children and families theory concepts and skills as well as demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Prerequisites: RNSG 2504 RNSG1361. Co-requisite: RNSG 2201.

Distribution: RNSG. Offered: Summer Only.

**RNSG 2262 - CLINICAL- INTEGRATED CLIENT MANAGEMENT (2)**

12 external hours (2 Cr.) (12 clinical hrs. a week) Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to apply management/leadership skills of the associate degree nurse as well as demonstrate critical thinking skills legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Prerequisites: RNSG 2514 RNSG 2461. Co-requisite: RNSG 2435.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2435 - INTEGRATED CLIENT CARE MANAGEMENT (4)**

4 lec/week (4 Cr.) Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning nursing leadership skills and patient management. Content includes the significance of professional development trends in nursing and health care and applicable knowledge judgment skills and professional values within a legal/ethical framework. Prerequisites: RNSG 2514 RNSG 2461. Co-requisite: RNSG 2262.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2461 - CLINICAL- NURSING CARE OF CLIENTS WITH COMPLEX HEALTH CARE NEEDS (4)**

16 external hours (4 Cr.) (16 clinical hrs. a week) Clinical experience involving the provision of nursing care to patients/clients with complex health care needs in selected clinical facilities. The student will be expected to apply related theory concepts and skills as well as demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate communication. Prerequisites: RNSG 2504/1361 or RNSG 1442/1263. Co-requisite: RNSG 2514.

Distribution: RNSG. Offered: Fall Only.

**RNSG 2504 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (5)**

4 lec/4 lab (5 Cr.) Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse patients and families across the life span with common health care needs. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes applicable competencies in knowledge judgment skills and professional values within a legal/ethical framework. Prerequisites: RNSG 1413 RNSG 1261 RNSG 1201. Co-requisite: RNSG 1361.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2514 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (5)**

4 lec/4 lab (5 Cr.) Application of a systematic problem-solving process critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs. Emphasis on tertiary disease prevention health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge judgment skills and professional values within a legal/ethical framework. Prerequisites: RNSG 2504/1361 or RNSG 1442/1263. Co-requisite: RNSG 2461.

Distribution: RNSG. Offered: Fall Only.

**NURSING - VN**

VOCATIONAL NURSING (VN) All VNSG Courses require admission to the VN Program.

**VNSG - VOCATIONAL NURSING****VNSG 1122 - VOCATIONAL NURSING CONCEPTS (1)**

1 lec/0 lab (1 Cr.) Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Included also are concepts related to the physical emotional and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1505 1423 1331 1327 1226 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 1133 - GROWTH AND DEVELOPMENT (1)**

1 lec/0 lab (1 Cr.) This courses focuses on the study of the basic aspects of growth and development throughout the lifespan. Emphasis is placed on growth and development of the individual's body mind and personality as influenced by the environment. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Co-requisites: VNSG 1429 1334 2431 1230 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1191 - SPECIAL TOPICS IN PRACTICAL NURSING (ROLE TRANSITION) (1)**

0 lec/2 lab (1 Cr.) (12-week summer course) This courses focuses on the role transition of the student nurse to the

graduate nurse with attention to the skills knowledge attitudes and behaviors pertinent to the professional development of the student. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1432 1136 1238 1219 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1219 - PROFESSIONAL DEVELOPMENT (2)**

2 lec (2 Cr.) (12-week summer course) This course is a study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team professional organizations and continuing education. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1432 1136 1238 1191 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1236 - MENTAL HEALTH (2)**

2 lec (2 Cr.) (12-week summer course) This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses coping mechanism and therapeutic communication skills. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1432 1238 1219 1191 1261.

Distribution: VNSG. Offered: Spring Only.

### **VNSG 1238 - MENTAL ILLNESS (2)**

2 lec (2 Cr.) (12-week summer course) This course is a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1432 1136 1219 1191 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1260 - CLINICAL I - PRACTICAL NURSE (2)**

16 clinical hours a week for eight weeks (2 Cr.) (8 external hours) Clinical experience focuses on direct client nursing care in selected long-term care and acute-care facilities. The student will be expected to apply foundations of nursing practice theory concepts and skills demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and utilize appropriate

communication with clients families staff and peers. Co-requisites: VNSG 1505 1423 1331 1327 1122 1226.

Distribution: VNSG. Offered: Fall Only.

### **VNSG 1261 - CLINICAL III - PRACTICAL NURSE (2)**

16 clinical hours a week for 10 weeks (2 Cr.) (10 external hours) Clinical experience focusing on direct client care of adult and pediatric populations in selected acute-care facilities. The student will be expected to apply the concepts and skills of the licensed vocational nurse and demonstrate LVN-level legal and ethical behavior safety practices interpersonal and teamwork skills and utilize appropriate communication with client's family's staff and peers. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1432 1136 1238 1219 1191.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1327 - ESSENTIALS OF MEDICATION ADMINISTRATION (3)**

2 lec/4 lab (3 Cr.) This course focuses on the general principles of medication administration including determination of dosage preparation safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Co-requisites: VNSG 1505 1423 1331 1122 1226 1260.

Distribution: VNSG. Offered: Fall Only.

### **VNSG 1330 - MATERNAL-NEONATAL NURSING (3)**

3 lec (3 Cr.) This course focuses on utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy childbirth and the neonatal period including abnormal conditions. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Co-requisites: VNSG 1133 1429 1334 2431 1460.

Distribution: VNSG. Offered: Spring Only.

### **VNSG 1334 - PEDIATRICS (3)**

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is placed on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Requisites: VNSG 1133 1429 2431 1230 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1423 - BASIC NURSING SKILLS (4)**

2 lec/6 lab (4 Cr.) This course focuses on mastery of entry-level nursing skills and competencies for a variety of health care settings. Includes utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1505 1331 1327 1122 1226 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 1429 - MEDICAL - SURGICAL NURSING I (4)**

4 lec/1 lab (4 Cr.) This course focuses on the application of the nursing process to the care of adult patients experiencing medical- surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Co-requisites: VNSG 1133 1334 2431 1230 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1432 - MEDICAL-SURGICAL NURSING II (4)**

4 lec/1 lab (4 Cr.) (12-week summer course) This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. It includes a variety of health care settings. Prerequisites: VNSG 1133 1429 1334 2431 1230 1460. Co-requisites: VNSG 1136 1238 1219 1191 1261.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1460 - CLINICAL II PRACTICAL NURSE (4)**

16 clinical hours per week (4 Cr.) Clinical experience involving the provision of nursing care to diverse clients/families in selected acute care facilities as well as care of the woman and family throughout the maternity cycle in selected clinical facilities. The student will be expected to apply related theory concepts and skills demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and utilize appropriate communication with clients families staff and peers. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Co-requisites: VNSG 1133 1429 1334 2431 1230.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1505 - HEALTH SCIENCE (5)**

5 lec/1 lab (5 Cr.) Introduction to the general principles of anatomy and physiology nutrition and Microbiology for

Non-Science Majors that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Co-requisites: VNSG 1423 1331 1327 1122 1226 and 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 2431 - ADVANCED NURSING SKILLS (4)**

2 lec/6 lab (4 Cr.) This course focuses on mastery of advanced-level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1505 1423 1331 1327 1122 1226 1260. Co-requisites: VNSG 1133 1429 1334 1230 1460.

Distribution: VNSG. Offered: Spring Only.

## OCCUPATIONAL THERAPY ASSISTANT (OTA)

All OTHA courses require admission to the OTA Program. Studies in Health Professions and Related Services (HPRS courses) are open for registration for all Navarro College students.

### OTHA - OCCUPATIONAL THERAPY

**OTHA 1161 - CLINICAL IN OTA I (1)**

6 external hours (1 Cr.) Health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts in settings serving children or adolescents. Direct supervision is provided by the clinical professional. The in-class seminar is designed to reinforce topics and experiences that occur on off-campus sites and on-campus during lectures and labs. Prerequisites: OTHA 1311; OTHA 1309. Co-requisites: OTHA 1315; OTHA 1241; OTHA 2309.

Distribution: OTHA. Offered: Spring Only.

**OTHA 1162 - CLINICAL IN OTA II (1)**

6 external hours (1 Cr.) Health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts in settings serving adults. Direct supervision is provided by the clinical professional. The in-class seminar complements topics and experiences that occur on off-

campus sites and on-campus during lectures and labs.

Prerequisites: OTHA 1241; OTHA 1315; OTHA 1161; OTHA 2309; OTHA 2211 Co-requisites: OTHA 2331; OTHA 2402.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1241 - OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE (2)**

1 lec/4 lab (2 Cr.) Instruction in occupational performance of newborns through adolescents. Topics include frames of reference evaluation tools and techniques and intervention strategies specific to this population.

Prerequisites: OTHA 2201; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1315; OTHA 1161.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 1305 - PRINCIPLES OF OCCUPATIONAL THERAPY (3)**

2 lec/3 lab (3 Cr.) Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions of the OT practitioner; frames of reference and occupational therapy models; occupational therapy personnel educational roles and functions; current health care management environment including OT practice areas; moral legal and ethical issues; communication in OT including medical terminology and service documentation. Prerequisite: Admission into the OTA program.

Distribution: OTHA. Offered: Summer Only.

### **OTHA 1309 - HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (3)**

2 lec/4 lab (3 Cr.) Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure muscles and nerves and biomechanical assessment procedures. The student is also introduced to assessment procedures for muscle strength and joint range of motion and basic principles of exercise. Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1311 - OCCUPATIONAL PERFORMANCE THROUGHOUT THE LIFESPAN (3)**

2 lec/4 lab (3 Cr.) General principles of occupational therapy throughout the lifespan; identify age appropriate occupations and the client factors that affect occupational performance; select appropriate intervention strategies for this population; and adapt contexts to support occupational performance.

Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1315 - THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I (3)**

2 lec/3 lab (3 Cr.) Various occupations or activities used as therapeutic interventions in occupational therapy with pediatric/adolescent populations. Emphasis on awareness of activity demands contexts adapting grading and safe implementation of occupations or activities for the pediatric population. Prerequisites: OTHA 2201; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1241; OTHA 1161.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 2201 - PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY (2)**

2 lec/0 lab (2 Cr.) This course is the study of pathology and general health management of disease and injuries across the lifespan encountered in occupational therapy treatment setting. Includes etiology symptoms and the client's physical and psychological reactions to disease and injury. Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 2211 - ABNORMAL PSYCHOLOGY IN OCCUPATIONAL THERAPY (2)**

2 lec/0 lab (2 Cr.) This course is the study of the fundamental principles and techniques of psychological diagnosis with emphasis on mental health issues including theories etiology and treatment intervention. Upon successful completion of this course the student will earn two (2) hours. Prerequisites: OTHA 1309; OTHA 1311; OTHA 2201. Co-requisites: OTHA 2309; OTHA 1161.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 2235 - HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY (2)**

1 lec/3 lab (2 Cr.) Role of the occupational therapy assistant in health care delivery. Topics include documentation and reimbursement; credentialing; occupational therapy standards and ethics; health care team role delineation; and management of resources including environment personnel and budget. Prerequisites: OTHA 1349; OTHA 2402; OTHA 1319; OTHA 1162

Distribution: OTHA. Offered: Fall Only.

### **OTHA 2309 - MENTAL HEALTH IN OCCUPATIONAL THERAPY (3)**

2 lec/4 lab (3 Cr.) Promotion of mental health and wellness through occupational therapy. Topics include theory assessments and intervention strategies to enhance occupational performance. Prerequisites: OTHA 1349; OTHA 1319; OTHA 2402; OTHA 1162. Co-requisites: OTHA 1163

Distribution: OTHA. Offered: Spring Only.

### **OTHA 2331 - PHYSICAL FUNCTION IN OCCUPATIONAL THERAPY (3)**

2 lec/0 lab (2 Cr.) This course is the study of physical function to promote occupational performance. Includes frames of reference evaluative tools intervention strategies and consumer education. Prerequisites: OTHA 1315; OTHA 1241; OTHA 1161; OTHA 2309; OTHA 2211. CO-requisites: OTHA 2402; OTHA 1162.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 2366 - PRACTICUM IN OTA (3)**

21 external hours (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. As outlined in the learning plan the student will apply the theory concepts and skills involving specialized materials tools equipment procedures regulations laws and interactions within and among political economic environmental social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate written and verbal communication skills using the

terminology of the occupation and the business/industry. Prerequisite: Successful completion of all required courses and approval of OTA program director.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 2367 - PRACTICUM IN OTA (3)**

21 external hours (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the Employer College and student. As outlined in the learning plan the student will apply the theory concepts and skills involving specialized materials tools equipment procedures regulations laws and interactions within and among political economic environmental social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisite: Successful completion of all required courses and approval of OTA program director.

Distribution: OTHA.

### **OTHA 2402 - THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES II (4)**

3 lec/4 lab (4 Cr.) Advanced techniques and applications used in traditional and non-traditional practice settings. The student will prioritize techniques for planning selecting and implementing occupations or activities for adult populations treated in occupational therapy. Prerequisites: OTHA 1341; OTHA 1315; OTHA 1161. Co-requisites: OTHA 1349; OTHA 1319; OTHA 1162

Distribution: OTHA. Offered: Fall Only.

## **PETROLEUM TECHNOLOGY**

### **PTRT - PETROLEUM INDUSTRY**

#### **PTRT 1191 - SPEC. TOPICS (1)**

1 lec (1 Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Required FYE Beau Camp course for students enrolling in the AAS or Certificate in Petroleum Technology Program.

Distribution: PTRT.

**PTRT 1291 - SPECIAL TOPICS CAPSTONE (2)**

1 lec/3lab (2 Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Distribution: PTRT.

**PTRT 1301 - OVERVIEW OF PETROLEUM INDUSTRY (3)**

3 lec (3 Cr.) An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration drilling production transportation marketing and refining.

Distribution: PTRT.

**PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3)**

2 lec/2 lab (3 Cr.) An introduction to the two different methods associated with petroleum production: natural flow and artificial lift. The student will also develop skills and competency in lease-layout and specific recovery methods such as water flooding chemical flooding thermal processes and CO<sub>2</sub> injections.

Distribution: PTRT.

**PTRT 1309 - CORROSION BASICS (3)**

LEC (3 Cr.) Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials devices or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

Distribution: PTRT.

**PTRT 1312 - PETROLEUM REGULATIONS (3)**

3 lec (3 Cr.) Regulatory requirements and structures associated with the petroleum industry.

Distribution: PTRT.

**PTRT 1313 - INDUSTRIAL SAFETY (3)**

2 lec/2 lab (3 Cr.) An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910 1926 standards such as

confined space entry emergency action lock out/tag out and other work-related subjects.

Distribution: PTRT.

**PTRT 1317 - NATURAL GAS PROCESSING (3)**

2 lec/2 lab (3 Cr.) An overview of natural gas processing operations. Fundamentals of gas processing the nature of heat and how it implements the process gas plant processing equipment and procedures from raw material to the refined product.

Distribution: PTRT.

**PTRT 1321 - OIL FIELD HYDRAULICS (3)**

2 lec/2 lab (3 Cr.) Presents hydraulics applicable to drilling completion and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

Distribution: PTRT.

**PTRT 1391 - NATURAL GAS PROCESSING II (3)**

2 lec/2 lab (3 Cr.) A course in accuracy quality and validation of gas and liquid measurement techniques for field and plant operating personnel. General principles of correct techniques of measurement and proper procedures to correct errors will be emphasized.

Distribution: PTRT.

**PTRT 2280 - COOPERATIVE EDUCATION (2)**

1 lec/10 external (2 Cr.) 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.

Distribution: PTRT.

**PTRT 2323 - NATURAL GAS PRODUCTION (3)**

2 lec/2 lab (3 Cr.) An overview of the aspects of natural gas production including gas well testing field handling of gas well casing head gas separation metering and dehydration equipment and gas compression/transportation systems.

Distribution: PTRT.



### **PTRT 2332 - ARTIFICIAL LIFT (3)**

2 lec/2 lab (3 Cr.) Practical aspects of artificial lift in conventional production systems. Designed for students who have completed production methods PTRT 1307.

Distribution: PTRT.

### **PTRT 2359 - PETROLEUM COMPUTER APPLICATIONS (3)**

2 lec/2 lab (3 Cr.) Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.

Distribution: PTRT.

## **RBTC - ROBOTICS**

### **RBTC 1309 - PNEUMATICS (3)**

2 lec/2 lab (3 Cr.) A study of principles of pneumatics including formulas functions and circuits with hands-on experience in these industrial automated systems.

Distribution: PTRT.

### **RBTC 1355 - SENSORS (3)**

2 lec/2 lab (3 Cr.) A study of basic principles of industrial sensors for automated systems. Emphasis on the operation and application of position rate proximity opt-electronics ranging and pressure switches.

Distribution: RBTC.

## **PHILOSOPHY**

### **PHIL - PHILOSOPHY**

#### **PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3)**

3 lec (3 Cr.) A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality theories of knowledge theories of value and their practical applications.

Distribution: PHIL.

#### **PHIL 1304 - INTRODUCTION TO WORLD RELIGIONS (3)**

3 lec (3 Cr.) A comparative study of world religions including but not limited to Hinduism Buddhism Judaism Christianity and Islam.

Distribution: PHIL.

### **PHIL 2306 - INTRODUCTION TO ETHICS (3)**

3 lec (3 Cr.) The systematic evaluation of classical and/or contemporary ethical theories concerning the good life human conduct in society morals and standards of value

Distribution: PHIL.

## **PHYSICAL THERAPIST ASSISTANT (PTA)**

### **PTHA - PHYSICAL THERAPIST ASSISTANT**

#### **PTHA 1260 - PTA CLINICAL I (2)**

(8 External) (2 Cr.) This course is a health-related work-based learning experience that enables the student to apply specialized physical therapy theory skills and concepts in various settings. Direct supervision is provided by the clinical professional. The in-class seminar is designed to reinforce topics and experiences that occur on off-campus sites and on-campus during lectures and labs. Upon successful completion of this course the student will earn two (2) credit hours. Prerequisites: PTHA 1409 PTHA 1413 PTHA 1329 PTHA 1431 PTHA 2205 PTHA 2409 PTHA 2301; Co-requisites: PTHA 2431 PTHA 2435 (0 lec/0 lab/8 ext hours per week)

Distribution: PHYTH. Offered: Spring Only.

#### **PTHA 1321 - PATHOPHYSIOLOGY FOR PTA (3)**

3 lec/0 lab (3Cr.) Study of the pathophysiology of diseases/conditions encountered in physical therapy. Emphasis on the etiology pathogenesis signs/symptoms and treatments of selected diseases/conditions; identification of the impact of the pathologies in physical therapy. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409 PTHA 1413. (3hours lec/0 hour's lab/week).

Distribution: PHYTH. Offered: Spring Only.

## PTHA - PHYSICAL THERAPIST ASSISTANT

### PTHA 2201 - ESSENTIALS OF DATA COLLECTION (2)

1 lec/4 lab (2 Cr.) This course identifies data collection techniques used to assist in patient/client management. Focus on: Performing data collection techniques; identifying changes in data collected and reporting results. Prerequisite: PTHA 1409 PTHA 1413 PTHA 1329. Co-requisites: PTHA 2409 PTHA 1431 PTHA 2205 PTHA 1160. (1 lec hours/4 lab hours week).

Distribution: PHYTH. Offered: Fall Only.

### PTHA 2339 - PROFESSIONAL ISSUES (3)

2 lec/0 lab (2 Cr.) Discussion on professional issues and behaviors related to clinical practice; preparation for transition into the workforce including preparation for licensure employment and professional development; identification of legal ethical and professional behaviors. (3 lec hours/week). Prerequisites: PTHA 2531 PTHA 2435 PTHA 1161. Co-requisites: PTHA 2366 PTHA 2367.

Distribution: PHYTH. Offered: Fall Only.

### PTHA 2360 - PTA CLINICAL III (3)

(16 External) (3 Cr.) This practicum provides practical general workplace training supported by an individualized learning plan developed by the Employer College and student. As outlined in the learning plan the student will apply the theory concepts and skills involving specialized materials tools equipment procedures regulations laws and interactions within and among political economic environmental social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Upon successful completion of the course the student will earn three (3) hours. (0 lec/0 lab/ 16 ext hours per week). Prerequisites: PTHA 2531 PTHA 2435 PTHA 1161. Co-requisites: PTHA 2339.

Distribution: PHYTH. Offered: Fall Only.

### PTHA 2366 - PTA PRACTICUM (3)

(20 External) (3 Cr.) This practicum provides practical general workplace training supported by an individualized learning plan developed by the Employer College and student. As outlined in the learning plan the student will apply the theory concepts and skills involving specialized materials tools equipment procedures regulations laws and interactions within and among political economic environmental social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior safety practices interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Upon successful completion of the course the student will earn three (3) hours. (0 lec/0 lab/ 20 ext hours per week). Prerequisites: PTHA 2431 PTHA 2435 PTHA 1260 PTHA 2360. Co-requisites: PTHA 2339

### PTHA 2409 - THERAPEUTIC EXERCISE (4)

3 lec/4 lab (4 Cr.) Explores concepts principles and application of techniques related to therapeutic exercise and functional training. Focus on: the principles of therapeutic exercise; formulate a rationale for the implementation of therapeutic exercise; demonstrate techniques for therapeutic exercise and functional training; execute patient education; and demonstrate communication skills. Prerequisite: PTHA 1409 PTHA 1413 PTHA 1321. Co-requisites: PTHA 1431 PTHA 2205 PTHA 2301 PTHA 1160. (3 hours lec/4 lab hours/week).

Distribution: PHYTH. Offered: Fall Only.

### PTHA 2431 - MANAGEMENT OF NEUROLOGICAL DISORDERS (4)

3 lec/4 lab (4 Cr.) Comprehensive rehabilitation techniques of selected neurological disorders. Focus on: management of patients with neurological disorders; demonstration of rehabilitation techniques for neurological disorders; demonstration of communication skills. Prerequisite: PTHA 2409 PTHA 1431 PTHA 2205 PTHA 2317. Co-requisites: PTHA 2435 PTHA 1260. (3 lec/4 lab hours/week)

Distribution: PHYTH. Offered: Spring Only.

**PTHA 2435 - REHABILITATION TECHNIQUES (4)**

3 lec/4 lab (4 Cr.) Instruction in comprehensive rehabilitation of selected diseases and disorders. Focus on description of the physical therapy management of patients with selected diseases and disorders; demonstration of rehabilitation techniques for diseases and disorders; and demonstration of communication skills. Prerequisite: PTHA 2409 PTHA 1431 PTHA 2205 PTHA 2317. Co-requisites: PTHA 2431 PTHA 1260. (3 lec/4 lab hours/week).

Distribution: PHYTH. Offered: Spring Only.

**PHYSICS****PHYS - PHYSICS****PHYS 1401 - COLLEGE PHYSICS I (4)**

3 lec/3 lab (4 Cr.) This is a 4 semester hour course which is an algebra/trigonometry-level approach toward physics for students preparing for medical dental or other science-related fields. Topics include fundamental principles of physics using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics including harmonic motion mechanical waves and sound physical systems Newton's Laws of Motion and gravitation and other fundamental forces; with emphasis on problem solving. 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. Pre-requisite: MATH 1314 - College Algebra and MATH 1316 - Plane Trigonometry or MATH 2312/2412 Pre-Calculus

Distribution: PHYS. Offered: Spring Only.

**PHYS 1402 - COLLEGE PHYSICS II (4)**

3 lec/3 lab (4 Cr.) This four semester hour course is a continuation of PHYS 1401. Topics include the study of 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. 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 1401 College Physics I

Distribution: PHYS. Offered: Fall Only.

**PHYS 1403 - STARS & GALAXIES (4)**

3 lec/3 lab (4 Cr.) Study of stars galaxies and the universe outside our solar system. (Formerly: PHYS 1412)

Distribution: PHYS.

**PHYS 1404 - THE SOLAR SYSTEM (4)**

3 lec/3 lab (4 Cr.) Study of the sun and its solar system including its origin. (Formerly: PHYS 1411)

Distribution: PHYS.

**PHYS 1415 - PHYSICAL SCIENCE I (4)**

3 lec/3 lab (4 Cr.) Course designed for non-science majors that surveys topics from physics chemistry geology astronomy and meteorology. May or may not include a laboratory.

Distribution: PHYS.

**PHYS 1417 - PHYSICAL SCIENCE II (4)**

3 lec/3 lab (4 Cr.) This course designed for non-science majors is a survey of topics in physics chemistry geology astronomy and meteorology.

Distribution: PHYS.

**PHYS 2425 - UNIVERSITY PHYSICS I (4)**

3 lec/3 lab (4 Cr.) Fundamental principles of physics using calculus for science computer science and engineering majors; the principles and applications of classical mechanics including harmonic motion physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting 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. Prerequisite: MATH 2413-Calculus I

Distribution: PHYS.

### **PHYS 2426 - UNIVERSITY PHYSICS II (4)**

3 lec/3 lab (4 Cr.) 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. 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. Prerequisites: PHYS 2425 University Physics I MATH 2414 Calculus II

Distribution: PHYS. Offered: Fall Only.

## **PSYCHOLOGY**

### **PSYC - PSYCHOLOGY**

#### **PSYC 2301 - GENERAL PSYCHOLOGY (3)**

3 lec (3Cr.) General Psychology is a survey of the major psychological topics theories and approaches to the scientific study of behavior and mental processes.

Distribution: PSYC.

#### **PSYC 2306 - HUMAN SEXUALITY (3)**

3 lec (3 Cr.) This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives - biological sociological anthropological etc. But will focus primarily on the psychological perspective. The goal is for each student to learn factual scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

Distribution: PSYC.

#### **PSYC 2314 - LIFESPAN GROWTH AND DEVELOPMENT (3)**

3 lec (3 Cr.) Life-Span Growth and Development is a study of social emotional cognitive and physical factors and influences of a developing human from conception to death.

Distribution: PSYC.

#### **PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3)**

3 lec (3 Cr.) Study of the processes involved in adjustment of individuals to their personal and social environments.

Distribution: PSYC.

#### **PSYC 2319 - SOCIAL PSYCHOLOGY (3)**

3 lec (3Cr.) Study of individual behavior within the social environment. May include topics such as the socio-psychological process attitude formation and change interpersonal relations and group processes.

Recommended prerequisite: PSYC 2301.

Distribution: PSYC.

## **SOCIOLOGY**

### **SOCI - SOCIOLOGY**

#### **SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3)**

3 lec (3 Cr.) The scientific study of human society including ways in which groups social institutions and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives key concepts and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification gender race/ethnicity and deviance.

Distribution: SOCI.

#### **SOCI 1306 - SOCIAL PROBLEMS (3)**

3 lec (3 Cr.) 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. Recommended prerequisite: SOCI 1301.

Distribution: SOCI.

#### **SOCI 2301 - MARRIAGE & THE FAMILY (3)**

3 lec (3 Cr.) Sociological and theoretical analysis of the structures and functions of the family the varied cultural patterns of the American family and the relationships that exist among the individuals within the family as well as the relationships that exist between the family and other institutions in society.

Distribution: SOCI.

**SOCI 2319 - MINORITY STUDIES (3)**

3 lec (3 Cr.) This course studies minority-majority group relations addressing their historical cultural social economic and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality dominance/subordination prejudice and discrimination. Particular minority groups discussed may include those based on poverty race/ethnicity gender sexual orientation age disability or religion. Recommended prerequisite: SOCI 1301.

Distribution: SOCI.

**SPANISH****SPAN - SPANISH****SPAN 1411 - BEGINNING SPANISH I (4)**

3 lec/2 lab (4 Cr.) 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.

Distribution: FLAN.

**SPAN 1412 - BEGINNING SPANISH II (4)**

3 lec/2 lab (4 Cr.) Continued development of basic Spanish language skills in listening speaking reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

Distribution: FLAN.

**SPAN 2311 - INTERMEDIATE SPANISH I (3)**

3 lec (3 Cr.) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening speaking reading and writing. Emphasis on comprehension appreciation and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412 or instructor's approval.

Distribution: FLAN.

**SPAN 2312 - INTERMEDIATE SPANISH II (3)**

3 lec (3 Cr.) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening speaking reading and writing. Emphasis on comprehension appreciation and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311 or instructor's approval.

Distribution: FLAN.

**SPEECH****SPCH - SPEECH****SPCH 1311 - INTRODUCTION TO SPEECH COMMUNICATION (3)**

3 lec (3 Cr.) Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal small group and public speaking.

Distribution: SPCH.

**SPCH 1315 - PUBLIC SPEAKING (3)**

3 lec (3 CR.) Application of communication theory and practice to the public speaking context with emphasis on audience analysis speaker delivery ethics of communication cultural diversity and speech organizational techniques to develop students' speaking abilities as well as ability to effectively evaluate oral presentations.

Distribution: SPCH.

**SPCH 1321 - BUSINESS & PROFESSIONAL COMMUNICATION (3)**

3 lec (3 Cr.) Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations dyads teams and technologically mediated formats.

Distribution: SPCH.

# WELDING

## WLDG - WELDING

### WLDG 1191 - SPECIAL TOPICS - WELDING (1)

Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: WLDG.

### WLDG 1313 - INTRO TO BLUEPRINT READING FOR WELDERS (3)

2 lec/2 lab (3 Cr.) A study of industrial blueprints. Emphasis placed on terminology symbols graphic description and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Distribution: WLDG.

### WLDG 1323 - WELDING SAFETY TOOLS & EQUIPMENT (3)

2 lec/2 lab (3 Cr.) An introduction to welding careers and safety practice including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes basic welding gases fluxes rods electrodes symbols and blueprints.

Distribution: WLDG.

### WLDG 1327 - WELDING CODES (3)

An in-depth study of welding codes and their development in accordance with structural standards welding processes destructive and nondestructive test methods.

Distribution: WLDG.

### WLDG 1391 - SPECIAL TOPICS IN WELDER/WELD (3)

2 lec/ 2 lab (3 Cr.) Topics address recently identified current events skills knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: WLDG.

### WLDG 1417 - INTRO TO LAYOUT & FABRICATION (4)

2 lec/ 4 lab (4 Cr.) A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Distribution: WLDG.

### WLDG 1428 - INTRO TO SHIELDED METAL ARC WELDING (4)

2 lec/ 4 lab (4 Cr.) An introduction to shielded metal arc welding process. Emphasis placed on power sources electrode selection oxyfuel cutting and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Distribution: WLDG.

### WLDG 1430 - INTRO TO GAS METAL ARC WELDING (GMAW) (4)

2 lec / 4 lab (4Cr.) Principles of gas metal arc welding setup and use of Gas Metal Arc Welding (GMAW) equipment and safe use of tools/equipment. Instruction in various joint designs.

Distribution: WLDG.

### WLDG 1434 - INTRO TO GAS TUNGSTEN ARC WELD (4)

2 lec/6 lab (4 Cr.) Principles of Gas Tungsten Arc Welding (GTAW) set up GTAW equipment. Instruction in various positions and joint designs.

Distribution: WLDG.

### WLDG 1435 - INTRO TO PIPE WELDING (4)

2 lec/4 lab (4 Cr.) An introduction to welding of pipe using the shielded metal arc welding process (SMAW) including electrode selection equipment setup and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Distribution: WLDG.

**WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (4)**

2 lec/4 lab (4 Cr.) A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Distribution: WLDG.

**WLDG 2288 - INTERNSHIP-WELDING TECH WELDER (2)**

8 External Hrs./128 Contact Hrs. (2 Cr.) 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.

**WLDG 2406 - INTER PIPE WELDING (4)**

2 lec/4 lab (4 Cr.) Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding shield metal arc welding (SMAW) gas metal arc welding (GMAW) flux-cored arc welding (FCAW) gas tungsten arc welding (GTAW) or any other approved welding process.

Distribution: WLDG.

**WLDG 2413 - INTER WELDING USING MULTIPLE PROCESSES (4)**

2 lec/4 lab (4 Cr.) Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding shield metal arc welding (SMAW) gas metal arc welding (GMAW) flux-cored arc welding (FCAW) gas tungsten arc welding (GTAW) or any other approved welding process.

Distribution: WLDG.

**WLDG 2447 - ADVANCED GAS METAL ARC WELDING (4)**

2 lec/4 lab (4 Cr.) Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

Distribution: WLDG.

## INDUSTIAL ELECTRONICS

**IEIR 1306 - ELECTRIC MOTORS (3)**

2 lec/3 lab (3Cr.) Fundamentals of single and three-phase alternating current motors and direct current motors including operating principles characteristics application selection installation maintenance and troubleshooting.

**IEIR 1343 - INDUSTRIAL EQUIPMENT MAINTENANCE (3)**

3 lec/3 lab (3 Cr.) Maintenance and repair of power transmission systems involving gear V-belt and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance repair and overhaul procedures used on common process pumps and compressors.

Distribution: ELPT.

# INDEX

2016 – 2017 Calendar .....	7	Asset Protection / Loss Prevention Certificate .....	112
2016-2017 College Catalog .....	2	Associate in Applied Science Degree .....	59
Academic Classification of Students.....	40	Associate in Arts – General Studies Degree.....	58
Academic Dishonesty.....	39	Associate in Science – General Studies Degree.....	58
Academic Information .....	48	Associate Marketable Skills Institutional Certificate .....	93
Academic Policies .....	35	Associate of Arts – Teaching Degree.....	58
Academic Policies and Information .....	35	Athletic Ticket Prices .....	29
Academic Standards .....	39	Attendance Requirement .....	44
Access to Student Records .....	36	Automation Certificate .....	170
Accounting .....	62, 196	Basic Firefighter Certificate .....	126
Accounting - A.A.S.....	64	Bassoon - Private Instruction .....	251
Accounting Assistant/Paraprofessional Certificate .....	65	BIOL - Biology .....	203
Accounting Clerk Certificate .....	66	Biology .....	72, 203
Accounting Marketable Skills Certificate.....	67	Biology - A.S.....	72
Accreditation .....	6	BMGT-BMGT-Management .....	204
ACCT-ACCT-Accounting .....	196	Board of Trustees .....	4
ACNT-ACNT-Accounting .....	196	BUSG-BUSG-Business .....	205
ACT   SAT   AP   IB Credit.....	56	BUSI-BUSI-Business .....	205
Administration.....	4	Business .....	74, 204
Administrative Professional I Certificate .....	84	Business - A.S.....	75
Administrative Professional II Certificate .....	84	Business Administration - A.A.S. ....	76
Administrative Specialist for MSSLC Workers Certificate.....	84	Business Information Technology.....	80, 206
Admission Procedures.....	16	Business Information Technology - A.A.S. ....	82
Admissions & Registration .....	16	Carl Perkins Career Center .....	31
Adult Education and Literacy .....	54	CDEC-CDEC-Child-Development.....	209
Advanced Medical Front Office Professional Certificate .....	85	Center for Business and Continuing Education.....	53
Advanced Paramedic - A.A.S.....	118	Certificate of Completion .....	59
Ag Mechanization .....	197	Change of Address .....	47
Ag Mechanization Technology - A.A.S. ....	146	CHEM - Chemistry .....	208
AGME-AGME-Ag-Mechanization.....	197	Chemistry.....	87, 208
AGRI - Agriculture .....	200	Chemistry – A.S.....	87
Agribusiness .....	68	Child Development.....	89, 209
Agribusiness - A.S. ....	68	Child Development - A.A.S. ....	90
Agriculture/Agribusiness.....	200	Child Development Administrator Certificate .....	93
Allied Health Programs .....	131	Child Development Certificate.....	92
Alternative Deliveries of Courses.....	48	CJCR - Criminal Justice .....	216
American Honors Program.....	52	CJSA-CJSA-Criminal-Justice .....	216
American Sign Language .....	200	Clarinet - Private Instruction .....	251
ANTH - Anthropology .....	201	Classroom Behavior / Decorum.....	39
Anthropology.....	201	College Credit Policy.....	54
Art .....	70, 201	Computer Application Technology Support Certificate.....	101
Art – A.A .....	70	Computer Information Technology.....	95
ARTC - Art.....	243	Computer Information Technology – A.A.S (Programmer / Software Developer) .....	100
Articulated Credit.....	55		
ARTS - ARTS Fine Arts .....	201		
ARTV - Animation it Vid Gph spc Eff.....	243		



Computer Information Technology – A.A.S. (Computer Application Support Technician).....	99	EDUC - Education .....	221
Computer Information Technology – A.S. (Business Emphasis Transfer Program).....	96	Education .....	114, 221
Computer Information Technology – A.S. (Engineering and Scientific Emphasis) .....	97	Education – A.A.T. (8-12) .....	115
Computer Information Technology Certificate .....	101	Education – A.A.T. (EC-6, 4-8, EC-12) .....	114
Computer Information Technology Programming Certificate .....	102	ELMT-ELMT-Industrial-Maintenance.....	231
Computer Information Technology Web Developer Certificate.....	102	ELPT-Electrical-Power-Trans-Inst.....	231
Computer Science.....	212	Emergency Medical Services .....	117, 222
Continuing Education Tuition Schedule .....	29	Emergency Medical Technician Basic Certificate .....	119
Cook Education Center .....	14	EMSP-EMSP-Emer-Medical-Service.....	222
Core Objectives.....	60	Engineering .....	224
COSC-COSC-Computer-Science .....	212	ENGL - English.....	225
Cosmetology.....	104, 214	English.....	120, 225
Cosmetology – A.A.S. ....	105	English - A.A. ....	120
Cosmetology Certificate .....	106	English Language Institute (ELI) .....	54
Cosmetology Certificate (Part-Time Dual Credit High School Program) .....	107	ENGR - Engineering.....	224
Cosmetology Instructor Certificate .....	106	Enhanced (Agriculture) Technical Skills Certificate .....	148
Counseling, Advising, and Academic Planning .....	31	Environmental Science .....	122, 226
Course Descriptions .....	195	Environmental Science - A.S.....	122
Course Number Explanation .....	49	ENVR - Environmental Science .....	226
Credit by Examination.....	55	Equal Educational Opportunity.....	6
CRIJ-CRIJ-Criminal-Justice .....	216	Euphonium/Baritone - Private Instruction.....	253
Criminal Justice .....	108, 216	Evaluated Credit.....	56
Criminal Justice - A.A. ....	109	Evening and Weekend Classes.....	51
Criminal Justice - A.A.S. ....	111	Examinations.....	39
Criminal Justice Corrections Certificate.....	113	Financial Aid .....	25
CSME - Cosmetology .....	214	Financial Information.....	25
Customer Service Certificate.....	77	Fire Academy .....	127
Dean's List .....	52	Fire Officer – A.A.S. ....	125
Degree and Certificate Programs .....	62	Fire Officer Certificate .....	127
Degree Requirements .....	57	Fire Protection Technology.....	226
DEM-R-DEM-R-Ag-Mechanization .....	197	Fire Science Protection Technology.....	124
Developmental Disabilities – A.A.S. ....	91	Fire Science Protection Technology - A.A.S. ....	125
Developmental Disabilities Certificate .....	94	FIRS-FIRS-Fire-Protection-Tech .....	226
Developmental Education Plan .....	20	FIRT-FIRT-Fire-Protection-Tech .....	227
Developmental Studies.....	51, 218	Flute - Private Instruction .....	250
Diesel Engine Maintenance Certificate I .....	149	FREN - French.....	229
Diesel Engine Maintenance Certificate II .....	149	French .....	229
Disability Services .....	32	FYE Beau Camp.....	229
Disclosure of Consumer Information .....	35	General Information .....	3
DRAM - Drama.....	220	General Requirements for Associate Degrees .....	57
Drama.....	220	General Studies .....	128
Dropping and/or Adding Courses .....	44	General Studies - A.A.....	128
ECON - Economics.....	221	General Studies – A.S. ....	129
Economics .....	221	GEOL - Geology.....	229
		Geology.....	229
		Government .....	229
		GOVT - Government.....	229
		Grade Challenge Policy.....	48
		Graduate Guarantee .....	53

Graduation Information .....	53	Medical Lab Technology (MLT).....	242
Graduation with Honors .....	52	Medical Laboratory Technology .....	137
GRPH - Multi-Media Tech.....	244	Methods of Admission .....	16
Guitar - Private Instruction .....	254	Mission, Vision and Values.....	5
HIST - History.....	230	MLAB - Medical Lab Tech .....	242
History .....	230	MRKG-MRKG-Management .....	206
History of the College.....	5	MRMT-MRMT-Medical-Transcription .....	245
HITT-HITT-Medical-Terminology .....	206	MSSG - Massage Therapy.....	238
Hold on Student Records .....	41	MTH-Develop-Math .....	218
Horn - Private Instruction .....	252	MUAP-Music Private Inst.....	250
Housing   Residence Life .....	32	MUEN - MUEN Music Prefix.....	245
HPRS-HPRS-Occupational-Therapy.....	206	Multimedia Technology .....	157, 243
HRPO-HRPO-Management .....	206	Multimedia Technology - A.A.S. ....	158
HUMA - Humanities .....	230	Multimedia Technology Level I Certificate.....	159
Humanities .....	230	Multimedia Technology Level II Certificate.....	159
HYDR-hydr-Ag-Mechanization .....	199	MUSI - MUSI Music Prefix.....	249
IMED - Multimedia .....	244	Music.....	161, 245
Immunization Alert .....	18	Music - A.A. ....	161
Individualized Degree Plans .....	57	Navarro College Centers.....	14
Industrial Electronics .....	270	Navarro College Faculty Awards.....	15
Industrial Technology.....	144, 231	Navarro College Foundation, Inc.....	14
Industrial Technology Certificate .....	144	NCBI - Non Course Base Inst .....	219
INEW-inew-Web-Programming .....	213	NCBM - NCBR Math.....	219
INMT-INMT-Industrial-Technology.....	231	New Student FYE Orientation .....	49
INTC-INTC-InstrumentTechnology .....	232	Non-Credit/Auditing of Courses.....	40
IRW-Integrated-Reading-Writing .....	218	Nursing - RN .....	256
ITNW-ITNW-Computer-Science .....	213	Nursing - VN .....	258
ITSC-ITSC-Computer-Science .....	213	Oboe - Private Instruction.....	251
ITSE-ITSE-Computer-Science .....	213	Occupational Therapy Assistant .....	138
ITSW-ITSW-Computer-Science .....	214	Occupational Therapy Assistant (OTA).....	260
Job Placement .....	32	Oil and Gas Technology Certificate.....	171
John Deere Tech .....	145	Organ - Private Instruction .....	255
KINE - Kinesiology .....	232	ORIN - Orientation .....	229
Kinesiology .....	151, 232	OTHA - Occupational Therapy.....	260
Kinesiology - A.S.....	151	Other Fees.....	29
Legal Assistant.....	237	Overview .....	54
Letter from the District President.....	3	Paralegal Studies.....	163
LGLA - Legal Assistant .....	237	Paralegal Studies - A.A.S. ....	164
Library Services.....	33	Paralegal Studies Certificate.....	167
Licensed Vocational Nursing .....	135	Paralegal Studies with Criminal Justice Emphasis - A.A.S.....	165
LVN to RN Bridge Option .....	134	Paramedic Certificate .....	119
Major / Minor Areas of Concentration .....	49	Percussion - Private Instruction.....	254
Management Certificate for MSSLC Workers.....	78	Petroleum Technology .....	168, 262
Marketable Skills Certificate .....	86	Petroleum Technology – A.A.S. ....	168
Massage Therapy .....	153, 238	PHIL - Philosophy .....	264
Massage Therapy Certificate.....	154	Philosophy.....	264
MATH - Mathematics .....	240	PHYS - Physics.....	266
Mathematics.....	155, 240	Physical Therapist Assistant .....	140
Mathematics – A.S. ....	155	Physical Therapist Assistant (PTA).....	264
MDCA - Pathophysiology .....	207	Physics .....	172, 266
Medical Front Office Professional Certificate .....	85	Physics - A.S. ....	172
		Piano (Keyboard) - Private Instruction .....	255

PLAB - Phlebotomy.....	243	Small Business Development Center .....	15
POFI-POFI-Office-Technology .....	207	SMER - Small Engine Repair .....	199
POFM-POFM-Office-Technology.....	207	SOCI - Sociology.....	267
POFT-POFT-Office-Technology.....	208	Sociology.....	186, 267
Police Academy .....	113	Sociology - A.S. ....	186
Pre-Bachelor of Science in Nursing.....	142	Software Development Certificate .....	103
Pre-Dentistry .....	174	SPAN - Spanish .....	268
Pre-Dentistry - A.S. ....	174	Spanish.....	268
Pre-Engineering .....	176	SPCH - Speech.....	268
Pre-Engineering - A.S.....	176	Speech .....	188, 268
Pre-Medicine .....	178	Speech - A.A. ....	188
Pre-Medicine - A.S. ....	178	Student / Instructor Conflict Resolutions.....	47
Pre-Pharmacy .....	180	Student Academic Grievance.....	47
Pre-Pharmacy - A.S.....	180	Student Activities .....	31
President's List.....	52	Student Conduct .....	39
Pre-Veterinary Science.....	182	Student Grievance Procedures .....	41
Pre-Veterinary Science - A.S. ....	182	Student Load.....	40
PSYC - Psychology .....	267	Student Rights and Responsibilities.....	45
Psychology .....	184, 267	Student Services.....	31
Psychology - A.S. ....	184	Supervisor's Certificate Level I.....	78
PTHA - Physical Therapist Assistant.....	264, 265	Supervisor's Certificate Level II .....	78
PTRT - Petroleum Industry.....	262	Textbooks .....	33
RBTC - Robotics .....	264	Theatre.....	190
READ-Develop-Reading.....	219	Theatre - A.A. ....	190
Registered Nurse Associate Degree		Transcript of Credits .....	57
Nursing.....	131	Transfer of Credits .....	56
Registration .....	24	Trombone - Private Instruction .....	253
Repetition of Courses and Academic Fresh		Trumpet - Private Instruction.....	252
Start.....	47	Tuba - Private Instruction .....	254
Requirements for Certificates .....	58	Tuition & Fees.....	25
Residency Requirements.....	40	Tuition and Fee Information .....	25
Resolution of Disputes Concerning		Tuition Refunds .....	29
Transfer Courses.....	46	Turf Power Equipment - A.A.S.....	147
RNSG-Associate-Deg-Nurs .....	256	Veteran's Benefits .....	49
Room and Board .....	28	VNSG - Vocational Nursing.....	258
Rules and Regulations .....	35	Voice - Private Instruction.....	255
Saxophone - Private Instruction .....	252	Weekend College.....	51
Scholarships and Loans.....	26	Welding .....	192, 269
Scholastic Probation / Suspension.....	41	Welding Technology – A.A.S. ....	193
SCWK - Social Work .....	212	Welding Technology Certificate.....	194
Second Degree .....	59	Withdrawal from the College .....	45
Settlement of Obligations.....	29, 45	WLDG - Welding.....	269
SGNL - American Sign Language .....	200	WRIT-Develop-Writing .....	219
SLPS - Security and Loss Prevention .....	217		