

# 2009-2011 General Catalog

McLennan County Junior College District  
Volume 29  
1400 College Drive  
Waco, Texas 76708

**For more information, call 254-299-8MCC or visit [www.mclennan.edu](http://www.mclennan.edu).**

## **Equal Opportunity Statement**

McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

McLennan Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, Associate in Applied Sciences, and Associate of Arts in Teaching degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of McLennan Community College.

*This catalog was prepared on the basis of the best information available at the time of printing; however, all information is subject to change without notice or obligation. This catalog is for informational purposes and does not constitute a contract.*

The college often photographs and videos its students, faculty and staff for use in McLennan Community College publications, public relations efforts, marketing materials and the website. Anyone who does not want his or her photograph/image used for these purposes should file a written request with the Marketing & Communications Office (CSC E-115, 254-299-8721).

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# Welcome to McLennan Community College

McLennan Community College is a dynamic place to be a student. With a strong commitment to excellence in education as its foundation, MCC is a community within the community, offering dozens of educational programs, an atmosphere of cultural and philosophic diversity, a supportive learning environment, and a variety of extra-curricular programs and opportunities.

Whether you're just starting college or returning to school, working toward a degree or taking classes for personal or professional enrichment, MCC offers you many paths for success.

## **Choose your path**

In today's highly competitive society, it's a fact that advanced education greatly improves your earning power and expands your career opportunities. At MCC, you have a broad range of career paths from which to choose. You can acquire the tools you need to enter cutting-edge workforce careers or you can build a solid foundation for your bachelor's degree by taking courses from MCC's core curriculum that transfer easily into any Texas public college or university.

Students wanting to earn a higher degree can also stay right here in Central Texas and attend one of the many colleges participating in the University Center, which brings bachelor's, master's and doctoral degree programs and advanced certificates to MCC's campus. Whichever path you choose, MCC will help you succeed in reaching your goals.

## **Highland traditions of excellence**

Since MCC's founding in 1965, thousands of students have benefited from the school's strongest traditions: excellent teaching, individual attention, student support, equal opportunity and exceptional value. MCC boasts a dedicated faculty and staff and a governing board that keeps the best interests of the community and the students its top priority. Among the more than 350 full- and part-time MCC faculty members are industry professionals, community leaders and national award winners.

## **The campus environment**

MCC is situated on a beautiful, 200-acre main campus of rolling hills and native trees. The college also owns Highlander Ranch, a 200-acre ranch about five miles from campus. The main campus features more than 20 buildings, including three new facilities completed in 2009, thanks to a \$74.5 million bond passed by voters in 2006. The Dennis F. Michaelis Academic Center, Science Building and Emergency Services Education Center will allow MCC to continue meeting the growing needs of the communities it serves.

## **The MCC community**

MCC has seen tremendous growth in its enrollment over the past several years, with nearly 9,200 credit students enrolled in the Spring 2009 semester. About half of MCC's students are enrolled in workforce programs and half in arts and sciences. MCC's faculty, staff and administrators recognize that each student is unique, with individual strengths, goals and reasons for attending college. MCC students represent all age groups and come from all corners of the community. The average student age is about 26, and most are already a part of the workforce.

MCC recognizes the need to equip this large and diverse population with new and progressive learning methods and technologies. Students can take classes on the Internet, virtually travel to campus via two-way interactive video, or rent a laptop from the library and study outside on the scenic campus.

The college officially recognizes more than 20 student organizations, from honor societies and student government to cultural and special-interest clubs. With so many educational and extra-curricular opportunities, it's no wonder so many Central Texans choose McLennan Community College. No matter what your goals may be, MCC can put them well within your reach.

### **Board of Trustees**



Back row, left to right: Randy Cox, chairman; Don Hay; Bob Sheehy Jr.; and K. Paul Holt, vice chairman. Front row, left to right: Geneva Watley; Pauline Chavez, secretary; and Dr. James Lewis.

### **Mission Statement**

#### Mission:

McLennan Community College exists to provide open admission access to outstanding educational opportunities for a diverse student population. The college accomplishes this by providing workforce and transfer programs, student services, and continuing education that enrich the community. The college engages and strengthens its community through strong leadership, sustainability efforts, best practices, community service, and integrity.

#### Core Values:

All choices, decisions and actions of McLennan Community College, and the individuals associated with it arise from and are consistent with the following core values.

1. Excellence requires a commitment to allocating the time, effort, and resources to ensure superior achievement.
2. Integrity is exhibited through principled leadership that continues to earn the public's trust and to achieve the highest levels of honesty and ethical behavior.
3. Innovation is to promote and affirm the spirit of invention and creativity.
4. Inclusion assures opportunity for accessible education to diverse learners by addressing financial, environmental, social, and academic barriers.

5. Stewardship, Sustainability, and Accountability requires an efficient and effective use of human, physical, and financial assets. Allocation of these resources is based on the commitment to the efficient and effective use of the environment.
6. Collaboration is essential in partnering to develop educational, technical, industrial, and cultural support to improve the quality of life in the community.

# Admissions & Registration

McLennan Community College maintains an open door admissions policy and accepts applications throughout the year. Entrance examinations are not required, but tests for placement in appropriate courses are required. No particular test scores are necessary for admission to the college; however, acceptable scores are required to enroll in some college-level courses.

Admission to the college does not automatically admit students to a specific program. Students should consult with an academic advisor or a program director regarding admission requirements for specific programs.

Admission or re-admission to the college or programs may be denied to a person who does not meet the admission requirements of the college or program.

## Requirements for Admission to the College

New students and students who were not enrolled at MCC during the last calendar year must reapply for admission at the Office of Student Admissions. New students must also submit an official high school transcript or General Educational Development (GED) test scores, while transfer students must submit official transcripts from all colleges attended. Immigration records may be required of some students.

Continuing and returning students must verify information on the Automated Degree Plan through WebAdvisor on the MCC website ([www.mclennan.edu](http://www.mclennan.edu)) before each registration. Students who have not been enrolled during the last calendar year must submit an application for admission and official transcripts from all colleges attended since their last enrollment at MCC.

Students must meet all admission requirements to the college before registration. Students who do not submit the appropriate transcript(s) (high school or college) or GED scores to the Office of Student Admissions before the 12th class day for a fall/spring semester or fourth class day for a summer term shall not be permitted to re-enroll, and MCC official transcripts will be withheld until the transcript(s) or GED scores have been received. There is a statement on the MCC Application for Admissions form that indicates that students who do not provide official transcripts or GED test scores within 10 days following the beginning of the semester can give MCC permission to request and obtain required transcripts. A fee is charged for this service. Although the college provides this service, it is the student's responsibility to ensure that MCC receives official transcripts and GED scores within the time frame listed above.

## Students Seeking a Degree or Certain Certificates

Students who plan to work toward a certificate or a degree may qualify for admission to the college and for enrollment in college credit courses by meeting admission requirements in one of the following:

### 1. Graduation from an accredited high school or home school

Submit to the Office of Student Admissions an official high school transcript or other written proof of graduation from an accredited high school or home school. Graduates from a non-accredited high school should submit an official high school transcript or other written proof

of graduation. Graduates from a non-accredited high school may be admitted under the terms of individual approval (see below).

## **2. Successful completion of the General Educational Development (GED) Test, if not a high school graduate**

Submit an official copy of the GED Certificate or an Official Report of Test Results to the Office of Student Admissions.

## **3. Eligibility as a transfer student**

Submit to the Office of Student Admissions an official transcript from all colleges or universities attended. Transfer students must submit an official transcript and a report of their Texas Success Initiative status, if required, prior to enrollment. In the event the student cannot submit a complete transcript because of time constraints, an incomplete transcript and/or a current grade report may be used for advising purposes, but students are required to submit official transcripts by the 10th class day of the semester. Individuals who are not eligible to return to the last accredited college or university attended may be considered for admission by the Coordinator of Student Admissions or Director of Admissions and Recruitment.

## **4. Individual approval**

An individual 18 years of age or older who does not qualify for admission under one of the other admission categories may be admitted by individual approval of the Coordinator of Student Admissions or the Director of Admissions and Recruitment.

Applicants under 18 years of age who apply for admission as graduates from non-accredited high schools or who were schooled in nontraditional settings may be admitted, provided they:

- A) Complete an application for admission.
- B) Submit a written request seeking admission to the college. The written request should be submitted to the Coordinator of Student Admissions.
- C) Submit a notarized record of high school completion.
- D) Pass the General Educational Development (GED) testing program.

Applicants in this category who do not complete the GED testing program should contact the Coordinator of Student Admissions, who may forward an application to the Admissions Committee for further review.

In addition to the information and forms listed in items A, B and C above, applicants in this category will be required to submit any documentation that supports admission to the college to the Coordinator of Student Admissions. Examples of documentation include: partial transcripts from accredited high schools, transcripts from non-accredited high schools, SAT or ACT scores, and written recommendations of the principal or superintendent of the last non-accredited or accredited high school attended. All documents and scores will be reviewed by the Admissions Committee. The Committee will grant or deny admission, with or without specific conditions or restrictions.

## 5. Eligibility for Early Admissions Program

A high school student who has completed his/her junior year in high school may be eligible for admission to McLennan Community College to receive college credit for courses. To be eligible, students shall submit to the Office of Student Admissions the Early Admissions application and comply with the following conditions:

- a. The student must lack no more than four credits for high school graduation and must be enrolled in the high school and the college concurrently during the academic year. (Exception: Early Admissions students may enroll during the summer after the completion of the 11th grade.) Under special circumstances a student who has not completed the junior year may be granted approval by the appropriate Dean to enroll in college-level course work. Approval is based on such factors as grade point average (GPA), ACT, or SAT scores and other assessment indicators.
- b. The student must have a minimum high school grade point average of B (80).
- c. The student must have the approval of the high school principal or counselor, parent or guardian, and a Student Development Counseling Specialist or Dual Credit Coordinator at MCC.
- d. The student must have passed all sections of the state-mandated high school tests.
- e. Unless otherwise exempt, the student must make passing scores on the section(s) of the Accuplacer Test, THEA Test or an approved alternative test that relates to the courses the student wishes to take. Early Admissions students may not take college-level courses related to sections of the test that have not been passed.
- f. The student may enroll in no more than two college credit courses in a semester. Exceptions to the course load limitation may be made by the appropriate Dean.
- g. A student's past Dual Credit enrollment history will be taken into consideration.

### **Eligibility for Dual Credit Classes (receiving high school and college credit)**

High school juniors and seniors who receive approval from their parents, principal or counselor, and Student Development Counseling Specialist or Dual Credit Coordinator at MCC may enroll for Dual Credit. That is, they may be granted credit by the college and the high school for course work successfully completed at the college. Students may begin Dual Credit enrollment during the summer after completing the 10th grade if they have passed all sections of the state-mandated high school tests. In addition to meeting the requirements for admission to the college as Early Admissions students, students enrolled for Dual Credit shall submit to the Office of Student Admissions the Dual Credit application and comply with the following:

- a. Pass each Dual Credit course with a minimum grade of C to remain eligible in the Dual Credit Program.
- b. Be enrolled in the required number of courses each day in the high school and be in attendance during the accounting period.

College credits earned by Early Admissions or Dual Credit shall become official when the student graduates from high school and submits to the college an official transcript of his/her high school record certifying graduation. Such credits are transferable and have the same value as credits earned after high school graduation.

### **Eligibility for Workforce Dual Credit Courses**

High school juniors and seniors may enroll for Dual Credit; that is, they may be granted credit for course work successfully completed by both the college and the high school. Students are eligible to enroll in Dual Credit workforce courses if the following conditions are met:

- a. The student has completed his/her sophomore year in high school. Under special circumstances a student who has not completed their sophomore year may be granted approval by the Dean of Workforce Education to enroll in workforce courses. Approval is based on such factors as grade point average (GPA), ACT or SAT scores, and other assessment indicators.
- b. The student must have passed the Mathematics or English/Language Arts sections of the 10th or 11th grade state-mandated high school test.
- c. The student must have approval of the high school principal or counselor, parent or guardian, and a Student Development Counseling Specialist or a Dual Credit Coordinator at MCC.
- d. The student may enroll in no more than two college credit courses in a semester. Exceptions to the course load limitation may be made by the appropriate Dean.
- e. The student must pass each Dual Credit course with a minimum grade of C to remain eligible in the Dual Credit Program.
- f. The student must be enrolled in the required number of courses each day in the high school and be in attendance during the accounting period.

### **6. Eligibility as an international student.**

An individual who has successfully completed at least the equivalent of 12 years of elementary and secondary education shall be eligible for admission to MCC if the following conditions are met:

- a. Submit official transcripts of all previous academic work. International students must have at least a C average to be eligible for transfer from another college or university in the United States. Documents in languages other than English must be accompanied by complete and literal translations into English, approved by an appropriate official of the United States Consulate or Embassy.
- b. Submit a minimum score of 500 on the written Test of English as a Foreign Language (TOEFL) or a score of 173 on the computer-based TOEFL or a score of 61 on the Internet-based TOEFL (iBT) if not from an English speaking country. If the student has graduated from a high school in the U.S. or received the GED, the TOEFL may be waived. A transcript or GED score report is required.



- c. Take the THEA, Accuplacer or an approved alternative test prior to enrollment.
- d. Submit a \$50 nonrefundable application fee.
- e. Submit official verification of required immunizations during the first semester of enrollment.
- f. Meet all admission requirements by July 1 for admission to the fall semester, by November 1 for admission to the spring semester or April 1 for the summer semesters.

The Office of Student Admissions shall notify students of tentative acceptance and shall provide necessary forms and information related to entering the United States on a student visa.

International students attending MCC on student visas are required to maintain full-time student status by being enrolled in at least 12 semester hours of course work. Any exceptions must be approved in writing by the international student advisor, the Coordinator of Student Admissions or the Director of Admissions and Recruitment.

### **Admission For Students Not Seeking a Degree or Certificate**

Students not seeking a degree or a certificate must submit an official high school transcript or General Education Development (GED) scores or official transcripts from all colleges attended to the Office of Student Admissions upon initial enrollment.

Non-degree or non-certificate seeking students shall take the THEA test or an approved alternative before enrolling in any college-level course work unless otherwise exempt.

### **Admissions Committee**

The Vice President of Instruction, the Vice President of Student Services, the Director of Admissions and Recruitment, and the Coordinator of Student Admissions constitute the permanent Admissions Committee. The committee shall consider individual student requests for admission or re-admission when the student does not meet the college's standard admission requirements. Requests for hearings are made in writing to the Coordinator of Student Admissions.

### **Texas Success Initiative**

The Texas Success Initiative is an instructional program designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics and writing skills necessary to perform effectively in college-level course work.

Students must take the THEA or an approved alternative test such as Accuplacer, Compass or Asset prior to enrolling for any college-level course work unless otherwise exempt or enrolled in a waived Level-One Certificate program of 42 hours or less. The college reserves the right to make an exception to this policy for those individuals seeking additional training in a specialized workforce program after completion of a Level-One Certificate.

The following students are exempt from the Texas Success Initiative:

- A student who has exemplary SAT, ACT or TAKS scores
- A student who transfers to an institution from a public, private or independent institution of higher education or an accredited out-of-state institution of higher education and who has completed college-level course work in the areas of Reading, Math and Writing with a grade of D or higher
- A student who has graduated with an associate or baccalaureate degree from a public institution of higher education.
- A student who has attended any public institution and has been determined to have met readiness standards by that institution
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard or a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment
- 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

Sections of the THEA or an approved alternative test that are passed will satisfy the requirements of the Texas Success Initiative, and those sections failed or not attempted will result in the student being required to meet the provisions of the institution's developmental education plan. Students who have not passed all sections of the THEA or an approved alternative test and who have not completed a developmental education program may enroll in a winter or summer minimester course as long as the course is not in the area of deficiency. There are no additional exceptional circumstances under which a student who does not pass all areas of an assessment may enroll in college-level course work before completing a developmental education program or passing all areas of the THEA or an approved alternative test.

A student must begin any required developmental education during the first semester of college enrollment. In general, students are encouraged to address all areas of weakness in the beginning but **must** remediate in at least one area until all remedial sequences have been completed or the student passes the section of the THEA or an approved alternative test for which remediation was initially required. Students are required to remain enrolled in developmental education courses through the census date and are encouraged to remain enrolled through the completion of the semester. Reading is given priority over Math and Writing since the skill of reading applies to all areas of the curriculum. In addition, students who do not pass two or more sections of the THEA or an approved alternative test are required to enroll in Psychology 1300, a course designed to expose the student to learning theory and assist the student in the development of study skills, time management, note-taking and critical-thinking skills.

Students who do not meet the minimum passing score on each section of the THEA or an approved alternative test may satisfy the requirements of the Texas Success Initiative in one of two ways: 1) Achieving a passing score on sections of THEA or an approved alternative test for which developmental education was initially required; or 2) completing the required remediation. If the student is required to retest based on the scores set by the Texas Success Initiative, the student is not required to pass the retest in sections previously failed.

All students, unless otherwise exempt or enrolled in a waived Level-One Certificate program, must have THEA or approved alternative test scores. The college testing center offers the THEA, Quick THEA and Accuplacer on a regular basis. Following the receipt of test scores, students are advised as to appropriate course selection.

All students are strongly encouraged to see an academic advisor each semester. Advisors in the various departments are available to meet with students throughout the semester.

Students required to enroll in developmental course work are required to meet with an academic advisor. The academic advisor and the student review the student's test scores, and the advisor provides guidance to the student in course selection and educational planning.

Each student entering college for the first time is required to meet with an academic advisor, generally during "Connections," an orientation for new students. At these meetings, students receive information about college matriculation and meet individually with an academic advisor to discuss the student's major and to select first semester courses.

A student transferring to the college from a Texas public, private or an out-of-state institution of higher education must have made a grade of D or higher in college-level course work in the areas of Math, Reading and Writing in order to meet college-level readiness standards. If not, the student will then be required to test in the respective area, and developmental education requirements apply for those sections not passed. A student transferring from a Texas public institution who has met the requirements of the Texas Success Initiative at their college is considered ready for college-level work and will not be required to test or meet developmental education requirements at MCC.

Students who are regularly enrolled at private or out-of-state institutions of higher education who attend Texas public institutions temporarily are waived from the requirements of the Texas Success Initiative. Evidence of such enrollment must be from the immediately preceding semester. The only exception to this rule is for students who attend private or out-of-state institutions during the spring semester, do not go to school during the summer, and then decide to attend a Texas public institution in the fall semester. Otherwise, students who did not attend a private or out-of-state institution during the term immediately preceding the term for which they seek enrollment at a Texas public institution may not be waived from testing requirements.

## **College Success**

Incoming students who do not pass two or more sections of the THEA or an approved alternative test will be required to enroll in COSU 0101 during the first semester in which the student is eligible to take the course. These students also must either have credit for READ 0300 or be concurrently enrolled in READ 0301.

The course focuses on critical issues for students new to college. Emphasis is placed on addressing perceptions, expectations, behaviors and outcomes required for college success. Upon completion, students will have knowledge of communication and social skills, time management, available college resources, and solutions to challenges in the college environment.

## **Freshman Orientation**

All new students are required to attend "Connections," an orientation and advising session. All students who have accumulated fewer than nine semester hours (regardless of test scores or GPA) and are enrolling in nine or more semester hours, must attend Connections. Topics covered include core

curriculum, fields of study, transfer options, degrees and certificates offered, the Texas Success Initiative, financial aid, student organizations, and more. At the end of the session, students will meet with an advisor and then will be able to register for courses.

## **Learning Framework Course**

Incoming students who do not pass two or more sections of the THEA or an approved alternative test will be required to enroll in Psychology 1300 during the first semester in which the student is eligible to take the course. These students also must either have credit for or be concurrently enrolled in Reading 0302 or have passed the reading portion of the THEA or an approved alternative test. Students placed into a reading level below Reading 0302 will have to wait until a subsequent semester to enroll in Psychology 1300.

The course involves a blend of learning theory and practical student success strategies (note-taking, reading, test preparation, etc.). It is a three-credit hour course and will count toward degrees at MCC. It is transferable to four-year colleges and universities as well. All students wanting to strengthen their study skills are welcome to enroll in the course.

## **Registration**

### **College Credit Courses**

Registration for college credit courses scheduled for the fall and spring semesters and for summer and minimester terms must be completed during the scheduled registration periods at the beginning of each semester or term. The registration schedule is shown in the Schedule of Classes which is available on the college website ([www.mclennan.edu](http://www.mclennan.edu)) before each semester or term. Admitted students will be given clearance to register.

Students are encouraged to meet with an advisor to discuss degree/certificate programs and class needs before registration. Before meeting with an advisor, students should print a copy of their Automated Degree Plan(s) by accessing the MCC website at [www.mclennan.edu](http://www.mclennan.edu) and selecting the WebAdvisor link. All courses required for a degree or certificate, courses that have been completed, and courses remaining to be taken are listed on the automated degree plan.

Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees.

Registration for courses beginning at irregular times during the semester or term is completed at the time specified for the particular course.

# Tuition & Fees

McLennan Community College strives to provide an affordable college education for any person who desires it. The college keeps tuition and fees as low as possible through funding from the state of Texas and from local taxes. In addition, qualifying students can receive financial assistance in the forms of grants, scholarships, loans and student employment.

All tuition and fees shown in this catalog are those in effect when the catalog is published and are subject to change without advance notice. Tuition and fees are payable at the time of registration; registration is not complete until all tuition and fees have been paid by cash, check, American Express, Discover, MasterCard, VISA or approved financial assistance.

## Tuition For Credit Courses

	Residents of Texas		Out-of-State
	In-County	Out-of-County	Residents & International
	per semester hour		per semester hour
LONG SESSION AND SUMMER	\$79	\$93	\$141
	per student		per student
MINIMUM	\$158	\$186	\$305

## Courses Beginning at Irregular Times

Students enrolling in flexible-entry courses (those with start dates other than that of the traditional term) will be charged the same tuition and fees as students enrolling in a traditional semester.

## Fees

**NOTE: Correct at time of printing.**

*General Services Fee:* \$3 per semester hour.

*Facilities Fee:* \$6 per semester hour.

*International Student Application Fee:*

A \$50 non-refundable application fee shall be charged to all international students who apply for admission to the college.

*Applied Music Fee:*

\$130/175 per course for one-hour private music lessons per week. \$75 per course will be charged for a half-hour lesson per week.

## Laboratory Fees

*(in effect at time of publication)*

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RNSG 1523, 2504, 2514, 2535 (Skills Lab).....	30
RNSG 1161, 1327, 1462, 1463 2462, 2463 (Sim Lab) .....	50
<b>Nursing (VN)</b>	
VNSG 1423 .....	20
<b>Office Technology Careers</b>	
ARTC 1302, 1313, 2313 .....	15
BMGT 1325 .....	10
ITSW 1301 .....	15

MRMT 1307 .....	15
POFI 2340.....	15
POFM 1202, 2333 .....	15
POFT 1227, 1291, 1301, 1309, 2203, 2312.....	10
POFT 1321, 2301, 2321, 2333 .....	15
<b>Paralegal</b>	
LGLA 1172 .....	15
<b>Paramedicine</b>	
EMSP 1338, 1355, 1356, 1401, 2143, 2248, 2330, 2434, 2444 .....	20
<b>Physical Therapist Assistant</b>	
PTHA 1409, 1413, 1431, 2409.....	15
PTHA 2201, 2431, 2435.....	10
<b>Physics</b>	
PHYS 1401, 1402, 1404, 1405, 1407, 2425, 2426 .....	10
<b>Polysomnography</b>	
PSGT 1300, 1410, 2411 .....	20
<b>Radiologic Technology</b>	
RADR 1311, 1313, 2205, 2217, 2301, 2309.....	20
<b>Reading</b>	
READ 0300.....	10
READ 0302.....	5
<b>Respiratory Care Technology</b>	
RSPT 1410, 1411, 2139, 2230, 2414 .....	20
<b>Surgical Technology</b>	
SRGT 1409, 1441, 1442 .....	25
SRGT 1144, 1405 .....	40
SRGT 1491, 1542.....	45
<b>Veterinary Technology</b>	
VTHT 1291, 1349, 1401, 2201, 2205, 2209, 2213, 2266, 2425, 2435.....	20
VTHT 2321 .....	25
VTHT 1345 .....	45
VTHT 2323, 2331 .....	60
VTHT 1341, 2439.....	50

<sup>1</sup> An additional \$15 when taught in computer lab.

<sup>2</sup> Special Topics courses may also have fees that will be determined when the course is created.

## Special Fees

### Arts

ARTS 2377.....	65
ARTS 2323, 2324, 2346, 2347 .....	75

### Business

BMGT 1391 (non-refundable fee).....	500
(cost of course) .....	1,750

### Certified Medical Assisting Program

MDCA 1660, 2660 (insurance).....	13
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### Commercial Music



MUSC 1327, 2427 .....	75
MUSC 2286.....	175
MUSP Commercial Music	
Applied Lessons .....	175
MUSP 1101, 1103, 1104, 1105, 1111, 1115, 1117, 1119, 1121, 1123, 1127.....	175
MUSP 2130, 2131, 2133, 2135, 2141, 2143, 2147, 2149, 2150, 2152, 2159.....	175
<b>Cosmetology</b>	
CSME 1405, 1420, 1435, 1147, 1453, 2414, 2445 (liability insurance).....	13
CSME 1405, 1420, 1435 (state-mandated student permit) ..	25
CSME 1420 Supplies .....	130
CSME 1421 Supplies .....	365
CSME 2441, 2445, 1421 (state license exam).....	55
<b>Criminal Justice</b>	
CJSA 2389 .....	13
<b>Dual Credit Courses</b> .....	15
<b>Electroneurodiagnostics</b>	
ENDT 1260, 2360 (insurance).....	13
ENDT 1660 (testing).....	75
<b>Fire Academy</b>	
FIRS 1301, 1313, 1319, 1323, 1329, 1407, 1433.....	100
<b>Geology</b>	
GEOL 1101, 1403, 1404 (trip) .....	1,625-2,500
<b>Health and Physical Education</b>	
PHED 1121, 1122, 1129 .....	40
<b>Health Information Technology</b>	
HITT 1261, 2260, 2261 (insurance, name badge) .....	15.50
MRMT 1262 (insurance, name badge) .....	15.50
<b>Interpreter Training</b>	
SLNG 2488 (insurance) .....	13
<b>Long-Term Care Administration</b>	
LTCA 2489, 2689 (insurance) .....	13
<b>Medical Laboratory Technology</b>	
MLAB 1162, 1360 (insurance).....	13
PLAB 1160 (insurance).....	13
MLAB 1361 (Capstone testing) .....	35
<b>Mental Health</b>	
DAAC 2266 (insurance).....	13
PMHS 1166, 1167, 1467, 2266, 2267, 2467 (insurance).....	13
<b>Music, Transfer</b>	
MUAP 1100 level .....	75
MUAP 1200 level .....	130
<b>Nursing (ADN)</b>	

RNSG 1161, 1162, 1462, 1463, 2462, 2463 (insurance) .....	7
RNSG 1293 (testing).....	2.50
RNSG 1327, 1523, 2504, 2514, 2535 (Elsevier) .....	96.50
RNSG 1327, 1523, 2504, 2514, 2535 (lab supplies) .....	90
<b>Nursing (VN)</b>	
VNSG 1263 (testing – Summer II 2010 only) .....	184.95
VNSG 1327 (testing) .....	61.95
VNSG 1360 (insurance) .....	13
VNSG 1509 (testing – Fall 2010 only) .....	92.50
VNSG 1509 (testing – after Fall 2010) .....	61.95
<b>Paralegal</b>	
LGLA 1313, 1342, 2488 .....	13
LGLA 1172 .....	40
<b>Paramedicine</b>	
EMSP 1160 (name tags, insurance, misc. items).....	50
EMSP 1161 (insurance) .....	13
EMSP 1338, 2338 (supplies) .....	20
EMSP 1338 (testing).....	110
EMSP 1355 (certification).....	30
EMSP 1501 (certification).....	100
EMSP 2330 (PALS) .....	100
EMSP 2434 (testing).....	120
EMSP 2444 (testing).....	30
EMSP 1501 (uniform, supplies) .....	275
<b>Physical Therapist Assistant</b>	
PTHA 1361, 2362 (insurance).....	13
<b>Polysomnography</b>	
PSGT 1300 (AASM Guidelines Manual).....	45
PSGT 1410 (supplies).....	70
PSGT 2660 (Capstone testing).....	75
<b>Radiologic Technology</b>	
RADR 1260, 1261, 1660, 2360, 2361, 2662 (film badges) .....	22
RADR 1260, 2360 (insurance) .....	13
CTMT 2460 (insurance).....	13
CTMT 2460 (film badges) .....	22
<b>Respiratory Care Technology</b>	
RSPT 1266, 1267 (insurance) .....	13
RSPT 2230 (testing).....	140
<b>Spanish Study Abroad Program</b>	
SPAN 1300, 1310, 1411, 1412, 2311, 2312 (trip).....	1,040-1,830
<b>Surgical Technology</b>	
SRGT 1260, 1660 (insurance) .....	13
SRGT 1405, 1441, 1442 (testing) .....	96.70

## **Veterinary Technology**

VTHT 1413 ..... 25

### **Returned Checks (Student Financial Responsibilities)**

A student who pays for tuition or any other registration fees/charges (including bookstore charges) with a check returned unpaid to McLennan Community College may be dropped from enrollment. When financial insufficiency has been confirmed because of “insufficient funds,” “account closed” or any other reason, and regardless of the student’s class attendance, enrollment may be nullified.

### **Residence Classification**

The legal residence of each applicant for admission to McLennan Community College is determined in the Office of Student Admissions. It is the responsibility of the student to enroll under the proper residence classification. Questions concerning the classification of Texas residency should be directed to the Office of Student Admissions prior to registration.

Residence for tuition purposes is mandated by state law and is subject to changes by the Texas Legislature.

Generally, a resident of Texas for tuition purposes is an individual who is 18 years of age or older, who has been gainfully employed within Texas for one or more years prior to registration, or who is a dependent whose parent or guardian has been gainfully employed within Texas for one or more years prior to registration. Normally, a person 18 years of age or older who moves to Texas from another state is considered a nonresident student for tuition purposes as long as he/she remains enrolled in a post-secondary institution.

Persons in the military service and their dependents are classified as residents for tuition purposes provided they are assigned to a duty station in Texas or maintain their Home of Record in Texas while in the military or upon discharge.

A Texas resident who resides within McLennan County will qualify as an in-county resident. A student who is a resident of Texas but who does not reside within McLennan County at the time of registration for classes will qualify as an out-of-county resident.

An international student is considered to be a nonresident for tuition purposes unless he/she holds a United States immigrant visa. International students on immigrant visas must meet the same rules as United States citizens to qualify as a resident for tuition purposes.

To determine the proper residency classification, applicants may be asked to provide documents that will determine that the applicant has a legal right to be classified as a resident for tuition purposes. Documents acceptable for this purpose include, but are not limited to:

1. Texas high school transcript for the full senior year immediately preceding the first semester enrolled.
2. Texas college or university transcript (in conjunction with other documents from the institution showing resident status).

3. Employer statement of verification of employment including beginning date.
4. Permanent driver's license (at least one year old).
5. Lease agreement that includes the applicant's name and period covered.
6. Property tax payments for the year preceding enrollment. McLennan Community College will waive the difference in the rate of tuition for nonresident and resident applicants and their dependents who own property that is subject to ad valorem taxation by McLennan County Junior College District.
7. Utility bills bearing applicant's or spouse's name for the year preceding enrollment.

### **Residence Classification Appeal Procedure**

The appeal process for challenging residence classification as determined by the Coordinator of Student Admissions will be as follows:

1. The decision of the Coordinator of Student Admissions may be appealed in writing to the Director of Admissions and Recruitment during the semester/term in question.
2. If the student is not satisfied with the decision of the Director of Admissions and Recruitment, the student may submit all facts concerning residence status to the appropriate officials of the Coordinating Board for further clarification.
3. This documentation must be submitted to the Student Admissions Office by the fourth day of a summer semester or the 12th day of a fall or spring semester.

For more information about residency, call 299-8629.

### **Cost of Books**

Although the cost of books varies from course to course, the average cost for a full-time student is approximately \$586 per semester. Because some books purchased for the fall semester are also used in the spring semester, fall semester book costs are usually greater than those for the spring semester.

Books and supplies are available at the MCC Bookstore, located on the first floor of the Michaelis Academic Center. If books will be used the following semester and are in good condition, they may be returned to the bookstore for a partial refund.

### **Payment Methods**

Students may pay tuition and fees online at [www.mclennan.edu](http://www.mclennan.edu), by mail or in the Business Office on campus. The college accepts American Express, Discover, MasterCard or Visa.

### **Installment Plan**

Students may set up a payment plan by the payment deadline and pay out the balance in installments. A nonrefundable \$25 processing fee is assessed for participation, and a \$25 late charge is assessed for each late payment.

### **Tuition and Fees Refunds**

### **Withdrawals and Dropping Classes**

When students withdraw from the college or drop a portion of their semester hour enrollment, a refund of tuition and mandatory fees shall be made in accordance with the refund schedule and other provisions shown below.

**Fall and Spring Semester**

	<i>Percent of Refund</i>
Prior to the first class day .....	100
During the first 15 class days.....	70
During the 16th through 20th class days	25
After the 20th class day .....	None

**Summer Terms**

	<i>Percent of Refund</i>
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

*Class Day(s)* refers to the number of days classes in general (not a particular class) have been in session. *Mandatory fees* include General Services Fee, Facilities Fee and Lab Fees. *Optional fees* are non-refundable.

Refunds for flexible-entry and non-semester-length courses with a census date other than the 12th class day (four class days for a six-week summer semester) are described below:

**Flexible-Entry and Non-Semester-Length Classes**

*(Includes Continuing Education, etc.)*

	<i>Percent of Refund</i>
Prior to the first class day .....	100
After classes begin .....	state-mandated schedule

Tuition refunds apply only to that portion of a student’s semester hour enrollment for which tuition has been charged and payment received. Tuition and fees paid directly to the college by a sponsor, donor or scholarship will be refunded to the source, rather than directly to the student.

**Repeat Courses**

Students may be charged a higher rate of tuition for courses repeated the third time.

**Return of Title IV Funds**

Students who receive federal financial aid (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, Direct Loans, Unsubsidized Direct Loans and PLUS Loans) and who withdraw or are dropped from all of their course work on or before 60 percent of the semester is over will have to repay an equivalent percentage of unearned financial aid back to the financial aid program. In addition, the student will have to repay the same percentage of their tuition and fees back to the college. This repayment will be due from all students receiving federal financial aid regardless of whether the financial aid paid for the tuition and fees. For example, a

student who withdraws after completing 40 percent of the semester would be responsible for repaying 60 percent of his or her tuition and fees to the college and 60 percent of the aid disbursed to the student to the Department of Education. This repayment must occur within 45 days, or the college must report to the Department of Education that the student received an overpayment of federal funds. Once the student is reported, he or she becomes ineligible for further federal financial aid until the amount owed is repaid in full.

# Financial Aid

The Office of Financial Aid is available to help eligible students meet the cost of attending college. The primary responsibility of financing an education rests with students and their families; however, scholarships, grants, loans, work opportunities and other financial benefits are available to students who qualify for these programs.

The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. This is the difference between the reasonable cost of attending college for one year and the estimated family financial contribution, as determined by a review of the Free Application for Federal Student Aid.\*

**\* PLEASE NOTE: Each student seeking federal and/or state financial aid must complete this financial need analysis application. This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and limited copies are available in the Office of Financial Aid.**

It is recommended that the application be completed so that all forms can be turned in to the Office of Financial Aid by the following dates:

Fall semester — July 1  
Spring semester — Nov. 1  
Summer terms — April 1

For more information about requirements, qualifications and application deadlines, contact the Office of Financial Aid.

## Grants

### Pell Grants

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as medicine, law or dentistry.) For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

Eligibility Requirements:

- Show exceptional financial need.
- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education. (See the financial aid administrator at the college for more information.)
- Enrollment in remedial-only course work does not meet eligibility requirements.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (Students may not receive aid for correspondence or telecommunications courses unless they are part of an associate, bachelor's or graduate degree program.)
- Be a U.S. citizen or eligible non-citizen.

- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign a statement on the Free Application for Federal Student Aid (FAFA) certifying that federal student aid will only be used for educational purposes.
- Sign a statement on the FAFSA certifying that the student is not in default on a federal student loan and that the student does not owe money back on a federal student grant.
- Register with the Selective Service, if required. (If you are a male 18- 25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register at [www.sss.gov](http://www.sss.gov).)

Award maximums for the 2009-2010 award year are \$5,500. You can receive two Pell Grants in an award year. How much you get will depend not only on your Expected Family Contribution (EFC) but also on your cost of attendance, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time.

Complete the Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid will notify the student if he/she is eligible.

### **Academic Competitiveness Grants (ACG)**

These grants were designed to encourage students to take more challenging courses in high school, making success in college more likely, and to pursue college majors in high demand in the global economy, such as science and math. These grants are paid in addition to the Federal Pell Grant amount. Qualifying first-year ACG students can receive \$750 and qualifying second-year students up to \$1,300. To qualify for the grant, students must:

- Complete a rigorous high school program of study (distinguished or recommended in Texas).
- Apply for financial aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) and be determined eligible to receive a Federal Pell Grant.
- Be a U.S. citizen or eligible non-citizen.
- Be enrolled in a certificate or degree program.
- Be enrolled full time.
- Have completed high school on or after January 1, 2006, for first-year ACG recipients.
- Have completed high school on or after January 1, 2005, for second-year ACG recipients.
- Have a grade point average (GPA) of at least 3.0 from their first year for second-year ACG recipients.

Each level of this award can be received only one time. Students can receive a maximum of \$2,050 from this grant program for all schools attended. First-year ACG awards are not available for students who have advanced to second-year status (completed 30 semester hours), and second-year awards are not available to students who have advanced beyond second-year status (completed 60 semester hours).

Visit [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) for more information about this grant program.



### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This federal grant was designed to provide financial assistance to undergraduate students with exceptional financial need.

#### Eligibility Requirements:

- Show exceptional financial need.
- Enrollment in remedial-only course work does not meet eligibility requirements.
- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education (See the financial aid administrator at the college for more information.)
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (Students may not receive aid for correspondence or telecommunications courses unless they are part of an associate, bachelor's or graduate degree program.)
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that federal student aid will be used only for educational purposes.
- Sign a statement on the FAFSA certifying that the student is not in default on a federal student loan and that the student does not owe money back on a federal student grant.
- Register with the Selective Service, if required. (If you are a male 18-25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register at [www.sss.gov](http://www.sss.gov).)

Awards range up to \$1,000 per year at MCC. Complete the Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid will notify the student if he/she is eligible.

### **TEXAS (Toward EXcellence, Access & Success) Grant**

The Texas Legislature established the TEXAS (Towards EXcellence, Access and Success) Grant to make sure that well-prepared high school graduates with financial need could go to college. To qualify for an initial award, a student must:

- Be a Texas resident.
- Have not been convicted of a felony or crime involving a controlled substance.
- Show financial need.
- Register for the Selective Service or be exempt from this requirement.
- **AND**
  - Be a graduate of an accredited high school in Texas not earlier than the 1998-99 school year.
  - Complete the Recommended High School Program or Distinguished Achievement Program in high school.

- Enroll at least three-quarter time (9 hours) in a nonprofit public college or university in Texas within 16 months of graduation from a public or accredited private high school in Texas.
- Have accumulated no more than 30 semester credit hours, excluding those earned for dual or concurrent courses or credit by examination (AP, IB or CLEP).

Students entering the program from high school who continue in college and who meet program academic standards can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a four-year degree plan or six years if enrolled in a five-year degree plan, whichever comes first.

The academic requirements for continuing in the program are:

- At the end of the first year, the student entering the program from high school must be meeting the school's Satisfactory Academic Progress (SAP) requirements.
- At the end of his/her first year in the TEXAS Grant program, the person entering the program on the basis of an associate degree must have completed at least 75 percent of the hours attempted, have an overall grade point average (GPA) of at least 2.5 on a 4.0 scale and must have completed at least 24 semester credit hours during the year.
- At the end of the second year in the program or subsequent years, all students must complete at least 75 percent of the hours attempted in the prior academic year, have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale and complete at least 24 semester credit hours per year.

The award amount for 2009-2010 is \$890 per semester or \$1,780 per year for public community college students.

You apply for the TEXAS Grant when you complete and submit the Free Application for Federal Student Aid (FAFSA). Funding is limited, so you need to submit your application as soon as possible after January 1 of your senior year. The Office of Financial Aid will determine if TEXAS Grant is part of the aid package that is offered to you.

### **Texas Public Educational Grants (TPEG)**

These grants, which are awarded based on financial need and availability of TPEG funds, generally cover tuition and fees. Students must be enrolled for at least six semester hours of college-credit course work or the equivalent during each semester. Summer students (or continuing students who declare their intent to enroll at MCC in the following fall semester), must enroll in at least six semester hours during a nine-week term or four semester hours during a six-week term. A limited number of awards may be available to less-than-half-time students.

## **Leveraging Educational Assistance Partnership Program (LEAP) and State Leveraging Educational Assistance Partnership Program (SLEAP)**

Federal and state funds combine to provide grant assistance for financially needy students who:

- Are Texas residents.
- Attend a public or private university.
- Are undergraduate students.
- Show financial need based on federal methodology.
- Are not in default on a federal loan and do not owe a refund on a federal or state grant.
- Are U.S. citizens.
- Have not borrowed in excess of federal student aid limits.
- Register for the Selective Service, unless exempt.

To apply, complete the Free Application for Federal Student Aid (FAFSA). The financial aid office will determine your eligibility and notify you if you are eligible.

Funding for this program is very limited and is awarded to the earliest applicants who meet eligibility requirements. Funds may not be immediately available at the beginning of the semester due to state funding procedures.

## **Honor Scholarships**

All scholarship recipients must complete the Free Application for Federal Student Aid and a MCC Foundation Scholarship Application each year to continue to receive scholarships. Forms are available at the Office of Financial Aid or students may complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **Presidential Scholars Program**

Scholarships to attend McLennan Community College shall be awarded to as many as 20 students who are high school graduates, General Educational Development (GED) Test completers or currently enrolled college students. Students who have demonstrated scholastic ability (B average or higher) and academic potential are eligible to apply. The scholarship shall pay for tuition, fees and books and shall be valid for four consecutive long semesters (for example: fall, spring, fall, spring) after the recipient begins using it. The recipient shall begin using the scholarship no later than the fall semester following receipt of the scholarship. A cumulative grade point average of 3.0 shall be required to maintain the scholarship. Students receiving the Presidential Scholarship shall meet with the President of the college regularly and act as ambassadors for the President of the college at designated events.

Apply using the MCC Foundation Scholarship Application available online at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation). Completed applications are due in early January each year (specific due dates are listed on the college website and application). Selection of recipients is made by the college President after an interview with the applicant.

### **Tartan Scholars Program**

The Tartan Scholars Program is an honors program that includes 15-30 full-time or part-time MCC students. After undergoing a rigorous selection process, students who have been chosen as Tartan Scholars enjoy the various benefits of the program. These benefits include a scholarship that pays tuition and fees up to 18 credit hours for four semesters, excluding summer sessions; a book allowance each semester to assist with the purchase of books and/or required supplies; a varied curriculum of honors courses chosen from the MCC Core Curriculum; and opportunities for mentoring, giving community service and taking field trips.

To be considered for the program, an applicant must (1) be enrolled or plan to enroll full time or part time at MCC, (2) have a college GPA of 3.0 or higher, (3) have a high school grade average of B or higher and (4) have passed THEA or be THEA-exempt.

Apply using the MCC Foundation Scholarship Application available online at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation). Completed applications are due in early January each year (specific due dates are listed on the college website and application). Selection of recipients is made by the Tartan Scholarship Committee.

### **McLennan Scholars Program**

The college offers scholarships to students graduating in the top 10 percent of each accredited high school class in McLennan County or to the top five students in each graduating class, whichever represents the greater number. If the class has fewer than 21 students, the top two students will receive the scholarship. Students are identified for these scholarships by their respective high schools so no application is necessary. Recipients are notified by the Office of Financial Aid and their high school principals.

The scholarship is valid for four long semesters after graduation from high school, and recipients must begin using their scholarship no later than the Fall semester immediately following graduation from high school. The scholarship covers tuition and fees. Recipients must attend school full time and maintain a 3.0 grade point average.

For more information, contact your high school counselor.

### **First Generation College Student Scholarships**

The McLennan Community College Foundation's First Generation College Student Initiative coordinates with family and community foundations to provide scholarships of up to \$1,000 per semester for up to four semesters for students who come from families with no college experience. A 3.0 GPA is required to enter and remain in the program. There are also summer course requirements for the summer immediately preceding the fall semester of the freshman year. Students may apply for this scholarship by completing the MCC Foundation Scholarship Application found at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation). Completed application are due in early January each year (specific due dates are listed on the college website and application).

Students who successfully complete the First Generation program may also be eligible for additional

scholarships at four-year institutions which allow the student to complete his/her bachelor's degree. For more information, contact the First Generation program director at MCC.

## **Other Scholarships**

### **Departmental Scholarships**

Scholarships in music, theatre, visual arts and athletics (including the MCC Dance Company) are offered to outstanding students in these areas. Recipients are selected by a departmental committee or the appropriate director. For more information, contact the program director in the respective department.

### **MCC Foundation Scholarships**

For information on the scholarships offered through the MCC Foundation, please see [MCC Foundation Scholarships](#).

### **The MAC Grant**

Funded through gifts from Mr. and Mrs. Malcolm Duncan Sr. to the MCC Foundation and The Waco Foundation, the MAC Grant pays MCC tuition, books and fees for any McLennan County high school graduate not receiving other financial aid. The MAC Grant requires a student to complete the Free Application for Federal Student Aid to determine eligibility. To apply for a MAC Grant, students should contact The Waco Foundation, 900 Austin Ave. Suite 1000, Waco, TX 76701, or call 254-752-9457 for more information.

The deadline is usually May 1 of the student's senior year.

### **President's Scholarship Baylor University Transfer**

This scholarship is available to students who plan to attend Baylor University after completing MCC. Eligible students will have completed requirements for the A.A. or A.A.S. degree, applied for graduation during the current year, met Baylor's transfer grade point average requirements of 2.5, and earned at least 30 of the most recent hours at MCC.

Apply using the MCC Foundation Scholarship Application available online through at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation). Completed applications are due in early January each year (specific due dates are listed on the college website and application). Selection of recipients is made by the college President.

### **Tarleton State University Transfer Scholarship**

This scholarship is for students who participate in the Tarleton State University transfer program. The scholarship pays tuition for students who have completed the requirements for the A.A. degree, have applied for graduation, have a cumulative grade point average of 3.25 at MCC, and have a Tarleton degree plan on file at MCC.

Apply using the MCC Foundation Scholarship Application available online at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation). Completed applications are due in early January each year (specific due dates are listed on the college website and application). Selection of recipients is made by the MCC Scholarship Committee.

## Financial Assistance Through Income Tax Credits

Education tax credits can help offset the costs of higher education for yourself or a dependent. The Hope Credit and the Lifetime Learning Credit are two education credits available that may benefit you. Because they are credits, rather than deductions, you may be able to subtract them in full dollar-for-dollar from your federal income tax.

### The Hope Credit

- Applies for the first two years of post-secondary education, such as college or vocational school. It does not apply to the third, fourth or higher years of undergraduate programs; to graduate programs; or to professional-level programs.
- It can be worth up to \$1,650 per eligible student, per year.
- You're allowed 100 percent of the first \$1,200 of qualified tuition and related fees paid during the tax year, plus 50 percent of the next \$1,200.
- Each student must be enrolled at least half time for at least one academic period that began during the year.
- The student must be free of any federal or state felony conviction for possessing or distributing a controlled substance as of the end of the tax year.

### The Lifetime Learning Credit

- Applies to undergraduate, graduate and professional degree courses, including instruction to acquire or improve job skills, regardless of the number of years in the program.
- If you qualify, your credit equals 20 percent of the first \$10,000 of post-secondary tuition and fees you pay during the year, for a maximum credit of \$2,000 per tax return.

You cannot claim both the Hope and Lifetime Learning Credits for the same student in the same year. To qualify for either credit, you must pay post-secondary tuition and fees for yourself, your spouse or your dependent. The credit may be claimed by the parent or the student, but not by both. Students who are claimed as a dependent cannot claim the credit.

These credits are phased out for Modified Adjusted Gross Income over \$48,000 (\$96,000 for married filing jointly) and eliminated completely for Modified Adjusted Gross Income of \$58,000 or more (\$116,000 for married filing jointly). If the taxpayer is married, the credit may be claimed only on a joint return.

For more information, see IRS Publication 970, Tax Benefits for Education, which can be obtained online at [www.irs.gov](http://www.irs.gov) or by calling the IRS at 800-TAX-FORM (800-829-3676).

## Loans

### Federal Direct Loan Programs

#### Federal Direct Subsidized Loan

The purpose of the Direct Loan Program Subsidized Stafford Loan is to provide low-interest educational loans that enable a student to pay the cost of attendance at a public, private or nonprofit college or university. The federal government pays the interest on these loans while a student is in school, during a grace period and during authorized periods of deferment.

#### Eligibility Requirements:

- Be a U.S. citizen or an eligible non-citizen.
- Complete a FAFSA and be eligible to receive federal financial aid.
- Be enrolled at least half time (enrollment in remedial-only course work does not meet eligibility requirements).
- Meet Satisfactory Academic Progress requirements.
- Must not owe a refund (also called an “overpayment”) on any federal grant program or be in default or delinquent on a previously obtained federal student loan.

#### Annual Loan Limits:

First-year undergraduates	\$3,500
Second-year undergraduates	\$4,500
Aggregate limit for undergraduate students	\$23,000

A 2 percent origination fee is deducted from the proceeds of each loan disbursement. There are no guarantee or insurance premium fees. Loans that are first disbursed on or after July 1, 2006, will have a fixed annual (simple interest) rate of 6.8 percent for the life of the loan. The borrower is not responsible for the interest accrued while he/she is enrolled at least half time, during the six-month grace period and during certain authorized deferment periods. Interest is not capitalized at any time and may be paid as it accrues.

Repayment of the loan begins six months after the student ceases to be enrolled at least half time. The loan repayment schedule will require a minimum monthly payment of \$50 or an amount required to repay the loan within 10 years, whichever is greater. Borrowers may be eligible for postponement of loan repayment under certain circumstances.

#### Federal Direct Unsubsidized Loan

The purpose of the Federal Direct Loan Program Unsubsidized Stafford Loan is to provide low-interest educational loans that enable a student to pay the cost of attendance at a public, private or nonprofit college or university. The borrower is responsible for interest that accrues while in school, during a grace period or during authorized periods of deferment or forbearance.

#### Eligibility Requirements:

- Be a U.S. citizen or an eligible non-citizen.
- Completed a FAFSA.

- Be enrolled at least half time (enrollment in remedial-only coursework does not meet eligibility requirements).
- Meet Satisfactory Academic Progress requirements.
- Must not owe a refund (also called an “overpayment”) on any federal grant program or be in default or delinquent on a previously obtained federal student loan.

Annual Loan Limits:

First-year undergraduates	\$6,000
Second-year undergraduates	\$6,000
Aggregate limit for undergraduate students	\$23,000
Aggregate limit for subsidized and unsubsidized loans	\$57,000

A 2 percent origination fee is deducted from the proceeds of each loan disbursement. There are no guarantee or insurance premium fees. Interest accrues from the date the funds are issued until the loan(s) are paid in full. Interest is not capitalized at any time and may be paid as it accrues.

Repayment of the loan begins six months after the student ceases to be enrolled at least half time. The loan repayment schedule will call for a minimum monthly payment of \$50 or an amount required to repay the loan within 10 years, whichever is greater. Borrowers may be eligible for postponement of loan repayment under certain circumstances.

**Federal Parental Loans to Undergraduate Students (PLUS)**

The purpose of the PLUS loan is to enable parents with good credit histories to borrow to pay the educational expenses of their dependent undergraduate students. To be eligible, parents must

- Be U.S. citizens or eligible non-citizens.
- Have students enrolled at least half time.
- Have students who are meeting the Satisfactory Academic Progress requirements of the college or university.
- Have good credit.
- Are not in default or owe a refund (the financial aid office may call this an “overpayment”) to any student financial assistance program.

Applicants do not have to show financial need. The PLUS may be used to cover the family’s expected contribution (EFC). Awards vary. The amount of PLUS combined with other financial assistance cannot be greater than the cost of attendance.

**Institutional Loan Program**

**Short-Term Emergency Loan**

This loan is available to a limited number of students to assist in meeting emergency financial demands. The loan is offered on a short-term basis, not to exceed 60 days, when other funds are expected but currently unavailable. This enables the student to continue his/her educational pursuits. Students should be enrolled for at least six semester hours and maintain satisfactory progress. Loans generally do not exceed \$250 and are due before the end of the semester in which they are made.



## **Student Employment**

### **Federal Work Study Program**

The Federal Work Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the course of study. In order to be eligible, students must:

- Complete the Free Application for Federal Student Aid (FAFSA) and have financial need.
- Have a high school diploma or a General Education Development (GED) Certificate, pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education. (See the financial aid administrator at the college for more information.)
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (Students may not receive aid for correspondence or telecommunications courses unless they are part of an associate, bachelor's or graduate degree program.)
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that federal student aid will only be used for educational purposes.
- Sign a statement on the FAFSA certifying that the student is not in default on a federal student loan and that the student does not owe money back on a federal student grant.
- Register with the Selective Service, if required. (If you are a male 18-25 years of age and you have not yet registered with Selective Service, you can give Selective Service permission to register you by checking a box on the FAFSA. You can also register at [www.sss.gov](http://www.sss.gov).)

### **State Work Study Program**

The State Work Study Program was created to provide part-time jobs to eligible students with financial need to enable them to attend college.

Eligibility Requirements:

- Be a Texas resident.
- Show financial need.
- Register for the Selective Service or sign a statement that you are exempt from this requirement.
- Enroll at least half time.

To apply, complete the Free Application for Federal Student Aid (FAFSA). The financial aid office will determine your eligibility and notify you if you are eligible.

### **Non-Work Study Program**

This program provides on-campus work opportunities for a limited number of students with special skills, i.e., tutoring, lab assistants, etc. Financial need is not a factor in this program.

## **Up to \$1,000 Tuition Rebates for Certain Students**

Students who are pursuing a baccalaureate degree from a Texas public four-year university may qualify to receive up to a \$1,000 rebate of tuition paid at the time that they receive their bachelor's degree. To be eligible, a student must meet all of the following criteria:

- Enrolled for the first time in college in the Fall 1997 semester or later.
- Must be requesting a rebate for work related to a first bachelor's degree received from a Texas public university.
- Must have been a resident of Texas.
- Must have attempted all course work at a Texas public institution.
- Must have been entitled to pay resident tuition at all times while pursuing the degree.
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated.
- Must apply for the rebate prior to receiving their baccalaureate degrees on forms provided by the school.
- Student is solely responsible for enrolling only in courses that will qualify them for the rebates.

The institution that grants the bachelor's degree is the institution that will pay the rebate to students. Students can be eligible by transferring from a two-year public institution to a four-year institution by following the above rules and providing a copy of the transcript to the four-year school.

The amount of the rebate may be reduced by the amount of any outstanding student loan owed to or guaranteed by the state, including the Texas Guaranteed Student Loan Corp.

For more information, contact Student Development at (254) 299-8614.

## **Satisfactory Academic Progress Policy**

McLennan Community College is required to establish "satisfactory academic progress" standards for all federal and state financial aid recipients in accordance with the U.S. Department of Education regulations [34 CFR 668.32(f); 34 CFR 668.34; 34 CFR 668.16(e) and 34 CFR 668.42(c)]. These standards ensure that only recipients demonstrating satisfactory progress toward the completion of their educational program will continue to receive financial aid.

All recipients of financial aid must be enrolled in a program of study leading to an associate degree, an MCC certificate or a program that is transferable toward a baccalaureate degree.

Grades of A, B, C, D and CR are considered hours attempted and successfully completed (earned).

Grades of F, NC (non-completion), I (incomplete) and W (withdrawals and drops) are counted as hours attempted but not successfully completed (unearned).

Course repeats are counted as attempted hours and either earned or unearned depending upon the grade assigned as noted above.

All college-level course work attempted at the college is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

Course work attempted and grades earned in semesters forgiven through the State of Texas “Academic Fresh Start” program will be included in the hours attempted, hours earned or unearned, and cumulative grade point average for calculating satisfactory academic progress under this policy.

Students with an active associate degree program and an active certificate program shall be considered to be in the associate degree program for the purposes of this policy.

**NOTE:** There is a limit of 30 semester hours of remedial course work for any individual student. Remedial hours attempted beyond this 30 hour limit will not be included in course load for financial aid payment purposes.

## **Satisfactory Progress Criteria**

### **Grade Point Average**

Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college-level credit hours attempted at MCC in order to remain eligible for financial aid.

### **Completion Rate**

Students receiving financial aid must complete 67 percent of all hours attempted at MCC regardless of whether financial aid was received for the hours.

### **Maximum Time Frame**

#### **Associate Degree Programs**

Students in an associate degree program may receive federal or state financial aid during their first 93 attempted semester hours of course work in their program. This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 93 semester hours of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted 93 or more semester hours of course work will be suspended from receiving financial aid regardless of their cumulative grade point average. For degree programs requiring more than 62 semester hours, this time frame may be increased.

#### **Certificate Programs**

Students in a certificate program may receive federal or state financial aid during their first 51 attempted semester hours of course work in their program. This includes all transfer credit hours and excludes developmental/remedial course work. Students who have attempted less than 51 semester hours of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted 51 or more semester hours of course work will be suspended from receiving financial aid regardless of their cumulative grade point average. For certificate programs requiring more than 34 semester hours, this time frame may be increased.

### **Failure to Complete in Maximum Time Frame**

At the point that it becomes mathematically impossible for the student to complete the program within the time frame (150 percent of degree requirements), the student will be suspended immediately and will no longer be eligible for financial aid for that program. Additionally, there is no appeal for suspension under this section.

### **Evaluation Time Frame**

#### **Associate Degree Students**

Satisfactory progress will be measured one time per year, at the end of the spring semester. The evaluation will be made regardless of the number of semesters attended or the number of hours attempted during the year.

#### **Certificate Students**

Satisfactory progress will be measured three times per year, at the end of each semester: fall, spring and summer. The evaluation will be made regardless of the number of hours attempted during the semester.

### **Evaluation Outcomes**

#### **Financial Aid Probation**

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. While on probation, the student will continue to receive financial aid for which he/she has qualified. The probationary period for certificate students is one semester and for associate degree students is one year.

#### **Financial Aid Suspension**

If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid. Students placed on suspension, although they may continue to enroll at the college, will not receive any federal or state financial aid.

#### **Reinstatement of Eligibility**

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate (67 percent) and cumulative grade point average (2.0), or has an appeal approved as described below. Students who regain eligibility by completing required course work must notify the Office of Financial Aid in order to have their progress reevaluated.

#### **Financial Aid Suspension Appeal Process for GPA and Completion Rate**

A student who has been suspended from financial aid for failure to meet the satisfactory progress requirements outlined in this policy due to mitigating circumstances may appeal the decision by completing an appeal form, explaining their mitigating circumstances and providing appropriate documentation to support their claim. The Office of Financial Aid staff (Specialists and Associate/Assistant Director) shall evaluate individual mitigating circumstances, supporting documentation and notify students of the decision regarding their appeal within three weeks.

Students may pick up an Appeal Form at the Office of Financial Aid or may print a [copy](#) from the Financial Aid Web page. The appeal must be completed in writing; provide appropriate, adequate documentation; and be signed by the student. Please type or print legibly in black or blue ink. Illegible appeals will be returned to the student.

**Appeals will be considered based on the following mitigating circumstances only:**

**1. Personal illness, injury or accident.**

Requires a doctor's written statement, hospital records or accident/police reports.

**2. Serious illness or death within immediate family (grandparents, parents, spouse, siblings and children).**

Requires a death certificate/obituary notice or statement from a doctor.

**3. Transportation problems.**

Requires a mechanic's bill and verification that public transportation is not available in your area.

**4. Divorce or separation.**

Requires divorce/separation documents or letter from attorney.

**5. Last enrollment was at least 10 years ago.**

Requires a copy of relevant transcripts.

**6. Administrative error.**

Requires a letter of verification from source of error.

The condition or situation must be resolved showing the student has the ability to complete course work successfully or the request will not be approved.

**Financial Aid Suspension**

**Appeal Process for Maximum Time Frame**

Under current regulation, there is no appeal for failing to complete within the maximum time frame.

**Second Appeals**

Students whose first appeal has been denied may appeal to the director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be in writing, signed and turned in within 10 days of receiving notification of the decision denying the appeal. The decision of the director is final.

All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the college.

## Rehabilitation Assistance

The Texas Department of Assistive and Rehabilitative Services (DARS) offers assistance with tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the student with disabilities has been approved by the appropriate representative of the commission. Through this state agency, other rehabilitation services are available to assist students with disabilities to become employable.

Applications for assistance must be submitted to the local Texas Department of Assistive and Rehabilitative Services (DARS) (formerly Texas Rehabilitation Commission).

## Veterans Services

MCC is an approved training facility for veterans and their dependents under the provisions of the various public laws commonly referred to as the GI Bill and Dependents Educational Benefits. Eligible persons may apply to the Office of Financial Aid. Certification requests must be made each semester. It is the responsibility of the veteran or dependent to contact the Office of Financial Aid. Recipients must maintain a 2.0 cumulative grade point average.

For information on how to apply for benefits, contact the Office of Financial Aid at 254-299-8698 or the VA Regional Education Center at 1-888-442-4551.

## MCC Foundation Scholarships

The McLennan Community College Foundation was activated in 1990 and is a 501(c)(3) not-for-profit organization independent of McLennan Community College. It is governed by an elected board of 24 community members and college representatives. All expenses of the Foundation are paid through MCC's institutional budget so that 100 percent of donations made to the Foundation go toward the program for which the donations were intended. To further its mission, the MCC Foundation "acquires financial resources and strengthens support to fund scholarships, professional development, and capital improvements for the students, faculty and staff of the college and the broader communities it serves." Since it was organized, the Foundation has provided almost \$2 million in financial assistance to nearly 3,000 students.

Students interested in scholarships can learn more on the Foundation's website at [www.mclennan.edu/departments/foundation](http://www.mclennan.edu/departments/foundation) or by calling the Foundation at 254-299-8604. Scholarship applications are generally due in January for the following school year (check the Foundation website for the specific date each year). Selection of scholarship recipients is made by several college committees, with most announcements made by the first week in May each year. Scholarship funds include the following:

## Specific Endowed Funds

### Major:

#### *Athletics:*

- Lois and Walter Butler
- Rick Butler
- Jimmy Deal Golf

J. D. Flippin Memorial  
Andy Jordan Golf  
Thomas J. Lene Jr.  
Margaret Mitchell Memorial  
Joe Raso Golf

*Business:*

Champe Fitzhugh, Jr.  
The Freed/Burke  
Sam and Margaret Harelik  
Roy G. and Laura Head Trust

*Computer:*

Biggerstaff-Lee

*Continuing Education:*

Jacob Sobel Memorial Massage Therapy

*Criminal Justice:*

ATF Memorial  
Ruel L. "Butch" Dixon Jr. Memorial

*Education:*

Harlon M. Fentress  
Earl T. and Mary Jane Strickler Memorial  
Juliette B. Wong  
LaVerne Wong

*English/Writing:*

Ann and Al Roznovsky

*Health Careers:*

Danielle Marie Bennetzen Memorial  
Casey Corwin Memorial  
Brenda Dobelbower Memorial  
McLennan County Medical Alliance  
Regional Association of Drug Abuse and Alcohol Counselors (RADAAC)  
Janice Roberson Memorial

*History:*

Charles Scott Adams Memorial  
Herbert and Sue Adams

*Math:*

Diane Fariss Memorial  
Carol Carll Schulte

*Nursing:*

Amberson-Hamessley  
Phillip and Marjorie-Ann Arrien Memorial Nursing  
Russell Cummings Nursing  
William and Charlotte Flynn  
The Neill and Mary Goss Presidential Nursing  
Henry Griffin  
Allen M. Hamilton Nursing  
Ruth M. Laird Hix Nursing (also certified nursing)  
David and Lorraine Hoppenstein Nursing  
Tamara A. Houston  
Laverne Gauntt Moss Nursing  
Lillian Marak Herbelin McKibben  
Louis Orren  
Nelda Montrose Patterson Nursing  
Hazel "Blossum" Handley Powell  
Ruby Reid Robinson Nursing  
Gordon and Frances Rountree  
Dr. Milton and Nettie Stern Spark Nursing  
Waco Heart Clinic Nursing in Memory of Mona B. Roddy and Gertrude Henjes

*Office Technology Career:*

Ezra Henderson Office Occupations  
Joanne Moore McCulley  
Lowell Stewart

*Radiology:*

David Edwards Radiology Memorial

*Respiratory Care Tech:*

Bill Geno Respiratory Therapy

*Visual & Performing Arts (includes Theatre, Commercial Music, Transfer Music and all Visual Arts):*

Martha A. Beard Theatre/Arts  
Dorothy Richards Fornoff  
Johnny Gimble  
James and Irene Landes Memorial Music  
Ruth St. Claire Murphy Visual & Performing Arts  
Bobby Murrell  
Reba R. Robertson Theatre Arts  
Willard J. Still Musical Theatre  
John Vanston Memorial

**Employee/Member:**

*Alamo Steel:*

Alamo Steel Company



*American Income Life Ins. Co.:*  
American Income Life Insurance

*CEFCO:*  
CEFCO Presidential

*Central Freight Lines, Inc.:*  
Central Freight Lines Inc.

*Dealers Electric:*  
Jimmy C. Jones Memorial

*Heart of Texas Builders:*  
H. Edward Alford Memorial/Heart of Texas Builders Association  
Alvin Amelunke/Heart of Texas Builders Association  
Habitat for Humanity/Heart of Texas Builders Association  
Heart of Texas Builders Association

*Heart of Texas Credit Union:*  
Juanita C. Williams Memorial

*Insurors of Texas:*  
Charles C. Woodard Memorial

*Law Enforcement Agency:*  
Bobby Vicha Memorial

*Members Choice F.C.U.:*  
Members Choice F.C.U.

*Waco VA Medical Center:*  
Doris Miller Memorial

**High School:**

*Bruceville-Eddy:*  
Charles and Margaret Cole (also Crawford, McGregor, Moody and Olgesby)  
First National Bank of McGregor (also Crawford, McGregor and Olgesby)

*China Spring:*  
A C and Ethel Mae Honea  
Mr. and Mrs. William M. Lewis Jr.

*Connally:*  
American Bank (also La Vega)  
James and Virginia Hay Memorial

*McGregor:*

Tom and Bonnie Mooney Memorial

*Midway:*

Don Bynum Memorial (also Waco High)

*Private School:*

Herb Barsh HOT Lions Club (also Waco High)

*Waco:*

Waco Jaycees (also University High)

*West:*

Mr. and Mrs. Monroe F. Kruse

**Special Requirements:**

*A Completed 24 Hours:*

Wendell and Belinda Hudson

*Detention Center Under the age of 18:*

Clarence T. Symank Sr. and Odis McNeill and Josephine Burger and Oleta McNeill

*Displaced Homemaker:*

Henderson Family

Jack M. and Doris Silver

Mark and Esther Wolf

*Female:*

Dorothy and Charles Turner

*Hispanic:*

Central Texas (LULAC)

Henry Cisneros/League of United Latin American Citizens (LULAC)

MCC Hispanic Student Association

*McLennan County Residents:*

The Dwyer Group Presidential Scholarship Community Fund

M. G. and Vera Posey

Southwestern Bell Foundation

Stanley and Glenda Strum

*Methodist Home:*

Pauline Ream Hoover

*Returning Student:*

Non-Traditional Student

*Tartan Requirements:*

C. Ray Perry Honors

*Texas Residents:*

The Davis Iron Works, Ltd. Presidential

The Lamendola Family Partnership

Paul D. Marable, Jr.

Earl and Barbara Patrick Family

*Veterans:*

Sergeant Rufus B. Russell Memorial

**General Endowed Scholarships**

Wilbur and LaWanda Ball

Bank of America

Beard and Kultgen

E. Rexford Billings

Brian and Melissa Bivona

Jules Bledsoe Memorial

Al and Shirley Bolin

Brazos Higher Education Presidential (3)

Catherine Ross Bolton Brown

Florence Mae Caudle Memorial

Central National Bank

Vernon Cole Memorial

Compass Bank

Daftary Family Foundation Scholarship Fund

Amelia Devine

Louie and Sara Jo Englander

Follett Bookstore

Tommie B. Ford Estate

Emma Marie Garcia

Crecencia Gonzales

Guaranty Federal Bank

Jim and Judy Haller

W. Earl Harrison Memorial

Jack Harwell Memorial

Heart of Texas Builders Association Presidential Scholarship

Bill Johnson

Joe and Efigenia Lopez

Hazel Martin

Ben and Dottie Matlick

J. J. Mayes

MCC Retirees

Dr. Michael McFrazier

Dr. Dennis F. Michaelis Presidential Scholarship

Alice Myers

Northwest Optimist Club of Waco  
Oncor Electric Delivery  
Paniagua-Lovece Family Memorial Scholarship Fund  
Butch Pruett Memorial  
Virginia Plunkett Memorial  
Bernard and Audre Rapoport  
Don F. Ray  
Willa Mae Reeder  
Betsy and Clifton Robinson  
Tom and Martha Salome Presidential  
Mazie Eubanks Sawyer  
Bobby Sedghi Memorial  
Bobby Sheehy Sr.  
Ruth and Paul Stark  
Waco Coca-Cola Enterprises  
Waco Tribune-Herald  
Patrick Waldrep  
Wells Fargo Bank Texas  
Sue Wolf

#### **Unendowed Scholarship Funds**

Alamo Steel Company (employee/dependent)  
American Income Life Insurance Company (employee/dependent)  
Art  
Athletic  
Atmos Energy (Bilingual)  
Basketball  
Business Student  
Mary Cantrell Memorial  
Geraldine Carey  
Child Development  
Margaret C. B. Clifton  
Criminal Justice  
Dorothy Easton (Legal/Law)  
Genco Federal Credit Union (member)  
Ted Gonzalez  
Fay Gutierrez  
Hearts in the Arts  
Eric Hooker  
Legal Assistant (Paralegal)  
Dr. Dana Smith Massey (Business and Vet Tech)  
MCC Office Personnel Association (MCCOPA)  
MCC Opera  
Music Faculty  
Music Transfer Students  
Northwest Waco Rotary (McLennan County High School)  
Erkalene Ousley (Music)

Norma Podet  
Lucille T. Saunders Nursing  
Uncle Dan's  
Veterinary Technology Program

# Student Services & Campus Activities

Student Services provides a full range of services and programs to assist students in meeting their varied needs and in achieving their lifelong goals.

The services include student recruitment, student admissions, testing services, student records, Upward Bound, financial aid, career exploration, program for single parents and homemakers re-entering the workforce, tutoring, services to students with disabilities, mentoring, success workshops, and other services. In addition, there are numerous student activities and organizations. Students are encouraged to use each of these services and to participate in the various programs.

## Admissions and Recruitment

Student Admissions specialists are available to directly assist with the college admissions process. Call 254-299-8622 for assistance. Official college and high school transcripts and General Education Development (GED) test scores are submitted to this office. Students should print automated degree plans using WebAdvisor.

## Records and Registration

Student Records staff members plan and organize the registration process for college credit courses. This office is also responsible for maintaining permanent student records of academic progress and accomplishments for credit students and students participating in continuing education courses, as well as planning commencement exercises. This office is also responsible for processing class changes and withdrawals from the college and maintaining automated degree plans.

## Transcript of Credits/Continuing Education Units

The MCC transcript of credit and the transcript of continuing education units (CEUs) are chronological listings of college credit classes or continuing education classes completed at MCC. The official transcript is printed on security paper and imprinted with the signature of the registrar.

There is no charge for the first 25 official transcripts. After the first 25 copies, each official copy of a transcript is \$3. Upon written request, the Office of Student Records will send an official transcript to the individual student or to any college or agency. A transcript will be released only if all obligations to the college have been met.

## Commencement

Formal commencement exercises are conducted at the end of the spring semester and at the end of the second summer semester annually. In order to participate in the graduation exercises, students must complete certificate and/or degree requirements and submit an application for graduation to the Office of Student Records by the date published in the Institutional Calendar or the class schedule.

The graduation application fee is incorporated into the general services fee, which students pay each semester; therefore, there is no graduation application fee charge.

## **Upward Bound**

McLennan Community College provides an Upward Bound Program for eligible secondary school students. The purpose of the Upward Bound Program is to assist eligible target secondary school students with academic potential to complete high school and enroll in and complete college.

The program provides classroom instruction in basic skills, tutoring, supervised study, career and personal development workshops, and academic, career and personal counseling. In addition, the program also helps students complete financial aid and admissions applications and provides scholarship information for post-secondary educational programs. Upward Bound also provides visits to college campuses and participation in cultural, educational and recreational activities. (Also see [Upward Bound](#).)

## **Student Development**

Student Development offers counseling, information and activities to assist students desiring help in selecting a major or career field. Online guidance systems, interest and personality inventories, and a library of printed materials are provided to help students with career decision-making. Graduates are aided in resume writing and interview skills. The department maintains job listings for students who are seeking full-time or part-time employment.

Student Development maintains transfer information and degree plans to assist students planning to transfer to a four-year college or university. In addition, counseling specialists provide academic advising for undeclared and general studies majors.

## **Testing**

McLennan Community College is an official testing center for the Standard and Quick THEA; Accuplacer, an approved THEA alternative; the American College Test (ACT) and Scholastic Aptitude Test (SAT), examinations that measure college preparedness; NET, Nursing Entrance Test; CAT, Computer Adaptive Test for nursing graduates; Health Occupations Aptitude Examination (for Vet Tech students); and the College Level Examination Program (CLEP), standardized subject examinations by which MCC students may receive credit for various college courses. These examinations are offered on a regularly scheduled basis. Call 254-299-8453 for more information.

## **Student Support Services**

A variety of services designed to help eligible students reach their academic goals is provided through Student Support Services. Services include, but are not limited to, one-on-one and small-group tutoring, academic and personal counseling, and study skills assistance. Cultural enrichment activities are scheduled throughout the year for program-eligible students. For students interested in transferring, visits to regional universities are scheduled each semester.

## **Services for Individuals with Disabilities**

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA Co-Coordinator, Gene Gooch, Vice President of Instruction, and Dr. Santos Martinez, Vice President of Student Services, shall be responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities who may require accommodations in their classes must contact Marc Sweatt at 254-299-8122 or at his office located on the second floor of the Student Center.

## **Support & Empowerment Program for Single Parents and Homemakers Re-entering the Workforce**

This program provides special services for single parents and homemakers re-entering the workforce to help them achieve their goals at MCC. Services include counseling, support groups, workshops, referral to community services and limited funds to assist qualified technical majors with child care or transportation expenses. For more information, contact Cristen McClure at 254-299-8681.

## **Student Activities and Campus Life**

MCC makes a special effort to create and maintain a friendly and democratic atmosphere on campus so that students may develop their maximum potential. Faculty, staff and administrators make every attempt to enhance learning by recognizing individual needs of students. Formal instructional programs, organized student activities and informal day-to-day relationships contribute to the total educational experiences of students.

The college encourages organizations, activities and programs that contribute to student growth and development. Each activity is open to all interested students. Student organizations, sponsored by faculty and staff members, complement academic development and provide a rewarding college experience.

### **Student Activities**

Student Activities plans programs to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational and governance programs.

### **Campus Organizations**

Formalized policies and procedures for organizing and operating campus groups are published in the student handbook, the [Highlander Guide](#).

Campus student organization meetings and other student events are coordinated by the Office of Student Activities and are published on the Student Activities Web page at <http://www.mclennan.edu/students/stuact>. All student activities must be cleared through this office. Organizations approved by the college have the privilege of using college facilities and the college name in publicizing their activities. The following are examples of the types of organizations available for student involvement:

**Honorary Societies:** Excellence in general academic achievement and the attainment of notable proficiency in certain subject areas are emphasized. Phi Theta Kappa is the national junior college scholastic fraternity. Other honor societies include: Epsilon Delta Pi, national honor society for computer science in community and junior colleges; Psi Beta, the national honor society in psychology in community and junior colleges; Mu Alpha Theta, math honor society; and Kappa Delta, English honor society.

**Subject-Area Groups:** These groups emphasize various subject or professional areas of interest. These include Psi Beta (psychology), Nursing Student Association, Physical Therapy Association and Rho Kappa Pi (Respiratory Therapy Association).



**Special-Interest Groups:** These groups include students who are interested in theatre, art and multicultural activities.

**Religious Groups:** Members of the different religious faiths are permitted to meet as organized groups. Example: Baptist Student Ministry.

### **Student Government**

The Student Government Association is the representative assembly elected by the students of McLennan Community College. The assembly acts as the liaison between students and faculty and staff, articulates student positions on issues that might affect MCC students, and plans and recommends social, cultural and educational activities. SGA makes recommendations regarding student interests and policies through the Coordinator of Student Activities and the Vice President, Student Services. In addition, Student Government members serve on committees, assist with campus events, attend leadership conferences and volunteer in their community. Elections are held each spring semester at the Highland Games.

### **Traditions**

The rich and colorful Scottish heritage of Central Texas is the basis for some of the college's traditions. The Highlander is the official mascot, and the colors of the McLennan tartan are the official colors of the college. Orange, blue and white are often used to symbolize the tartan. An annual event on campus is the Highland Games, which includes competitions between teams and events sponsored by Student Activities and various student organizations.

### **Intercollegiate Athletics**

The athletic teams of McLennan Community College are among the most outstanding in junior college competition, with teams consistently ranked in the top 20 national polls in each intercollegiate sport. Programs include baseball, men's and women's basketball, dance, men's and women's golf, and softball.

MCC is a member of the Northern Texas Junior College Athletic Conference as well as a member of the National Junior College Athletic Association. The MCC athletic teams provide a positive image for the college throughout the community and championship-caliber teams for interested community members.

### **Visual and Performing Arts**

The college offers a variety of cultural options for student involvement and the community's enjoyment. Offerings include concerts, student and faculty recitals, stage productions, and art exhibitions. For information, contact the Ball Performing Arts Center Box Office at 254-299-8200 or visit the Visual and Performing Arts website at [www.mclennan.edu/divisions/FineArtsDiv/](http://www.mclennan.edu/divisions/FineArtsDiv/).

Music performances include the MCC Chorale, Concert Band, Stage Band, Opera Workshop, rock bands, country bands, and the brass, percussion, voice, jazz, guitar and woodwind ensembles. These ensembles perform for the student body and various community groups. MCC also sponsors the Waco Community Band, whose concerts are enjoyed by the community throughout the year.

Theatre performances include four major productions each year, including a major musical production.

The Visual Arts Department provides several exhibitions each year as well as annual juried competitions for MCC students and area high school students.

## **Library**

The MCC Library, located in the Learning Technology Center, provides a wide range of materials for research and study. The LTC combines traditional library collections with electronic databases and other digital research tools. The collection has more than 84,000 volumes, approximately 350 periodical and newspaper subscriptions, 60,000 full-text electronic books, 1,200 full-text electronic reference works, and access to 20,000 full-text electronic journals and magazines. The collection is designed to support the courses offered by the college and to provide general reference materials and information. The online library catalog provides access to the library's collection of books, reference books and periodicals. Book stacks are open to all.

The Library also offers more than 125 computers for Internet access and subscribes to numerous periodical indices and full-text databases on the Internet to facilitate students' research needs. Students have access to word processing software and laser printers on library computers, as well as copiers, scanners, and color copiers and printers. Five quiet study rooms provide space for students to study or meet in small groups. Library staff members are available to assist students with research needs and use of the computers.

Detailed information on use of the library is contained in the [Highlander Guide](#) and on the library's Web page at [www.mclennan.edu/library](http://www.mclennan.edu/library).

## **Food Services**

A full-line cafeteria, the Highlander Café, is located in the Learning Technology Center. The MCC Tartan Café, located in the Community Services Center, offers selected entrees daily. The Simply to Go Café, located in the Dennis F. Michaelis Academic Center, offers a variety of ready-to-go items. Vending machines also are available in most campus buildings.

## **Shuttle Service**

Along with providing campus parking, McLennan Community College also offers shuttle service. Students may park at the Community Services Center (CSC) parking lot nearest College Drive and ride the shuttle to designated stops on campus. The shuttle runs approximately every 10 to 15 minutes, Monday through Friday. For the return trip to the CSC lot, the shuttle stops in front of the Health and Physical Education Building, Enrollment Services Center and between the Health Careers and Liberal Arts buildings. For more information about the MCC shuttle service, contact Campus Police at 254-299-8864.

## **Child Development Center**

The college operates a Child Development Center on campus as a laboratory site for Child Development majors and other students. Enrollment of children is open to students, faculty/staff and community families.

The Center provides a full-day Child Development program in the Community Services Center. For information about enrollment, hours of operation and fees, call the Center at 254-299-8720.

## **Emergency First Aid**

An individual requiring first aid on campus should contact Campus Police at 254-299-8911.

Emergency call boxes are located at strategic places around campus. Red emergency phones in each building are available for students, staff and visitors to reach MCC campus police.

## **Parking and Traffic Regulations**

All vehicles must be registered at the time a student officially registers for classes. All vehicles parked on campus property must have a valid MCC parking sticker. Campus traffic and parking regulations are further outlined in the [Highlander Guide](#).

## **Student Health Insurance**

The college has made arrangements with an insurance company so students can obtain low-cost health insurance. Additional information and application forms are available in the Human Resources Office located on the first floor of the Administration/Classroom Building.

## **Campus Smoking Policy**

The use of tobacco products is prohibited in all MCC buildings and within 30 feet of all building entrances.

The use of tobacco products is only permitted at designated smoking areas on the MCC grounds. Designated smoking areas are no closer than 30 feet to building entrances and will be identified and clearly marked as smoking areas. Receptacles for extinguishing smoking materials will be placed in appropriate locations on campus.

The smoking policy applies to all employees, students, independent contractors and visitors.

## **General Conduct Policy**

The following policies will govern the conduct of all persons: (1) on the McLennan Community College campus or other property or facilities owned or used by the college for any purpose, wherever situated, or (2) while engaging in college-sponsored activities, wherever occurring. These policies shall apply to college students, employees of the college, and visitors, including invitees.

All persons shall conduct themselves on college premises, or while engaging in college-sponsored activities, in a manner consistent with:

1. All local, state, and federal laws and all rules, regulations, and policies of the Board of Trustees and administrative officials of the college.
2. The lawful exercise of the rights and freedoms of others.

The President of the college, or his/her representative, shall be responsible for initiating and assuring prompt enforcement of these regulations, including the application of remedies and the institution of appropriate disciplinary or legal proceedings. A complete copy of the policy is printed in the [Highlander Guide](#).

# Continuing Education & Community Partnerships

At McLennan Community College, “community” is more than just our middle name. It also guides the school’s approach to developing new programs and services. For nearly four decades, MCC has aimed to serve its community by learning about the needs of students and local groups in order to develop and adapt programs to benefit our area.

The resulting community partnerships and program initiatives include continuing education opportunities, extended campus concepts, business partnerships, and agreements with area school districts and other colleges ... all ways MCC plays a pivotal role in helping individuals and the community reach their full potential.

## Continuing Education

The dynamic courses offered through MCC’s Continuing Education department offer opportunities to help people enrich their leisure time and develop creative and workplace skills. Through these classes, students of all ages have multiple opportunities for lifelong learning. **Continuing Education classes are open to the public and don’t require admission to the college.**

Opportunities include:

- Community education and personal enrichment classes, including cooking, fitness, art, music, languages and sports.
- Career training for general workforce skills, health and human services careers, law enforcement training, and emergency medical services preparation.
- Kids College, a program of educational enrichment and fun classes, with opportunities offered on the MCC campus and at Highlander Ranch.

## Registration

Registration opens when course schedule information is released and, in most cases, continues through the first class day. Many courses are limited in size, and registration is on a first-come, first-served basis. Occasionally, classes may be canceled because the minimum enrollment has not been met.

Students may register for Continuing Education courses online at [www.MCCandYou.com](http://www.MCCandYou.com), by calling 254-299-8888 or in person at the Continuing Education Office, located in the Community Services Center at 4601 N. 19th St. Registration is not complete until fees are paid by cash, check or credit card.

Current course offerings and fees may be obtained by writing MCC Continuing Education (1400 College Drive, Waco, Texas 76708), by calling 254-299-8888 or by visiting the MCC Continuing Education website at [www.MCCandYou.com](http://www.MCCandYou.com).

### **Continuing Education Refund Policy**

Various types of classes have different refund schedules. A complete refund policy is available for Continuing Education courses through the Financial Services Office located in the Administration Classroom Building.

Students who are dropped from a course for academic, disciplinary and/or attendance reasons will not be eligible for a refund and may not audit the remainder of the course.

### **Community Programs**

Community Programs offers a wide variety of fun and leisure learning opportunities for students of all ages. Classes for adults include:

- Arts, crafts and hobbies
- Music and dancing
- Health, sports and fitness
- Computers for home users
- Senior classes for those over age 55
- Cooking, food and diet
- Outdoors
- Special interests
- Trips and special events

For more information about Community Programs classes, call 254-299-8888 or go to [www.MCCandYOU.com](http://www.MCCandYOU.com).

### **Corporate Training**

The Corporate Training team partners with business and industry to develop custom training opportunities to best suit employers' needs. Services include:

- Employee skill and job competency assessments and job competency and skill profiling.
- Industrial partnerships to develop new workforce opportunities.
- Identifying grants and other funding opportunities to help new and expanding businesses grow.
- Providing employee training in MCC classrooms, business sites and online through distance education.

The Corporate Training department also offers hundreds of open registration classes each year in a wide range of workplace subjects. Supervisory and customer service skills, computers, specialized language courses, business math, truck driving, auctioneering, and other workplace skills are just a few of the topics available to business owners and employees. For more information, call 254-299-8888 or go to [www.MCCCorporateTraining.com](http://www.MCCCorporateTraining.com).

## **Health & Human Services**

The Health & Human Services classes are an integral part of the college's service to area health and human services professionals and agencies. Among the classes conducted on the MCC campus, or at off-campus locations, are courses to enter health and human services professions and activities to meet relicensure and recertification requirements in a number of health and human services specialties.

Preparatory vocational courses to enter health and human services professions include: Certified Nurse Aide, Certified Medication Aide, Activity Director, Pharmacy Technician, EKG Technician, Medical Billing and Coding Specialist, and Massage Therapist.

Current continuing education activities are offered for relicensure and/or recertification to: registered nurses, licensed vocational nurses, certified respiratory care technicians, physical therapist assistants, nursing home administrators, psychologists, activity directors, social workers, teachers, licensed professional counselors and many others. For more information, please call 254-299-8888 or visit [www.MCCandYOU.com](http://www.MCCandYOU.com).

## **Law Enforcement Academy**

The Law Enforcement Academy offers two courses for individuals wishing to become certified as a peace officer or corrections officer (jailer) by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). The Basic Peace Officer Certification course is an 18-week course with hands-on and classroom training. The Basic Correction Certification course is a three-week class. For more information, call 254-299-8888.

## **Paramedicine and EMT**

MCC offers courses leading to designation as a certified provider of emergency medical services (EMS), as well as remediation and recertification courses to meet licensure and certification for EMS professionals. For more information, call 254-299-8707.

## **Kids College**

MCC serves the community with Kids College courses and camps designed much like the school's adult college course: Students choose different camps and courses to attend throughout the year. Kids College provides safe, fun, enriching and educational experiences for students ages 6 to 17. For more information, visit [www.MCCKidsCollege.com](http://www.MCCKidsCollege.com).

## **Other MCC Community Services**

MCC offers a variety of other educational and enrichment opportunities to the community:

- Small Business Development Center (SBDC)
- Retired Senior and Volunteer Program (RSVP)
- High School Outreach
- Adult Basic Education
- Bosque River Stage

- Conference Center
- Highlander Ranch
- Other Opportunities

## **Small Business Development Center (SBDC)**

As part of its economic development efforts, MCC sponsors the Small Business Development Center (SBDC) to help small businesses in Central Texas survive, grow and prosper. Funded in part by a grant from the U.S. Small Business Administration, the SBDC provides free, confidential counseling; low-cost training; and technical assistance to current and prospective small business owners in a seven-county area. SBDC also helps owners do business and acquire contracts with government agencies. SBDC is located in MCC's Community Services Center (4601 N. 19th St.) in Waco. For more information, call 254-299-8141.

## **Retired Senior and Volunteer Program (RSVP)**

RSVP coordinates volunteers over the age of 55 and the non-profit organizations in which they serve throughout a six-county area. While MCC is the primary sponsor of the program, it is funded through local, state and federal grants from such sources as the Cooper and Waco Foundations, the Texas Health and Human Services Commission, and the Corporation for National and Community Service. For more information, contact the RSVP office at 254-299-8577.

## **High School Outreach**

### **Extended Campus Education**

Each year approximately 1,000 area high school students earn college credit while still enrolled in high school. Some are part of MCC's dual credit agreements with local school districts, in which students take the same course for both high school and college credit. Others attend MCC on campus or through distance learning as regular MCC students in the college's early admission program.

Distance education technology has further expanded these opportunities for students. Through two-way interactive video, several smaller schools have been able to join forces with each other and MCC to allow their students to take such courses as college algebra and other advanced classes. As a result, local young people are able to graduate from high school with nearly a semester of college credit. For more information, call 254-299-8383.

### **Upward Bound**

This college preparatory program helps high school students improve study skills and gain essential skills to be successful in higher education. The program serves ethnic minorities, students from low-income households or those who will be the first in their family to receive a bachelor's degree. Specifically, the program serves inner-city students from five target schools: A.J. Moore, Waco High, University High, Connally High and LaVega High. For more information, contact the Upward Bound Office at 254-299-8756.

### **Adult Basic Education**

MCC is one of the most active voices in combating illiteracy in Central Texas. In 2000, MCC's Adult Basic Education Program was named one of the top 10 in the nation by the U.S. Department of

Education. The Adult Education Division offers literacy, general educational development (GED), English as a Second Language (ESL), family literacy and citizenship classes at approximately 40 sites throughout McLennan, Bosque, Falls and Hill counties.

The Family Learning Center uses an intergenerational approach to literacy. In this on-site program, parenting skills are incorporated into basic skills study. This center provides lessons using acclaimed software, as well as one-on-one traditional teaching methods.

The Adult Basic Education Program is located in the MCC Community Services Center at 4601 N. 19th St. in Waco. For more information, call 254-299-8777.

### **Bosque River Stage**

The Bosque River Stage is an outdoor venue that hosts star-studded entertainment acts in the spring, fall and summer months. The amphitheater provides 530 theatre-style seats with additional seating on adjacent grassy areas along the banks of the Bosque River. MCC students studying the arts have a real-life lab for exploring performance and venue and concert management. Professional-quality lighting and sound equipment, restrooms, concessions, and full access for the disabled make this a first-class entertainment setting. The Bosque River Stage is available for rental for all types of occasions, including weddings, festivals, concerts and receptions. For more information, call 254-299-8283 or visit the website at [www.mclennan.edu/brs](http://www.mclennan.edu/brs).

### **Conference Center**

MCC offers this state-of-the-art facility for banquets, conferences, lectures, receptions, seminars, teleconferences and workshops. It's conveniently located in the Community Services Center right off of North 19th Street. Several floor plans are available to accommodate groups of a dozen to 500. Each room has individual climate control, sound and lighting panels as well as audio-visual equipment for impressive presentations. Catering options are also available. For more information, call 254-299-8586.

### **Highlander Ranch**

The 200-acre MCC Highlander Ranch is located about five miles from campus. The Veterinary Technology and Agriculture credit programs are located on the Ranch. Additional non-credit programs and services include: horseback lessons, equine boarding and numerous Continuing Education courses. Ranch facilities include a large covered arena, meeting rooms, pastures and a large tree-covered picnic area that are available for rent. For more information, call 254-299-8511 or visit the website at [www.HighlanderRanch.com](http://www.HighlanderRanch.com). For a map with directions to the Ranch, see [Campus Maps](#) section at the end of the Catalog.

### **Alternative Teacher Certification Program**

This program trains individuals with bachelor's degrees who desire to enter the teaching profession. Upon successful completion of MCC's program and state mandated certification exams, individuals will be certified to teach in Texas schools. McLennan Community College's Alternative Teacher Certification program is accredited by the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA).

### **Admission Requirements**



Applicants seeking Texas alternative teacher certification at MCC should meet the following criteria:

1. Hold a bachelor's degree from an accredited institution of higher learning;
2. Have a 2.5 GPA on last 60 hours toward bachelor's degree or accumulative GPA;
3. Passing scores on the **THEA**: Reading-230, Mathematics-230 and Writing-220; **Accuplacer**: Reading Comprehension-78, Elementary Algebra-63, Sentence Skills-80 and Written Essay-6; **ASSET**: Reading Skills-41, Elementary Algebra-38, Writing Skills (objective)-40 and Written Essay-6; **COMPASS**: Reading Skills-81, Algebra-39, Writing Skills (objective)-59 and Written Essay-6; or **be exempt from the THEA** under provisions of the Texas Success Initiative in 2002 or **pass the required State Content Exam**.

Individuals can obtain a teaching certificate in one of the following teaching contents:

Art EC-12  
Bilingual Education Supplemental EC-12  
Business Education (Secondary)  
English as a Second Language Supplemental EC-12  
English Language Arts and Reading (Secondary)  
Generalist EC-6  
Generalist 4-8  
Health Education EC-12  
Health Science Technology Education (Secondary)  
History (Secondary)  
Life Science (Secondary)  
Math (Secondary)  
Music EC-12  
Physical Education EC-12  
Science 4-8  
Science (Secondary)  
Social Studies 4-8  
Social Studies (Secondary)  
Spanish (Secondary)  
Special Education EC-12  
Speech (Secondary)  
Technology Application (Secondary)  
Technology Education (Secondary)  
Theatre Arts EC-12  
Trade & Industry Education

## Other Opportunities

Other community services offered by MCC include the MCC Speakers Bureau, which provides guest speakers or musical groups free of charge to local organizations and clubs, as well as free counseling, support groups and career assessment for homemakers re-entering the workforce, single parents and single pregnant women. For more information, call 254-299-8000.

## University Center

The University Center is a partnership between MCC and universities that agree to offer bachelor's, master's or doctoral degree programs on the MCC campus. The universities are responsible for their degree programs and provide faculty members to instruct each course. The courses are taught by full-time professors or visiting faculty and are offered in a face-to-face, two-way interactive or online format. The courses are offered in a predictable sequence so that a student can earn a degree within a designated time period if they follow the proper course sequence and successfully complete each course. Classes are offered during the day, in the evenings and on weekends to accommodate students' busy schedules.

Each degree program can be completed by taking classes on the MCC campus or online so that students do not have to commute out of McLennan County. However, students in some University Center programs may choose to take a course at the home university campus in order to finish their degree ahead of schedule.

The University Center at MCC is concerned with the junior- and senior-level courses needed to complete a bachelor's degree in a chosen field. Graduate programs are also offered in a variety of fields. Advisors are available for each degree that is offered. Each bachelor's degree plan is designed to incorporate the core curriculum from McLennan Community College to provide a seamless transition to the four-year degree of choice. For the most current list of degrees available and contact information, visit the University Center website at [uc.mclennan.edu](http://uc.mclennan.edu).

## Degrees available through the University Center at MCC

### University of Texas Arlington (UTA)

#### *Bachelor of Science in Nursing*

The RN to BSN program has been developed for registered nurses who wish to earn a baccalaureate degree in nursing. The program consists of all UTA junior- and senior-level course work brought to Waco. Since this is an "RN" to BSN program, it is accelerated. Work experience may count for clinical experiences; therefore, a student may do the entire junior year in the fall semester and the entire senior year in the spring semester, which allows for completion of the program in one year.

### Tarleton State University (TSU)

#### *Bachelor of Applied Arts and Sciences in Business Occupations*

This business degree is attractive to students who complete the MCC Business Management associate degree and/or who have been in the workforce (or applicable military experience) for at least five years. The student can qualify for up to 36 hours of college credit toward this bachelor's degree for approved occupation specialization experience.

#### *Bachelor of Business Administration in Computer Information Systems*

Tarleton is offering the Bachelor of Business Administration in Computer Information Systems. This 120-hour degree program emphasizes support courses by including a variety of business disciplines, including computer information systems, general business, finance, management, and marketing areas. Graduates of this degree program have been awarded jobs in many areas such as database administrators, network analysts, programmers, technology directors, and IT specialists.

### *Bachelor of Business Administration in Management*

This 120-hour degree program provides a broad-based education in business management knowledge, combined with a strong foundation of liberal arts and sciences. The Tarleton BBA in management is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### *Bachelor of Business Administration in Accounting*

For students preparing to become certified public accountants, the Public Accountancy Act of 1991 requires that applicants must have completed at least a baccalaureate degree and not fewer than 150 semester credit hours of recognized courses. Courses included in the Bachelor of Business Administration in Accounting are accepted toward this requirement. This is a 120-hour degree consisting of core curriculum requirements, 24 hours of additional business related courses, and 54 hours of TSU upper-level required accounting and College of Business Administration courses. Courses for this degree option are available in the traditional classroom setting, online or through two-way interactive methods.

### *Bachelor of Science in Agricultural Services and Development*

#### *(Agricultural Extension/Industry Option or Agricultural Science with Teacher Certification Option)*

Students are able to complete their core curriculum and additional agriculture courses at MCC in order to transfer directly to Tarleton State University. Those wishing to obtain teacher certification as an agriculture science teacher or who desire to interact in the community in the agricultural industry and extension areas will find these degree options very desirable. Internships are also included to further the student's course of study.

### *Bachelor of Science in Applied Science in Business Administration*

This business degree has a triple emphasis: a broad-based education through the MCC Core Curriculum; up to 36 semester hours of credit for technical training (work experience not eligible) from most any technical discipline that can be transferred into the program; and a focused development in business knowledge in upper-level courses will be gained. This degree will be valuable if you want to work in a business area related to your academic discipline and technical expertise.

### *Bachelor of Science in Criminal Justice (Corrections Option or Law Enforcement Option)*

Complete two years at MCC in the Criminal Justice program, then transfer directly into one of the Tarleton bachelor's degree options. Just a few of the career options for well-trained people in this field are police and sheriff's departments, prisons and correctional facilities, public safety, alcoholic beverage control, parks and wildlife, crime bureaus, juvenile agencies, and investigative departments. On the federal level, criminal justice graduates may work in border patrol, customs, drug enforcement, or immigration and naturalization. There are also countless private opportunities. In many law enforcement positions, the higher the academic degree you hold, the faster you could move up in command positions.

### *Bachelor of Science in Interdisciplinary Studies with 4-8 Middle School Math/ESL Certification*

Students completing this degree plan and making successful scores on the ExCET/TEXES exams will result in Teacher Certification in Texas for 4-8 Middle School Math/ESL. After completing the required

freshman/sophomore hours at MCC, the program allows students to take the remaining 48 TSU junior/senior hours, which include the teaching internship and student teaching, in Waco.

*Bachelor of Science in Interdisciplinary Studies with 4-8 Middle School Language Arts/Social Studies/ESL Certification*

This degree provides students with the opportunity to earn a middle school teaching degree in two valuable areas while also obtaining ESL certification. A total of 77-82 hours may be completed with MCC, and the remaining 48 junior- and senior-level hours are completed with Tarleton State University. Internship and student teaching are both completed in Waco. Students are also required to take the ExCET/TEXES Exams and make appropriate scores before beginning their teaching careers.

*Bachelor of Science in Interdisciplinary Studies, EC-6 Generalist with ESL*

This degree prepares students to become highly qualified teachers for the state of Texas and the nation. A total of 77-82 hours may be completed with MCC, and the remaining junior- and senior-level hours will be completed with Tarleton State University. Successful completion of the ExCET/TEXES exams is required in order to receive teacher certification.

*Bachelor of Science in Liberal Studies*

This degree is designed for students who have completed numerous advanced credit hours but have not met the requirements for a major and degree in an academic area. To complete the Liberal Studies degree through the University Center, the student will be expected to designate an emphasis of 18 hours, a support field of nine hours and an additional 33 elective hours, all at an advanced level. Choices include criminal justice, psychology, business and sociology. Prospective students must meet with the TSU academic advisor to discuss their previous course work and determine how the courses will meet TSU's requirements for this degree.

*Bachelor of Science in Psychology*

The Bachelor of Science in Psychology is intended for students who wish to prepare for work or advanced study in psychology. After completing the required credit hours at MCC, TSU will require an additional 43 hours of upper-level course work. All of the courses will be available either in classrooms at MCC or online.

*Master of Business Administration*

The Tarleton MBA program is a face-to-face program taught on the MCC campus and will enhance the student's general business training to prepare them for executive-level positions. Each student's degree program is designed to provide opportunities for developing leadership and interpersonal and decision-making skills.

*Master of Criminal Justice*

The 36-hour Master of Criminal Justice (MCJ) offered in Waco is a professional track curriculum designed in consultation with criminal justice professionals. A combination of face-to-face and on-line courses provides an opportunity for students to complete the program and balance full-time employment. The program presents graduates with academic studies coupled with the management and leadership skills necessary to advance in the competitive field of criminal justice.

### *Master of Education in Counseling*

The Master of Education in Counseling is a 48-hour school counselor option that enables graduates to be eligible for the Professional Counselor License (LPC). Students must have accrued at least two years of teaching experience in the public school setting, grades K-12, in order for the school counseling certification to be granted.

### *Master of Education in Curriculum & Instruction*

The Department of Curriculum and Instruction offers the Master of Education in Curriculum & Instruction designed to help educators expand their knowledge and skills and to complete certification renewal requirements in their respective fields. The program requires a minimum of 36 hours of coursework designed to provide educators with advanced professional development in pedagogy, subject matter and/or instructional leadership.

### *Master of Educational Administration with Principal Certification and Post-Master's Principal Certification and Superintendent Certification*

These degree and certification programs are designed to prepare administrators for a variety of roles and responsibilities at the master's degree level. The Principal's Certificate qualifies one to hold campus-level administrative positions in the school, including the principalship. After successfully completing the M.Ed. degree in Educational Administration, a student is then eligible to make application for the TSU doctoral program (Ed.D.) in educational leadership. Many students, after successfully completing a Principal Certification Program will opt to continue on to the Superintendency Certification Program. This is an additional 15 hours, 12 of which will satisfy the doctoral program requirement.

### *Master of Science in Counseling Psychology*

The Master of Science degree in Counseling Psychology allows students to obtain the Licensed Professional Counselor designation. Students pursuing this 48-hour degree will be provided options in counseling psychology and marriage and family. Curriculum includes career counseling and guidance, psychopathology, group therapy, and human development.

### *Master of Science in Human Resource Management*

This is a 36-hour degree in Human Resource Management that will provide the student with a background in the major functional areas of human resource management. The program will increase students' knowledge, skills, as well as abilities in the field and the capacity to advance in the profession.

### *Master of Science in Information Systems*

The Master of Science in Information Systems degree is designed to develop a student's skills as an information systems professional. Those pursuing this degree will complete a comprehensive 36-hour program that includes course work relating to telecommunications, systems analysis, database management and research methods in information systems. Upon completion of the course work, a comprehensive exam must be satisfactorily completed. This degree is totally online.

### *Master of Science in Management and Leadership*

This degree is a 36-hour program designed for students aspiring to, or continuing in, general management and leadership roles in for-profit and not-for-profit businesses. The major focuses are leadership and change. This degree is especially attractive to managers already working in the field or those seeking management positions, wanting to facilitate a change of careers or to advance in a current position.

### **Texas Tech University**

#### *Bachelor of General Studies*

The Bachelor of General Studies (B.G.S.) is a unique program for students who wish to study multiple fields in equivalent depth. Instead of a major and minor, the student selects three concentration areas in consultation with the B.G.S. advisor. Together, the three concentration areas formulate a coherent specialization that is unavailable elsewhere in the university as an organized program of study. Each concentration consists of a minimum of 18 hours in the chosen area for a total of 54 hours across the three areas. Through these self-selected concentration areas, forming an integrated specialization, the B.G.S. degree can prepare a student to pursue graduate or professional study, an intellectual interest or a career goal.

### **Texas Tech University Health Sciences Center**

#### *Master of Science in Nursing (RN to MSN)*

The RN to MSN Leadership in Nursing Education program is offered through the Texas Tech Health Sciences Center Anita Perry School of Nursing. This program is designed for students who hold their RN license and wish to pursue an MSN. Students obtaining this degree will not receive a BSN degree but will progress toward graduating with an MSN degree. Courses for this degree are available online and include 57 semester credit hours.

### **The University of Texas Medical Branch/Galveston**

#### *Bachelor of Science in Clinical Laboratory Science*

This program allows for MCC graduates with an Associate of Applied Science in Medical Laboratory Technology to transfer their credits directly into the UTMB Bachelor of Science in Clinical Laboratory Science program.

### **The University of Texas at Brownsville**

#### *Bachelor of Applied Technology (BAT) in Computer Information System Technology (CIST)*

The BAT CIST track prepares individuals for employment in industry, business, banking, and other services or fields where computer-related knowledge, competencies and skills are essential. The student will complete the core curriculum plus up to an additional 35 credit hours in a related technical field at MCC. The UTB BAT CIST will then require an additional 33-37 upper-level credit hours from UTB, which are totally online.

#### *Bachelor of Applied Technology (BAT) in Health Services Technology (HST)*

The BAT HST track is designed for individuals who would like a bachelor's degree and continued training in the allied health technical areas. It prepares the student for careers in mid-management in health service and health corporate settings with responsibilities in management and extensive supervision and for instructional responsibilities in health services training and other related fields.

The student will complete the core curriculum and up to 36 credit hours in a related technical field at MCC. The UTB BAT HST will then require an additional 33-36 upper-level credit hours from UTB, which are totally online.

### **Midwestern State University (MSU)**

#### *Bachelor of Science RRT to BSRC*

Students who have completed their respiratory care technology training with MCC now have the option to complete a Bachelor of Science in Respiratory Care through the University Center. Once a student has completed the RRT examination administered by the National Board for Respiratory Care, they may submit credentialing verifications to Midwestern State University, complete their core curriculum at MCC and then finish 32 upper-level hours with MSU in order to complete their BSRC. All courses for this degree are taught either on the MCC campus or online.

### **Additional Options Offered through the University Center in cooperation with Texas State Technical College (TSTC) and Tarleton State University (TSU)**

#### *Bachelor of Applied Arts and Sciences – Agriculture Specialization, Horticulture (AH BAAS AOC)*

This degree is a unique arrangement that it is very appealing to students who have completed specialized training within the TSTC Horticultural program. Core classes can be taken at MCC to complete basic requirements, and the occupational specialization is to be completed at TSTC. The student will then transfer to Tarleton State University to complete major requirements, which include but are not limited to horticultural design, plant propagation and greenhouse crop production. Upper-level courses will be completed at Tarleton State University.

#### *Bachelor of Applied Arts and Sciences – Agriculture Specialization, Horticulture – Golf Course Management (AH BAAS AOC)*

Another variety to the BAAS Agriculture Specialization, Horticulture degree is one that focuses specifically on Golf Course Management. It, too, allows the student to complete core requirements with MCC and to obtain the occupational specialization requirements through the TSTC Horticultural program. The focus on this particular degree adds turf grass management and landscape design courses, as well as training for weed control and more. Upper-level courses will be completed at Tarleton State University.

#### *Bachelor of Applied Arts and Sciences – Industrial Occupations Specialization – Engineering Technology*

This degree, which has a focus on engineering technology, will be appealing to students who have completed an A.A.S. degree program from computer graphics, engineering technologies, or transportation and services clusters. It allows the student the opportunity to take advantage of up to 48 hours of occupational specialization for such previous training. The core classes may be completed at MCC, along with the major requirement courses being taught online.

#### *Doctor of Education in Educational Leadership*

This Ed.D. program from Tarleton State University is designed to prepare highly qualified scholar-practitioners for public school leadership. The Ed.D. in Educational Leadership offers a rich theoretical knowledge base as the foundation for the development of visionary leaders for the Pk-12 environment. The degree combines an individualized program of study with specialized course work

and research. This degree is not delivered entirely in Waco. Classes rotate between Stephenville, Waco and Fort Worth.



# Academic Policies

Like all other colleges, McLennan Community College follows policies and procedures that guide grades, class attendance, scholastic probation, degree plans, credit by examination and other subjects. These instructional guidelines, which are established by the college and sometimes by governmental regulation, are discussed in this chapter.

This chapter also lists organizations and agencies that provide accreditation, recognition and approval for the MCC's programs.

## Degree Requirements

McLennan Community College offers four degrees.

### **Associate in Arts (A.A.) degree and Associate in Science (A.S.) degree**

These degrees are awarded to students who complete 60 to 66 hours of credit in college-level courses. The courses are often called “transfer” programs because they provide the two-year foundation for transferring to a four-year college and earning a bachelor's degree (see [Requirements for the A.A. Degree](#)). For some areas, students can complete an approved field of study curriculum as part of their degree. Such a [field of study](#) curriculum will transfer as a designated block of courses to public universities in Texas.

### **Associate of Arts in Teaching (A.A.T.) degree**

This degree is awarded to students who complete the 65-hour curriculum, which has been designed for transfer into any baccalaureate program in education (see [Requirements for the A.A.T. Degree](#)). Such students should be seeking initial Texas teacher certification either in EC-4 (except Early Childhood Specialization), 4-8, EC-12 or in Early Childhood Specialization only.

### **Associate in Applied Science (A.A.S.) degree**

This degree is awarded to students who complete a minimum of 60 hours of college work in one of MCC's workforce programs, including 15 hours of general education credit (see [Requirements for the A.A.S. Degree](#)). The degree is awarded to students who seek immediate employment in the workforce or who may transfer to a senior college.

### **Graduation Requirements for the Associate Degree**

Each student's course of study leading to an associate degree is determined by the degree requirements in effect at the time the student first enrolls in college-level courses at MCC. From the date of that initial enrollment, the student has five years to complete an associate degree (A.A., A.A.S., A.A.T. or A.S.). After five years, the student will be subject to any new degree requirements that may be in effect when the student next enrolls. Exceptions to these requirements must be approved by the appropriate Dean.

## **Certificate of Completion**

A certificate is awarded to students who complete specified requirements as outlined in programs awarding certificate recognition. There are two levels of certificates: *Level One* requires completion of 15 to 42 semester hours; *Level Two* requires completion of 43 to 59 semester hours.

## **Transfer Information**

All lower-division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

- a. Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual by the Texas Higher Education Coordinating Board.
- b. Each university must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual, including those that fulfill the lower-division portion of the institution's Core Curriculum.
- c. All public colleges and universities must accept transfer of credit for successfully completed courses identified in (a) and (b) as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- d. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower-division credit hours in a major that are allowed for its non-transfer students in that major; however:
  1. No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board-approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.
  2. In any major for which there is no Coordinating Board-approved Transfer Curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
  3. A university may deny the transfer of credit in courses with a grade of D as applicable to the student's field of study courses, core curriculum courses or major.
- e. All senior institutions of higher education in Texas shall provide support services for transfer students equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students equivalent to that provided for entering freshman enrollees.
- f. No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

### **Penalty for Noncompliance with Transfer Rules**

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of section 5.372, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

### **Resolution of Transfer Disputes for Lower-Division Courses**

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
  2. A student who receives notice as specified in subsection (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and guidelines.
  4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d) and (e) of this section.
- d. The Texas Higher Education Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Texas Higher Education Coordinating Board may discontinue funding for the course.

## **Guarantee for Job Competency**

1. The graduate must have earned the Associate in Applied Science degree or Certificate of Completion beginning August 1, 1992, in a workforce program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate in Applied Science degree or Certificate of Completion with the McLennan Community College system, with a minimum 75 percent of credits earned at MCC, and must have completed the degree or certificate within a four-year time span from initial enrollment.
3. Graduates must be employed full time in an area directly related to the area of program concentration as certified by the appropriate administrative officer.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by MCC as program-exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate and assigned representative(s) of the college will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against MCC and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate MCC administrative office within 90 days of the graduate's initial employment.

## **Credit-By-Articulation**

Credit-by-articulation allows students the opportunity to receive college credit at MCC for specific courses taken during the junior or senior year of high school. Students must complete the identified high school course(s) with a grade of B or better, meet all admission requirements to MCC, and enroll at the college within 24 months of high school graduation. Credit-by-articulation will only be granted

if a formal articulation agreement is in effect between the school district and MCC at the time the student completes the course. Participating school districts and course listings can be obtained from high school counselors or through the Dean of Workforce Education.

### **Tech-Prep**

MCC participates in the state Tech-Prep initiative, which permits high school students to get an early start on their career goals. Through course articulation, MCC and the high school agree on course competencies to be taught. The student may receive up to 12 semester hours of credit when he/she enroll and may complete an equal number of hours toward an approved Tech-Prep degree at MCC.

A Tech-Prep articulated career path is a six-year plan of courses, beginning with grade nine in the secondary school and continuing through the two-year associate degree program in the community college. Tech-Prep programs are designed to prepare a high-quality workforce that meets current and future regional labor market demands by ensuring that students exit high school and/or community college with marketable skills and the credentials to pursue higher education.

MCC is actively involved in developing and providing Tech-Prep associate degree programs in cooperation with the area independent school districts. The guidelines for Credit-by-articulation apply to all Tech-Prep programs.

Students should contact their high school counselor or the Dean of Workforce Education at MCC to determine if their school has an agreement with MCC. Students participating in a high school tech-prep program who plan to continue their tech-prep program at MCC must meet the entry requirements of the college and the specified program they are pursuing. See [Requirements for Tech-Prep Associate Degree](#) for more information.

### **Advising**

Advising is a process that assists students in the formulation of educational and career plans for the realization of their life goals. Advisors will assist students with defining and refining goals; gaining an understanding of their academic abilities, skills and interests; evaluating alternative courses of action; selecting an educational program; and selecting courses. The ultimate responsibility for making decisions about life goals, educational plans and course selection rests with the student.

### **Class Attendance Policy**

Regular and punctual attendance is expected of all students, and each instructor should maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. Unless an instructor has reason to believe the student will complete the course, the student will be withdrawn from the course with a grade of W.

The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) observance of a religious holy day (see policy below). Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in THEA mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology, Performing Arts and many of the Allied Health & Nursing programs may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

### **Student Absences on Religious Holy Days**

McLennan Community College shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days that may interfere with patient care.

### **Developmental Studies**

Developmental courses are designed to help students improve basic skills so they may realize their potential for success in college. Although designed to fulfill the student's own desire for preparation,

some of these courses may be required of students whose academic record or test scores indicate the need for skill development. These courses will not be counted toward graduation requirements at MCC and usually are not transferable to universities or other senior institutions. The following are developmental courses/programs:

English 0300, Basic Grammar and Composition I  
English 0301, Basic Grammar and Composition II  
English 0310, Developmental Composition I for Non-Native Speakers  
English 0311, Developmental Composition II for Non-Native Speakers  
Human Development 001R, Reading Remediation  
Human Development 001M, Math Remediation  
Human Development 001W, Writing Remediation  
Math 0100, Basic Concepts in Arithmetic  
Math 0101, Basic Applications of Arithmetic  
Math 0102, Pre-Algebra I  
Math 0103, Pre-Algebra II  
Math 0104, Pre-Algebra III  
Math 0105, Beginning Algebra I  
Math 0106, Beginning Algebra II  
Math 0107, Beginning Algebra III  
Math 0300, Basic Mathematics  
Math 0301, Prealgebra  
Math 0307, Elementary Algebra  
Math 0311, Intermediate Algebra  
Reading 0300, Fundamentals of Reading  
Reading 0301, Introduction to College Reading  
Reading 0302, Reading Comprehension and Analysis

## **Student Classification**

Students will be classified as freshmen until they have earned 30 semester hours of credit. They will be classified as sophomores if they have earned from 30 to 64 hours of credit.

Students are classified as full time if they are enrolled for 12 or more semester hours, or the contact-hour equivalent, and part time if they are enrolled for fewer than 12 semester hours, or the contact-hour equivalent.

## **Student Course Loads**

The normal student course load during a long session semester is 15 to 17 semester hours. First-semester freshmen are encouraged to limit themselves to the number of semester hours shown in the student's course of study (major) in the General Catalog.

The maximum course load for a summer term is seven semester hours. A student may register for no more than nine semester hours in a summer day and concurrent evening term combined. A student may not receive credit for more than 14 semester hours for a full summer term. Students requesting

special approval to exceed any of these limits should determine if the institution to which they expect to transfer will accept credits earned under such conditions. The maximum course load for a three-week minimester term is three semester hours.

To register for 18 or more semester hours in a fall or spring semester or to exceed the maximum loads for a summer term, a student must have special approval of the Dean of Arts and Sciences, Dean of Workforce Education, Dean of Education & Learning Services, Director of Records and Registration, Director of Student Development, Vice President of Student Services, or appropriate division chair. Among factors to be considered in the decision to grant or deny students such approval are:

1. Previous college course load(s) and grades earned.
2. High school academic record.
3. Standardized or special test scores.
4. Anticipated workload and/or co-curricular activities.
5. Nature of the courses or courses of study to be undertaken.
6. Special circumstances such as the number of semester hours remaining to complete degree or certificate requirements.

## **Auditors**

An auditor is an observer in a college credit course and is subject to the same tuition and fees as if taking the course for credit. Auditors do not receive college credit.

A course that has been audited must be repeated if credit is to be awarded. Auditors must be eligible for admission to the college; their names will appear on the class roll. Auditors are entitled to use laboratory equipment and supplies or participate in field work on a space-available basis. The instructor, however, is not obligated to take any papers or examinations from the auditor.

Auditors must receive approval to audit courses from the appropriate program director or division chair, who shall have the authority to grant permission to audit courses in their areas of responsibility. Lecture courses are the most appropriate for students to audit. Auditors may not be accepted in certain courses due to lack of space, course prerequisites, entrance requirements for a particular program or the amount of individualized instructional time required, such as in internship courses.

A student may change from credit to audit status, with the approval of the appropriate program director or division chair, provided the change is made before the 12th class day in a fall or spring semester, the fourth class day in a summer term or before the census day for minimester courses or courses beginning at irregular times during a semester or term.



## **Finals Preparation Week**

A period of approximately one week, known as Finals Preparation Week, will be designated near the end of each fall and spring semester by the Vice President of Instruction. Although the purpose of this period is to provide students maximum freedom to prepare for final examinations and otherwise complete course work requirements, it is also one of the weeks designated for instruction. Therefore, all classes will meet as regularly scheduled during the week preceding final examinations.

Beginning with the Wednesday of Finals Preparation Week, no major examinations will be given, with the exception of skills, laboratory or clinical finals. Term papers or any other projects due during the week before final examinations must be assigned in writing at the beginning of the semester. Written instructions for such papers and projects should be provided to the students in a timely manner.

The Vice President of Instruction shall be responsible for making judgments on questions related to this policy and for granting exceptions to the policy.

## **Course Credits**

The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour per week for 16 weeks or its equivalent. A lecture class meeting three hours per week, therefore, counts three semester hours.

Laboratory work may add a semester hour of credit to a course. In general, three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation. Field experience also may add semester hours to the course value. In general, four to six hours of field experience are equivalent to one hour of lecture.

## **Course Numbers**

McLennan Community College has adopted the Texas Common Course Numbering System to help students transfer general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses identified as common by institutions that are members of the Common Course Numbering System.

The Common Course number has a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area.

The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon completing the course. Usually this digit will be 1, 2, 3 or 4. The final two digits establish the sequence in which courses are often taken. For example, ENGL 1301 is taken before ENGL 1302. Both 1301 and 1302 are freshman-level courses with a semester credit hour value of three hours each. Courses that begin with a 0 are developmental (not college level) and do not count toward graduation.

If a course does not have a Common Course number, it does not suggest that the course will not transfer or meet degree requirements. For example, any number of Visual and Performing Arts credits

may satisfy degree requirements at most colleges, while only one course will have the Common Course number that refers to Survey of Art History, Music Appreciation or Theatre Appreciation.

Each college or university will continue to offer a wide variety of unique courses meant to primarily satisfy degree requirements in their respective programs. These courses may also be identified with Common Course numbers. In such cases, students may need to seek further assistance in planning their transfer program.

## **Credit By Examination**

Students who believe they already possess the knowledge and/or skills taught in certain courses or programs offered by McLennan Community College will be given the opportunity to receive credit by special examination in courses where proficiency may be determined appropriately by examination.

Credit by examination is available to students who plan to enter the college and to students who are currently enrolled. The college awards credit for successful completion of MCC departmental examinations and various examinations published by the College Board, including the College Board Advanced Placement Program (AP) and the College Level Examination Program Subject Exams (CLEP-S).

### **Application Procedures**

#### **1. College Level Examination Program (CLEP)**

Under the College Level Examination Program, the college will award credit for only the specified subject examinations. General examinations are not accepted. As with other testing programs, a student may attempt a CLEP examination at a national CLEP test center before enrolling and have the scores reported to the college. These examinations are also offered at MCC through the Testing Services Center. Further information concerning CLEP tests may be obtained from high school counselors and principals; College Level Examination Program (Box 1821, Princeton, N.J. 09540; e-mail [clep@info.college-board.org](mailto:clep@info.college-board.org) or call 800-257-9558); or the MCC Testing Services Center.

#### **2. College Board Advanced Placement Program Examination (AP)**

The Advanced Placement examination is the final examination for a nationally standardized course offered in a limited number of secondary schools. The objective of the AP is to allow students to begin work toward college credits while still in high school. Students should check with their high school counselors or principal as to the availability of the AP examinations in their school. The AP is offered each May at participating high schools.

#### **3. MCC Departmental Examinations**

Departmental examinations are available for many courses offered by the college. For specific examinations available and for application forms, contact the respective departments. An application form for each examination must be approved by the appropriate division chair or program director, who will designate an instructor to prepare, administer and grade the examination.

### **General Rules and Procedures**

A student may request permission to challenge a course for credit by examination provided the student has not completed the course or enrolled in a higher-level sequential course for credit, whether at McLennan Community College or elsewhere.

The student is responsible for having exam scores sent to the MCC Coordinator of Student Admissions unless tests are taken at McLennan Community College. Scores for CLEP and AP examinations should be received prior to enrollment for use in course advisement and placement.

Credit earned by examination will not become a part of the student's permanent record until an equivalent number of semester hours has been earned in non-developmental classes at MCC.

Generally, no more than 24 hours of credit by examination may be obtained either at McLennan Community College, by transfer from other institutions or a combination thereof.

To receive credit by examination at MCC, a student must score at or above the C-level. The course number, title and credit hours will be entered on the student's permanent record with notation of the type test taken and the score.

A grade of CR (credit) will be assigned for any course in which credit is earned by examination. This grade is not computed in the grade point average.

Credit by examination may be attempted only one time in a given course.

There will be no refund and no entry made on the student's permanent record in case of failure of an examination for credit.

Students should direct inquiries concerning courses available for credit by examination to the appropriate division chair or program director.

## **Credit Through Advanced Standing**

Advanced standing is a means whereby a student may be placed in an upper-level course and at the same time receive academic credit for a lower-level prerequisite course in the same subject.

Advanced standing may be accomplished for certain courses in English and mathematics on the basis of scores achieved on the American College Testing (ACT) Assessment or the Scholastic Aptitude Test (SAT).

Students must make application for advanced standing in the Testing Services Center. Failure to gain approval for advanced standing may result in no credit for the lower-level course if an upper-level course is taken without such approval. Advanced standing may be attempted only one time in a given course. Contact the Testing Services Center for additional information.

## **Licensed Vocational Nurses**

A Licensed Vocational Nurse (LVN) who wishes to obtain advanced standing in the Associate Degree Nursing Program has two options and must meet specific admission requirements. All Licensed Vocational Nurses must:

- Apply for advanced standing.
- Have a valid current Texas vocational nurse license.
- Submit official copies of all college transcripts.

Licensed Vocational Nurses who qualify for advanced placement by completing the leveling course RNSG 1327 (Transition from Vocational to Professional Nursing) must demonstrate:

- Completion of all admission requirements to MCC.
- Completion of all prerequisite courses as required for entry into Level III of the Associate Degree Nursing Program. (Courses taken at another college or university will be evaluated on an individual basis.)
- A cumulative grade point average of 2.75 or better in all courses applicable toward the Associate Degree Nurse Program.
- Passing scores on LPN GAP Test. Upon completion of RNSG 1327, the student is granted credit for RNSG 1293, 1462, 1463, 1523, 2504 and 1160 and may enroll in the first sophomore Associate Degree Nursing courses, RNSG 2462 and 2514. Enrollment is limited to the number of vacancies in the course. **Note: Licensed Vocational Nurses who have enrolled and failed in the Associate Degree Nursing Program are not eligible for RNSG 1327.**

Licensed vocational nurses who qualify for advanced standing by completing department challenge examinations must demonstrate a grade of C or better in all Level I and Level II nursing challenge examinations.

**Note:**

1. Challenge examinations may not be taken until all course prerequisites are met.
2. A course may be challenged by examination once.
3. A grade of CR is recorded on the student's permanent record if the student receives a passing grade.
4. Licensed vocational nurses who fail a challenge examination have two options to continue in the program:
  - a. Enroll in and successfully complete the course; or
  - b. Apply for the transition course, RNSG 1327.

**Emergency Medical Technician (EMT)-Basic**

By passing the National Registry EMT-Basic certifying examination, students may earn college credit. In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the college.
2. Present a copy of the National Registry EMT-Basic exam scores to the Paramedicine Program Director.
3. Complete a degree plan.

With approved credit for the EMT-Basic, credit for the following courses will be granted upon completion of equivalent hours at MCC:

EMSP 1401, Emergency Medical Technician-Basic  
EMSP 1160, Clinical-Emergency Medical Technology/Technician

### **Emergency Medical Technician (EMT)-Intermediate**

By passing the National Registry EMT-Intermediate certifying examination, students you may earn college credit. In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the college.
2. Present a copy of the National Registry EMT-Intermediate exam scores to the Paramedicine Program Director.
3. Present a copy of Basic Trauma Life Support-Advanced Certification to the Paramedicine Program Director.
4. Complete a degree plan.

With approved credit for the EMT-Intermediate, credit for the following courses will be granted upon completion of equivalent hours at MCC:

EMSP 1401, Emergency Medical Technician-Basic  
EMSP 1160, Clinical-Emergency Medical Technology/Technician  
EMSP 1161, Clinical-Emergency Medical Technology/Technician  
EMSP 1162, Clinical-Emergency Medical Technology/Technician  
EMSP 1338, Introduction to Advanced Practice  
EMSP 1356, Patient Assessment and Airway Management  
EMSP 1355, Trauma Management

### **Certified Legal Assistant**

By passing the Certified Legal Assistant examination, students may earn college credit. In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the college.
2. Present a certified transcript of the CLA Examination results to the Paralegal Program Director.
3. Complete a degree plan.

With approved credit for the CLA Certification, credit for the following courses will be granted upon completion of equivalent hours at MCC:

LGLA 1313, Introduction to Paralegal Studies  
POFT 1227, Introduction to Keyboarding  
POFT 1301, Business English  
BUSI 2301, Business Law I  
ENGL 2311, Technical Communication  
PHIL 2374, Critical Thinking

LGLA 1172, Computerized Legal Research  
ITSW 1301, Introduction to Word Processing (OFAD elective)  
POFT 2321, Machine Transcription (non-LGLA elective)

Students may earn as many as nine more credit hours depending upon the substantive law sections taken on the CLA Examination.

### **Professional Legal Secretary (PLS)**

By passing the Professional Legal Secretary examination, students may earn college credit.

In order to receive credit, the applicant must fulfill the following requirements:

1. Meet all admission requirements of the college.
2. Present a certified transcript of the PLS Examination results to the Paralegal Program Director.
3. Complete a degree plan.

### **Paralegal Program**

With approved credit for the PLS Certificate, credit for the following courses will be granted upon completion of equivalent hours at MCC:

LGLA 1313, Introduction to Paralegal Studies  
POFT 1227, Introduction to Keyboarding  
POFT 1301, Business English  
BUSI 2301, Business Law I  
LGLA 1172, Computerized Legal Research  
LGLA 2307, Law Office Management  
ITSW 1301, Introduction to Word Processing (OFAD elective)  
POFT 2321, Machine Transcription (non-LGLA elective)

## **Credit for Correspondence Courses**

The following conditions apply regarding the acceptance of credit for correspondence courses:

1. Credit for courses taken by correspondence may be accepted as transfer credit if the courses correspond with courses offered at MCC and if the correspondence courses are completed through a college or university that is accepted by a regional accrediting agency.
2. In order for correspondence courses to be accepted for transfer or substitutions, these courses must be approved by the Coordinator of Student Admissions and the appropriate division chair or program director.
3. Correspondence courses approved for transfer or as substitutions will apply toward degrees and certificates granted by MCC. All pertinent General Catalog regulations shall apply.

## **Credit for USAFI Courses**

The following conditions apply regarding the acceptance of credit for the United States Armed Forces Institute (USAFI) courses:

1. Credit for USAFI courses taken by correspondence or through college extension may be accepted as transfer credit if the courses correspond with courses offered at MCC. A course not meeting this criterion may be approved as a substitution for an MCC course by the Coordinator of Student Admissions and the appropriate program director or department coordinator.
2. USAFI courses for which credit was gained by examination only will not be accepted.
3. USAFI courses approved for transfer or as substitutions will apply toward degrees and certificates granted by MCC. All pertinent General Catalog regulations shall apply.

## **Guidelines for Internships**

Internship courses are designed to enhance and develop workforce skills in a variety of instructional programs, such as: Accounting, Child Development, Commercial Music, Computer Information Systems, Criminal Justice, Interpreter Training, Management Mental Health, Nursing Home Administration, Office Administration, Paralegal and Real Estate.

The student should consult with the respective program director for information regarding enrollment in internship courses.

1. A student enrolling in an internship course must take at least one subject matter course at the same time. Exception: A student who has completed, or will complete in the current semester, all courses listed in that semester of the course of study where the internship is listed may enroll for the internship.
2. A student must have a declared major in the area in which the internship is done.
3. A student may not challenge an internship course through credit by examination.
4. Approved intern stations must provide work experience directly related to the program objective. Students and the intern stations must meet established program guidelines and must be approved by the program director prior to registration.

5. The minimum acceptable work experience is 20 clock hours and one seminar or conference hour per week for most internship courses. Exceptions must be approved by the Dean of Workforce Education or the Dean of Education & Learning Services.
6. Other terms for external learning are practicum and clinicals.
7. Exceptions to the above statement must have prior approval of the Dean of Workforce Education or the Dean of Education & Learning Services.

## College Grading System

A college grade indicates the level of knowledge, understanding and competence a student attains in relation to the objectives and subject matter of a course. This level is determined by the instructor's evaluation of the student's performance during the semester. A grade is assigned for each course in which a student is enrolled, and that grade is entered on the student's permanent record. Grade results may be obtained by accessing the MCC website at [www.mclennan.edu](http://www.mclennan.edu) and selecting the WebAdvisor link.

While good grades are important to all students who wish to attain a particular educational objective, they are especially important to students who plan to transfer to senior institutions to complete their education. Only those courses in which satisfactory grades are made can be transferred for credit to other colleges and universities.

The following shall be the system used for reporting and evaluating student grades at McLennan Community College:

<u>Grade in</u> <u>Course</u>	<u>Grade Points Per</u> <u>Semester Hour</u>
<b>A EXCELLENT</b> .....	4
<b>B GOOD</b> .....	3
<b>C FAIR</b> .....	2
<b>D POOR</b> .....	1
<b>F FAILING</b> .....	0

**W WITHDRAWAL** — This grade is given for an instructor- or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W if passing work was being accomplished or an F (or NC-Non-completion for a student enrolled in a developmental class) if the student was doing failing work. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term.

**I INCOMPLETE** — This grade is given when a course is incomplete because of a student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.



**AU AUDIT** — This grade indicates a course is taken for no credit.

Due to requirements of various accrediting agencies and the nature of clinical education, the grading policies of the health careers programs may differ if approved by the Vice President of Instruction.

Grade points are earned in courses where grades of A, B, C or D are made. While no (0) grade points are earned for courses in which an F is received, the semester hour value of such courses is included in the total number of semester hours taken. To determine grade point average, total all grade points from all courses in which any of the preceding grades are given and divide the total by the semester hours attempted.

The following grades may be assigned for internships, practicums, special projects, seminars, CLEP examinations, credits by examination and other courses approved by the Vice President of Instruction:

**CR CREDIT** — No grade points are earned. This grade will be given when the student meets the criteria established by the instructor for passing that specific course. Appropriate credit hours are given.

**NC NONCOMPLETION** — No grade points are earned. This grade will be given when the student does not complete the criteria for the CR in the special courses listed above nor all of the modules required to complete a self-paced course. The student must re-enroll in the course to receive credit.

Grades in developmental courses will be A, B, C, W or NC. No grade points are earned for any grade in a developmental course; appropriate developmental credit hours are earned.

Certain Continuing Education programs may use the student grading system of A, B, C, D, F, W and I. A grade of D or F is not passing, and the student will have to repeat the course for continuing education units (CEUs). No grade points are earned for any grade in a Continuing Education course; appropriate (CEUs) are earned. The selection of Continuing Education programs to use the grading system and any exceptions are made at the discretion of the Continuing Education Dean.

***WARNING: It is recommended that students consult the catalog of the four-year college to which they plan to transfer in order to determine the procedure and computations of grades and grade point averages, as colleges differ in their methods of computation.***

### **Grade Replacement**

When courses are repeated, only the credit hours and grade points earned the last time the course was taken are counted toward computing the grade point average. If the course is identified in the catalog as repeatable for credit, all grades are included in the calculation of grade point averages. If a course that is not identified as repeatable for credit in the catalog is repeated, the credit hours for this course will be counted once toward certificate or degree completion. A punitive grade (F) cannot be removed when a student enrolls in that course again and receives a W or I. In this case, the first attempt will continue to be included in the overall grade point average.

### **Grade Appeal Policy**

A student may appeal a grade within a period of one year from the day the class ends. Questions regarding potential grade errors should be directed to the Office of Student Records. Grade changes may be made by the instructor of record only or, in the absence of the instructor, the appropriate Dean. Grade appeals will not be considered after one year.

### **Withdrawal from a Course**

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, advisor, program director or division chair. **If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, it is the responsibility of the student to see that the Change in Schedule Form is filed with the Office of Student Records.** If, after the 60 percent point in the semester or term and after consultation between the student instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to the Office of Student Records as soon as possible or prior to the last class day of a semester or term. The effective date for withdrawing from a course is the date the Change in Schedule Form is received at the Office of Student Records.

### **Withdrawal from College**

In case of emergency where the student must withdraw from the college, the student may request withdrawal by one of the following: 1) advisor or 2) Office of Student Records.

Withdrawal from college requires the return of all college-owned property and payment of all outstanding debts. Official transcripts will be issued only after all obligations to the college have been met.

Students who receive financial assistance should contact the Office of Financial Aid before withdrawing from a class or withdrawing from the college to determine how their financial aid will be affected by the reduction of hours.

### **Scholastic Probation and Suspension**

Each student will have his/her scholastic record evaluated at the end of fall and spring semesters. A student taking fewer than 12 semester hours in a regular semester will have his scholastic record evaluated upon the completion of 12 or more semester hours of work.

Any student who has completed one or more semesters and has attempted 12 or more semester hours will be placed on scholastic probation if he/she fails to maintain a 2.0 cumulative grade point average. A student placed on first-time scholastic probation will be strongly encouraged to enroll in PSYC 1300-Learning Framework. A student on scholastic probation will be removed from scholastic probation when he/she earns a 2.0 cumulative grade point average. A student on scholastic probation who achieves a cumulative grade point average of 1.50 through 1.99 will continue on scholastic probation.

Failure of a student on scholastic probation to maintain at least a 1.5 cumulative grade point average will result in his/her being placed on scholastic suspension for one long semester. A student placed on

scholastic suspension may waive the long semester of suspension by enrolling in PSYC 1300-Learning Framework. Students who do not attend this required course shall be administratively withdrawn by the Director of Records and Registration from all courses in which they are enrolled. Students who do not improve their grade point average above 1.49 shall be suspended a second time and must stay out for one semester. (**Note: Students who have attained a grade point average of 2.5 or higher in their last 12 hours of enrollment may apply to the Director of Records and Registration for special consideration.**) Suspension applies to both day and evening classes.

A student who has been suspended from the college for scholastic reasons will be on scholastic probation if he/she re-enters. A student on scholastic probation or suspension who has attempted at least nine hours during the summer terms may, at the end of the summer, be re-evaluated to determine whether the probation or suspension may be rescinded.

Students are expected to know whether they have maintained the minimum standard and are eligible to continue in college. An ineligible student who registers in the college will be subject to dismissal.

## **Access to Student Records**

A federal law enacted in 1974, Public Law 93-380 Family Educational Rights and Privacy Acts, grants to all students access to the records that the institution possesses about them.

The law also limits access to a student's grades, reports of academic performance, reports of disciplinary action and other data in the personal file without the student's permission.

As provided in PL 93-380, potential donors and/or donors of scholarships will be provided copies of a student's record without prior consent from the student or parent (provided the student has made application for the scholarship), and no record thereof will be maintained.

A detailed policy in compliance with this law is published in the [Highlander Guide](#), the student handbook.

## **Directory Information**

Directory/general information may be released to the general public without the written consent of the student. A student may request that all or any part of the directory information be withheld from the public by making written request to the Office of Student Admissions or the Office of Student Records during the first 12 class days of a fall or spring semester or the first four class days of a Summer term. This request will apply only to the current enrollment period. The directory information items are listed in the [Highlander Guide](#).

## **Accreditation and Recognition**

McLennan Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, Associate in Applied Sciences, and Associate of Arts in Teaching degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the

accreditation of McLennan Community College. Credits from this institution are generally transferable to all colleges and universities in the nation. Persons interested in viewing accreditation documents should contact the Vice President of Instruction.

Recognition has been given McLennan Community College by the Texas Higher Education Coordinating Board. The college is approved for the training of veterans and foreign students.

Individual programs also may be accredited or approved by other agencies. The programs that have received such recognition and the accrediting or approving agencies are listed below:

*Associate Degree Nursing*

Board of Nurse Examiners for the State of Texas  
National League for Nursing Accrediting Commission

*Certified Nurse Aide*

Texas Department of Aging and Disability Services

*Certified Medication Aide*

Texas Department of Aging and Disability Services

*Computer Information Systems*

CISCO Local Academy  
Novell through Novell's Education Academic Partners

*Continuing Nursing Education*

Texas Nursing Association (provider status)

*Correctional Officer*

Texas Department of Criminal Justice

*Cosmetology*

Texas Department of Licensing and Regulation

*Defensive Driving*

Texas Safety Association

*Emergency Medical Technology*

Department of State Health Services

*Electroneurodiagnostics*

The Committee on Accreditation of Allied Health Education Programs (CAAHEP)

*Fire Protection Technology*

Texas Commission on Fire Protection

*Financial Services*

American Institute of Banking Study Group

Texas Credit Union League

*Health Information Technology*

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA)

*Law Enforcement Academy*

Texas Commission on Law Enforcement Officer Standards and Education

*Long Term Care Administration*

Texas Department of Aging and Disability Services

*Management/Real Estate*

Texas Real Estate Commission

*Massage Therapy*

Texas Department of Health

*Medical Laboratory Technology*

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

*Music*

Texas Association of Music Schools

*Paramedicine*

Department of State Health Services

*Physical Therapist Assistant*

Commission on Accreditation in Physical Therapy Education (CAPTE)

*Radiologic Technology*

Joint Review Committee on Education in Radiologic Technology (JRCERT)

*Respiratory Care Technology*

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

*Surgical Technology*

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

*Theatre*

Texas Educational Theatre Association

*Veterinary Technology*

The American Veterinary Medical Association (AVMA)

*Vocational Nursing*

Board of Nurse Examiners for the State of Texas

## **Membership**

McLennan Community College is a member of the American Association of Community Colleges, the Texas Community College Association, the Texas Association of Community Colleges, the Texas Junior College Association, the Southern Association of Community Junior Colleges and Tech College, and the Commission on Colleges of the Southern Association of Colleges and Schools Inc. Departmental memberships are listed below.

*Associate Degree Nursing*

National League for Nursing

*Computer Information Systems*

Microsoft MSDN Academic Alliance

Worldwide Organization of Webmasters

*Criminal Justice*

Community College Criminal Justice Educators of Texas

Texas Peace Officers Association

*English*

Association of Departments of English

Conference of College Teachers of English in Texas

*Music*

International Association of Jazz Educators

Music and Entertainment Educators Association

National Association of Music Merchandising

Texas Association of Music Schools

Texas Music Educators Association

*Office Technology Careers*

American Association for Medical Transcription  
National Business Education Association  
Office Professionals International

*Paralegal*

NALS, Association of Legal Professionals  
Waco Legal Professionals Association  
American Association for Paralegal Educators  
Texas Association of Paralegal Educators

*Speech Communication*

National Communication Association  
Texas Speech Communication Association

*Theatre*

Association for Theatre in Higher Education  
Literary Managers and Dramaturgs of the Americas  
Southwest Theatre and Film Association  
Texas Educational Theatre Association

*Visual Arts*

Texas Association of Schools of Art

# Transfer Programs (A.A., A.S. and A.A.T.)

McLennan Community College offers the Associate in Arts, Associate in Science and the Associate of Arts in Teaching degrees, which are designed to transfer to bachelor's degree programs in senior-level institutions.

Students who plan to obtain a bachelor's degree should plan to take classes at McLennan Community College that meet the requirements of the senior institution at which the degree work will be completed. Students are encouraged to work with advisors to plan their course work.

Texas public senior colleges and universities are required to accept by transfer up to 66 hours—or one-half of the bachelor's degree requirements if that constitutes fewer than 66 hours of credits—earned by a student in a community or junior college. Additional course credits may be accepted in transfer at the discretion of the receiving institution.

## Transfer Credit

Students enrolling in 12 or more semester hours or those who have completed 24 semester hours of credit should establish a degree plan with an academic advisor at McLennan Community College. This plan will help ensure that credits will transfer to a particular senior college and will apply toward the selected major course of study at that college. A change in major may result in previously acquired credits not counting toward requirements of the new major.

Questions or problems relating to course transfer matters should be directed to the Director of Student Development at MCC.

## Requirements for the Associate in Arts (A.A.) Degree

1. Credit for at least 60 semester hours of college work, excluding developmental courses.
  - a. Fulfillment of the 47-hour [core curriculum](#) as part of the 60-hour total.
  - b. At least 15 semester hours of sophomore-level courses, including six semester hours of government.
  - c. At least 15 semester hours earned in college-level courses while enrolled at MCC.
  - d. Two PHED activity courses.
  - e. Credit for COSC 1300.
2. An overall grade point average of at least 2.0.
3. Successful completion of the college's Developmental Education Plan for the Texas Success Initiative.
4. Payment of all financial obligations to the college.



### **Requirements for the Associate in Science (A.S.) Degree**

Students wishing to complete the Associate in Science degree will fulfill the same requirements listed for the Associate in Arts degree. The student will also be required to complete at least 15 hours of college-level mathematics and/or science courses.

### **Requirements for the Associate in Arts (A.A.) or Associate in Science (A.S.) Degrees Including a Field of Study**

1. Credit for between 60 and 66 hours of college work, depending upon the particular field of study and excluding developmental courses. Such credit shall include the following:
  - a. Fulfillment of all course requirements in the particular field of study curriculum.
  - b. Partial or complete fulfillment of the core curriculum as specified by each particular degree plan, depending on the number of credit hours required by the field of study curriculum.
  - c. At least 15 semester hours of sophomore-level courses, including six semester hours of government courses.
  - d. At least 15 semester hours earned in college-level courses while enrolled at MCC.
  - e. Either one or two PHED activity courses as specified by each particular degree plan, depending on the field of study curriculum and the additional general educational requirements.
  - f. Credit for COSC 1300 or a particular field of study course that also satisfies the computer literacy requirement.
2. An overall grade point average of at least 2.0.
3. Successful completion of the college's Developmental Education Plan for the Texas Success Initiative.
4. Payment of all financial obligations to the college.
5. Minimum grade of C is required for all courses within the field of study.

### **Requirements for the Associate of Arts in Teaching (A.A.T.) Degree**

It is strongly recommended that specific advising be sought to ensure courses taken at McLennan Community College will meet requirements of the senior institution to which the student plans to transfer.

1. Credit for at least 60 semester hours of college work, excluding any developmental courses. Such credit shall include the following:
  - a. Fulfillment of the 47-hour [core curriculum](#) as part of the total hours.
  - b. MATH 1350 and 1351, along with MATH 1314 as a prerequisite.
  - c. EDUC 1301 and 2301.
  - d. At least 3 additional semester hours of science.
  - e. At least 15 semester hours earned in college-level courses while enrolled at MCC.

2. An overall grade point average of at least 2.0.
3. Successful completion of the college's Developmental Education Plan for the Texas Success Initiative.
4. Payment of all financial obligations to the college.

## **Achieve Texas**

Achieve Texas is an education initiative designed to prepare all students (preschool through college) for a lifetime of success. It allows all students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship.

This initiative uses the 16 federally defined Career Clusters of the States' Career Clusters initiative as the foundation for restructuring how schools arrange their instructional programs. A Career Cluster is a grouping of occupations and broad industries based on commonalities. All clusters have been crosswalked to the U.S. Department of Labor occupational classification system O\*NET.

Most McLennan Community College degrees have been linked to a career cluster.

## **General Education Core Curriculum**

The 75th Texas Legislature mandated that Texas colleges and universities must each develop a core curriculum of classes in "Liberal Arts, Humanities, Sciences, and Political, Social and Cultural History that all undergraduate students (except students in specifically designated 'Fields of Study') are required to complete before receiving an academic undergraduate degree." (Texas Education Code, Chapter 61, Subchapter S, "Transfer of Credit")

The core curriculum at MCC contains a variety of courses that encourage breadth of study so that students can reflect upon diverse individual, scientific, political, economic, social and other cultural aspects of life. The core curriculum represents (1) the first steps students take in pursuit of a broad-based education; (2) the fundamental requirements of the Associate in Arts and the Associate in Science degrees; and (3) the commitment of each institution of higher education in Texas to help students transfer their core curriculum courses between schools.

### **Guidelines**

1. The first 47 hours completed in the core curriculum will be designated as such on the student's MCC transcript.
2. The core curriculum for MCC will be evaluated two years before the institution's compliance report is due at the Southern Association of Colleges and Schools.
3. In fulfilling the Natural Sciences requirements, the student will take two four-hour lab science courses with six hours satisfying Chart I and the additional two hours carrying over to Chart II.

4. Students who plan to obtain a bachelor's degree should consult with an academic advisor to arrange a program to meet the requirements of the senior college where the degree will be completed.
5. A D grade earned in a core course at MCC will satisfy degree requirements for the Associate in Arts or the Associate in Science degrees. However, students should be aware that some receiving institutions may not accept the D grade for fulfillment of their degree requirements.

# MCC Core Curriculum

## Chart I

The student must complete 36 semester credit hours according to the parameters described below.

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
Mathematics	3	MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413
Natural Sciences *	6	BIOL 1406, 1407, 1408, 1411, 1413, 2401, 2402, 2404, 2420 CHEM 1405, 1407, 1411, 1412 ENVR 1101/1301 (Both must be taken) GEOL 1101/1301, 1403 or 1404 PHYS 1401, 1402, 1403, 1404, 1405, 1407, 2425, 2426
Humanities & Visual/ Performing Arts	3	PHIL 1301 or Any sophomore-level literature course
	3	ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309, 1310
Social & Behavioral Sciences	6	HIST 1301 & 1302
	6	GOVT 2305 & 2306
	3	PSYC 2301 or SOCI 1301
<b>Total Minimum Requirement</b>	<b>36</b>	

## Chart II

The student must complete an additional 11 semester credit hours from the following:

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	3	COMM 1307 FREN 1411, 1412, 2311, 2312 GERM 1411, 1412 SPAN 1411, 1412, 2311, 2312 SPCH 1311, 1315, 1318, 1321, 2333
Natural Sciences *	2	The lab science courses listed in <a href="#">Chart I</a>
Humanities & Visual/ Performing Arts	3	Any courses listed in <a href="#">Chart I</a> in this category ARTS 1311, 1316 DRAM 1351, 2366 HUMA 2319 MUEN 1121, 1141 PHIL 1316, 1317, 2306, 2374
Social & Behavioral Sciences	3	Any courses listed in <a href="#">Chart I</a> in this category ANTH 2346 CRIJ 1301 ECON 2301, 2302 GOVT 2304 PSYC 2314, 2315 SOCI 1306, 2301, 2319, 2326 Any sophomore-level history course
<b>Total Additional Hours</b>	<b>11</b>	

\* In fulfilling the Natural Sciences requirement, the student will take two four-hour lab science courses with six hours satisfying Chart I and the additional two hours carrying over to Chart II.

## Field of Study Curricula

A field of study curriculum is a group of courses approved by the Texas Higher Education Coordinating Board that can be taken at the community college level and transferred as a block into a specialized bachelor's degree program at a state university. The number of hours required to complete each field of study varies among subject areas. In some cases, students will be able to complete the entire field of study as well as all the core curriculum courses. In other cases, students will be able to complete the field of study and partially complete the core curriculum.

MCC currently offers field of study programs in business, computer science, criminal justice, engineering, transfer music and speech communication.

## A.A. Degree with a Field of Study in Business

### Business Field of Study Curriculum

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Economics	6	ECON 2301 and 2302***
Mathematics	3	MATH 1325*
Computer Literacy	3	BCIS 1305
Speech	3	SPCH 1315 or 1321***
Accounting	8	ACCT 2401 and 2402**

**Total Hours 23**

\*Prerequisite for MATH 1325 is MATH 1324

\*\*ACNT 1303 is highly recommended as a prerequisite for ACCT 2401. One year of accounting in high school or work experience in an accounting capacity may be articulated for ACNT 1303.

\*\*\*Both ECON and SPCH satisfy core curriculum, as well as field of study, requirements.

### General Education Courses

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
Mathematics	3	MATH 1324
Natural Science	8	CHEM 1405, 1407, 1411, 1412 BIOL 1408, 1411, 1413, 2401, 2402, 2404, 1406, 1407, 2420 ENVR 1301/1101 (Both must be taken) GEOL 1403, 1404, 1301/1101 (Both must be taken) PHYS 1401, 1402, 1405, 1407, 2425, 2426
Humanities & Visual/ Performing Arts	3	PHIL 1301 Any sophomore-level literature course
	3	ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309 or 1310
Social Sciences	3	Any Humanities, Visual/Performing Arts course
	6	HIST 1301, 1302
	6	GOVT 2305, 2306
	3	PSYC 2301 or SOCI 1301
MCC Courses	2	PHED Activity Courses
<b>Total Hours</b>	<b>43</b>	
<b>Total Hours for degree = 66</b>		Core Complete

## A.S. Degree with a Field of Study in Computer Science

### Computer Science Field of Study Curriculum

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Computer Science	3	COSC 1336 Programming Fund. I*
Computer Science	3	COSC 1337 Programming Fund. II
Computer Science	3	COSC 2336 Programming Fund. III
Computer Science	3	COSC 2325 Computer Organization and Machine Language
Mathematics	4	MATH 2413 Calculus I**
Mathematics	4	MATH 2414 Calculus II
Physics	4	PHYS 2425 Physics I
Physics	4	PHYS 2426 Physics II
<b>Total Hours</b>	<b>28</b>	

\*Corequisite for COSC 1336 is COSC 1300.

\*\*Prerequisite for MATH 2413 is MATH 2412.

#### Notes:

- COSC 1336/1436 and 1337/1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities but may apply to general degree requirements.
  - COSC 1336/1346 is not part of the Computer Science major requirements at the University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A&M University.
  - COSC 1337/1437 is not part of the Computer Science major requirements at the University of Texas at Austin. Preparatory courses such as COSC 1336 and COSC 1337 will assist students that need additional background but do not apply toward the computer science major requirements.
- COSC 2325/2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University but may be applied to general degree requirements.
- It is recommended that students complete the math sequence, physics sequence and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

### General Education Courses

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
	3	COMM 1307
		FREN 1411, 1412, 2311, 2312
		GERM 1411, 1412
		SPAN 1411, 1412, 2311, 2312
		SPCH 1311, 1315, 1318, 1321, 2333
Humanities & Visual/ Performing Arts	3	PHIL 1301 or Any sophomore-level literature course
	3	ARTS 1301, 1303, 1304
		DRAM 1310, 2361, 2362
		MUSI 1306, 1308, 1309, 1310
Social Sciences	3	Any Humanities & Visual/Performing Arts course
	6	HIST 1301, 1302
	6	GOVT 2305, 2306
Social & Behavioral Sciences	3	PSYC 2301 or SOCI 1301
	3	ECON 2301, 2302
		GOVT 2304 PSYC 2314, 2315

MCC Courses	2	SOCI 2301 Any sophomore-level history course PHED Activity Courses
<b>Total Hours</b>	<b>38</b>	

**Total Hours for degree = 66**

Core Complete

## A.A. Degree with a Field of Study in Criminal Justice

### Criminal Justice Field of Study Curriculum

<i>Course</i>	<i>Semester Credit Hours</i>	<i>Course Title</i>
CRIJ 1301	3	Introduction to Criminal Justice
CRIJ 1306	3	Court Systems & Practices
CRIJ 1310	3	Fundamentals of Criminal Law
CRIJ 2313	3	Correctional Systems & Practices
CRIJ 2328	3	Police Systems & Practices
<b>Total Hours</b>	<b>15</b>	

### General Education Courses

#### Chart I

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
Mathematics	3	MATH 1314, 1324, 1332, 1342, 2412, 2413
Natural Sciences *	6	BIOL 1408, 1411, 1413, 2401, 2402, 2404, 1406, 1407, 2420 CHEM 1405, 1407, 1411, 1412 ENVR 1301/1101 (Both must be taken) GEOL 1403, 1404, 1301/1101 (Both must be taken) PHYS 1401, 1402, 1405, 1407, 2425, 2426
Humanities & Visual/ Performing Arts	3	PHIL 1301 Any sophomore-level literature course
	3	ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309, 1310
Social & Behavioral Sciences	6	HIST 1301 & 1302
	6	GOVT 2305 & 2306
	3	PSYC 2301 or SOCI 1301
<b>Total Hours</b>	<b>36</b>	

## Chart II

<b>Component Area</b>	<b>Required Semester Credit Hours</b>	<b>To Be Selected From</b>
Communication	3	COMM 1307 FREN 1411, 1412, 2311, 2312 GERM 1411, 1412 SPAN 1411, 1412, 2311, 2312 SPCH 1311, 1315, 1318, 1321, 2333
Natural Sciences *	2	The lab science courses listed in <a href="#">Chart I</a>
Humanities & Visual/ Performing Arts	3	Any courses listed in <a href="#">Chart I</a> in this category ARTS 1311 or 1316 DRAM 1351, 2366 HUMA 2319 MUEN 1121, 1141 PHIL 1316, 1317, 2306, 2374
Social & Behavioral Sciences	3	Any courses listed in <a href="#">Chart I</a> Sciences ANTH 2346 CRIJ 1301 ECON 2301, 2302 GOVT 2304 PSYC 2314, 2315 SOCI 2301 Any sophomore-level history course
MCC Courses	1	PHED Activity Course
	3	COSC 1300
<b>Total Additional Hours</b>	<b>15</b>	

*\* In fulfilling the Natural Sciences requirement, the student will take two four-hour lab science courses with six hours satisfying Chart I and the additional two hours carrying over to Chart II.*

**Total Hours for degree = 66**

Core Complete

## A.S. Degree with a Field of Study in Engineering

### Engineering Field of Study Curriculum

<b>Component Area</b>	<b>Required Semester Credit Hours</b>	<b>To Be Selected From</b>
Mathematics	18	MATH 2318, 2320, 2413, 2414, 2415
Engineering	9	ENGR 2301, 2302, 2305
Physics	8	PHYS 2425, 2426
Chemistry	8	CHEM 1411, 1412
<b>Total Hours</b>	<b>43</b>	

### General Education Courses

<b>Component Area</b>	<b>Required Semester Credit Hours</b>	<b>To Be Selected From</b>
Communication	3	ENGL 1301
Humanities	3	PHIL 1301
Social Sciences	12	HIST 1301, 1302 GOVT 2305, 2306



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Other Engineering	4	ENGR 1201, 1204
MCC Course	1	PHED Activity course
<b>Total Hours</b>	<b>23</b>	

**Total Hours for degree = 66**

NOT Core Complete

## A.A. Degree with a Field of Study in Music

### Music Field of Study Curriculum

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<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Theory/Aural Skills	16	MUSI 1311, 1312, 1116, 1117 MUSI 2311, 2312, 2116, 2117
Principal Instrument	8	MUAP 12XX
Keyboard Competency	4	MUSI 1181, 1182, 2181, 2182 or MUAP 1169, 1269
Music Literature	3	MUSI 1308 or 1309
Major Ensemble	4	MUEN 1121 or 1141
<b>Total Hours</b>	<b>35</b>	

### General Education Courses

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<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
Mathematics or Natural Science	3-4	MATH 1314, 1324, 1332, 1342, 2412, 2413 BIOL 1408, 1411, 1413, 2401, 2402, 1406, 1407, 2404, 2420 CHEM 1405, 1407, 1411, 1412 ENVR 1301/1101 (Both must be taken) GEOL 1403, 1404, 1101/1301 (Both must be taken) PHYS 1401, 1402, 1405, 1407, 2425, 2426
Humanities & Visual/ Performing Arts	3	PHIL 1301 or Any sophomore-level literature course ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1308, 1309, 1306, 1310
Social Sciences	6	HIST 1301, 1302
	6	GOVT 2305, 2306
MCC Courses	2	PHED Activity Courses
	3	COSC 1300
<b>Total Hours</b>	<b>29-30</b>	

**Total Hours for degree = 64-65**

NOT Core Complete

## A.A. Degree with a Field of Study in Speech Communication\*

### Field of Study Curriculum

<i>Course</i>	<i>Semester Credit Hours</i>	<i>Course Title</i>
SPCH 1311	3	Introduction to Speech Communication
SPCH 1318	3	Interpersonal Communication
SPCH 2333	3	Discussion & Small Group Communication
SPCH 1315	3	Public Speaking
OR		OR
SPCH 1321		Business and Professional Communication
<b>Total Hours</b>	<b>12</b>	

### Complete Core Curriculum: Chart I

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	6	ENGL 1301 & 1302 or 2311
Mathematics	3	MATH 1314, 1324, 1332, 1342, 2412, 2413, 1316
Natural Sciences **	6	BIOL 1408, 1411, 1413, 2401, 2402, 2404, 1406, 1407, 2420 CHEM 1405, 1407, 1411, 1412 ENVR 1301/1101 (Both must be taken) GEOL 1403, 1404, 1301/1101 (Both must be taken) PHYS 1401, 1402, 1405, 1407, 2425, 2426
Humanities & Visual/ Performing Arts	3	PHIL 1301 Any sophomore-level literature course
	3	ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1308, 1309, 1310
Social Sciences	6	HIST 1301 & 1302
	6	GOVT 2305 & 2306
	3	PSYC 2301 or SOCI 1301
<b>Total Minimum Hours</b>	<b>36</b>	

\*For information regarding the Media Communications Certificate, see the Workforce Education section.

### Chart II

<i>Component Area</i>	<i>Required Semester Credit Hours</i>	<i>To Be Selected From</i>
Communication	(3)	SPCH 1311, 1315, 1318, 1321, 2333 *
Natural Sciences **	2	The lab science courses listed in <a href="#">Chart I</a>
Humanities & Visual/ Performing Arts	3	Any courses listed in <a href="#">Chart I</a> in this category ARTS 1311 or 1316 DRAM 1351, 2366 HUMA 2319 MUEN 1121, 1141 PHIL 1316, 1317, 2306, 2374
Social & Behavioral Sciences	3	Any courses listed in <a href="#">Chart I</a> Sciences ANTH 2346

CRIJ 1301  
 ECON 2301, 2302  
 GOVT 2304  
 PSYC 2314, 2315  
 SOCI 2301  
 Any sophomore-level history course

**Total Minimum Hours 8\***

\* SPCH 1311, 1315, 1318, 1321 or 2333, which are included in the field of study, will satisfy the Communication requirement in Chart II. Hence, there will only be a total of eight additional hours required in Chart II.

\*\* In fulfilling the Natural Sciences requirement, the student will take two four-hour lab science courses with six hours satisfying Chart I and the additional two hours carrying over to Chart II.

**Other Requirements**

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Computer Literacy	3	COSC 1300
Health and Physical Education	2	Any two activity courses
<b>Total Hours</b>	<b>5</b>	

**Total Hours for degree = 61**                      Core Complete

**Recommended Programs of Study with Special Areas of Emphasis\***

**Associate in Science with an Emphasis in Agriculture**

Students knowledgeable in agricultural science and management have a full spectrum of career paths from which to choose. Individuals with a background in agriculture work in private and governmental industries in such fields as agricultural engineering, agronomy, animal breeding and genetics, animal nutrition, soil science, and wildlife science. The recommended curriculum below is designed to meet the requirements of the core curriculum leading to an A.S. degree, with a special emphasis in agriculture. It will provide students with a general background in agriculture, as well as the opportunity to take more specific electives in order to pursue a bachelor's degree at a four-year institution.

Freshman Year

*Fall Semester*

BIOL 1413 Introductory Zoology .....	4 hrs.
ENGL 1301 Freshman Composition I .....	3 hrs.
MATH 1314 College Algebra .....	3 hrs.
AGRI 1419 Intro to Animal Science .....	4 hrs.
AGRI 1131 The Ag Industry .....	1 hr.
PHED .....	1 hr.
	<i>16 hrs.</i>

*Spring Semester*

ENGL 1302 Freshman Composition II .....	3 hrs.
PSYC 2301 General Psychology .....	3 hrs.
HIST 1301 History of U.S. to 1877 .....	3 hrs.
AGRI 2321 Livestock Evaluation I .....	3 hrs.
AGRI 2317 Ag Economics .....	3 hrs.
PHED .....	1 hr.
	<i>16 hrs.</i>

### Sophomore Year

#### *Fall Semester*

GOVT 2305 National Government .....	3 hrs.
Visual and Performing Arts (Chart I) .....	3 hrs.
HIST 1302 History of U.S. from 1877 .....	3 hrs.
AGRI 1329 Principles of Food Science .....	3 hrs.
AGRI 1309 Computers in Ag .....	3 hrs.
	<i>15 hrs.</i>

#### *Spring Semester*

SPCH 1315 Public Speaking .....	3 hrs.
AGRI 1407 Agronomy .....	4 hrs.
AGRI 2301 Agricultural Power Units .....	3 hrs.
Humanities (Chart I) .....	3 hrs.
Humanities/Visual Arts (Chart II) .....	3 hrs.
GOVT 2306 Texas Government .....	3 hrs.
	<i>19 hrs.</i>

\*These recommended programs of study do not reflect articulation agreements with specific universities nor any formal fields of study approved by the Texas Higher Education Coordinating Board.

## **Biomedical Science Transfer Agreement with Texas A&M University**

An agreement signed with Texas A&M University will facilitate the admission and academic transfer of students from MCC to the Biomedical Science (BIMS) Department in the Texas A&M College of Veterinary Medicine. This agreement will ensure a seamless transition of the student into the Biomedical Science program at Texas A&M University.

### **What does a Biomedical Science degree offer?**

This degree gives the student a strong background in the sciences and provides the fundamental knowledge on which to build the skills needed for successful vocational achievements. The depth of training in the sciences and emphasis on the application of knowledge to health problem solving assists the Biomedical Science graduates in securing productive careers in a wide variety of biomedical endeavors.

### **What can I do with a Biomedical Science background?**

Biomedical Science graduates enter schools of human medicine, veterinary medicine, osteopathy, dentistry, pharmacy, optometry, podiatry and law. All of the pre-professional course requirements for any of these can be completed while registered in the Biomedical Science curriculum. In addition to this, the Biomedical Science curriculum prepares the students for the basic course work required for allied health fields such as nursing, physical therapy, physician assistant, dental hygiene, health care administration and occupational therapy.

## What are the requirements at McLennan Community College for me to participate in the 2+2 articulation agreement?

McLennan Community College students who complete MCC's portion of the Biomedical Science degree plan as full-time students (see below) will be admitted to the BIMS program automatically, provided they:

- meet all other requirements (i.e., transcripts, applications, timelines, deadline dates, etc.) for general admission to Texas A&M University.
- are in good standing and have maintained no less than a cumulative 3.6 GPA in the courses taken at McLennan Community College.
- have not have made any grade below a B in all of their required science and math course work.

## Articulated Biomedical Science Degree Plan\*

### *First Semester*

ENGL 1301 Freshman Composition I .....	3 hrs.
BIOL 1413 General Zoology .....	4 hrs.
HIST 1301 History of U.S. to 1877 .....	3 hrs.
MATH 2413 Calculus I .....	4 hrs.
CHEM 1411 General Chemistry w/Lab .....	4 hrs.
	<i>18 hrs.</i>

### *Second Semester*

MATH 2414 Calculus II .....	4 hrs.
BIOL 1411 General Botany .....	4 hrs.
HIST 1302 History of U.S. from 1877 to Present .....	3 hrs.
CHEM 1412 General Chemistry II .....	4 hrs.
Humanities (from MCC Core Curriculum) .....	3 hrs.
	<i>18 hrs.</i>

### *Third Semester*

GOVT 2305 U.S. Government .....	3 hrs.
CHEM 2423 Organic Chemistry I w/Lab .....	4 hrs.
Social & Behavioral Science (from MCC Core Curriculum) .....	3 hrs.
ENGL 2311 Technical Writing .....	3 hrs.
PHYS 1401 General Physics I .....	4 hrs.
	<i>17 hrs.</i>

### *Fourth Semester*

GOVT 2306 Texas State and Local Government. ....	3 hrs.
CHEM 2425 Organic Chemistry II .....	4 hrs.
Visual & Performing Arts (from MCC Core Curriculum) .....	3 hrs.
Social & Behavioral Science (from MCC Core Curriculum) .....	3 hrs.
PHYS 1402 General Physics II .....	4 hrs.
	<i>17 hrs.</i>

*Total 70 hrs.*

\*Not Core Complete

# Workforce Education Programs

## (A.A.S. & Certificate)

McLennan Community College offers course work designed to prepare students to enter specific occupational areas at the end of a one- or two-year period of specialized training or to continue their education at a four-year institution. Suggested courses of study for each of these options are included in this chapter, which focuses on workforce programs that lead to a certificate or an Associate in Applied Science (A.A.S.) degree. Each student should, however, see a faculty advisor or program director at the earliest opportunity in order to effectively plan his or her program.

### General Education Requirements

Each A.A.S. degree program has at least 15 semester hours of general education with credit hours from each of the following three areas: humanities/fine arts, social/behavioral sciences, and math/science/computer science. **These courses are indicated in bold typeface.**

### Requirements for the Associate in Applied Science (A.A.S.) Degree

1. Credit for a minimum of 60 semester hours of college work excluding developmental courses. Such credit will include:
  - a. Completion of the required course of study specified in the approved degree plan for one of the technical curricula or approval by the Dean of Workforce Education or Dean of Education & Learning Services.
  - b. At least 15 hours of general education with credit hours in each of the following areas: humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics/computer science.
  - c. At least 25 percent of semester hours must be earned in college-level courses at MCC.
  - d. Successful completion of the college's Developmental Education Plan for the Texas Success Initiative.
2. A grade point average of at least 2.0 in the workforce curriculum completed.
3. A minimum grade of C in each major course in the workforce curriculum completed. A major course is a course that has the prefix of the program (i.e., POFT courses are major courses for all of the Office Technology program degrees or certificates). A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite.
4. A minimum grade of C will be required for courses transferred from another college or for substitution to satisfy degree requirements.
5. Payment of all financial obligations to the college.

## Tech-Prep

MCC participates in the state Tech-Prep program, which prepares today's youth for high-demand technical careers by offering focused, sequenced programs of secondary and postsecondary study consisting of a four-year high school graduation plan and a two-year Associate in Applied Science (A.A.S.) degree plan. The Tech Prep articulated career path is a six-year plan of courses:

4 years of high school

+2 years of college

*6-year program=Associate degree*

MCC is actively involved in developing and providing Tech-Prep associate degree programs in cooperation with area independent school districts. Within articulated Tech-Prep programs are articulated courses—high school courses that contain the same course content as an equivalent college course and for which MCC has agreed to award college credit if the student meets requirements outlined in the course articulation agreement.

MCC currently offers Tech-Prep career paths in the following areas: Computer Information Systems & Multimedia (Application Development, Network Administration, Web Technologies, Information Systems & Applications, and Multimedia Management and Production), Business Programs (Accounting, Business Management, General Business, Marketing and Paralegal), Visual & Performing Arts (Commercial Music Management), and Office Technology Careers (Administrative Assistant, Medical Office Assistant, Digital Publishing Technology and Computer Applications). Other technical areas will be added as articulation agreements are developed with area independent school districts.

### Requirements for Tech-Prep Associate Degree

1. While in high school, the student must follow a coherent sequence of designated courses for the chosen career path along with the requirements for the Recommended or Distinguished Plan.
2. The student must earn a grade of B or higher in the articulated course(s). The student must also fulfill the learning outcome objectives on the completion of the articulated high school course and be recommended as being competent in the subject matter to be recognized for articulated credit at MCC.
3. The student must have completed the articulated course(s) as a junior or senior in high school or through a coherent sequence of designated courses. The final course in the sequence must have been taken as a junior or senior.
4. The student must meet all admission requirements to MCC and enroll within 15 months after high school graduation.
5. The student must petition for the articulated credit in the Tech Prep office at MCC within 15 months after high school graduation.

6. MCC will post articulated credit on the college transcript when the student completes six non-developmental college hours at the college with a grade point average of 2.0 or better. This requirement may be satisfied before high school graduation by dual credit or by qualifying AP or CLEP examination scores with a grade point average of 2.0 or better.
7. The student can articulate a maximum of 12 college hours.
8. Since a grade of CR (credit) is assigned to articulated courses, the grade does not affect a student's college grade point average but will be included in accumulated college hours attempted and earned.
9. Articulated credit will be granted only to those students who took the identified course when an official articulation agreement was in place between the school district and MCC.
10. McLennan Community College guarantees the acceptance of articulated credit under the conditions specified above. Acceptance of articulated credit to colleges other than MCC will be subject to approval from the receiving institutions.
11. McLennan Community College participates in the Advanced Technical Credit Program, which sets common statewide standards for the award of college credit for selected, content-enhanced high school courses. Advanced Technical Credit will be granted only to those students whose school district participates in the Advanced Technical Credit Program, high school teacher is Advanced Technical Credit certified and credit is approved by the Division Chair at MCC.

## **Achieve Texas**

Achieve Texas is an education initiative designed to prepare all students (preschool through college) for a lifetime of success. It allows all students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship.

This initiative uses the 16 federally defined Career Clusters of the States' Career Clusters initiative as the foundation for restructuring how schools arrange their instructional programs. A Career Cluster is a grouping of occupations and broad industries based on commonalities. All clusters have been cross-walked to the U.S. Department of Labor occupational classification system O\*NET.

Most McLennan Community College degrees have been linked to a career cluster.

## **A.A.S. Degree Programs**

The Associate in Applied Science degree is offered in these programs:

### **Allied Health & Nursing**

[Associate Degree Nursing](#)

[Certified Medical Assistant](#)

[Electroneurodiagnostics and Polysomnography](#)



[Medical Laboratory Technician](#)  
[Physical Therapist Assistant](#)  
[Radiologic Technology](#)  
[Respiratory Care Technology](#)

## **Business**

### [Business](#)

[Accounting](#)

[Business Management](#)

[General Business](#)

[Paralegal](#)

[Marketing](#)

[Real Estate](#)

### [Computer Information Systems](#)

[Application Development](#)

[Information Systems & Applications](#)

[Media Communications](#)

[Network Administration](#)

### [Office Technology Careers](#)

[Administrative Assistant](#)

[Certified Medical Assistant](#)

[Computer Applications \(Office Technology Careers Option\)](#)

[Digital Publishing Technology](#)

[Health Information Technology](#)

[Medical Office Assistant](#)

## **Emergency Services Education**

### [Criminal Justice](#)

[Corrections](#)

[Law Enforcement](#)

### [Paramedicine](#)

[Advanced Paramedic](#)

[Paramedic Management](#)

## **Human Services & Education**

### [Child Development](#)

### [Interpreter Training](#)

### [Mental Health](#)

[Mental Health Associate](#)

[Substance Abuse and Addiction](#)

[Youth Counseling](#)

## **Veterinary & Agriculture**

### [Veterinary Technology](#)

### [Agriculture](#)

## **Visual and Performing Arts**

[Commercial Music](#)

[Audio Technology](#)

[Commercial Music Management](#)

[Performance](#)

[Songwriting](#)

[Venue and Talent Management](#)

## **Requirements for a One-Year Certificate in Workforce Education**

1. Completion of a required approved plan for a Certificate of Completion, including at least 25 percent of semester hours of credit earned at MCC or approval by the Dean of Workforce Education or Dean of Education & Learning Services. Developmental courses may not be used to meet requirements for a certificate.
2. A grade point average of at least 2.0 in the curriculum completed.
3. A minimum grade of C in each major course in the workforce curriculum completed. A major course is a course that has the prefix of the program (i.e., POFI, POFL, POFM and POFT courses are major courses for all of the Office Technology Careers program degrees or certificates). A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite or as specified in the certificate plan.
4. Payment of all financial obligations to the college.

## **Certificate Programs**

Certificates of Completion are offered in the following programs:

### **[Allied Health & Nursing](#)**

[Computed Tomography](#)

[Surgical Technology](#)

[Vocational Nursing](#)

### **Business**

[Business](#)

[Accounting](#)

[Business Management](#)

[Entrepreneurship](#)

[Marketing](#)

[Paralegal](#)

[Real Estate](#)

[Computer Information Systems](#)

[Application Development](#)

[CISCO](#)

[Information Systems & Applications](#)

[Internet Webmaster](#)  
[Media Communications](#)  
[Microsoft Windows Network Administration](#)  
[Novell Networking](#)  
[Web Design](#)

[Office Technology Careers](#)

[Coding Specialist](#)  
[Computer Applications – Software Applications Specialist](#)  
[Digital Publishing](#)  
[Medical Secretary Technology](#)  
[Medical Unit Secretary](#)  
[Office Assistant Technology](#)  
[Secretarial Technology](#)

**Emergency Services Education**

[Criminal Justice](#)  
[Corrections](#)  
[Law Enforcement](#)  
[Forensic Science](#)  
[Fire Protection Technology](#)  
[Paramedicine](#)

**Human Services & Education**

Child Development  
[Option I](#)  
[Option II - Administration](#)  
Cosmetology  
[Aesthetician](#)  
[Cosmetology Basic Operator](#)  
[Cosmetology Instructor Certificate](#)  
Interpreter Training  
[Studies in Deafness](#)  
Long Term Care Administration  
[Nursing Facility Administrator](#)  
[Assisted Living Management](#)  
Mental Health  
[Mental Health](#)  
[Substance Abuse and Addiction](#)  
[Counselor Intern](#)  
[Youth Counseling](#)

**Veterinary & Agriculture**

Veterinary Assistant  
[Small Animal Track](#)  
[Large Animal Track](#)

## Visual and Performing Arts

### [Commercial Music](#)

[Performance](#)

[Songwriting](#)

[Sound Reinforcement Level-One](#)

[Sound Reinforcement Enhanced Skills](#)

[Venue and Talent Management](#)

## Marketable Skill Awards

Marketable Skill Achievement Awards are offered in the following programs:

Allied Health & Nursing

[Central Service Sterilization Technician](#)

Business

[Business](#)

Computer Information Systems

[CISCO](#)

[Electronic Media](#)

[Information Systems](#)

Office Technology Careers

[Basic Medical Transcription](#)

[Keyboarding and Business Document Formatting](#)

[Word Processing](#)

Mental Health

[Adolescent Residential Caregiver](#)

## Other Training

Additional training opportunities are also offered in:

[Law Enforcement Academy](#)

[Paramedicine](#)

## General Education Requirements

<u>Social &amp; Behavioral Science</u>	<u>Math/Natural Sciences</u>	<u>Humanities &amp; Visual/Performing Arts</u>
Anthropology	Biology	Art/Music/Theatre
Economics	Chemistry	Literature
Psychology	Physics	Philosophy
Government	Geology	Cultural Studies
Sociology	Math (college-level)	Classical Languages
		Ethics

# Allied Health & Nursing

The Associate in Applied Science degree is offered in these Allied Health & Nursing programs:

- [Associate Degree Nursing](#)
- [Certified Medical Assisting](#)
- [Electroneurodiagnostics and Polysomnography](#)
- [Medical Laboratory Technician](#)
- [Physical Therapist Assistant](#)
- [Radiologic Technology](#)
- [Respiratory Care Technology](#)

Certificates of Completion are offered in the following Allied Health & Nursing programs:

- [Computed Tomography](#)
- [Surgical Technology](#)
- [Vocational Nursing](#)

Marketable Skill Achievement Awards are offered in the following program:

- [Central Service Sterilization Technician](#)

All Allied Health & Nursing programs have competitive admission requirements for limited enrollment.

## Admission to Allied Health & Nursing Programs

**(Admission, Re-entry, Progression)**

Individuals who wishes to enroll in any of the Allied Health & Nursing programs should:

- Meet admission requirements of the college.
- Submit a program application to the appropriate department by the deadline date for each admissions review.
- Submit to the Office of Student Admissions required data, which includes: all previous high school or college transcripts; ACT or SAT scores; when applicable, reading and math tests or other admission tests may also be required.
- Attend program information sessions or arrange a conference with the program director for program information.
- Meet established criteria for admission and other admission requirements of individual program.
- Submit evidence of required immunizations with application to program.
- Return required acceptance notice indicating that applicant will register for enrollment.
- Submit documentation of CPR certification, when required, before beginning clinical phase of the program within the first year.
- Meet immunization and CPR requirements:
  - Proof of immunization against Hepatitis B; Varicella (chicken pox), measles, mumps, rubella; and diphtheria/tetanus.
  - Tuberculosis skin test or chest x-ray annually.

- Cost for immunizations and x-rays will be the responsibility of the student.
- Failure to comply with requirements will result in withdrawal from clinical assignments and possibly the program.
- Proof of immunizations, drug screen results and background check **does not** guarantee acceptance in the program.
- Positive drug screens or criminal background checks may prevent program admission.
- Must stay certified in adult, child and infant CPR by an American Heart Association Health Care Provider.

Applications will **not** be processed until all required information is submitted; therefore incomplete applications are not forwarded for program admissions review. Admission will be finalized only after all admission requirements listed above have been met. Meeting these requirements does not guarantee admission to the program.

Students must maintain a minimum grade of C in prescribed courses, as well as an overall 2.0 grade point average in order to progress in a Allied Health & Nursing program or to be eligible to apply for re-entry into a program following interruption of study regardless of the reason for departure. Allied Health & Nursing students in an Associate in Applied Science degree curriculum have five academic program years to complete the technical curriculum after official enrollment in the first program course. Allied Health & Nursing students in a certificate or advanced placement option have three program academic years to complete the curriculum after official enrollment in the first program course. If a student withdraws from a program course and then re-enters the program, that student must still complete the program within the time allotted.

Failure in any program course indicates the possibility of failure on licensing or certifying examinations. Therefore, no more than one program course may be repeated, and that course may be repeated only once during the three- or five-academic year time period. Students who withdraw from a program course must still complete the curriculum within the allowed three- or five-year period. If, for any reason, a student is unable to complete the program within the allowed three- or five-year period, he or she may apply to compete as a new applicant. In such an instance the applicant would start at the beginning of the program academic year.

A program course is a course that has the prefix of the major, i.e., RSPT courses are program courses for all of the Respiratory Care Technology program degrees or certificates.

Each program has established student policies pertaining to its program. This is necessary in order to meet the criteria of the licensing board of the individual programs. Each student is given a copy of these policies when beginning the program.

## Associate Degree Nursing



### (An Approved Tech-Prep Program)

Accredited/Approved by Board of Nurse Examiners for the State of Texas (P.O. Box 430, 333 Guadalupe, Tower 3, Austin, TX 78701; [www.bne.state.tx.us](http://www.bne.state.tx.us)); National League for Nursing Accrediting Commission (NLNAC) (61 Broadway, New York, NY 10006; [www.nlnac.org](http://www.nlnac.org); Phone: 800-669-1656, ext. 153).

This two-year program is designed to prepare registered nurses to give patient-centered care in general nursing at hospitals and other health care agencies. The curriculum provides students with nursing theory and clinical experiences that prepare them to become registered nurses as defined by the state of Texas. Graduates are eligible to apply to write the examination for licensure as a registered nurse.

If developmental courses are needed for Texas Success Initiative requirements, it is recommended that such courses be completed before enrolling in RNSG 1523/1462.

A grade point average of at least 2.8 in the academic courses and a grade average of C or better in all nursing courses will qualify the student to receive the Associate in Applied Science degree. A grade of C or better is required for other courses in the curriculum as prerequisites for nursing courses.

Completion of all Level I and II courses with a grade of C or better is required for admission to Level III of the Associate Degree Nursing Program.

All students must be concurrently enrolled in both a theory course and a clinical course each semester in the program.

A student has five years to complete the Associate Degree Nursing curriculum after official enrollment in the first Associate Degree Nursing course or three years if the student enters through advanced placement.

### Level I

#### *Prerequisites*

<b>CHEM 1405 Introductory Chemistry I</b> or	
<b>CHEM 1407 Introductory Chemistry II</b> or	
<b>CHEM 1411 General Inorganic Chemistry I</b> or	
<b>BIOL 1406 Biology for Science Majors I</b> or	
<b>BIOL 1407 Biology for Science Majors II</b> or	
<b>BIOL 1408 General Biology</b> or	
<b>BIOL 2404 Introductory Anatomy and Physiology</b> .....	4 hrs.
BIOL 2401 Anatomy and Physiology I .....	4 hrs.
BIOL 2402 Anatomy and Physiology II.....	4 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>15 hrs.</i>

Freshman Year

*First Semester*

RNSG 1523 Introduction to Professional Nursing for Integrated Programs .....	4 hrs.
RNSG 1462 Clinical - Nursing (RN Training) .....	5 hrs.
<b>PSYC 2314 Human Growth and Development</b> .....	3 hrs.
HPRS 1206 Medical Terminology or HPRS 1106 Medical Terminology AND HPRS 1101 Introduction to Health Professions.....	2 hrs.
	<i>14 hrs.</i>

Completion of Level I curriculum will qualify the student to receive a Certificate of Completion as a Nursing Assistant.

**Level II**

*Second Semester*

RNSG 2504 Integrated Care of Client with Common Health Care Needs .....	4 hrs.
RNSG 1463 Clinical - Nursing (RN Training) .....	5 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>12 hrs.</i>

*Third Semester*

RNSG 1293 Special Topics in Nursing.....	2 hrs.
RNSG 1161 Clinical - Nursing (RN Training) .....	1 hr.
RNSG 1162 Clinical I - Nursing (RN Training) Optional.....	1 hr.
	<i>3 hrs.</i>

Completion of Level I and II curriculum and additional optional courses will qualify the student to receive a Certificate of Completion in Vocational Nursing. In order to meet state licensure requirements for vocational nursing, students must take RNSG 1162, VNSG 1119 and VNSG 1463. Completion of RNSG 1523, 2504 and 1293 with a minimum grade of C and credit for RNSG 1462, 1463, 1161 and 1162 and VNSG 1119 will qualify the student to enter VNSG 1463. Students who receive credit for RNSG 2462 may substitute that course for VNSG 1463 provided all other criteria have been met regarding Level I and II courses and RNSG 1162 and VNSG 1119 have been completed successfully. See [Course Descriptions](#).

Sophomore Year

**Level III**

Prerequisite: Completion of all Level I and II courses (RNSG 1523, 1462, 2504 and 1463) with a grade point average of at least 2.0 and a minimum grade of C in all nursing courses. Students may also enroll in RNSG 2514 if they successfully complete the challenge examination for each freshman-level nursing course or take RNSG 1327 Transition from Vocational to Professional Nursing. See the section about [Advanced Standing](#) for Licensed Vocational Nurses for details regarding those two paths for entry into RNSG 2514. Enrollment in RNSG 2514 is limited.

*Fourth Semester*

RNSG 2514 Integrated Care of Client with Complex Health Care Needs .....	5 hrs.
RNSG 2462 Clinical - Nursing (RN Training) .....	4 hrs.
<b>BIOL 2420 Microbiology</b> .....	4 hrs.
<b>Speech Communication (college-level)</b> .....	3 hrs.
	<i>16 hrs.</i>

*Fifth Semester*

RNSG 2535 Integrated Client Care Management .....	5 hrs.
RNSG 2463 Clinical - Nursing (RN Training) .....	4 hrs.
<b>Humanities elective</b> .....	3 hrs.
	<i>12 hrs.</i>

*Total 72 hrs.*



# Certified Medical Assistant



## Freshman Year

### *Fall Semester*

<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>BIOL 2404 Introduction to Anatomy &amp; Physiology</b> .....	4 hrs.
<b>PHIL 2306 Ethics</b> .....	3 hrs.
<b>MATH 1332 Contemporary Liberal Arts Mathematics or</b> <b>MATH 1314 College Algebra</b> .....	3 hrs.
<b>COSC 1300 Introduction to Computing</b> .....	3 hrs.
	<i>16 hrs.</i>

### *Spring Semester*

MDCA 1417 Procedures in a Clinical Setting.....	4 hrs.
MDCA 1421 Administrative Procedures .....	4 hrs.
MDCA 1443 Medical Insurance .....	4 hrs.
MDCA 1409 Anatomy & Physiology for Medical Assistants .....	4 hrs.
	<i>16 hrs.</i>

### *Summer*

MDCA 1660 Clinical I-Medical/Clinical Assistant .....	6 hrs.
	<i>6 hrs.</i>

## Sophomore Year

### *Fall Semester*

<b>SPCH 1318 Interpersonal Communication</b> .....	3 hrs.
MDCA 1448 Pharmacology & Administration of Medications.....	4 hrs.
MDCA 1305 Medical Law & Ethics.....	3 hrs.
MDCA 1313 Medical Terminology .....	3 hrs.
ECRD 1211 Electrocardiography.....	2 hrs.
	<i>15 hrs.</i>

### *Spring Semester*

MDCA 1402 Human Disease/Pathophysiology .....	4 hrs.
MDCA 1452 Medical Assistant Laboratory Procedures .....	4 hrs.
MDCA 1254 Medical Assisting Credentialing Exam Review .....	2 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>13 hrs.</i>

### *Summer*

MDCA 2660 Clinical II-Medical/Clinical Assistant .....	6 hrs.
	<u><i>6 hrs.</i></u>

*Total 72 hrs.*

## Electroneurodiagnostics and Polysomnography



Accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) (35 East Wacker Dr., Suite 1970, Chicago, IL 60601) upon recommendation of the Committee on Accreditation for Education in Electroneurodiagnostics and Polysomnography Technology (Co-AEND) (7600 Hunters Hollow Trail, Novelty, OH 44072-9541; website: [www.coa-end.org](http://www.coa-end.org))

The Electroneurodiagnostics and Polysomnography curriculum leads to an Associate in Applied Science degree in Electroneurodiagnostics and Polysomnography Technology. Students who complete the curriculum are eligible to complete the national examinations for credentialing in R. EEG T. for electroencephalography, R. EP T. for evoked potentials and CNIM for intraoperative monitoring, administered by the American Board of Registration of Electroencephalographic and Evoked Potential technologists (ABRET); CLTM for long-term monitoring and R.EDT. for nerve conduction by the American Association of Electrodiagnostic Technologists (AAET); and RPSGT for Polysomnography administered by the Board of Registered Polysomnographic Technologists (BRPT).

Electroneurodiagnostics (END) is a term for the field of medicine that uses specialized instruments to study the electrical signals generated by the brain and its many pathways. The five major categories of procedures in the END field are: Electroencephalography (EEG), Evoked Potentials (EP), Polysomnography (PSG or Sleep), Nerve Conduction Studies (NCS) and Intraoperative Monitoring (NIM-IOM). Under the direction of a physician, Polysomnography technologists administer various sleep studies in order to diagnose the type and extent of sleep disorders, and they perform routine patient assessments and score sleep records. The knowledge and skills for performing electroneurodiagnostic and polysomnography testing are achieved through didactic classroom, campus laboratory and clinical preparation. Electroneurodiagnostic and polysomnography technologists are employed in hospitals, clinics and private companies.

A student has five years to complete the Associate in Applied Science degree in Electroneurodiagnostics and Polysomnography after official enrollment into the program. If a student chooses to pursue the certificate in polysomnography, the student has three years to complete the certificate in polysomnography after official enrollment into the program. Contact the program director for further information.

### Freshman Year

#### *Summer*

HPRS 1206 Medical Terminology or

HPRS 1106 Medical Terminology AND

HPRS 1101 Introduction to Health Professions ..... 2 hrs.

**BIOL 2404 Introductory Anatomy and Physiology** ..... 4 hrs.

*6 hrs.*

*Fall Semester*

PSGT 1410 Neuroanatomy & Physiology.....	4 hrs.
ENDT 1345 Applied Electronics and Instrumentation .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
ENDT 1350 Electroencephalography .....	3 hrs.
	<i>13 hrs.</i>

*Spring Semester*

ENDT 2215 Nerve Conduction Studies .....	2 hrs.
ENDT 1170 Pattern Recognition Lab .....	1 hr.
HPRS 2300 Pharmacology .....	3 hrs.
ENDT 1260 Clinical-Electroencephalography .....	2 hrs.
ENDT 2320 Electroneurodiagnostics Technology I .....	3 hrs.
ENDT 2210 Evoked Potentials .....	2 hrs.
	<i>13 hrs.</i>

*Summer*

ENDT 1660 Clinical III-Electroneurodiagnostics Technology .....	6 hrs.
	<i>6 hrs.</i>

Sophomore Year

*Fall Semester*

<b>Psychology or Sociology elective (college-level)</b> .....	3 hrs.
PSGT 1300 Polysomnography .....	3 hrs.
ENDT 2360 Clinical-Electroencephalography .....	3 hrs.
ENDT 1270 Pattern Recognition Lab .....	2 hrs.
ENDT 2370 Electroneurodiagnostics Technology II .....	3 hrs.
	<i>14 hrs.</i>

*Spring Semester*

<b>Humanities elective</b> .....	3 hrs.
PSGT 2411 Polysomnography II .....	4 hrs.
<b>Speech elective</b> (college-level) .....	3 hrs.
PSGT 1460 Polysomnography-Clinical I .....	4 hrs.
	<i>14 hrs.</i>

*Summer*

PSGT 2660 Polysomnography-Clinical II .....	6 hrs.
	<i>Total 72 hrs.</i>

## Medical Laboratory Technology



### Tech-Prep Approved

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631; [www.naacls.org](http://www.naacls.org); Phone: 773-714-8880)

This program prepares entry-level medical laboratory technicians for an important role in the detection, diagnosis and treatment of disease. Students learn to perform tests in clinical chemistry, microbiology, hematology, coagulation, urinalysis, immunohematology and immunology. Graduates are eligible to take a national certifying examination.

A student in an Associate in Applied Science degree program has five academic years to complete the technical curriculum after official enrollment in the first program course. If a student withdraws from a program course and then re-enters the program, that student must still complete the program within the time allotted.

A student who has failed two program courses may apply for admission to the program as a new applicant after the original five-year completion date has expired. A student who withdraws from a program course must still complete the curriculum within the allowed five-year period. If, for any reason, the student is unable to complete the program within the allowed five-year period, he or she may apply as a new student.

A program course is one that has the prefix of the major, e.g., MLAB courses are program courses for all of the Medical Laboratory Technology Program degree and/or certificates.

**Prerequisite Course**

**BIOL 1406 Biology for Science Majors** or

**BIOL 1408 General Biology** ..... 4 hrs.

Freshman Year

*First Semester*

MLAB 1415 Hematology..... 4 hrs.

MLAB 1235 Immunology/Serology ..... 2 hrs.

MLAB 1162 Clinical-Immunology/Serology ..... 1 hr.

MLAB 1261 Clinical-Hematology..... 2 hrs.

**BIOL 2402 Anatomy and Physiology II** ..... 4 hrs.

*13 hrs.*

*Second Semester*

MLAB 1227 Coagulation..... 2 hrs.

MLAB 2431 Immunohematology ..... 4 hrs.

MLAB 1161 Clinical-Coagulation ..... 1 hr.

MLAB 1262 Clinical-Immunohematology ..... 2 hrs.

PLAB 1223 Phlebotomy ..... 2 hrs.

MLAB 1160 Clinical-Phlebotomy ..... 1 hr.

**BIOL 2420 Microbiology** ..... 4 hrs.

*16 hrs.*

*Third Semester*

**ENGL 1301 Freshman Composition I** ..... 3 hrs.

**Psychology** or **Sociology (college-level)** ..... 3 hrs.

*6 hrs.*

Sophomore Year

*First Semester*

MLAB 2434 Clinical Microbiology..... 4 hrs.

MLAB 1231 Parasitology/Mycology..... 2 hrs.

MLAB 1360 Clinical-Microbiology, Parasitology,  
Mycology and Virology..... 3 hrs.

**CHEM 1411 General Inorganic Chemistry I** ..... 4 hrs.

*13 hrs.*

*Second Semester*

MLAB 1211 Urinalysis/Body Fluids .....	2 hrs.
MLAB 2401 Clinical Chemistry .....	4 hrs.
MLAB 1163 Clinical-Urinalysis and Body Fluids .....	1 hr.
MLAB 1361 Clinical-Chemistry .....	3 hrs.
<b>MATH 1314 College Algebra</b> .....	3 hrs.
	<i>13 hrs.</i>

*Third Semester*

<b>Speech Communication elective (college-level)</b> .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
MLAB 1191 Special Topics .....	1 hr.
	<u>7 hrs.</u>

*Total 68 hrs.*

**Notes:**

- \* Credits for the Associate in Applied Science degree include a minimum grade of C (2.0 grade point average) in each major course in the technical curriculum. A major course is a course that has the prefix of the program (i.e., MLAB or PLAB). A minimum grade of C will be required for related courses when specified in the catalog course description as a prerequisite. A minimum grade of C will be required for courses transferred or substituted to satisfy degree requirements.
- \* The MLT program at MCC also conducts a phlebotomy sequence of courses that leads to a Certificate in Phlebotomy awarded by the college. Individuals who want national certification as a phlebotomist must take PLAB 1223 Phlebotomy, MLAB 1160 Clinical-Phlebotomy/MLT and PLAB 1160 Clinical-Phlebotomy/PLB with a minimum grade of C. The phlebotomy sequence of courses is offered each spring and fall semester.
- \* PLAB 1160 Clinical-Phlebotomy/PLB is an optional 80-contact-hour course for MLT majors but is a required course for phlebotomy students. MLAB 1160 Clinical-Phlebotomy/MLT is a 48-contact-hour course that is required for both MLT majors and phlebotomy majors.
- \* The phlebotomy sequence of courses at MCC is also a Tech-Prep, dual-credit program available to area high school seniors enrolled in health occupation classes. Individuals interested in Tech-Prep should contact their high school counselor or the MLT program director for more information.
- \* No more than one program course may be repeated, and that course may be repeated only once during the five-year time period. In other words, failure of two program courses or failure of one course twice, will cause the student to become ineligible to re-enroll in the MLT program. The individual must complete and new application after the initial five-year time period ends and repeat the application process as a new student.

**Physical Therapist Assistant** 

Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) (The Commission Accreditation in Physical Therapy Education, Department of Accreditation, American Physical Therapy Association, 1111 N. Fairfax St., Alexandria, VA 22314; website: [www.apta.org/CAPTE](http://www.apta.org/CAPTE); Phone: 703-706-3245.)

The Physical Therapist Assistant Program prepares assistants who will contribute to physical therapy services by performing a variety of functions under the supervision of a physical therapist. The curriculum provides theory, lab practice and clinical experience to prepare students to perform quality patient care. A student completing the program is eligible for admission to the licensing examination administered by the Texas Board of Physical Therapy Examiners. Job opportunities exist in a wide

variety of health care settings. If developmental courses are needed for Texas Success Initiative requirements, such courses must be completed before entry into the program.

A student has five years to complete the Physical Therapist Assistant curriculum after official enrollment in the first Physical Therapist Assistant course. Contact the program director for further information.

Freshman Year

*Summer Semester*

BIOL 1408 General Biology or BIOL 2404 Introduction Anatomy and Physiology or CHEM 1405 Introduction Chemistry I .....	4 hrs. 4 hrs.
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*Fall Semester*

<b>BIOL 2401 Anatomy and Physiology I</b> .....	4 hrs.
PTHA 1409 Introduction to Physical Therapy .....	4 hrs.
PTHA 1413 Functional Anatomy .....	4 hrs.
PTHA 2201 Essentials of Data Collection .....	2 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>17 hrs.</i>

*Spring Semester*

PTHA 1431 Physical Agents.....	4 hrs.
PTHA 2409 Therapeutic Exercise .....	4 hrs.
PTHA 1321 Pathophysiology .....	3 hrs.
HPRS 1206 Medical Terminology or HPRS 1106 Medical Terminology AND HPRS 1101 Introduction to Health Professions .....	2 hrs.
<b>BIOL 2402 Anatomy and Physiology II</b> .....	4 hrs.
	<i>17 hrs.</i>

Sophomore Year

*Summer*

PTHA 1361 Clinical PTA I .....	3 hrs.
	<i>3 hrs.</i>

*Fall Semester*

PTHA 2431 Management of Neurological Disorders .....	4 hrs.
PTHA 2435 Rehabilitation Techniques .....	4 hrs.
<b>Speech Communication elective (college-level)</b> .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
	<i>17 hrs.</i>

*Spring Semester*

PTHA 2362 Clinical PTA II.....	3 hrs.
PTHA 2217 Issues in Health Care .....	2 hrs.
PTHA 2363 Clinical PTA III .....	3 hrs.
<b>PSYC 2314 Human Growth and Development</b> .....	3 hrs.
<b>Humanities elective (college-level)</b> .....	3 hrs.
	<i>14 hrs.</i>

*Total 72 hrs.*

## Radiologic Technology



Accredited by Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; [www.jrcert.org](http://www.jrcert.org); 312 - 704-5300)

The radiologic technologist assists radiologists (physicians specially trained in uses of radiation) in the examination of patients for broken bones, ulcers, tumors, disease or malfunction of organs within the body. Students in the Radiologic Technology Program learn the positioning, exposure, professional ethics, medical terminology, physics, procedures and techniques of x-ray technology. A student completing the program is eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT). The radiologic technologist may secure employment in hospitals and clinics and other health care agencies. If developmental courses are needed for Texas Success Initiative requirements, it is recommended such courses be completed before enrolling in the program.

A student has five years to complete the radiologic technology curriculum after official enrollment in the first radiologic technology course. Contact the program director for further information.

### Prerequisite Courses

**BIOL 1406 Biology for Science Majors I** or

**1408 General Biology** or

**2404 Introductory Anatomy and Physiology** ..... 4 hrs.

### Freshman Year

#### *First Semester*

RADR 1203 Patient Care .....	2 hrs.
RADR 1311 Basic Radiographic Procedures .....	3 hrs.
RADR 1313 Principles of Radiographic Imaging I .....	3 hrs.
BIOL 2401 Anatomy & Physiology I .....	4 hrs.
RADR 1260 Clinical-Medical Radiologic Technology .....	2 hrs.
	<i>14 hrs.</i>

#### *Second Semester*

RADR 2301 Intermediate Radiographic Procedures .....	3 hrs.
RADR 2205 Principles of Radiographic Imaging II .....	2 hrs.
RADR 2309 Radiographic Imaging Equipment .....	3 hrs.
BIOL 2402 Anatomy & Physiology II .....	4 hrs.
RADR 1261 Clinical-Medical Radiologic Technology .....	2 hrs.
	<i>14 hrs.</i>

#### *Summer*

RADR 1660 Clinical-Medical Radiologic Tech/Sci III .....	6 hrs.
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Sophomore Year

*First Semester*

RADR 2217 Radiographic Pathology .....	2 hrs.
RADR 2360 Clinical-Medical Radiologic Technology .....	3 hrs.
RADR 2313 Radiation Biology and Protection .....	3 hrs.
<b>SPCH 1318 Interpersonal Communication</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition</b> .....	3 hrs.
	<i>14 hrs.</i>

*Second Semester*

RADR 2333 Advanced Medical Imaging .....	3 hrs.
RADR 2361 Clinical-Medical Radiologic Technology .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
RSPT 2240 Sectional Anatomy Medical Imaging .....	2 hrs.
	<i>14 hrs.</i>

*Summer*

RADR 2662 Clinical-Radiologic Technology/Sci Radiographer .....	6 hrs.
	<u><i>6 hrs.</i></u>
	<i>Total 66 hrs.</i>

**Enhanced Skills Certificate – Computed Tomography**

The Enhanced Skills Certificate in Computed Tomography provides students with knowledge and skills needed to perform computed tomography exams in medical facilities. Courses can be completed in one semester and include both lecture and clinical courses. Eligibility for enrollment is limited to graduates of an accredited radiologic technology program. Contact the program director for further information.

RADR 2240 Sectional Anatomy for Medical Imaging .....	2 hrs.
CTMT 2232 Principles of Computed Tomography.....	2 hrs.
CTMT 2336 Computed Tomography Equipment and Methodology .....	3 hrs.
CTMT 2460 Clinical–Computed Tomography Technology .....	4 hrs.
	<i>11 hrs.</i>

**Respiratory Care Technology**



*Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (1361 Park St., Clearwater, FL, 33756; [www.caahep.org](http://www.caahep.org).)*

The respiratory care curriculum leads to an Associate in Applied Science degree in Respiratory Care Technology. Students who complete the associate degree curriculum will be eligible to complete the examinations administered by the National Board for Respiratory Care (NBRC) for Certification (CRT) and Registry (RRT). The respiratory therapist applies scientific knowledge and theory to practical clinical problems of respiratory care. The knowledge and skills for performing various respiratory care modalities are achieved through didactic, laboratory and clinical preparation. Clinical training in routine and special procedures applicable to pediatric, adult and geriatric patients is provided. Respiratory therapy personnel are employed in hospitals, nursing care facilities, clinics, and



institutions or companies providing home care. Applicants for this program must meet admission requirements established by the college. If developmental courses are needed for Texas Success Initiative requirements, it is recommended that such courses be completed before the fall semester of the first year of the program.

A student has five years to complete requirements for the Associate in Applied Science Degree in Respiratory Care after official enrollment into the program. Contact the program director for further information.

Freshman Year

*Fall Semester*

<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>BIOL 2404 Introductory Anatomy and Physiology</b> .....	4 hrs.
MATH 1314 College Algebra .....	3 hrs.
HRPS 1206 Medical Terminology .....	2 hrs.
RSPT 1371 Introduction to Respiratory Care.....	3 hrs.
	<i>15 hrs.</i>

*Spring Semester*

RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology .....	3 hrs.
RSPT 1127 Applied Physics for Respiratory Care .....	1 hr.
RSPT 1266 Practicum Respiratory Care .....	2 hrs.
RSPT 1410 Respiratory Care Procedures I .....	4 hrs.
RSPT 2317 Respiratory Care Pharmacology .....	3 hrs.
	<i>13 hrs.</i>

*Summer*

RSPT 1260 Clinical Respiratory Care .....	2 hrs.
RSPT 1411 Respiratory Care Procedures II .....	4 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*Fall Semester*

RSPT 2258 Respiratory Care Patient Assessment.....	2 hrs.
RSPT 2414 Mechanical Ventilation.....	4 hrs.
RSPT 1267 Practicum Respiratory Care .....	2 hrs.
RSPT 2310 Cardiopulmonary Disease .....	3 hrs.
<b>SPCH 1318 Interpersonal Communications</b> .....	3 hrs.
	<i>14 hrs.</i>

*Spring Semester*

RSPT 2139 Advanced Cardiac Life Support .....	1 hr.
RSPT 2233 Respiratory Care Case Management.....	2 hrs.
RSPT 2305 Pulmonary Diagnostics .....	3 hrs.
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care .....	3 hrs.
RSPT 1241 Respiratory Home Care/Rehabilitation .....	2 hrs.
RSPT 2266 Practicum Respiratory Care .....	2 hrs.
	<i>13 hrs.</i>

*Summer Semester*

RSPT 2230 Examination Preparation.....	2 hrs.
RSPT 2267 Practicum Respiratory Care .....	2 hrs.
RSPT 2374 Critical Thinking .....	3 hrs.
	<u>7 hrs.</u>
	<i>Total 71 hrs.</i>

## Surgical Technology

Accredited by the Commission on Accreditation of Allied Health Education Programs (1361 Park St., Clearwater, FL 33756; [www.caahep.org](http://www.caahep.org); 727-210-2350)

This one-year certificate program is designed to prepare surgical technologists to be an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings as defined by the National Board of Surgical Technology. Students enrolled in a pre-surgical technology academic program at MCC are required to take the THEA or an approved alternative test prior to enrolling in college courses. A student has three years to complete the surgical technology curriculum after official enrollment in the first surgical technology course. Contact the program director for further information.

*Summer Semester-Prerequisites*

<b>BIOL 2404 Introductory Anatomy &amp; Physiology</b> .....	4 hrs.
HPRS 1106 Medical Terminology or HPRS 1206 Medical Terminology AND HPRS 1101 Introduction to Health Professions .....	2 hrs.
<b>BIOL 2401 Anatomy &amp; Physiology I</b> .....	4 hrs.
	<i>10 hrs.</i>

*Fall Semester*

<b>BIOL 2402 Anatomy &amp; Physiology II</b> .....	4 hrs.
SRGT 1405 Introduction to Surgical Technology.....	4 hrs.
SRGT 1409 Fundamentals of Perioperative Concepts & Techniques.....	4 hrs.
SRGT 1260 Clinical-Introductory .....	2 hrs.
SRGT 1441 Surgical Procedures I .....	4 hrs.
	<i>18 hrs.</i>

*Spring Semester*

SRGT 1660 Clinical-Intermediate .....	6 hrs.
SRGT 1542 Surgical Procedures II .....	5 hrs.
SRGT 2130 Professional Readiness .....	1 hr.
	<i>23 hrs.</i>

*Summer Semester*

SRGT 2660 Clinical-Advanced.....	6 hrs.
	<u>6 hrs.</u>
	<i>Total 46 hrs.</i>

## Central Service Sterilization Technician Certificate of Marketable Skills

### Fall Semester

SRGT 1491 Special Topics in Surgical Operating Room Technician.....	4 hrs.
HPRS 1206 Medical Terminology or	
HPRS 1106 Medical Terminology AND	
HPRS 1101 Introduction to Health Professions.....	<u>2 hrs.</u>
	6 hrs.

## Vocational Nursing

Accredited/Approved by Board of Nurse Examiners for the State of Texas, (333 Guadalupe #3-460, Austin, TX 78701;  
[www.bne.state.tx.us](http://www.bne.state.tx.us))

This one-year certificate program is designed to prepare the vocational nurse to provide direct patient care and other nursing activities as designated by the licensure and practice regulations defined by the Board of Nurse Examiners for the State of Texas. Students must provide Nurse Entrance Test (NET) test scores for admission review. Graduates are eligible to apply to write the examination for vocational nurse licensure (NCLEX-PN). Students enrolled in a pre-vocational nursing academic program at MCC are required to take the THEA or approved alternative test prior to enrolling in college courses. Once students are accepted in the Vocational Nursing Program they will be Texas Success Initiative waived.

All students must be concurrently enrolled in both a theory course and a clinical course each semester in the program.

A student has three years to complete the vocational nursing curriculum after official enrollment in the first vocational nursing course. Contact the program director for further information.

### Prerequisite Courses

Academic courses must be completed before entering the program.

BIOL 2404 Introductory Anatomy and Physiology .....	4 hrs.
<b>SPCH 1318 Interpersonal Communications</b> .....	3 hrs.
HPRS 1206 Medical Terminology or	
HPRS 1106 Medical Terminology AND	
HPRS 1101 Introduction to Health Professions .....	2 hrs.
PSYC 2301 General Psychology .....	3 hrs.
	12 hrs.

### Entering Program in the Fall

#### Fall Semester

VNSG 1327 Essentials of Medication Administration .....	3 hrs.
VNSG 1423 Basic Nursing Skills .....	4 hrs.
VNSG 1122 Vocational Nursing Concepts .....	1 hr.

VNSG 1360 Clinical-Practical Nurse ..... 3 hrs.  
*11 hrs.*

*Spring Semester*

VNSG 1509 Nursing in Health and Illness II ..... 5 hrs.  
 VNSG 1260 Clinical-Practical Nurse ..... 2 hrs.  
 VNSG 1510 Nursing in Health and Illness III ..... 5 hrs.  
 VNSG 1119 Professional Development ..... 1 hr.  
 VNSG 1261 Clinical-Practical Nurse ..... 2 hrs.  
*15 hrs.*

*Summer I*

VNSG 1330 Maternal-Neonatal Nursing ..... 3 hrs.  
 VNSG 1262 Clinical-Practical Nurse ..... 2 hrs.  
*5 hrs.*

*Summer II*

VNSG 1334 Pediatrics ..... 3 hrs.  
 VNSG 1263 Clinical-Practical Nurse ..... 2 hrs.  
*5 hrs.*

*Total 48 hrs.*

Entering Program in the Spring

*Spring Semester*

VNSG 1327 Essentials of Medication Administration ..... 3 hrs.  
 VNSG 1423 Basic Nursing Skills ..... 4 hrs.  
 VNSG 1122 Vocational Nursing Concepts ..... 1 hr.  
 VNSG 1360 Clinical-Practical Nurse..... 3 hrs.  
*11 hrs.*

*Summer I*

VNSG 1330 Maternal-Neonatal Nursing ..... 3 hrs.  
 VNSG 1262 Clinical Practical Nurse ..... 2 hrs.  
*5 hrs.*

*Summer II*

VNSG 1334 Pediatrics ..... 3 hrs.  
 VNSG 1263 Clinical-Practical Nurse..... 2 hrs.  
*5 hrs.*

*Fall Semester*

VNSG 1509 Nursing in Health and Illness II ..... 5 hrs.  
 VNSG 1260 Clinical-Practical Nurse ..... 2 hrs.  
 VNSG 1510 Nursing in Health and Illness III ..... 5 hrs.  
 VNSG 1261 Clinical-Practical Nurse (3<sup>rd</sup> semester clinical course) ..... 2 hrs.  
 VNSG 1119 Professional Development ..... 1 hr.  
*15 hrs.*

*Total 48 hrs.*

**NOTE:** Students must pass the theory and clinical parts of any vocational nursing course to progress in the program. A grade of C or better must be earned in all courses required for a Certificate of Completion in vocational nursing.

Students completing all three semesters are eligible for a Certificate of Completion and to make application to write the National Council Licensing Examination for Vocational Nurses (NCLEX-PN).

# Business Programs

The Associate in Applied Science degree is offered in these Business Programs:

- [Accounting](#)
- [Business Management](#)
- [General Business](#)
- [Marketing](#)
- [Paralegal](#)
- [Real Estate](#)

Certificates of Completion are offered in the following Business Programs:

- [Accounting](#)
- [Business Management](#)
- [Entrepreneurship](#)
- [Marketing](#)
- [Paralegal](#)
- [Real Estate](#)

Marketable Skill Achievement Awards are offered in the following program:

- [Business](#)

## Accounting



This program prepares students for positions in the accounting departments of large and small private businesses and service agencies such as hospitals and federal, state and local governments. Jobs range from specific areas such as payroll accounting to handling an entire accounting system. The emphasis is on concepts, with practical application on the job and an understanding of the business and economic environment. Graduates are qualified to fill jobs in a variety of interesting and challenging organizations.

### Freshman Year

#### *First Semester*

ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> or	
<b>POFT 1301 Business English</b> .....	3 hrs.
POFT 1227 Introduction To Keyboarding <sup>1,2</sup> .....	2 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

BCIS 1305 Business Computer Applications <sup>4</sup> .....	3 hrs.
<b>Humanities</b> or <b>Visual/Performing Arts elective</b> <sup>6</sup> .....	3 hrs.
ACCT 2401 Principles of Financial Accounting .....	4 hrs.

<b>Math (college-level) or both POFT 1321 Business Math and Natural Sciences elective</b> <sup>4</sup> .....	3/6 hrs.
<b>Speech Communication</b> .....	3 hrs.
	<i>16-19 hrs.</i>

Sophomore Year

*First Semester*

ACNT 1329 Payroll and Business Tax Accounting .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
ACCT 2402 Principles of Managerial Accounting .....	4 hrs.
HECO 1307 Personal Finance .....	3 hrs.
<b>ECON 2301 Principles of Macroeconomics</b> .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

ACNT 1313 Computerized Accounting Applications <sup>7</sup> .....	3 hrs.
ACNT 2488 Internship - Accounting or Business elective <sup>5</sup> .....	3-4 hrs.
BUSI 2301 Business Law I .....	3 hrs.
<b>ECON 2302 Principles of Microeconomics</b> .....	3 hrs.
BMGT 1341 Business Ethics .....	3 hrs.
	<u><i>15-16 hrs.</i></u>
	<i>Total 64-68 hrs.</i>

<sup>1</sup> May be waived if student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting or accounting/bookkeeping experience. See footnote 5.

<sup>3</sup> Recommended for students transferring to a four-year institution.

<sup>4</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to four-year institutions).

<sup>5</sup> Business electives are accounting (ACCT and ACNT), business (BMGT, BUSI, HRPO, IBUS and MRKG), computer information systems (BCIS, CISY, COSC, ITNW, ITSC, ITSE and ITSW), economics (ECON), office technology (POFL, POFM, POFT) and real estate (RELE). Students must meet prerequisite requirements of the business elective they choose.

<sup>6</sup> See [General Education Requirements](#) for list of humanities courses.

<sup>7</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.

**Certificate In Accounting**

*First Semester*

ACCT 2401 Principles of Financial Accounting <sup>2</sup> .....	4 hrs.
POFT 1301 Business English <sup>3</sup> .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
HECO 1307 Personal Finance.....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,3</sup> .....	2 hrs.
BUSI 2301 Business Law I .....	3 hrs.
	<i>18 hrs.</i>

*Second Semester*

ACNT 1313 Computerized Accounting Applications <sup>7</sup> .....	3 hrs.
ACNT 1329 Payroll and Business Tax Accounting .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.

BCIS 1305 Business Computer Applications <sup>4,5</sup> .....	3 hrs.
ACCT 2402 Principles of Managerial Accounting or Business elective <sup>6</sup> .....	3-4 hrs.
	<u>15-16 hrs.</u>
	Total 33-34 hrs.

- <sup>1</sup> May be waived if student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.
- <sup>2</sup> Prerequisite is ACNT 1303, Introduction to Accounting I.
- <sup>3</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.
- <sup>4</sup> Recommended for students transferring to a four-year institution.
- <sup>5</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to four-year institutions).
- <sup>6</sup> Business electives are accounting (ACCT and ACNT), business (BMGT, BUSI, HAMG, IBUS and MRKG), computer information systems (ITCC, COSC, ITNW, ITSC, ITSE and ITSW), economics (ECON), office technology (POFI, POFM, POFT and POFL), commercial music (MUSP, MUSB) and real estate (RELE). Students must meet prerequisite requirements of the business elective they choose.
- <sup>7</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.

## Business Management

The purpose of this program is to help students prepare to enter or advance in a management career or to open a business of their own. It is designed for those with minimum management experience, those in managerial positions who need to update and upgrade their skills and performance, and those owning or seeking to own their own business. Work experience and on-the-job training are integral parts of this program. Course requirements focus on skills necessary for successful performance as a manager or small business owner.

### Freshman Year

#### *First Semester*

MRKG 1311 Principles of Marketing .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
BMGT 2488 Internship I - Business Administration and Management <sup>5</sup> .....	4 hrs.
POFT 1227 Introduction To Keyboarding <sup>1,2</sup> .....	2 hrs.
	15 hrs.

#### *Second Semester*

BCIS 1305 Business Computer Applications <sup>3,4</sup> .....	3 hrs.
HRPO 2301 Human Resource Management .....	3 hrs.
BUSI 2301 Business Law I .....	3 hrs.
BMGT 2489 Internship II -Business Administration and Management <sup>5</sup> .....	4 hrs.
<b>ENGL 1301 Freshman Composition I or</b>	
POFT 1301 Business English .....	3 hrs.
	16 hrs.

Sophomore Year

*First Semester*

BMGT 2309 Leadership.....	3 hrs.
BMGT 1307 High Performance Work Teams .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective</b> <sup>7</sup> .....	3 hrs.
ACNT 1303 Introduction to Accounting <sup>7</sup> .....	3 hrs.
BMGT 2470 Internship III – Business Administration and Management <sup>5,6</sup>	
Capstone .....	4 hrs.
	<i>16 hrs.</i>

*Second Semester*

<b>Math (college-level)</b> <sup>4</sup> or both POFT 1321 Business Math and <b>Natural Sciences elective</b> <sup>7</sup> .....	3-6 hrs.
<b>ECON 1301 Introduction to Economics</b> or <b>ECON 2301 Principles of Macroeconomics</b> or <b>ECON 2302 Principles of Microeconomics</b> .....	3 hrs.
<b>General Education elective</b> <sup>7</sup> .....	3 hrs.
<b>Speech elective</b> .....	3 hrs.
BUSG 2309 Small Business Management or Elective ( <b>college-level</b> ) <sup>7</sup> .....	3 hrs.
	<u>15-18 hrs.</u>
	<i>Total 62-65 hrs.</i>

<sup>1</sup> May be waived if student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> Prerequisite is ACNT 1303 Intro to Accounting I.

<sup>3</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.

<sup>4</sup> Recommended for students transferring to a four-year institution.

<sup>5</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to four-year institutions).

<sup>6</sup> Business electives are accounting (ACCT and ACNT), business (BMGT, HAMG, HPRO, IBUS and MRKG), computer information systems (ITCC, COSC, ITNW, ITSC, ITSE and ITSW), economics (ECON), office technology (POFI, POFM, POFT and POFL), commercial music (MUSP, MUSB) and real estate (RELE). Students must meet prerequisite requirements of the business elective they choose.

<sup>7</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.

**Certificate in Business Management**

*First Semester*

BUSI 1301 Survey of Business .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
BMGT 2488 Internship I-Business Administration and Management <sup>4</sup> .....	4 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
	<i>15 hrs.</i>

*Second Semester*

ACNT 1303 Introduction to Accounting <sup>2</sup> .....	3 hrs.
HRPO 2301 Human Resource Management .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.



BMGT 2470 Internship II-Business Management <sup>5,6</sup> .....	4 hrs.
BCIS 1305 Business Computer Applications <sup>3,4</sup> .....	3 hrs.
	<u>16 hrs.</u>
	Total 31 hrs.

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.

<sup>3</sup> Students who have bookkeeping experience or had one year of high school accounting/bookkeeping should take ACCT 2401.

<sup>4</sup> May be articulated from high school but will substituted as ITSC 1309.

<sup>5</sup> Students must meet [Guidelines for Internships](#).

<sup>6</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.

## Certificate in Entrepreneurship

### First Semester

POFT 1321 Business Math <sup>1</sup> .....	3 hrs.
ECON 2301 Macroeconomics .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
MRKG 2333 Principles of Selling .....	3 hrs.
BMGT 1344 Negotiations & Conflict Resolution.....	3 hrs.
	18 hrs.

### Second Semester

MRKG 2349 Advertising & Sales Promotion .....	3 hrs.
ACNT 1329 Payroll & Business Tax Accounting.....	3 hrs.
BCIS 1305 Business Computer Applications.....	3 hrs.
BMGT 2310 Financial Management.....	3 hrs.
BUSG 2309 Small Business Management .....	3 hrs.
BUSG 2305 Business Law/Contracts.....	3 hrs.
	18 hrs.

### Summer

BMGT 1391 Special Topics: Implementing a Business Plan.....	3 hrs.
BMGT 2309 Leadership.....	3 hrs.
	<u>6 hrs.</u>
	Total 42 hrs.

<sup>1</sup> May be waived if student has college-level math placement on the THEA or approved alternate test.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information.

## General Business



This program provides an opportunity for students to study the fundamentals of business operations. The emphasis is on both the practical functions as well as the theoretical aspects of business organizations. For the student undecided on a specific career, the General Business Program is also an excellent means of exploring the many careers associated with a business. Jobs available to graduates may include management, marketing/sales occupations and other business-related fields.

### Freshman Year

#### *First Semester*

BUSI 1301 Survey of Business .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
POFT 1227 Introduction Keyboarding I <sup>1,2</sup> .....	2 hrs.
<b>ENGL 1301 Freshman Composition I or</b> <b>POFT 1301 Business English</b> .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

BCIS 1305 Business Computer Applications <sup>3,4</sup> .....	3 hrs.
BUSI 2301 Business Law I .....	3 hrs.
ACCT 2401 Principles of Financial Accounting .....	4 hrs.
<b>Humanities or Visual/Performing Arts elective</b> <sup>5</sup> .....	3 hrs.
<b>Supervision or Elective (college-level)</b> .....	3 hrs.
	<i>16 hrs.</i>

#### *Summer Between Years 1 and 2*

<b>Elective (college-level)</b> .....	3 hrs.
	<i>3 hrs.</i>

### Sophomore Year

#### *First Semester*

MRKG 2349 Advertising and Sales Promotion or MRKG 2333 Principles of Selling .....	3 hrs.
ACCT 2402 Principles of Managerial Accounting .....	4 hrs.
HRPO 2301 Human Resource Management .....	3 hrs.
BMGT 1307 High Performance Work Teams or HECO 1307 Personal Finance .....	3 hrs.
<b>ECON 2301 Principles of Macroeconomics</b> .....	3 hrs.
	<i>16 hrs.</i>

#### *Second Semester*

<b>Math (college-level) or both POFT 1321 Business Math</b> <b>and Science elective</b> <sup>5</sup> .....	3 hrs.
<b>ECON 2302 Microeconomics</b> .....	3 hrs.
<b>Speech Elective</b> <sup>5</sup> .....	3 hrs.
<b>Electives (college-level)</b> .....	3 hrs.
BMGT 2309 Leadership <sup>6</sup> .....	3 hrs.
	<u><i>15 hrs.</i></u>

Total 67 hrs.

- <sup>1</sup> May be waived if student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping or accounting experience.
- <sup>3</sup> Recommended for students transferring to a four-year institution.
- <sup>4</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to a four-year institution).
- <sup>5</sup> See [General Education Requirements](#).
- <sup>6</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.

## Paralegal



### (An Approved Tech-Prep Program)

This program prepares students for employment and advancement in law firms and legal departments of business, industry and government. The emphasis is on workplace competencies with specific knowledge of court systems, litigation processes, manual and computerized legal research, investigation, and law office management. A minimum grade of C is required in all Paralegal classes for graduation.

For information about credit through advanced standing for students holding their Professional Legal Secretary or Certified Legal Assistant certifications, see the policy on [Advanced Standings](#).

### Freshman Year

#### *First Semester*

LGLA 1313 Introduction to Paralegal Studies .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1</sup> .....	2 hrs.
<b>GOVT 2306 Texas Government</b> .....	3 hrs.
POFT 1301 Business English or	
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
BUSI 2301 Business Law I .....	3 hrs.
<b>PSYC 2301 General Psychology</b> or	
<b>SOCI 1301 Introduction to Sociology</b> .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

LGLA 1311 Introduction to Law .....	3 hrs.
ITSW 1301 Introduction to Word Processing or	
POFI 2340 Advanced Word Processing .....	3 hrs.
<b>ENGL 1302 Freshman Composition II</b> or	
<b>ENGL 2311 Technical Communication</b> .....	3 hrs.
<b>PHIL 2374 Critical Thinking</b> .....	3 hrs.
LGLA 1342 Federal Civil Litigation (offered only in spring) .....	3 hrs.
	<i>15 hrs.</i>

### Sophomore Year

#### *First Semester*

LGLA 1344 Texas Civil Litigation (offered only in fall).....	3 hrs.
LGLA 1391 Practice of Property and Family Law (offered only in fall).....	3 hrs.
LGLA 2307 Law Office Management (offered only in fall).....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
<b>SPCH 1318 Interpersonal Communication</b> or <b>SPCH 1315 Public Speaking</b> .....	3 hrs.
	<i>18 hrs.</i>

*Second Semester*

LGLA 1172 Computerized Legal Research (offered only in spring) .....	1 hr.
LGLA 1301 Legal Research and Writing (offered only in spring).....	3 hrs.
LGLA 2488 Internship Paralegal <sup>2</sup> (offered only in spring) .....	4 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
Elective .....	3 hrs.
Elective (LGLA, Criminal Justice, Office Technology or Computer Information Systems) .....	3 hrs.
	<u>17 hrs.</u>
	<i>Total 67 hrs.</i>

*1 May be waived if the student has had a typing class (touch method) or can type by touch at least 30 words a minute.*

*2 If the student's prior work experience satisfies internship requirements, the program director may substitute an LGLA elective.*

*Students must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course. This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.*

## **Certificate in Paralegal**

*First Semester*

LGLA 1313 Introduction to Paralegal Studies .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1</sup> .....	2 hrs.
POFT 1301 Business English or <b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
BUSI 2301 Business Law I .....	3 hrs.
LGLA 1311 Introduction to Law .....	3 hrs.
LGLA 1342 Federal Civil Litigation .....	3 hrs.
	<i>17 hrs.</i>

*Second Semester*

ITSW 1301 Introduction to Word Processing or POFI 2340 Advanced Word Processing .....	3 hrs.
<b>ENGL 1302 Freshman Composition II</b> or <b>ENGL 2311 Technical Communication</b> .....	3 hrs.
LGLA 1344 Texas Civil Litigation (offered only in fall).....	3 hrs.
LGLA 1172 Computerized Legal Research (offered only in spring) .....	1 hr.
LGLA 1301 Legal Research and Writing (offered only in spring) .....	3 hrs.
LGLA 2488 Internship Paralegal <sup>2</sup> (offered only in spring) .....	3-4 hrs.
	<i>16-17 hrs.</i>
	<i>Total 33-34 hrs.</i>

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or can type by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> If the student's prior work experience satisfies the internship requirement, the program director may substitute an LGLA elective.



This program expands your career opportunities in the exciting and dynamic field of marketing. Emphasis is on developing skills in marketing strategy, advertising, salesmanship and retailing management. On-the-job training internships supplement the classroom experience.

Freshman Year

*First Semester*

BUSI 1301 Survey of Business .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
<b>Speech elective</b> <sup>7</sup> .....	3 hrs.
	<i>17 hrs.</i>

*Second Semester*

<b>ENGL 1301 Freshman Composition I</b> or <b>POFT 1301 Business English</b> .....	3 hrs.
BCIS 1305 Business Computer Applications <sup>3,4</sup> or COSC 1300 Introduction to Computing <sup>4</sup> .....	3 hrs.
MRKG 1302 Principles of Retailing .....	3 hrs.
MRKG 2333 Principles of Selling .....	3 hrs.
BUSI 2301 Business Law I .....	3 hrs.
	<i>15 hrs.</i>

Sophomore Year

*First Semester*

<b>PHIL 2306 Ethics</b> .....	3 hrs.
MRKG 2349 Advertising and Sales Promotion .....	3 hrs.
MRKG 2488 Internship–Business Marketing and Marketing Management <sup>6,8</sup> .....	4 hrs.
<b>ENGL 2311 Technical Communication</b> .....	3 hrs.
<b>Math elective (college-level)</b> <sup>4</sup> or both POFT 1321 Business Math and <b>Natural Sciences elective</b> <sup>7</sup> .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

<b>ECON 1301 Introduction to Economics</b> or <b>ECON 2301 Macroeconomics</b> or <b>ECON 2302 Microeconomics</b> .....	3 hrs.
IBUS 1305 Introduction to International Business and Trade .....	3 hrs.
MRKG 2489 Internship II–Business Marketing and Marketing Management <sup>5,6,9</sup> .....	4 hrs.

IMED 2309 Internet Commerce .....	3 hrs.
ARTC 1302 Digital Imaging I.....	3 hrs.
	<u>16 hrs.</u>
	Total 62-64 hrs.

- <sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.
- <sup>3</sup> Recommended for students transferring to a four-year institution.
- <sup>4</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to a four-year institution).
- <sup>5</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Must be a marketing major.
- <sup>6</sup> Students must meet [Guidelines for Internships](#) and have approval of the program director before enrolling in an internship.
- <sup>7</sup> See [General Education Requirements](#).
- <sup>8</sup> Prerequisite: MRKG 1311
- <sup>9</sup> Prerequisite: MRKG 2333 or MRKG 2349 or MRKG 1302

## Certificate In Marketing

### First Semester

MRKG 1302 Principles of Retailing .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1</sup> .....	2 hrs.
	17 hrs.

### Second Semester

POFT 1301 Business English .....	3 hrs.
BCIS 1305 Business Computer Applications <sup>3,4</sup> .....	3 hrs.
MRKG 2349 Advertising and Sales Promotion .....	3 hrs.
MRKG 2333 Principles of Selling .....	3 hrs.
MRKG 2488 Internship–Marketing <sup>5,6</sup> .....	4 hrs.
	<u>16 hrs.</u>
	Total 33 hrs.

- <sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.
- <sup>3</sup> Recommended for students transferring to a four-year institution.
- <sup>4</sup> May be articulated but will be substituted as ITSC 1309 (may not transfer to a four-year institution).
- <sup>5</sup> Students must meet [Guidelines for Internships](#) and have approval of the program director before enrolling in an internship.
- <sup>6</sup> Prerequisite: MRKG 1311

## Real Estate



This management program specialty area meets the academic requirements for both salesman and broker real estate licensure. The curriculum prepares the graduate to participate in the real estate industry as a broker, salesman, investor or manager. The courses provide knowledge and skills required in the real estate services of brokerage, development, property management, appraisal and financing.

### Freshman Year

#### *First Semester*

RELE 1301 Principles of Real Estate I .....	3 hrs.
RELE 2301 Law of Agency .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
POFT 1301 Business English .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

RELE 1311 Real Estate Contract .....	3 hrs.
RELE 1338 Principles of Real Estate II .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
RELE 1325 Real Estate Mathematics .....	3 hrs.
COSC 1300 Introduction to Computing <sup>2</sup> or BCIS 1305 Business Computer Applications <sup>2</sup> .....	3 hrs.
	<i>15 hrs.</i>

### Sophomore Year

#### *First Semester*

ACNT 1303 Introduction to Accounting I <sup>2</sup> or ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
<b>ENGL 2311 Technical Communication</b> .....	3 hrs.
Real Estate elective <sup>3</sup> .....	3 hrs.
<b>PHIL 2374 Critical Thinking</b> .....	3 hrs.
<b>Math (college-level)</b> <sup>3</sup> or POFT1321 Business Math AND <b>Natural Sciences elective</b> <sup>4</sup> .....	3 hrs.
	<i>15-16 hrs.</i>

#### *Second Semester*

<b>ECON 1301 Introduction to Economics</b> or ECON 2301 Macroeconomics or ECON 2302 Microeconomics .....	3 hrs.
RELE 2589 Internship – Real Estate <sup>5</sup> .....	5 hrs.
BMGT 1344 Negotiations and Conflict Management .....	3 hrs.
<b>Speech elective</b> <sup>4</sup> .....	3 hrs.
RELE 2331 Real Estate Brokerage .....	3 hrs.
	<i>17 hrs.</i>
	<i>Total 64-65 hrs.</i>

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.

<sup>3</sup> Real Estate electives are RELE 1303, 1307, 1309, 1311, 1315, 1319, 1321, 1325, 1327, 1331, 2103, 2589, 2331.

<sup>4</sup> See [General Education Requirements](#).

<sup>5</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Must be Real Estate major.

## Certificate In Real Estate

### First Semester

RELE 1301 Principles of Real Estate I .....	3 hrs.
RELE 2301 Law of Agency .....	3 hrs.
BUSI 1301 Survey of Business .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
	<i>17 hrs.</i>

### Second Semester

RELE 1311 Real Estate Contracts .....	3 hrs.
BCIS 1305 Business Computer Applications or COSC 1300 Introduction to Computing .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
RELE 2589 Internship–Real Estate Principles of Marketing <sup>3,4</sup> .....	5 hrs.
RELE 1338 Principles of Real Estate II .....	3 hrs.
	<u>17 hrs.</u>
	<i>Total 34 hrs.</i>

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.

<sup>3</sup> Student must meet Guidelines for Internship and have approval of the program director before enrolling in this course.

<sup>4</sup> This is a Capstone course, which, brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Must be a Real Estate major.

## Real Estate Licensure Certificate

### First Semester

RELE 1301 Principles of Real Estate .....	3 hrs.
RELE 2301 Law of Agency .....	3 hrs.
RELE 1311 Real Estate Contracts .....	3 hrs.
	<i>9 hrs.</i>

### Second Semester

RELE 1338 Principles of Real Estate II .....	3 hrs.
Real Estate elective or TREC related course <sup>1</sup> .....	3 hrs.
	<u>6 hrs.</u>

*Total 15 hrs.*



<sup>1</sup> Real Estate electives are RELE 1303, 1307, 1309, 1311, 1315, 1319, 1321, 1325, 1327, 1331, 2103, 2589 and 2331; ACNT 1301; BUSI 1301 and 2301; COSC 1300; BCIS 1305; ECON 2301 and 2302; POFT 1301; ENGL 1301; GOVT 2306; BGMT 1303; MRKG 1311; PSYC 2301; SPCH 1315 and 1321; or TREC related course.

## Marketable Skills Award in Business

### Required Courses

ACNT 1303 Introduction to Accounting.....	3 hrs.
BMGT 1327 Principles of Management .....	3 hrs.
MRKG 1311 Principles of Marketing .....	3 hrs.
BUSI 2301 Business Law or BMGT 2309 Leadership .....	3 hrs.
<i>Total 12 hrs.</i>	

In order to receive a Marketable Skills Award, the following requirements must be met:

1. You must make a minimum grade of C in each course.
2. You must provide an unofficial transcript, with the appropriate courses highlighted on the request form.
3. You must submit a Request for Processing form to AS 218 for processing.

Your Marketable Skills Award certificate will include your course grade and the job competencies in the courses taken.

# Computer Information Systems and Multimedia

The Associate in Applied Science degree is offered in these Computer Information Systems and Multimedia programs:

- [Application Development](#)
- [Information Systems & Applications](#)
- [Media Communications](#)
- [Network Administration](#)

Certificates of Completion are offered in the following Computer Information Systems and Multimedia programs:

- [Application Development](#)
- [CISCO](#)
- [Information Systems & Applications](#)
- [Internet Webmaster](#)
- [Media Communications](#)
- [Microsoft Windows](#)
- [Novell Network Administration](#)
- [Web Design](#)

Marketable Skill Achievement Awards are offered in the following programs:

- [CISCO](#)
- [Electronic Media](#)
- [Information Systems](#)

## Application Development



### (An Approved Tech-Prep Program)

This program provides the knowledge and training needed for employment or advancement in the field of computer information systems in several positions such as applications developer, programmer/analyst trainee, computer operator and database administrator. The curriculum emphasizes business applications and focuses on an in-depth knowledge of data processing with an understanding of the business environment. This program offers both a two-year A.A.S. degree and a one-year certificate in Application Development.

#### Freshman Year

##### *First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
IMED 1316 Web Page Design I .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

COSC 1337 Programming Fundamentals II.....	3 hrs.
ITSE 1331 Introduction to Visual BASIC Programming <sup>1</sup> .....	3 hrs.
ITNW 1320 NetWare Administration <sup>2</sup> or ITNW 1354 Implementing & Supporting Servers <sup>3</sup> or ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>4</sup> .....	3 hrs.
Business elective .....	3 hrs.
	<i>12 hrs.</i>

*Summer*

<b>Social and Behavioral Sciences elective (ECON recommended) <sup>6</sup></b> .....	3 hrs.
<b>Math (college-level) or Natural Sciences elective <sup>6</sup></b> .....	3 hrs.
<b>Speech Communications <sup>6</sup></b> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

COSC 2336 Programming Fundamentals III .....	3 hrs.
<b>ENGL 1301 Freshman Composition <sup>6</sup></b> .....	3 hrs.
ITSE 1311 Beginning Web Programming.....	3 hrs.
ITSE 2309 Introduction to Database Programming .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective <sup>6</sup></b> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

COSC 2325 Computer Organization & Machine Language or ITSW 2337 Advanced Database.....	3 hrs.
ITSE 1350 System Analysis and Design <sup>5</sup> or ITSE 2339 Personal Computer Help Desk <sup>5</sup> or Computer Internship <sup>5</sup> .....	3-4 hrs.
ITSE 2302 Intermediate Web Page Programming .....	3 hrs.
ITSY 1342 Information Technology Security .....	3 hrs.
	<u><i>12-13 hrs.</i></u>
	<i>Total 63-64 hrs.</i>

<sup>1</sup> This course may be eligible for articulation with some high schools. Check with your high school counselor for more information.

<sup>2</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>3</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>4</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>5</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

<sup>6</sup> See [General Education Requirements](#).

**Certificate in Application Development  
(An Approved Tech-Prep Program)**

*Summer*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.

6 hrs.

*Fall Semester*

IMED 1316 Web Page Design I .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITSE 1331 Introduction to Visual BASIC Programming <sup>1</sup> .....	3 hrs.
ITSE 1311 Beginning Web Programming.....	3 hrs.
	<i>12 hrs.</i>

*Spring Semester*

COSC 1337 Programming Fundamentals II .....	3 hrs.
ITSW 1307 Introduction to Databases .....	3 hrs.
ITNW 1320 NetWare Administration <sup>2</sup> or ITNW 1354 Implementing & Supporting Servers <sup>3</sup> or ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>4</sup> .....	3 hrs.
Computer elective <sup>5</sup> .....	3 hrs.
	<u>12 hrs.</u>
	<i>Total 30 hrs.</i>

<sup>1</sup> This course may be eligible for articulation with some high schools. Check with your high school counselor for more information.

<sup>2</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>3</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>4</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>5</sup> Computer electives: Students may choose from the following advanced courses or get advisor consent:

- ITSE 2302 Intermediate Web Programming
- ITSE 2349 Advanced Visual Basic Programming
- ITSE 2309 Database Programming
- ITSE 2339 Personal Computer Help Desk
- ITSY 1342 Information Technology Security

## Information Systems & Applications



### (An Approved Tech-Prep Program)

This program provides the knowledge and training needed for employment or advancement in business as an information systems specialist. Graduates with this degree will be prepared to serve in several positions such as help desk technicians, technical support, software and hardware installers, business systems analysts and system trainers. This program offers a two-year A.A.S. degree and a one-year certificate.

Freshman Year

*First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

ARTC 1302 Digital Imaging I <sup>1</sup> .....	3 hrs.
<b>Math (college-level) or Natural Sciences elective</b> <sup>7</sup> .....	3 hrs.
ITSE 1331 Introduction to Visual BASIC Programming <sup>1</sup> or ITSE 1311 Beginning Web Programming .....	3 hrs.
ITSW 1301 Word Processing <sup>1,2</sup> .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
	<i>15 hrs.</i>

*Summer*

<b>Social and Behavioral Sciences elective (ECON recommended)</b> <sup>7</sup> .....	3 hrs.
<b>Speech Communication</b> <sup>7</sup> .....	3 hrs.
	<i>6 hrs.</i>

Sophomore Year

*First Semester*

Business elective .....	3-4 hrs.
<b>ENGL 1301 Freshman Composition I</b> <sup>7</sup> .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>6</sup> .....	3 hrs.
	<i>15-16 hrs.</i>

*Second Semester*

ARTC 1313 Digital Publishing I <sup>1</sup> .....	3 hrs.
Computer elective (higher level course) <sup>8</sup> .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective</b> <sup>7</sup> .....	3 hrs.
ITNW 1320 NetWare Administration <sup>3</sup> or ITNW 1354 Implementing and Supporting Servers <sup>4</sup> or ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>5</sup> .....	3 hrs.
ITSE 1350 Systems Analysis and Design <sup>6</sup> or Computer Internship <sup>6</sup> .....	3 hrs.
	<u><i>15 hrs.</i></u>

*Total 66-67 hrs.*

<sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.

<sup>2</sup> Keyboarding and mouse skills recommended or enroll in POFT 1227. Students must type 30 words a minute.

<sup>3</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>4</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>5</sup> MCC is a Cisco Local Academy. This is one of four courses leading up to the Cisco Certified Network Administrator Certification.

<sup>6</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

<sup>7</sup> See [General Education Requirements](#).

<sup>8</sup> Computer electives: Students may choose from the following advanced courses or get advisor consent:

- IMED 2315 Web Design II
- ITSE 2302 Intermediate Web Programming
- ITSE 2349 Advanced Visual Basic
- ITSE 2309 Database Programming
- ITSW 2337 Advanced Database
- ITSY 1342 Information Technology Security
- ITSE 1311 Beginning Web Programming

## **Certificate in Information Systems & Applications (An Approved Tech-Prep Program)**

### *First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITNW 1337 Introduction to Internet <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
	<i>17 hrs.</i>

### *Summer*

Business elective .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets.....	3 hrs.
	<i>9 hrs.</i>

### *Second Semester*

ITNW 1320 NetWare Administration <sup>3</sup> or ITNW 1354 Implementing and Supporting Servers <sup>4</sup> or ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>5</sup> .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>6</sup> or Computer Internship <sup>6</sup> .....	3-4 hrs.
ITSE 1331 Introduction to Visual BASIC Programming <sup>1</sup> or ITSE 1311 Beginning Web Programming .....	3 hrs.
ITSW 1301 Word Processing <sup>1,2</sup> .....	3 hrs.
ITSW 1307 Introduction to Database.....	3 hrs.
	<u>15-16 hrs.</u>

*Total 39-42 hrs.*

<sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.

<sup>2</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute.

<sup>3</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>4</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>5</sup> MCC is a Cisco Local Academy. This is one of four courses leading up to the Cisco Certified Network Administrator Certification.

<sup>6</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

## Media Communications



This program prepares students for the diverse and exciting world of digital media manipulation and production. Curriculum exposes students to various types of digital media including digital imaging and graphics, audio and video production, 2D and 3D animation, Web technologies, and desktop publishing. This program consists of a two-year A.A.S. in Media Communications as well as certificates in Web design, Internet Web mastery and Media Communications. It prepares students for careers in graphic design, website production and management, video production, animation, gaming, electronic journalism, communications, etc. The A.A.S. has two tracks, one that focuses on design concepts and the second that specializes in the technical aspect of running a media server. The program is a joint venture with Texas State Technical College (TSTC). Students can take courses at both MCC and TSTC to complete the course requirements.

## Media Communications - Tech Track



### (An Approved Tech-Prep Program)

#### Freshman Year

##### *First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
ARTC 1302 Digital Imaging I <sup>1</sup> .....	3 hrs.
ARTV 2301 Animation 2D .....	3 hrs.
ARTS 1311 Design I <sup>8</sup> .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

##### *Second Semester*

*ARTV 1351 Digital Video <sup>1</sup> (can be taken at MCC or TSTC) .....	3 hrs.
IMED 2315 Web Design II .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
COMM 1307 Introduction to Mass Communications <sup>8</sup> .....	3 hrs.
	<i>15 hrs.</i>

##### *Summer*

<b>Social and Behavioral Sciences elective (ECON recommended) <sup>8</sup></b> .....	3 hrs.
<b>Math (college-level) or Natural Sciences elective <sup>8</sup></b> .....	3 hrs.
<b>Speech Communications <sup>8</sup></b> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

ITSE 1331 Introduction to Visual BASIC <sup>1</sup> or ITSE 1311 Beginning Web Programming .....	3 hrs.
Business elective <sup>5</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITNW 1354 Implementing & Supporting Servers <sup>4</sup> or ITNW 1320 NetWare <sup>3</sup> or ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>2</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

ITSY 1342 Information Technology or CIS Media elective <sup>6</sup> .....	3 hrs.
IMED 2309 Internet Commerce .....	3 hrs.
IMED 2313 Project Analysis & Design or Internship <sup>7</sup> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<u>12 hrs.</u>
	<i>Total 66 hrs.</i>

**Media Communications - Media Track**



**(An Approved Tech-Prep Program)**

Freshman Year

*First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
ARTC 1302 Digital Imaging I <sup>1</sup> .....	3 hrs.
ARTV 2301 Animation 2D .....	3 hrs.
<b>ARTS 1311 Design I</b> <sup>8</sup> .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

*ARTV 1351 Digital Video <sup>1</sup> (can be taken at MCC or TSTC) .....	3 hrs.
IMED 2315 Web Design II .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
COMM 1307 Introduction to Mass Communications <sup>8</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Summer*

<b>Social and Behavioral Sciences elective (ECON recommended)</b> <sup>8</sup> .....	3 hrs.
<b>Math (college-level) or Natural Sciences elective</b> <sup>8</sup> .....	3 hrs.
<b>Speech Communications</b> <sup>8</sup> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

ITSE 1311 Beginning Web Programming .....	3 hrs.
Business elective <sup>5</sup> .....	3 hrs.
*ARTV 1345 3D Animation .....	3 hrs.



*GRPH 1359 Object Oriented Computer Graphics .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

CIS Media elective <sup>6</sup> .....	3 hrs.
IMED 2309 Internet Commerce .....	3 hrs.
IMED 2313 Project Analysis & Design or Internship <sup>7</sup> .....	3 hrs.
ENGL 1301 Freshman Composition I.....	3 hrs.
	<u>12 hrs.</u>
	<i>Total 66 hrs.</i>

\* Offered at TSTC

<sup>1</sup> This course may be eligible for articulation with some high schools. Check with your high school counselor for more information.

<sup>2</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>3</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>4</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>5</sup> Business electives: Students may choose from the following advanced courses or get advisor consent:

- BMGT 1307 High Performance Teams
- BUSI 1301 Survey of Business
- BUSG 2309 Small Business Management
- MRKG 1311 Principles of Marketing

<sup>6</sup> CIS Media electives: Students may choose from the following advanced courses or get advisor consent:

- \*IMED 2311 Portfolio Development
- \*IMED 2305 Multimedia Authoring II
- ARTS 2313 Design Communication or \*ARTC 1305 Basic Graphic Design
- ARTC 2313 Digital Publishing

<sup>7</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. This Capstone course should be taken in the student's fall or spring last semester before graduation.

<sup>8</sup> See [General Education Requirements](#).

## **Certificate in Web Design**

### **(An Approved Tech-Prep Program)**

The following two certificates specialize in Web technologies. The Certificate in Web Design is to prepare Web designers in building their websites. The Certificate in Internet Webmaster is to prepare graduates in the installation and running of a Web server and its associate network.

*Summer*

COSC 1300 Introduction to Computing .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
	<i>9-11 hrs.</i>

*Fall Semester*

ARTC 1302 Digital Imaging I <sup>1</sup> .....	3 hrs.
ARTC 2305 Digital Imaging II or ARTV 2301 Animation 2D .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITSE 1311 Beginning Web Programming .....	3 hrs.
	<i>15 hrs.</i>

*Spring Semester*

IMED 2309 Internet Commerce .....	3 hrs.
IMED 2315 Web Design II <sup>5</sup> .....	3 hrs.
ITSE 2302 Intermediate Web Programming .....	3 hrs.
ITSW 1307 Introduction to Database.....	3 hrs.
	<u>12 hrs.</u>

*Total 36-38 hrs.*

**Certificate in Internet Webmaster  
(An Approved Tech-Prep Program)**

*Summer*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
POFT 1227 Introduction to Keyboarding <sup>1,2</sup> .....	2 hrs.
	<i>9-11 hrs.</i>

*Fall Semester*

ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ARTC 1302 Digital Imaging <sup>1</sup> or ARTV 2301 Animation 2D .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>5</sup> .....	3 hrs.
ITSE 1311 Beginning Web Programming .....	3 hrs.
	<i>15 hrs.</i>

*Spring Semester*

IMED 2309 Internet Commerce .....	3 hrs.
IMED 2315 Web Design II <sup>6</sup> .....	3 hrs.
ITSE 2302 Intermediate Web Programming .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITNW 1320 NetWare Administrator <sup>4</sup> or ITNW 1354 Implementing & Supporting Servers <sup>3</sup> .....	3 hrs.
	<u>15 hrs.</u>

*Total 39-41 hrs.*

<sup>1</sup> This course may be eligible for articulation with some high schools. Check with your high school counselor for more information.

<sup>2</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can type by touch at least 30 words a minute.

<sup>3</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>4</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>5</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>6</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. This Capstone course should be taken in the student's last semester before graduation.

## Certificate in Media Communications

This certificate prepares students for communications positions (journalism, advertising, public relations) in new media markets. Graduates of the program will be trained in the latest electronic communications technologies as well as traditional skills of reporting, editing, promoting and layout design.

### Freshman Year

#### *First Semester*

ARTC 1302 Digital Imaging I <sup>1</sup> .....	3 hrs.
ARTV 2301 Animation 2D .....	3 hrs.
COMM 1307 Introduction to Mass Communication .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
IMED 1316 Web Design I <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

#### *Second Semester*

ARTC 1313 Digital Publishing I <sup>1</sup> .....	3 hrs.
ARTV 1351 Digital Video <sup>1</sup> .....	3 hrs.
COMM 1316 News Photography I .....	3 hrs.
ENGL 1301 Freshman Composition I .....	3 hrs.
SPCH 1318 Interpersonal Communications or SPCH 1315 Public Speaking .....	3 hrs.
	<i>15 hrs.</i>

### Sophomore Year

#### *First Semester*

COMM 2305 Editing, Layout and Headline Writing .....	3 hrs.
COMM 2311 News Gathering and Writing I .....	3 hrs.
IMED 2313 Project Analysis & Design <sup>2</sup> or IMED 2488 Internship <sup>2</sup> .....	3-4 hrs.
IMED 2315 Web Design II or ARTC 2313 Digital Publishing II .....	3 hrs.
PHIL 2306 Ethics .....	3 hrs.
	<u><i>15-16 hrs.</i></u>

*Total 45-46 hrs.*

<sup>1</sup> This course may be eligible for articulation with some high schools. Check with your high school counselor for more information.

<sup>2</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. This Capstone course should be taken in the last fall or spring semester before graduation.

## Network Administration



### (An Approved Tech-Prep Program)

Today's computer power comes from networking an array of computers and computerized devices. The Network Administration A.A.S. degree and certificates were created to meet the demand for network specialists.

MCC courses prepare students to take the Microsoft Certification Professional and Microsoft Certified System Administrator (MCSA) exams. MCC is a Microsoft Academic Alliance partner.

MCC is also a CISCO Local Academy. There is a four-course sequence that covers the competencies on the CISCO Certified Network Administrator (CCNA) exam.

MCC is a Novell Education Academic Partner, and three semester hours of MCC's networking courses are certified by Novell Inc. These courses are structured to cover the competencies on the Certified NetWare Administrator (CNA) exam.

This program offers both a two-year A.A.S. degree in Network Administration with coverage of networking technologies, including Microsoft, CISCO systems, LINUX and Novell, as well as three one-year specialty certificates (Microsoft, Cisco and Novell).

### Freshman Year

#### *First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> <sup>6</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>4</sup> .....	3 hrs.
	<i>15 hrs.</i>

#### *Second Semester*

ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP <sup>4</sup> .....	3 hrs.
ITNW 1354 Implementing and Supporting Servers <sup>3</sup> .....	3 hrs.
ITSY 1342 Information Technology Security .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
<b>Math (college-level) or Natural Sciences elective</b> <sup>6</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Summer*

<b>Social and Behavioral Sciences (ECON recommended)</b> <sup>6</sup> .....	3 hrs.
ITCC 1312 Cisco Discovery III: Introducing Routing and Switching in the Enterprise <sup>4</sup> .....	3 hrs.
ITCC 1313 Discovery: Designing and Supporting Computer Networks <sup>4</sup> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

<b>Speech Communication elective (SPCH 1321 recommended)</b> <sup>6</sup> .....	3 hrs.
ITNW 1320 NetWare Administration <sup>2</sup> .....	3 hrs.
ITSC 1307 Unix Operating System I .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>5</sup> or ITSE 1350 Systems Analysis and Design <sup>5</sup> or Computer Internship <sup>5</sup> .....	3-4 hrs.
<b>Humanities or Visual/Performing Arts elective</b> <sup>6</sup> .....	3 hrs.
	<i>15-16 hrs.</i>

*Second Semester*

ITNW 2352 Administering a Microsoft SQL Server <sup>3</sup> .....	3 hrs.
ITNW 1345 Implementing Network Directory Services <sup>3</sup> .....	3 hrs.
ITSC 1347 UNIX System Administration II (Server) .....	3 hrs.
ITSY 2301 Firewall and Network Security .....	3 hrs.
	<u><i>12 hrs.</i></u>
	<i>Total 66-67 hrs.</i>

<sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.

<sup>2</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>3</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>4</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>5</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

<sup>6</sup> See [General Education Requirements](#).

**Certificate in Novell Networking  
(An Approved Tech-Prep Program)**

This one-year certificate program is designed to teach students how to administer a Novell NetWare network and prepare students for the Certified Novell Administration (CNA) and the LINUX+ exams. MCC is a Novell Education Academic Partner.

*First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.

ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>3</sup> .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

COSC 1336 Programming Fundamentals I .....	3 hrs.
ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP <sup>3</sup> .....	3 hrs.
ITSC 1307 Unix Operating System I .....	3 hrs.
ITSY 1342 Information Technology Security .....	3 hrs.
ITNW 1320 Netware Administration <sup>2</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Third Semester*

ITSC 1347 Unix Systems Administration II .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>4</sup> or Computer Internship <sup>4</sup> .....	3-4 hrs.
ITSY 2301 Firewall and Network Security .....	3 hrs.
	<u>9-10 hrs.</u>
	<i>Total 39-40 hrs.</i>

**Keyboarding and mouse skills recommended or enroll in POFT 1227<sup>1</sup>**

<sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.

<sup>2</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.

<sup>3</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>4</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

**Certificate in Microsoft Windows Network Administration  
(An Approved Tech-Prep Program)**

This one-year certificate program is designed to teach students how to administer a Microsoft Windows network and prepare students for the Microsoft Certified System Administration (MCSA) exam. MCC is a Microsoft Academic Alliance partner.

*First Semester*

COSC 1300 Introduction to Computing .....	3 hrs.
ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>3</sup> .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.
	<i>12 hrs.</i>

*Second Semester*

ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP <sup>3</sup> .....	3 hrs.
ITNW 1354 Implementing and Supporting Servers <sup>2</sup> .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITSY 1342 Information Technology Security .....	3 hrs.

12 hrs.

*Third Semester*

ITNW 1345 Implementing Network Directory Services <sup>2</sup> .....	3 hrs.
ITNW 2352 Administering a MS SQL Server <sup>2</sup> .....	3 hrs.
ITSC 1307 Unix Operating System I .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>4</sup> or Computer Internship <sup>4</sup> .....	3-4 hrs.

12-13 hrs.

Total 36-37 hrs.

<sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.

<sup>2</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.

<sup>3</sup> MCC is a local CISCO Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.

<sup>4</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

### **Certificate in CISCO Network Administration**

#### **(An Approved Tech-Prep Program)**

This one-year certificate program is designed to teach students how to administer a CISCO network and prepare students for the CISCO Certified Network Administration (CCNA) exam. MCC is a CISCO Local Academy.

*Summer*

COSC 1300 Introduction to Computing .....	3 hrs.
ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>4</sup> .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>1</sup> .....	3 hrs.
ITSC 1305 Introduction to PC Operating Systems .....	3 hrs.

12 hrs.

*Fall Semester*

COSC 1336 Programming Fundamentals I .....	3 hrs.
ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP <sup>4</sup> .....	3 hrs.
ITNW 1354 Implementing & Supporting Servers <sup>3</sup> or ITNW 1320 NetWare Administration <sup>2</sup> .....	3 hrs.
ITSC 1307 Unix Operating Systems .....	3 hrs.

12 hrs.

*Spring Semester*

ITCC 1313 Discovery: Designing and Supporting Computer Networks <sup>4</sup> .....	3 hrs.
ITCC 1312 Cisco Discovery III: Introducing Routing and Switching in the Enterprise <sup>4</sup> .....	3 hrs.
ITSC 1325 Personal Computer Hardware <sup>1</sup> .....	3 hrs.
ITSC 2339 Personal Computer Help Desk <sup>5</sup> or Computer Internship <sup>5</sup> .....	3-4 hrs.
ITSY 1342 Information Technology Security .....	3 hrs.

15-16 hrs.  
Total 39-40 hrs.

- <sup>1</sup> This course may be eligible for articulation with some high schools. Please check with your high school counselor for more information.
- <sup>2</sup> MCC is a Novell Education Academic Partner. This course is certified by Novell Inc. and covers competencies included on the CNA (Certified NetWare Administrator) exam.
- <sup>3</sup> This course is designed to prepare students for the exams to receive the Microsoft Certified Professional (MCP) and Microsoft Certified Systems Administrator (MCSA) certification.
- <sup>4</sup> MCC is a CISCO Local Academy. This is one of four courses leading up to the CISCO Certified Network Administrator certification.
- <sup>5</sup> This course is a Capstone course, which brings together knowledge and skills learned in other courses and applies them in decision-making situations and in completing job tasks. Check course prerequisites.

### **Marketable Skills Award in CISCO Network Associate Certification**

This Marketable Skill Award prepares the student for the CISCO Certified Network Administrator (CCNA) certification exam.

#### Required Courses

ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses <sup>1</sup> .....	3 hrs.
ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP <sup>1</sup> .....	3 hrs.
ITCC 1312 Cisco Discovery III: Introducing Routing and Switching in the Enterprise <sup>1</sup> .....	3 hrs.
ITCC 1313 Discovery: Designing and Supporting Computer Networks <sup>1</sup> .....	3 hrs.
<i>Total 12 hrs.</i>	

<sup>1</sup> MCC is a CISCO Local Academy.

In order to receive a Marketable Skills Award, the following requirements must be met:

1. You must make a minimum grade of C or higher in each course.
2. You must provide an unofficial transcript, with the appropriate courses highlighted on the request form.
3. You must submit a Request for Processing form to AS 218 for processing.

Your Marketable Skills Award certificate will include your course grade and the job competencies in the courses taken.

### **Marketable Skills Award in Electronic Media**

This Marketable Skill Award enhances the technical skills of students from non-technical backgrounds to work in the e-commerce marketplace.

#### Required Courses

ARTC 1302 Digital Imaging I .....	3 hrs.
IMED 1316 Web Design I .....	3 hrs.
ARTC 1313 Digital Publishing I .....	3 hrs.
ARTC 2313 Digital Publishing II or IMED 2313 Project Analysis and Design .....	3 hrs.
<i>Total 12 hrs.</i>	



In order to receive a Marketable Skills Award, the following requirements must be met:

1. You must make a minimum grade of C in each course.
2. You must provide an unofficial transcript, with the appropriate courses highlighted on the request form.
3. You must submit a Request for Processing form to AS 218 for processing.

Your Marketable Skills Award certificate will include your course grade and the job competencies in the courses taken.

### **Marketable Skills Award in Information Systems**

This Marketable Skill Award enhances the technical skills of students from non-technical backgrounds in information system technologies.

#### Required Courses

ITSW 1307 Introduction to Database .....	3 hrs.
IMED 1316 Web Design I .....	3 hrs.
COSC 1336 Programming Fundamentals I .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets or ITSE 2309 SQL Programming or ITSY 1342 Information Security or ITSC 1315 Project Management .....	3 hrs.

*Total 12 hrs.*

In order to receive a Marketable Skills Award, the following requirements must be met:

1. You must make a minimum grade of C in each course.
2. You must provide an unofficial transcript, with the appropriate courses highlighted on the request form.
3. You must submit a Request for Processing form to AS 218 for processing.

Your Marketable Skills Award certificate will include your course grade and the job competencies in the courses taken.

# Office Technology Careers Programs

The Associate in Applied Science degree is offered in these Office Technology Careers programs:

- [Administrative Assistant](#)
- [Certified Medical Assistant](#)
- [Computer Applications \(Office Technology Careers Option\)](#)
- [Digital Publishing Technology](#)
- [Health Information Technology](#)
- [Medical Office Assistant](#)

Certificates of Completion are offered in the following Office Technology Careers programs:

- [Coding Specialist](#)
- [Computer Applications – Software Applications Specialist](#)
- [Digital Publishing](#)
- [Medical Secretary Technology](#)
- [Medical Unit Secretary](#)
- [Office Assistant Technology](#)
- [Secretarial Technology](#)

Marketable Skill Achievement Awards are offered in the following programs:

- [Basic Medical Transcription](#)
- [Keyboarding and Business Document Formatting](#)
- [Word Processing](#)

The Office Technology Careers associate degree programs are designed to provide the student with skills and knowledge applicable to a wide range of office professional and information processing positions. The programs include common business and microcomputer core courses that provide a foundation for further specialization. The Administrative Assistant, Medical Office Assistant, Computer Applications/Office Technology Careers Options and Digital Publishing degrees are offered with specific courses that provide academic and competency-based instruction in the specified field.

Office Technology Careers certificate programs are designed to provide students with skills and knowledge applicable to secretarial and information processing positions: receptionist, medical unit secretary, correspondence secretary, data entry and bookkeeping. Certificate programs in secretarial training, medical unit secretary and computer applications can be completed in nine months to one year and provide for employment or advancement in various business environments.

# Administrative Assistant



## (An Approved Tech-Prep Program)

This program prepares students for employment and advancement in information processing departments, as well as for positions as administrative assistants, office managers or executive secretaries. The duties range from operation of a single software application to operating and managing all application software for an office, department or company. The emphasis is on executive-level information processing, including word processing, digital publishing, office procedures, transcription, electronic spreadsheet applications and advanced document formatting. Areas of employment include office management, transcription, banking, governmental and bookkeeping.

### Freshman Year

#### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or	
POFT 2203 Speed and Accuracy Building .....	2 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall).....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> or	
ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1321 Business Math.....	3 hrs.
POFT 1291 Special Topics in Business Communications .....	2 hrs.
	<i>16-17 hrs.</i>

#### *Second Semester*

<b>PHIL 2374 Critical Thinking</b> .....	3 hrs.
<b>Math elective (college-level) or Natural Sciences elective</b> .....	3 hrs.
POFT 2312 Business Correspondence & Communication	
(offered only in spring) .....	3 hrs.
ITSW 1301 Introduction to Word Processing .....	3 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
	<i>15 hrs.</i>

#### *Summer*

<b>SOCI 1301 Introduction to Sociology</b> or <b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>GOVT 2305 National Government</b> or <b>2306 Texas Government,</b>	
<b>ECON 1301 Macroeconomics</b> or <b>2301 Microeconomics</b> .....	3 hrs.
	<i>6 hrs.</i>

### Sophomore Year

#### *First Semester*

ITSW 1307 Introduction to Database.....	3 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
ITSW 1304 Introduction to Spreadsheet .....	3 hrs.
POFI 2340 Advanced Word Processing (offered only in fall) .....	3 hrs.
POFT 2486 Internship Administrative Assistant <sup>3</sup> (offered only in fall).....	4 hrs.
	<i>16 hrs.</i>

*Second Semester*

ARTC 1313 Digital Publishing I <sup>2</sup> (offered only in spring).....	3 hrs.
POFT 2333 Advanced Keyboarding <sup>4</sup> .....	3 hrs.
BMGT 1325 Office Management (offered only in spring) .....	3 hrs.
POFT 2487 Internship Administrative Assistant <sup>3</sup> (offered only in spring) .....	4 hrs.

13 hrs.

*Total 66-67 hrs.*

<sup>1</sup> *May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.*

<sup>2</sup> *May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.*

<sup>3</sup> *Students must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.*

<sup>4</sup> *This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.*

**Certificate in Office Assistant Technology**

*First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or POFT 2203 Speed and Accuracy Building .....	2 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall).....	3 hrs.
POFT 1321 Business Math .....	3 hrs.
POFT 1301 Business English .....	3 hrs.

*14 hrs.*

*Second Semester*

ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
POFT 2312 Business Correspondence & Communication (offered only in spring) .....	3 hrs.

*12 hrs.*

*Third Semester*

POFT 2301 Intermediate Keyboarding .....	3 hrs.
POFI 2340 Advance Word Processing (offered only in fall) .....	3 hrs.
POFT 2486 or 2487 Internship - Administrative <sup>3</sup> .....	4 hrs.

10 hrs.

*Total 36 hrs.*

<sup>1</sup> *May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.*

<sup>2</sup> *May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.*

<sup>3</sup> *This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.*

# Certified Medical Assistant



## Freshman Year

### *Fall Semester*

<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>BIOL 2404 Introduction to Anatomy &amp; Physiology</b> .....	4 hrs.
<b>PHIL 2306 Ethics</b> .....	3 hrs.
<b>MATH 1332 Contemporary Liberal Arts Mathematics or</b> <b>MATH 1314 College Algebra</b> .....	3 hrs.
<b>COSC 1300 Introduction to Computing</b> .....	3 hrs.
	<i>16 hrs.</i>

### *Spring Semester*

MDCA 1417 Procedures in a Clinical Setting .....	4 hrs.
MDCA 1421 Administrative Procedures .....	4 hrs.
MDCA 1443 Medical Insurance .....	4 hrs.
MDCA 1409 Anatomy & Physiology for Medical Assistants .....	4 hrs.
	<i>16 hrs.</i>

### *Summer*

MDCA 1660 Clinical I-Medical/Clinical Assistant .....	6 hrs.
	<i>6 hrs.</i>

## Sophomore Year

### *Fall Semester*

<b>SPCH 1318 Interpersonal Communication</b> .....	3 hrs.
MDCA 1448 Pharmacology & Administration of Medications .....	4 hrs.
MDCA 1305 Medical Law & Ethics .....	3 hrs.
MDCA 1313 Medical Terminology .....	3 hrs.
ECRD 1211 Electrocardiography .....	2 hrs.
	<i>15 hrs.</i>

### *Spring Semester*

MDCA 1402 Human Disease/Pathophysiology .....	4 hrs.
MDCA 1452 Medical Assistant Laboratory Procedures .....	4 hrs.
MDCA 1254 Medical Assisting Credentialing Exam Review .....	2 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>13 hrs.</i>

### *Summer*

MDCA 2660 Clinical II-Medical/Clinical Assistant .....	6 hrs.
	<u><i>6 hrs.</i></u>

*Total 72 hrs.*

## Computer Applications (Office Technology Careers Option)

### (An Approved Tech-Prep Program)

This program prepares students for employment and advancement as Computer Applications specialists and information systems managers. Emphasis is on operation of the following applications: advanced word processing, electronic spreadsheets, database and digital publishing.

#### Freshman Year

##### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or POFT 2203 Speed and Accuracy Building .....	2 hrs.
ACNT 1303 Introduction to Accounting <sup>2</sup> or ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
<b>PHIL 2374 Critical Thinking</b> .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall) .....	3 hrs.
	<i>14-15 hrs.</i>

##### *Second Semester*

<b>Math elective (college-level) or Natural Sciences elective</b> .....	3 hrs.
POFT 2312 Business Correspondence & Communication (offered only in spring) .....	3 hrs.
ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
POFT 1321 Business Math .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>2</sup> (offered only in spring) .....	3 hrs.
	<i>15 hrs.</i>

##### *Summer I*

<b>Speech Communication elective</b> .....	3 hrs.
<b>GOVT 2305 National Government or GOVT 2306 Texas Government or ECON 1301 Introduction to Economics</b> .....	3 hrs.
	<i>6 hrs.</i>

##### *Summer II*

<b>SOCI 1301 Introduction to Sociology or PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>3 hrs.</i>

#### Sophomore Year

##### *First Semester*

POFI 2340 Advanced Word Processing .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
POFT 2486 Internship – Administrative Assistant <sup>4</sup> (offered only in fall) .....	4 hrs.
	<i>16 hrs.</i>

##### *Second Semester*

POFT 2333 Advanced Keyboarding <sup>3</sup> .....	3 hrs.
ARTC 2313 Digital Publishing II (offered only in spring) .....	3 hrs.
ARTC 1302 Digital Imaging I .....	3 hrs.
BMGT 1325 Office Management (offered only in spring) .....	3 hrs.
POFT 2487 Internship – Administrative Assistant <sup>4</sup> (offered only in spring) .....	4 hrs.
	<i>16 hrs.</i>

*Total 70-71 hrs.*

- <sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard at least 30 words per minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See the high school counselor for information.
- <sup>3</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.
- <sup>4</sup> Student must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.

## Certificate in Computer Applications – Software Applications Specialist

### First Semester

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or	
POFT 2203 Speed and Accuracy Building .....	2 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1309 Administrative Office Procedures I .....	3 hrs.
ARTC 1302 Digital Imaging I .....	3 hrs.
	<i>11 hrs.</i>

### Second Semester

ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ITSW 1307 Introduction to Database or	
ITNW 1337 Introduction to the Internet <sup>2</sup> .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>2</sup> (offered only in spring) .....	3 hrs.
ITSW 1304 Introduction to Spreadsheet .....	3 hrs.
	<i>12 hrs.</i>

### Third Semester

POFT 2340 Advanced Word Processing .....	3 hrs.
POFT 2486 or 2487 Internship – Administrative Assistant <sup>3,4</sup>	
(course number depends on the semester taken) .....	4 hrs.
ARTC 2313 Digital Publishing II .....	3 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
	<u>13 hrs.</u>

*Total 36 hrs.*

- <sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard at least 30 words per minute. Keyboarding test is required.
- <sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See the high school counselor for information.
- <sup>3</sup> Students must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.
- <sup>4</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.

# Digital Publishing Technology



## (An Approved Tech-Prep Program)

If you enjoy the high-tech aspect of working with computers but long to use your artistic talents at the same time, this degree is perfect for you. This program builds on a foundation of business and office practices and computer technology. Your digital publishing training is enhanced by graphics and design courses from our art program, as well as courses in Web page design and e-commerce. You will put it all together with state-of-the-art scanning equipment, clip art and digital graphics, color printers, and industry-standard publishing software. The result is a well-rounded education that can take you into one of the many positions in the dynamic and growing field of digital publishing.

### Freshman Year

#### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or POFT 2203 Speed and Accuracy Building .....	2 hrs.
ARTC 1302 Digital Imaging I .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1321 Business Math .....	3 hrs.
	<i>11 hrs.</i>

#### *Second Semester*

<b>ARTS 1316 Drawing I</b> .....	3 hrs.
ARTS 2313 Design Communications .....	3 hrs.
ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>2</sup> .....	3 hrs.
ARTC 2305 Digital Imaging II (offered only in spring every 2 years) .....	3 hrs.
	<i>15 hrs.</i>

#### *Summer I*

<b>SOCI 1301 Introduction to Sociology</b> or <b>PSYC 2301 General Psychology</b> .....	3 hrs.
	<i>3 hrs.</i>

#### *Summer II*

<b>Speech Communication elective</b> .....	3 hrs.
<b>Math elective (college-level)</b> or <b>Natural Sciences elective</b> .....	3 hrs.
	<i>6 hrs.</i>

### Sophomore Year

#### *First Semester*

ITNW 1337 Introduction to the Internet <sup>2</sup> .....	3 hrs.
MRKG 2349 Advertising and Sales Promotion .....	3 hrs.
GRPH 2380 Cooperative Education-Desktop <sup>3</sup> .....	3 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
IMED 1316 Web Page Design I (offered only in fall) .....	3 hrs.
	<i>15 hrs.</i>

#### *Second Semester*

IMED 2309 Internet Commerce .....	3 hrs.
ARTC 2313 Digital Publishing II <sup>4</sup> .....	3 hrs.
GRPH 2381 Cooperative Education — Desktop <sup>3</sup> (offered only in fall) .....	3 hrs.
IMED 2315 Web Design II (offered only in spring) .....	3 hrs.



POFT 2312 Business Correspondence & Communication (offered only in spring) .....	3 hrs.
	<u>15 hrs.</u>
	Total 65 hrs.

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.

<sup>3</sup> Student must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.

<sup>4</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.

## Certificate in Digital Publishing

### Freshman Year

#### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or POFT 2203 Speed and Accuracy Building .....	2 hrs.
ARTS 1316 Drawing I .....	3 hrs.
ARTS 1311 Design I .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
ARTC 1302 Digital Imaging I .....	3 hrs.
	14 hrs.

#### *Second Semester*

IMED 2309 Internet Commerce .....	3 hrs.
ARTC 2305 Digital Imaging II .....	3 hrs.
ITNW 1337 Introduction to the Internet <sup>2</sup> .....	3 hrs.
ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>2</sup> (offered only in spring) .....	3 hrs.
	15 hrs.

### Sophomore Year

#### *First Semester*

GRPH 2380 or 2381 Cooperative Education — Desktop <sup>4</sup> (course numbers depends on semester taken) .....	3 hrs.
MRKG 2349 Advertising and Sales Promotion .....	3 hrs.
IMED 1316 Web Page Design I (offered only in fall) .....	3 hrs.
	9 hrs.

#### *Second Semester*

ARTC 2313 Digital Publishing II <sup>3</sup> .....	3 hrs.
	<u>3 hrs.</u>
	Total 41 hrs.

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.

<sup>3</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.

<sup>4</sup> Student must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.

## Health Information Technology



Accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)(233 N. Michigan Ave., 21st Floor, Chicago, IL 60601-5800; [www.cahiim.org](http://www.cahiim.org)); <http://ahima.org>; 312-233-1100.

The Health Information Technology Program is a two-year associate degree program. Graduates of the program are eligible to apply for the national qualifying examination for certification as a Registered Health Information Technician (RHIT). If developmental courses are needed for Texas Success Initiative requirements, it is recommended that such courses be completed before enrolling in the first fall semester of the program. In addition, applicants are encouraged to complete support courses, such as Anatomy and Physiology for Allied Health and Medical Terminology, early on since new classes begin each fall semester and courses should be taken sequentially for progression in the program.

The Health Information Technology program is designed to prepare the graduate to perform technical duties vital to the health-care industry. The health information technician is responsible for the compilation, inspection, preservation and appropriate disclosure of patient information for patients, health care institutions and the public. Typical job functions include health data collection, analysis, monitoring, maintenance, retrieval and reporting of quality health information that is compliant with professional practices, guidelines and regulatory standards in traditional and electronic environments. In addition, health information technicians are responsible for maintaining and submitting patient data used for reimbursement, quality of care studies, research and the compilation of statistics for health care organizations. Supervising day-to-day operations of a health information department and sustaining the flow of health information within the organization also encompass roles of the health information technician.

Numerous career opportunities exist for the profession, such as employment in hospitals, physician clinics, insurance companies, governmental agencies, pharmaceutical companies, mental health, long-term care and an array of other health-related agencies.

Students must maintain an overall grade point average of 2.25 in the program curriculum and a minimum grade of C in all HITT courses, HPRS courses, and Anatomy and Physiology courses to progress in the program.

All students must demonstrate math competency by being eligible to enroll in a college-level math course at MCC, which may be accomplished by passing the math portion of THEA or an approved alternative test or by having passed a college-level math course.

A student has five years to complete the curriculum after official enrollment in the first Health Information Technology course. No more than one program (HITT) course may be repeated, and that course may be repeated only once during the five-year time period. Failure of two program (HITT) courses or failure of one course twice will render the student ineligible to re-enroll in the program. That student will have to apply and compete as a new applicant following the initial five-year time period.

Program prerequisite: Keyboarding skills.

Freshman Year

*Summer Semester*

**BIOL 2404 Introductory Anatomy and Physiology** or

**BIOL 1408 General Biology** or

**CHEM 1405 Introductory Chemistry I** ..... 4 hrs.

COSC 1300 Introduction to Computing ..... 3 hrs.

HPRS 1205 Medical Terminology ..... 2 hrs.

*9 hrs.*

*Fall Semester*

**BIOL 2401 Anatomy and Physiology I** ..... 4 hrs.

**ENGL 1301 Freshman Composition I** ..... 3 hrs.

SPCH 1321 Business Professional Speaking ..... 3 hrs.

HITT 2331 Medical Terminology - Advanced ..... 3 hrs.

HPRS 2301 Pathophysiology ..... 3 hrs.

*16 hrs.*

*Spring Semester*

**BIOL 2402 Anatomy and Physiology II** ..... 4 hrs.

HITT 1301 Health Data Content and Structure ..... 3 hrs.

HITT 1441 Coding and Classification Systems ..... 4 hrs.

HITT 1249 Pharmacology ..... 2 hrs.

*13 hrs.*

Sophomore Year

*Fall Semester*

HITT 1255 Health Care Statistics ..... 2 hrs.

HITT 1345 Health Care Delivery Systems ..... 3 hrs.

HITT 2435 Coding and Reimbursement Methodologies ..... 4 hrs.

HITT 1211 Computers in Health Care ..... 2 hrs.

HITT 1353 Legal and Ethical Aspects of Health Information ..... 3 hrs.

*14 hrs.*

*Spring Semester*

HITT 2260 Clinical - Health Information Technology/Technician ..... 2 hrs.

HITT 2343 Quality Assessment and Performance Improvement ..... 3 hrs.

HITT 2339 Health Information Organization and Supervision ..... 3 hrs.

**SOCI 1301 Introduction to Sociology** or

**PSYC 2301 General Psychology** ..... 3 hrs.

HITT 2346 Advanced Medical Coding ..... 3 hrs.

*14 hrs.*

*Summer Semester*

HITT 2149 RHIT Competency Review .....	1 hr.
HITT 2261 Clinical - Health Information Technology/Technician.....	2 hrs.
<b>Humanities elective</b> .....	3 hrs.
	<u>6 hrs.</u>
	Total 72 hrs.

### **Coding Specialist Certificate**

The Coding Specialist Certificate prepares students to work as Health Information coding specialists in hospitals, health agencies, medical clinics and other health care settings that submit billing for reimbursement. Job opportunities are plentiful for coding specialists, who may also apply these courses to MCC's two-year Health Information Technology A.A.S. degree.

The certificate program is a one-year, open-enrollment program offered through the Health Information Technology Program. The Coding Specialist Certificate Program is a Texas Success Initiative waived program, provided the student strictly adheres to the certificate degree plan. Upon completion of the program, the student will receive a Certificate of Completion.\*

Individuals with coding work experience or education as a coding specialist may apply to take the national examination offered by the American Health Information Management Association (AHIMA) for certification as a Certified Coding Associate. The Coding Specialist Certificate Program at MCC can assist in preparing individuals to sit for the CCA examination.

Program prerequisite: Keyboarding skills

*\* A grade of C or better in all certificate courses or an overall GPA of 2.25 is required to progress through the program. The clinical course may require students to travel within a 60-mile radius of Waco.*

#### First Year

##### *Fall Semester*

BIOL 2404 Introductory Anatomy and Physiology .....	4 hrs.
HITT 1205 Medical Terminology I .....	2 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
HITT 1301 Health Data Content & Structure .....	3 hrs.
	<i>12 hrs.</i>

##### *Spring Semester*

HITT 1345 Health Care Delivery Systems .....	3 hrs.
HITT 2331 Medical Terminology-Advanced .....	3 hrs.
HITT 1441 Coding & Classification Systems .....	4 hrs.
HITT 1249 Pharmacology .....	2 hrs.
	<i>12 hrs.</i>

#### Second Year

##### *Fall Semester*

HPRS 2301 Pathophysiology .....	3 hrs.
HITT 2435 Coding and Reimbursement Methodologies .....	4 hrs.
HITT 1261 Clinical - Health Information Technology/Technician .....	2 hrs.
	<u>9 hrs.</u>

Total 34 hrs.

## Medical Office Assistant



### (An Approved Tech-Prep Program)

This program prepares students for employment and advancement in secretarial positions in hospitals, doctors' offices, nursing homes, medical clinics and other health care installations. The emphasis is on medical terminology, medical document processing and medical transcription. The program also includes bookkeeping, business writing, word processing, digital publishing, database, office procedures, advanced document formatting, transcription and electronic spreadsheet applications.

#### Freshman Year

##### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or	
POFT 2203 Speed and Accuracy Building .....	2 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall).....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> or	
ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1321 Business Math.....	3 hrs.
	<i>14-15 hrs.</i>

##### *Second Semester*

<b>PHIL 2374 Critical Thinking</b> .....	3 hrs.
<b>Math elective (college-level) or Natural Sciences elective</b> .....	3 hrs.
POFT 2312 Business Correspondence & Communication	
(offered only in spring) .....	3 hrs.
ITSW 1301 Introduction to Word Processing .....	3 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
HITT 1205 Medical Terminology I .....	2 hrs.
	<i>17 hrs.</i>

##### *Summer I*

<b>SOCI 1301 Introduction to Sociology</b> or <b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>GOVT 2305 National Government</b> or <b>GOVT 2306 Texas Government</b> or	
<b>ECON 1301 Introduction to Economics</b> .....	3 hrs.
	<i>6 hrs.</i>

##### *Summer II*

ITSW 1304 Introduction to Spreadsheet .....	3 hrs.
	<i>3 hrs.</i>

## Sophomore Year

### *First Semester*

POFI 2340 Advanced Word Processing (offered only in fall) .....	3 hrs.
HITT 1249 Pharmacology (offered only in fall) .....	2 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
MRMT 1307 Medical Transcription I (offered only in fall) .....	3 hrs.
POFM 2486 Internship – Medical Administration <sup>3</sup> (offered only in fall) .....	4 hrs.
	<i>15 hrs.</i>

### *Second Semester*

POFM 2333 Medical Document Production <sup>4</sup> .....	3 hrs.
ARTC 1313 Digital Publishing I <sup>2</sup> (offered only in spring) .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
BMGT 1325 Office Management (offered only in spring) .....	3 hrs.
POFM 2487 Internship – Medical Administration <sup>4</sup> (offered only in spring) .....	4 hrs.
	<i>16 hrs.</i>

*Total 71-72 hrs.*

<sup>1</sup> *May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.*

<sup>2</sup> *May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.*

<sup>3</sup> *Students must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.*

<sup>4</sup> *This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.*

## **Certificate in Medical Secretary Technology**

### Freshman Year

#### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or POFT 2203 Speed and Accuracy Building .....	2 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> .....	3 hrs.
HITT 1205 Medical Terminology I .....	2 hrs.
POFT 1309 Administrative Office Procedure I (offered only in fall) .....	3 hrs.
HITT 1249 Pharmacology (offered only in fall) .....	2 hrs.
POFT 1301 Business English .....	3 hrs.
	<i>15 hrs.</i>

#### *Second Semester*

ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
ITSW 1307 Introduction to Database .....	3 hrs.
ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
POFT 2312 Business Correspondence & Communication (offered only in spring) .....	3 hrs.
	<i>12 hrs.</i>

## Sophomore Year

### *First Semester*

POFT 2301 Intermediate Keyboarding .....	3 hrs.
POFI 2340 Advanced Word Processing <sup>3</sup> (offered only in fall) .....	3 hrs.
	<u>6 hrs.</u>
	<i>Total 33 hrs.</i>

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See the high school counselor for information.

<sup>3</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.

## **Certificate in Secretarial Technology**

### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or	
POFT 2203 Speed and Accuracy Building .....	2 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall) .....	3 hrs.
POFT 1301 Business English .....	3 hrs.
POFT 1321 Business Math .....	3 hrs.
ACNT 1303 Introduction to Accounting I <sup>2</sup> or	
ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
	<i>14-15 hrs.</i>

### *Second Semester*

ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ITSW 1304 Introduction to Spreadsheets .....	3 hrs.
POFT 2486 or 2487 Internship - Administrative Assistant <sup>3,4</sup>	
(course number depends on semester taken) .....	4 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
POFT 2312 Business Correspondence & Communication	
(offered only in spring) .....	3 hrs.
	<u>16 hrs.</u>
	<i>Total 30-31 hrs.</i>

<sup>1</sup> May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.

<sup>2</sup> May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.

<sup>3</sup> Students must meet [Guidelines for Internships](#) and have approval of the program director to enroll in this course.

<sup>4</sup> This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. Check for prerequisites.

## **Certificate in Medical Unit Secretary**

### *First Semester*

POFT 1227 Introduction to Keyboarding <sup>1,2</sup> or	
POFT 2203 Speed and Accuracy Building .....	2 hrs.
POFT 1309 Administrative Office Procedures I (offered only in fall) .....	3 hrs.
HITT 1249 Pharmacology (offered only in fall) .....	2 hrs.

POFT 1301 Business English .....	3 hrs.
HPRS 1206 Medical Terminology .....	2 hrs.
	<i>12 hrs.</i>

*Second Semester*

ITSW 1301 Introduction to Word Processing <sup>2</sup> .....	3 hrs.
ITSW 1307 Introduction to Database or ITSW 1309 Integrated Software <sup>2</sup> .....	3 hrs.
POFT 1321 Business Math .....	3 hrs.
POFT 2301 Intermediate Keyboarding <sup>3</sup> .....	3 hrs.
POFT 2312 Business Correspondence & Communication (offered only in spring) .....	3 hrs.

15 hrs.

*Total 27 hrs.*

<sup>1</sup> *May be waived if the student has taken a keyboarding course (touch method) or if the student can keyboard by touch at least 30 words a minute. Keyboarding test is required.*

<sup>2</sup> *May be eligible for articulation through high school Tech-Prep or by individual courses from high school. See your high school counselor.*

<sup>3</sup> *This is a Capstone course, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks.*

## **Marketable Skills Achievement Awards**

### **Keyboarding and Business Document Formatting**

POFT 1227 Introduction to Keyboarding.....	2 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
	<i>Total 5 hrs.</i>

### **Word Processing**

ITSW 1301 Introduction to Word Processing .....	3 hrs.
POFI 2340 Advanced Word Processing .....	3 hrs.
	<i>Total 6 hrs.</i>

### **Basic Medical Transcription**

ITSW 1301 Introduction to Word Processing .....	3 hrs.
POFT 2301 Intermediate Keyboarding .....	3 hrs.
HPRS 1206 Medical Terminology .....	2 hrs.
HITT 1249 Pharmacology.....	2 hrs.
MRMT 1307 Medical Transcription I.....	3 hrs.
	<i>Total 13 hrs.</i>



# Emergency Services Education

The Associate in Applied Science degree is offered in these Emergency Services Education programs:

- [Criminal Justice](#)
- [Paramedicine](#)

Certificates of Completion are offered in the following Emergency Services Education programs:

- [Criminal Justice](#)
- [Fire Protection Technology](#)
- [Paramedicine](#)

Additional training opportunities are available in:

- [Law Enforcement Academy](#)
- [Paramedicine](#)

## Criminal Justice



The objective of these criminal justice courses is to prepare students for careers in criminal justice with an understanding of the criminal justice system in state, county and municipal law enforcement; corrections; courts; security; and other criminal justice-related agencies. Curricula in law enforcement and corrections are available to meet the different needs of the student by teaching workplace competencies. A grade of C or higher is required in all Criminal Justice classes for graduation.

## Law Enforcement

### Freshman Year

#### *First Semester*

CRIJ 1301 Introduction to Criminal Justice <sup>1</sup> .....	3 hrs.
CRIJ 1307 Crime in America .....	3 hrs.
CRIJ 1313 Juvenile Justice System .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>15 hrs.</i>

#### *Second Semester*

CRIJ 1306 Court Systems and Practices .....	3 hrs.
CRIJ 1310 Fundamentals of Criminal Law <sup>1</sup> .....	3 hrs.
CJSA 1308 Criminalistics I .....	3 hrs.
<b>SOCI 1301 Introduction to Sociology</b> .....	3 hrs.
<b>SPCH 1318 Interpersonal Communication</b> or	
<b>SPCH 1315 Public Speaking</b> .....	3 hrs.
<b>ENGL 1302 Freshman Composition II</b> or	
<b>ENGL 2311 Technical Communication</b> .....	3 hrs.
	<i>18 hrs.</i>

Sophomore Year

*First Semester*

CRIJ 2314 Criminal Investigation .....	3 hrs.
CRIJ 2328 Police Systems and Practices .....	3 hrs.
<b>GOVT 2305 National Government or GOVT 2306 Texas Government</b> .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

CRIJ 2323 Legal Aspects of Law Enforcement .....	3 hrs.
DAAC 1317 Basic Counseling Skills or SPCH 1318 Interpersonal Communications .....	3 hrs.
Criminal Justice elective .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective</b> .....	3 hrs.
	<i>12 hrs.</i>
	<i>Total 60 hrs.</i>

**Certificate in Criminal Justice/Law Enforcement**

CRIJ 1301 Introduction to Criminal Justice <sup>1</sup> .....	3 hrs.
CRIJ 1306 Court Systems and Practices .....	3 hrs.
CRIJ 1307 Crime in America .....	3 hrs.
CRIJ 1310 Fundamentals of Criminal Law <sup>1</sup> .....	3 hrs.
CRIJ 1313 Juvenile Justice System .....	3 hrs.
CJSA 1308 Criminalistics I .....	3 hrs.
CRIJ 2314 Criminal Investigation .....	3 hrs.
CRIJ 2323 Legal Aspects of Law Enforcement .....	3 hrs.
CRIJ 2328 Police Systems and Practices .....	3 hrs.
DAAC 1317 Basic Counseling Skills or SPCH 1318 Interpersonal Communications .....	3 hrs.
Criminal Justice elective .....	3 hrs.
	<i>Total 33 hrs.</i>

<sup>1</sup> May be eligible for articulation with a high school that has a current articulation agreement with MCC. See the high school counselor for information.

**Corrections**

**(An Approved Tech-Prep Program)**

Freshman Year

*First Semester*

CRIJ 1301 Introduction to Criminal Justice <sup>1</sup> .....	3 hrs.
CRIJ 1307 Crime in America .....	3 hrs.
CRIJ 1313 Juvenile Justice System .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

CRIJ 1306 Court Systems and Practices .....	3 hrs.
CRIJ 1310 Fundamentals of Criminal Law <sup>1</sup> .....	3 hrs.

<b>SOCI 1301 Introduction to Sociology</b> .....	3 hrs.
<b>GOVT 2306 Texas Government</b> .....	3 hrs.
<b>ENGL 1302 Freshman Composition II</b> or <b>ENGL 2311 Technical Communication</b> .....	3 hrs.
	<i>15 hrs.</i>

Sophomore Year

*First Semester*

CRIJ 2301 Community Resources in Corrections .....	3 hrs.
CRIJ 2313 Correctional Systems and Practices .....	3 hrs.
<b>GOVT 2305 National Government</b> .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

CJCR 2325 Legal Aspects of Corrections .....	3 hrs.
Social Science elective .....	3 hrs.
DAAC 1317 Basic Counseling Skills or SPCH 1318 Interpersonal Communications .....	3 hrs.
Criminal Justice elective .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective</b> .....	3 hrs.
	<u><i>15 hrs.</i></u>
	<i>Total 60 hrs.</i>

**Certificate In Criminal Justice/Corrections**

CRIJ 1301 Introduction to Criminal Justice <sup>1</sup> .....	3 hrs.
CRIJ 1306 Court Systems and Practices .....	3 hrs.
CRIJ 1307 Crime In America .....	3 hrs.
CRIJ 1310 Fundamentals of Criminal Law <sup>1</sup> .....	3 hrs.
CRIJ 1313 Juvenile Justice System .....	3 hrs.
CRIJ 2301 Community Resources in Corrections .....	3 hrs.
CRIJ 2313 Correctional System and Practices .....	3 hrs.
DAAC 1317 Basic Counseling Skills or SPCH 1318 Interpersonal Communications .....	3 hrs.
CJLE 1358 Rights of Prisoners .....	3 hrs.
CJCR 2325 Legal Aspects of Corrections .....	3 hrs.
Criminal Justice elective .....	3 hrs.
	<i>Total 33 hrs.</i>

**Certificate in Criminal Justice/Forensic Science**

Freshman Year

*First Semester*

CRIJ 1301 Introduction to Criminal Justice <sup>1</sup> .....	3 hrs.
BIOL 1408 General Biology .....	4 hrs.
CRIJ 1306 Court Systems and Practices .....	3 hrs.
CRIJ 2314 Criminal Investigations .....	3 hrs.
	<i>13 hrs.</i>

*Second Semester*

PSYC 2302 Criminal Psychology .....	3 hrs.
BIOL 2404 Introductory Anatomy and Physiology or CHEM 1405 Introductory Chemistry I .....	4 hrs.
MATH elective ( <b>college-level</b> ) .....	3 hrs.
CJSA 1308 Criminalistics I .....	3 hrs.
	<i>13 hrs.</i>

Sophomore Year

*First Semester*

CJSA 2471 Forensics Science I .....	4 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
CRIJ 2328 Police Systems & Practices .....	3 hrs.
CJSA 1393 Special Topics – Forensic Art or Forensic Anthropology .....	3 hrs.
CRIJ 1307 Crime in America .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

CJSA 2472 Forensics Science II (Capstone) .....	4 hrs.
CJSA 2389 Internship - Criminal Justice/Safety Studies .....	3 hrs.
CRIJ 1310 Fundamentals of Criminal Law .....	3 hrs.
CJSA 1400 Death Investigation I .....	4 hrs.
	<u><i>14 hrs.</i></u>
	<i>Total 56 hrs.</i>

<sup>1</sup> May be eligible for articulation with a high school that has a current articulation agreement with MCC. See the high school counselor for information.

**Fire Protection Technology**



*Approved by the Texas Commission on Fire Protection*

This program is offered both day and night to accommodate a variety of work schedules. Students who successfully complete the following curriculum will be awarded a Certificate of Completion in Fire Protection Technology and be eligible to take the state test to become a certified structural firefighter. The Texas Commission on Fire Protection certification test serves as the program Capstone. All courses below must be taken in a block schedule.

Corequisite is completion of an approved Emergency Medical Technician course.

FIRS 1301 Fire Fighter Certification I .....	3 hrs.
FIRS 1407 Fire Fighter Certification II .....	4 hrs.
FIRS 1313 Fire Fighter Certification III .....	3 hrs.
FIRS 1319 Fire Fighter Certification IV .....	3 hrs.
FIRS 1323 Fire Fighter Certification V .....	3 hrs.
FIRS 1329 Fire Fighter Certification VI .....	3 hrs.
FIRS 1433 Fire Fighter Certification VII .....	4 hrs.
FIRS 1103 Fire Fighter Agility and Fitness Preparation .....	1 hr.

Total 24 hrs.

## Paramedicine

Approved by the Department of State Health Services (1100 W. 49<sup>th</sup> St., Austin, TX 78756; [www.dshs.state.tx.us](http://www.dshs.state.tx.us); 512-458-7111) (Pending Tech-Prep Approval)

The Paramedicine Program is designed to prepare students for a career in emergency medical services. Progression through the program is EMT-Basic, EMT-Intermediate, certificate in Paramedicine and A.A.S. in Paramedicine. Students may complete a 12-month program and be awarded a certificate of completion and be eligible to take the exam for certified paramedic administered by the National Registry for Paramedics. Students completing the two-year program will be awarded an A.A.S. degree in Advanced Paramedic **or** Paramedic Management and will be eligible to apply for paramedic licensure. Regular admission to the college is required. Contact the program director for more information. If developmental courses are needed for Texas Success Initiative requirements, it is recommended such courses be completed before enrolling in the program.

For information about credit through advanced standing for students holding their Emergency Medical Technician (EMT)-Basic and Emergency Medical Technician (EMT)-Intermediate, see the policy on [Advanced Standings](#).

Prerequisite: Emergency Medical Technician Basic certification.

### Certificate of Paramedicine

#### Program Prerequisites

EMSP 1160 Clinical-Emergency Medical Technology/Technical .....	1 hr.
EMSP 1501 Emergency Medical Technician-Basic .....	5 hrs.
	6 hrs.

#### Freshman Year

##### *First Semester*

BIOL 2404 Introduction to Anatomy and Physiology or BIOL 1408 General Biology or CHEM 1405 Introductory Chemistry I .....	4 hrs.
EMSP 1338 Introduction to Advanced Practice .....	3 hrs.
EMSP 1161 Clinical-Emergency Medical Technology/Technician .....	1 hr.
EMSP 1162 Clinical-Emergency Medical Technology/Technician .....	1 hr.
EMSP 1356 Patient Assessment and Airway Management .....	3 hrs.
EMSP 1355 Trauma Management .....	3 hrs.
	15 hrs.

#### Level One Exit

##### *Second Semester*

HPRS 1206 Medical Terminology .....	2 hrs.
EMSP 2248 Emergency Pharmacology .....	2 hrs.
EMSP 2160 Clinical-Emergency Medical Technology/Technician.....	1 hr.

EMSP 2161 Clinical-Emergency Medical Technology/Technician .....	1 hr.
EMSP 2338 EMS Operation .....	3 hrs.
EMSP 2444 Cardiology .....	4 hrs.
	<i>13 hrs.</i>

*Summer Semester*

EMSP 2434 Medical Emergencies .....	4 hrs.
EMSP 2330 Special Populations .....	3 hrs.
EMSP 2162 Clinical-Emergency Medical Technology/Technician .....	1 hr.
EMSP 2163 Clinical-Emergency Medical Technology/Technician.....	1 hr.
	<u>9 hrs.</u>

*Total 43 hrs.*

**Level Two Exit**

Students who complete MCC's EMT-Basic course will receive 6 credit hours. Students entering the Paramedic degree programs who have received EMT training from a program other than MCC will be evaluated on a case-by-case basis to determine if credit will be awarded for their previous experience.

**Advanced Paramedic (A.A.S. degree)**

**Certificate of Paramedicine required before admission to second year of program.**

Second Year

*Fall Semester*

<b>MATH (college-level)</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>PSYC 2301 General Psychology or PSYC 2303 Business Psychology</b> .....	3 hrs.
<b>BIOL 2401 Anatomy and Physiology I</b> .....	4 hrs.
	<i>13 hrs.</i>

*Spring Semester*

EMSP 2143 Assessment Basic Management .....	1 hr.
<b>Speech Communication elective</b> .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
<b>BIOL 2402 Anatomy and Physiology II</b> .....	4 hrs.
<b>PSYC 2314 Human Growth and Development</b> .....	3 hrs.
	<u>14 hrs.</u>

*Total 70 hrs.*

**Paramedic Management (A.A.S. degree)**

**Certificate of Paramedicine required**

Second Year

*Fall Semester*

EMSP 2166 Practicum - Emergency Medical Technology/Technician .....	1 hr.
BUSI 1301 Survey of Business .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
BMGT 1303 Principles of Management .....	3 hrs.
<b>PSYC 2301 General Psychology or PSYC 2303 Business Psychology</b> .....	3 hrs.
	<i>13 hrs.</i>

*Spring Semester*

EMSP 2143 Assessment-Based Management .....	1 hr.
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EMSP 2167 Practicum - Emergency Medical Technology/Technician II .....	1 hr.
<b>ECON 2301 Macroeconomics</b> or	
<b>ECON 2302 Microeconomics II</b> .....	3 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
	<u>14 hrs.</u>
	<i>Total 70 hrs.</i>

**Paramedicine and EMT (Continuing Education and Recertification)**

MCC offers courses leading to designation as a certified provider of emergency medical services (EMS), as well as remediation and recertification courses to meet licensure and certification for EMS professionals. For more information, call 254-299-8707.

**Law Enforcement Academy**

The Law Enforcement Academy offers two courses for individuals wishing to become certified as a peace officer or corrections officer (jailer) by the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE).

The Basic Peace Officer Certification course is an 18-week course with hands-on and classroom training. Upon completion of the course, students receive a certificate and up to 12 credit hours.

The Basic Correction Certification course is a three-week class for which students will receive a certificate upon completion.

For more information on either course, call 254-299-6528.

# Human Services & Education

The Associate in Applied Science degree is offered in these Human Services & Education programs:

- [Child Development](#)
- [Interpreter Training](#)
- [Mental Health](#)

Certificates of Completion are offered in the following Human Services & Education programs:

- [Aesthetician](#)
- [Child Development](#)
- [Cosmetology](#)
- [Long Term Care Administration](#)
- [Mental Health](#)
- [Studies in Deafness](#)

A Marketable Skill Achievement Award is offered in the following Human Services & Education programs:

- [Mental Health](#)

## Child Development

**(An Approved Tech-Prep Program)**

The curriculum in the Child Development/Early Childhood Program is designed to prepare individuals for careers in human services agencies. Students completing the program may serve in child care agencies or programs as caregivers/teachers, directors or supervisors, foster parents, or para-professionals in educational systems. The course work provides academic background as well as practical workplace experience. A grade of C or higher in all Child Development classes in the selected curriculum is required for graduation.

### Freshman Year

#### *First Semester*

TECA 1311 Educating Young Children .....	3 hrs.
TECA 1354 Child Growth and Development .....	3 hrs.
CDEC 1358 Creative Arts for Early Childhood .....	3 hrs.
CDEC 1421 The Infant and Toddler .....	4 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>16 hrs.</i>

#### *Second Semester*

TECA 1318 Wellness of the Young Child .....	3 hrs.
CDEC 1356 Emergent Literacy for Early Childhood .....	3 hrs.
CDEC 1413 Curriculum Resources for Early Childhood Program <sup>1</sup> .....	4 hrs.
CDEC 1419 Child Guidance .....	4 hrs.
CDEC 2307 Math and Science for Early Childhood .....	3 hrs.
	<i>17 hrs.</i>



Sophomore Year

*First Semester*

TECA 1303 Family, School and Community .....	3 hrs.
CDEC 1323 Observation & Assessment .....	3 hrs.
CDEC 2326 Administration of Programs for Children I .....	3 hrs.
<b>Speech elective</b> .....	3 hrs.
<b>SOCI 1301 Introduction to Sociology or PSYC 2301 General Psychology</b> .....	3 hrs.
<b>Math elective (college-level)</b> .....	3 hrs.
	<i>18 hrs.</i>

*Second Semester*

CDEC 1359 Children with Special Needs .....	3 hrs.
CDEC 2364 Practicum in Child Development .....	3 hrs.
CDEC 2441 The School-Age Child .....	4 hrs.
<b>Humanities or Visual/Performing Arts elective</b> .....	3 hrs.
<b>COSC 1300 Introduction to Computing</b> <sup>1</sup> .....	3 hrs.
	<u>16 hrs.</u>
	<i>Total 67 hrs.</i>

<sup>1</sup> May be eligible for articulation with a high school that has a current articulation agreement with MCC. See the high school counselor for information.

**Certificate Option I: Child Development**

*First Semester*

TECA 1311 Educating Young Children .....	3 hrs.
TECA 1354 Child Growth and Development .....	3 hrs.
CDEC 1358 Creative Arts for Early Childhood .....	3 hrs.
CDEC 1421 The Infant and Toddler .....	4 hrs.
CDEC 1323 Observation & Assessment .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
TECA 1318 Wellness of the Young Child .....	3 hrs.
CDEC 1356 Emergent Literacy for Early Childhood .....	3 hrs.
CDEC 1413 Curriculum Resources for Early Childhood Program <sup>1</sup> .....	4 hrs.
CDEC 1419 Child Guidance .....	4 hrs.
CDEC 2307 Math and Science for Early Childhood .....	3 hrs.
	<u>20 hrs.</u>
	<i>Total 36 hrs.</i>

**Certificate Option II: Child Development Administration**

This curriculum is designed for persons who are employed or interested in employment in administrative positions in facilities and agencies that care for children. Persons desiring to enroll in this program must consult with the program director. Students who complete this curriculum, including Capstone requirements, will earn a certificate after completion.

TECA 1311 Educating Young Children .....	3 hrs.
TECA 1318 Wellness of the Young Child .....	3 hrs.

TECA 1354 Child Growth and Development .....	3 hrs.
CDEC 1359 Children with Special Needs.....	3 hrs.
CDEC 1323 Observation & Assessment .....	3 hrs.
CDEC 1419 Child Guidance .....	4 hrs.
CDEC 1413 Curriculum Resources for Early Childhood Programs or CDEC 1421 The Infant and Toddler .....	4 hrs.
CDEC 2326 Administration of Programs for Children I .....	3 hrs.
CDEC 2328 Administration of Programs for Children II .....	3 hrs.
ENGL 1301 Freshman Composition I or POFT 1301 Business English .....	3 hrs.
<b>Elective (consult advisor)</b> .....	3 hrs.
<i>Total 35 hrs.</i>	

### **The Child Development Associate National Credential Training (CDA)**

The Child Development Associate Credential (CDA) represents a national effort to qualify individuals who work with children from birth to age five.

Child Development Associates demonstrate their ability to nurture children’s physical, social, emotional and cognitive growth in a child development framework. The proof of cognitive competence is the CDA Credential. The Credential is awarded by the Council for Professional Recognition (the Council), headquartered in Washington, D.C.

The CDA Competency Standard are the core of the program. These standards are called Competency Goals and are further defined into 13 Functional Areas. These areas describe the major tasks teachers/caregivers must complete in order to carry out competency goals.

CDEC 1317 CDA I .....	3 hrs.
CDEC 2322 CDA II .....	3 hrs.
CDEC 2324 CDA III .....	3 hrs.
<i>Total 9 hrs.</i>	



*Approved by the Texas Department of Licensing and Regulations*

In addition to meeting admission requirements to the college and general college credit programs, individuals who wish to enroll in the Cosmetology, Aesthetician or Instructor programs must meet admission requirements as follows:

1. Apply for admission to MCC.
2. Submit a copy of your MCC admission application to the Cosmetology Program Director.
3. Submit a Cosmetology Application for admission to the program director.
4. Submit a copy of an Automated Degree Plan to the Cosmetology Program.

5. Submit an official high school transcript or General Education Development (GED) test scores to the department of Student Admissions.
6. Students must be 18 years of age or older.
7. Pass Accuplacer Reading test with a score of at least 78 and pass the Writing portion with a score of W5 and Objective score of S80.

If transferring from another school of cosmetology, students must meet all of the above requirements and, in addition, must furnish the department with theory grades and verification of practical application completion. An official transcript from the Texas Department of Licensing and Regulations must be on file before acceptance into the program can be finalized. Students transferring 500 or more clock hours must arrange, with the Program Director, a skills assessment evaluation.

### **Cosmetology Program**

This program is designed to provide the student with the skills and knowledge for successful entry into the field of cosmetology. The certificate program can be completed by a full-time student in approximately one year.

#### *First Term*

CSME 1405 Fundamentals of Cosmetology .....	4 hrs.
CSME 1451 Artistry of Hair, Theory and Practice .....	4 hrs.
CSME 1443 Manicuring and Related Theory .....	4 hrs.
CSME 1431 Principles of Nail Technology I .....	4 hrs.
	<i>16 hrs.</i>

#### *Second Term*

CSME 1453 Chemical Reformation and Related Theory .....	4 hrs.
CSME 2401 Hair Coloring and Related Theory .....	4 hrs.
CSME 2439 Advanced Hair Design .....	4 hrs.
CSME 2237 Advanced Cosmetology Techniques .....	2 hrs.
	<i>14 hrs.</i>

#### *Third Term*

CSME 2441 Preparation for TDLR Examination .....	4 hrs.
CSME 1447 Principles of Skin Care/Facials and Related Theory .....	4 hrs.
CSME 2443 Salon Development .....	4 hrs.
	<u>12 hrs.</u>
	<i>Total 42 hrs.</i>

Students are eligible to take the Texas licensure examination upon completion of skills and 1,504 clock hours. This examination serves as the Cosmetology Capstone experience. Those students who complete the program and have a GPA of 2.0 or higher will be eligible to receive a Certificate of Completion.

## **Aesthetician (Facial Specialist) Program**

This program is designed to provide the student with the skills and knowledge for successful entry into the field of skin care. A full-time student can complete the certificate program in approximately one year.

### *First Term*

CSME 1420 Orientation to Facial Specialist .....	4 hrs.
CSME 1348 Principles of Skin Care .....	3 hrs.
CSME 1421 Principles of Facial/Aesthetics Technology I .....	5 hrs.
	<i>12 hrs.</i>

### *Second Term*

CSME 1545 Principles of Facial/Aesthetic Technology II .....	5 hrs.
CSME 1447 Principles of Skin Care/Facials and Related Theory .....	4 hrs.
CSME 2531 Principles of Facial/Aesthetic Technology III .....	5 hrs.
	<u>14 hrs.</u>
	<i>Total 26 hrs.</i>

Students are eligible to take the Texas Licensure Examination upon completion of all course work and 800 clock hours. This examination serves as the Cosmetology Capstone experience. Those students who complete the program and have a GPA of 2.0 or higher will be eligible to receive a Certificate of Completion.

## **Certificate in Instructor Program**

### *First Term*

CSME 1435 Orientation to the Instruction of Cosmetology .....	4 hrs.
CSME 1534 Cosmetology Instructor I .....	5 hrs.
	<i>9 hrs.</i>

### *Second Term*

CSME 2414 Cosmetology Instructor II .....	4 hrs.
CSME 2515 Cosmetology Instructor III .....	5 hrs.
	<i>9 hrs.</i>

### *Second Term*

CSME 2445 Instructional Theory & Clinic Operations .....	4 hrs.
CSME 2544 Cosmetology Instructor IV .....	5 hrs.
	<u>9 hrs.</u>
	<i>Total 27 hrs.</i>

Students are eligible to take the TDLR Licensure examination upon completion of all course work and 800 clock hours. This examination serves as the Cosmetology capstone experience. Those students who complete the program and have a GPA of 2.0 or higher will be eligible to receive a certificate of completion.

## Interpreter Training



This program is designed to teach the basic skills and the ethical behavior required of the professional interpreter providing services to deaf/hard-of-hearing persons. Students learn through classroom study, skills development and laboratory practice. Field observation and experience focusing on workplace competencies are also required.

Professional opportunities for sign language interpreters are as wide-ranging as the communities in which we live. Interpreters work in rehabilitation, education, state and local government, medical facilities, legal practices, and other community services. Once you enter the field, you can enhance your career growth by earning advanced levels of certification from the National Registry of Interpreters for the Deaf or the state's Office for Deaf and Hard of Hearing Services.

### Freshman Year

#### *First Semester*

SGNL 1401 Beginning ASL I .....	4 hrs.
SLNG 1317 Introduction to Deaf Community .....	3 hrs.
SLNG 1321 Introduction to the Interpreting Profession .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>SPCH 1318 Interpersonal Communication</b> .....	3 hrs.
	<i>16 hrs.</i>

#### *Second Semester*

SGNL 1402 Beginning ASL II .....	4 hrs.
SLNG 1347 Deaf Culture .....	3 hrs.
SLNG 1211 Fingerspelling .....	2 hrs.
<b>ENGL 1302 Freshman Composition II</b> or	
<b>ENGL 2311 Technical Communication</b> .....	3 hrs.
COSC 1300 Introduction to Computing or	
Computer elective .....	3 hrs.
	<i>15 hrs.</i>

### Sophomore Year

#### *First Semester*

SGNL 2301 Intermediate ASL I .....	3 hrs.
SLNG 2401 Interpreting I .....	4 hrs.
SLNG 1315 Visual/Gestural Communication .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>Math elective (college-level)</b> .....	3 hrs.
	<i>16 hrs.</i>

#### *Second Semester*

SGNL 2302 Intermediate ASL II .....	3 hrs.
SLNG 2402 Interpreting II .....	4 hrs.
SLNG 2488 Internship .....	4 hrs.
<b>Humanities</b> or <b>Visual/Performing Arts elective</b> .....	3 hrs.
	<u><i>14 hrs.</i></u>

*Total 61 hrs.*

## Studies in Deafness Certificate

This certificate is designed for students with an interest in learning about deafness for either personal or professional reasons. These courses will answer questions about persons who are deaf/hard-of-hearing and the deaf community, while leading to employment in such areas as residential aide or job coach in educational and rehabilitation settings.

SGNL 1401 Beginning ASL I .....	4 hrs.
SLNG 1317 Introduction to Deaf Community .....	3 hrs.
SLNG 1315 Visual/Gestural Communication .....	3 hrs.
SGNL 1402 Beginning ASL II .....	4 hrs.
SLNG 1347 Deaf Culture .....	3 hrs.
<i>Total 17 hrs.</i>	

## Long Term Care Administration



*Recognized by the Texas Department of Aging and Disability Services*

Continuing a 30-year tradition in the field, MCC is proud to offer two certificates in Long Term Care Administration. The first, in Nursing Facility Administration, addresses the unique academic and field experience prerequisites for testing to become a Licensed Nursing Facility Administrator in Texas. This course of study can be taken as part of, or in addition to, a bachelor's degree. Since 2001, a certificate in Assisted Living Facility Management has been available through the LTCA program. This second certificate meets the current state requirements for recognition as an Assisted Living Facility Manager.

### Long Term Care Administration-Nursing Facility Administration Advanced Skills Certificate

#### Recommended Schedule

##### *Fall Semester*

LTCA 1311 Introduction to Long Term Care Administration .....	3 hrs.
LTCA 1313 Organization & Management of Long Term Care Facilities .....	3 hrs.
LTCA Internship* .....	4-6 hrs.
<i>10-12 hrs.</i>	

##### *Spring Semester*

LTCA 2314 Long Term Care Law .....	3 hrs.
LTCA 2315 Financial Management of a Long Term Care Facility .....	3 hrs.
LTCA Internship* .....	4-6 hrs.
<i>10-12 hrs.</i>	

##### *Summer Semester*

LTCA 1312 Resident Care in the Long Term Care Facility (Capstone) .....	3 hrs.
LTCA Internship* .....	4-6 hrs.
<i>7-9 hrs.</i>	
<i>Total 27-33 hrs.</i>	

*\* The certificate in Nursing Facility Administration requires the completion of one of the following internship options. Consult with the LTCA advisor to select the appropriate internship option.*

- Option I – the following internship is repeated three times for a total of 12 credit hours. LTCA 2489 Internship-Hospital/Health Facilities Administration – 4 credit hours for 3 semesters
- Option II – the following internship is repeated twice for a total of 12 credit hours. LTCA 2689 Internship-Hospital/Health Facilities Administration – 6 credit hours for 2 semesters.

## Long Term Care Administration-Assisted Living Facility Management Advanced Skills Certificate

### Recommended Schedule

#### *Fall Semester*

LTCA 1311 Introduction to Long Term Care Administration .....	3 hrs.
LTCA 1313 Organization & Management of Long Term Care Facilities .....	3 hrs.
	<i>6 hrs.</i>

#### *Spring Semester*

LTCA 2314 Long Term Care Law .....	3 hrs.
LTCA 2315 Financial Management of a Long Term Care Facility .....	3 hrs.
	<i>6 hrs.</i>

#### *Summer Semester*

LTCA 1312 Resident Care in the Long Term Care Facility (Capstone) .....	3 hrs.
	<u>3 hrs.</u>

*Total 15 hrs.*

## Mental Health



Successful completion of this program opens doors to employment or a better position in social welfare, governmental and community service agencies. Graduates can make significant contributions wherever people are employed to help others with social and mental health-related situations.

### Core Requirements

The Mental Health Program includes a foundation of courses that provide a framework for the mental health associate degree as well as further specialization in substance abuse/addictions and youth counseling. Each specialization may be in the form of a one-year certificate and/or a two-year Associate in Applied Science (A.A.S.) degree.

To obtain a two-year A.A.S. degree, the student will pursue the foundation courses, exploring the various specializations in the field of mental health. At the end of the first year, a student may continue the associate degree curriculum and/or pursue specialization(s) with a focus on workplace competencies. A grade of C or better is required for all mental health courses for graduation.

## A.A.S. Degree First-Year Courses

### Freshman Year

#### *First Semester*

PMHS 1191 Special Topics in Psychiatric/ Mental Health Services Tech .....	1 hr.
PMHS 1166 Practicum – Psychiatric/Mental Health Services Tech .....	1 hr.
SCWK 1321 Orientation to Social Services .....	3 hrs.
<b>PSYC 2301 General Psychology</b> or <b>SOCI 1301 Introduction to Sociology</b> .....	3 hrs.
<b>Humanities or Visual/Performing Arts elective</b> .....	3 hrs.
<b>Math elective (college-level)</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

PMHS 1167 Practicum – Psychiatric/Mental Health Services Tech .....	1 hr.
DAAC 1317 Basic Counseling Skills.....	3 hrs.
<b>SPCH 1315 Public Speaking</b> or <b>SPCH 1321 Business and Professional Speaking</b> .....	3 hrs.
<b>ENGL 1302 Freshman Composition II</b> or <b>ENGL 2311 Technical Communication</b> .....	3 hrs.
DAAC 1304 Pharmacology of Addiction .....	3 hrs.
	<i>13 hrs.</i>
	<i>Total 30 hrs.</i>

## Mental Health Associate

The Mental Health Associate Program prepares students to work with children, adolescents and adults in helping them solve their problems. While in the program, students are placed in community agencies in order to apply what they have learned in the classroom.

### Sophomore Year

#### *First Semester*

CMSW 1309 Problems of Children and Adolescents .....	3 hrs.
DAAC 1311 Counseling Theories .....	3 hrs.
PMHS 2266 Practicum-Psychiatric/Mental Health Services Tech .....	2 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
DAAC 2307 Addicted Family Intervention .....	3 hrs.
DAAC 2354 Dynamics of Group Counseling .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

PSYT 2331 Abnormal Psychology .....	3 hrs.
CMSW 1323 The Exceptional Person or CMSW 1327 Treatment Modalities with Special Populations .....	3 hrs.
CMSW 1341 Behavior Modification and Cognitive Disorders .....	3 hrs.
PMHS 2267 Practicum-Psychiatric/Mental Health Services Tech .....	2 hrs.
SOCW 2361 Introduction to Social Work.....	3 hrs.
	<i>14 hrs.</i>
	<i>Total 31 hrs.</i>



## Mental Health Certificate

### *First Semester*

PMHS 1191 Special Topics in Psychiatric/ Mental Health Services Tech .....	1 hr.
PMHS 1166 Practicum-Psychiatric/Mental Health Services Tech .....	1 hr.
SCWK 1321 Orientation to Social Services .....	3 hrs.
DAAC 1317 Basic Counseling Skills .....	3 hrs.
CMSW 1327 Treatment Modalities with Special Populations .....	3 hrs.
DAAC 1304 Pharmacology of Addiction.....	3 hrs.
	<i>14 hrs.</i>

### *Second Semester*

PMHS 2266 Practicum-Psychiatric/Mental Health Services Tech .....	2 hrs.
CMSW 1309 Problems of Children and Adolescents .....	3 hrs.
CMSW 1323 The Exceptional Person.....	3 hrs.
Mental Health elective .....	3 hrs.
<b>General Education elective</b> .....	6 hrs.
	<u>17 hrs.</u>

*Total 31 hrs.*

## Mental Health/Substance Abuse and Addictions

This specialty provides training and courses for persons working toward state recognition as a Licensed Chemical Dependency Counselor (LCDC) certification and/or those persons interested in working in areas of substance abuse/addiction with children, adolescents or adults. The substance abuse/addiction curriculum prepares persons for entry-level employment in the field of addictionology as well as fulfills needs of those currently working in the field of substance abuse.

### Sophomore Year

#### *First Semester*

DAAC 1319 Introduction to Alcohol and Other Drug Addictions .....	3 hrs.
DAAC 1311 Counseling Theories .....	3 hrs.
PMHS 2266 Practicum–Psychiatric/Mental Health Services Tech .....	2 hrs.
DAAC 2354 Dynamics of Group Counseling .....	3 hrs.
DAAC 2307 Addicted Family Intervention .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
	<i>17 hrs.</i>

#### *Second Semester*

DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions .....	3 hrs.
PSYT 2331 Abnormal Psychology .....	3 hrs.
DAAC 2343 Current Issues .....	3 hrs.
CMSW 1341 Behavior Modification and Cognitive Disorders .....	3 hrs.
DAAC 2266 Practicum–Substance Abuse/Addiction Counseling .....	2 hrs.
	<u>14 hrs.</u>

*Total 31 hrs.*

## Certificate in Mental Health/Substance Abuse and Addiction

### *First Semester*

PMHS 1191 Special Topics in Psychiatric/Mental Health Services Tech .....	1 hr.
PMHS 1166 Practicum–Psychiatric/Mental Health Services Tech .....	1 hr.
SCWK 1321 Orientation to Social Services .....	3 hrs.
DAAC 1317 Basic Counseling Skills .....	3 hrs.
DAAC 1304 Pharmacology of Addiction .....	3 hrs.
DAAC 2307 Addicted Family Intervention .....	3 hrs.
	<i>14 hrs.</i>

### *Second Semester*

DAAC 2266 Practicum–Substance Abuse/Addiction Counseling .....	2 hrs.
DAAC 2343 Current Issues .....	3 hrs.
DAAC 1319 Introduction to Alcohol and Other Drug Addictions .....	3 hrs.
DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions .....	3 hrs.
<b>General Education elective</b> .....	6 hrs.
	<u>17 hrs.</u>
	<i>Total 31 hrs.</i>

## Counselor Intern Education Preparation

This certificate is awarded to those students who have completed the necessary 270 educational clock-hour component required by the state of Texas for licensing of alcohol and drug abuse counselors. Students must contact the Texas Department of State Health Services for additional requirements for licensure.

### *First Semester*

SCWK 1321 Orientation to Social Services .....	3 hrs.
DAAC 1317 Basic Counseling Skills.....	3 hrs.
PSYT 2331 Abnormal Psychology .....	3 hrs.
Nine credit hours are required from three of the following courses:	
DAAC 1304, DAAC 2307, DAAC 1309, DAAC 1319, DAAC 2343 .....	9 hrs.
DAAC 2266 Practicum–Drug/Alcohol Abuse Counseling .....	2 hrs.
	<i>Total 20 hrs.</i>

## Mental Health/Youth Counseling

This specialty emphasizes course work needed for employees or future employees in children/adolescent facilities. The curriculum addresses the needs and skills of persons in daily work with children/adolescents with emotional problems.

### Sophomore Year

#### *First Semester*

CMSW 1309 Problems of Children and Adolescents .....	3 hrs.
DAAC 1311 Counseling Theories .....	3 hrs.
PMHS 2266 Practicum–Psychiatric/Mental Health Services Tech .....	2 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
DAAC 2307 Addicted Family Intervention .....	3 hrs.
DAAC 2354 Dynamics of Group Counseling .....	3 hrs.

17 hrs.

*Second Semester*

PSYT 2331 Abnormal Psychology .....	3 hrs.
CMSW 1323 The Exceptional Person .....	3 hrs.
CMSW 1327 Treatment Modalities with Special Populations .....	3 hrs.
CMSW 1341 Behavior Modification and Cognitive Disorders .....	3 hrs.
PMHS 2267 Practicum–Psychiatric/Mental Health Services Tech .....	2 hrs.

14 hrs.

Total 31 hrs.

**Certificate in Mental Health/Youth Counseling**

*First Semester*

PMHS 1191 Special Topics in Psychiatric/Mental Health Services Tech.....	1 hr.
PMHS 1166 Practicum–Psychiatric/Mental Health Services Tech .....	1 hr.
SCWK 1321 Orientation to Social Services .....	3 hrs.
CMSW 1309 Problems of Children and Adolescents .....	3 hrs.
DAAC 1304 Pharmacology of Addiction .....	3 hrs.
DAAC 1317 Basic Counseling Skills.....	3 hrs.
CRIJ 1313 Juvenile Justice Systems .....	3 hrs.

17 hrs.

*Second Semester*

PMHS 2267 Practicum–Psychiatric/Mental Health Services Tech .....	2 hrs.
CMSW 1327 Treatment Modalities with Special Populations .....	3 hrs.
CMSW 1323 The Exceptional Person .....	3 hrs.
DAAC 2307 Addicted Family Intervention .....	3 hrs.

**General Education elective** ..... 3 hrs.

14 hrs.

Total 31 hrs.

**Marketable Skills Achievement Award**

This Marketable Skills Award is for Methodist Home employees who successfully complete the required and optional courses while employed at the Methodist Home.

**Mental Health Adolescent Residential Caregiver**

Required Courses

PMHS 1467 Revealing Greatness I .....	4 hrs.
PMHS 2467 Revealing Greatness II .....	4 hrs.

8 hrs.

Optional Courses (choose two)

CMSW 1309 Problems of Children and Adolescents .....	3 hrs.
CMSW 1319 Adolescent Development .....	3 hrs.
CMSW 1371 Local Need Course– Interpersonal Relations in Care Giving .....	3 hrs.
EDTC 1325 Multicultural Education .....	3 hrs.

6 hrs.

Total 14 hrs.

# Veterinary & Agriculture

The Associate in Applied Science degree is offered in:

- [Veterinary Technology](#)

The Associate in Science degree is offered in:

- [Agriculture](#)

Certificates of Completion are offered in:

- [Veterinary Assistant – Small Animal](#)
- [Veterinary Assistant – Large Animal](#)

## Veterinary Technology



*Accredited by the American Veterinary Medical Association*

This academically challenging program is designed to provide the theory and practice necessary to follow a fulfilling career as a Registered Veterinary Technician. A veterinary technician is knowledgeable in the care and handling of animals, basic principles of normal and abnormal anatomy and physiology, and routine laboratory and clinical procedures.

Training as a veterinary technician enables the student to work as professional technical support to veterinarians, biomedical researchers and other scientists. Students can also find positions in the pharmaceutical industries, zoological gardens, animal control and humane organizations, and local and state health departments. Currently there is a strong demand for graduates from veterinary technology programs. This trend is expected to continue into the future. Opportunities for jobs exist in the following areas:

Veterinary practice	Veterinary supply sales	Teaching
Zoo/wildlife	Medical	Military service
Biomedical research	Humane societies	
Herd health managers	Diagnostic laboratories	

Because the veterinary technology program is fully accredited by the American Veterinary Medical Association, students are allowed to work in all areas of animal health care. While in school, a student spends time in laboratories working with dogs, cats, horses, cows, pigs, sheep, goats, laboratory and exotic animals such as mice, rats, rabbits, guinea pigs, snakes, lizards and birds.

The two-year program consists of 72 credit hours taken sequentially over a six-semester period of time. It culminates in the awarding of an Associate in Applied Science degree in Veterinary Technology. Following this, the student may take the state and national examinations given by the Texas Veterinary Medical Association and the American Association of Veterinary State Boards,

respectively. Upon successfully passing these examinations, the student will be classified as a Registered Veterinary Technician (RVT) in the state of Texas.

Enrollment into the Veterinary Technology Program is limited and competitive. Students must meet the admission requirements to the college as well as admission requirements into the Veterinary Technology Program. A point system is used to select applicants. Applicants must be high school graduates or have completed the GED. The four college-level prerequisite courses listed below must be taken prior to being accepted into the Veterinary Technology Program. Test scores are required for assessment by taking the Health Occupations Aptitude Exam. In addition, all applicants must have worked for, volunteered with or observed in a veterinary practice for 50 hours. Proof of this activity must also be submitted with the application. Official transcripts of all high school and college-level courses are required. The admissions committee will review and evaluate all information, calculate point accumulation, and recommend admission based on the submission of the required information. Applicants with the greatest number of points will be admitted into the program.

Applications are accepted beginning January 1 and ending on June 15 of each year for admission into the program beginning the following August. Applications will not be processed until all required information is submitted. Applicants are notified of the selection committee's decision by July 15. Applications may be requested by contacting the admission office at McLennan Community College or from the Veterinary Technology website.

Students must maintain a minimum grade of C in all required courses, as well as an overall grade of 2.0 in order to progress in the degree program. Veterinary Technology students have five academic program years to complete the curriculum after official enrollment in the first program course.

There are many types of employment available to a registered veterinary technician. Some of these, such as working in a veterinary clinic, can be physically demanding. A student interested in pursuing a degree in veterinary technology, and who plans on working in a veterinary clinic, should be able to lift at least 50 pounds, have the ability to stoop and bend, be capable of standing for long periods of time and not have any life-threatening allergies to animals.

### **Prerequisites**

Academic courses must be completed before entering the program.

BIOL 1413 Zoology .....	4 hrs.
ENGL 1301 Freshman Composition I .....	3 hrs.
MATH 1314 College Algebra .....	3 hrs.
PSYC 2301 General Psychology .....	3 hrs.
	<i>13 hrs.</i>

### Freshman Year

#### *Fall Semester*

PHIL 2374 Critical Thinking .....	3 hrs.
VTHT 1401 Introduction to Veterinary Technology .....	4 hrs.
VTHT 1205 Veterinary Medical Terminology .....	2 hrs.
VTHT 1413 Veterinary Anatomy & Physiology .....	4 hrs.
	<i>13 hrs.</i>

*Spring Semester*

VTHT 1349 Pharmacology .....	3 hrs.
VTHT 2201 Canine and Feline Clinical Management .....	2 hrs.
VTHT 2435 Advanced Veterinary Anatomy & Physiology .....	4 hrs.
VTHT 2321 Veterinary Parasitology .....	3 hrs.
	<i>12 hrs.</i>

*Summer I*

VTHT 2323 Veterinary Clinical Pathology I .....	3 hrs.
	<i>3 hrs.</i>

*Summer II*

SPCH 1318 Interpersonal Communication .....	3 hrs.
VTHT 2331 Veterinary Clinical Pathology II .....	3 hrs.
	<i>6 hrs.</i>

Sophomore Year

*Fall Semester*

VTHT 2213 Lab Animal Clinical Management .....	2 hrs.
VTHT 1341 Anesthesia and Surgical Assistance .....	3 hrs.
VTHT 2209 Food Animal Clinical Management .....	2 hrs.
VTHT 1345 Veterinary Radiology .....	3 hrs.
	<i>10 hrs.</i>

*Spring Semester*

VTHT 2425 Large Animal Assisting Techniques .....	4 hrs.
VTHT 2205 Equine Clinical Management.....	2 hrs.
VTHT 1317 Veterinary Office Management .....	3 hrs.
VTHT 2439 Veterinary Nursing Care (Capstone) .....	4 hrs.
	<i>13 hrs.</i>

*Summer I*

VTHT 2266 Veterinary Practicum .....	2 hrs.
	<u><i>2 hrs.</i></u>

*Total 72 hrs.*

**Certificate in Veterinary Assistant—Small Animal Track**

*Fall Semester*

VTHT 1401 Introduction to Veterinary Technology .....	4 hrs.
VTHT 1205 Veterinary Medical Terminology .....	2 hrs.
MATH 1332 Contemporary Liberal Arts Mathematics .....	3 hrs.
BIOL 1413 Introductory Zoology or BIOL 1408 General Biology .....	4 hrs.
	<i>13 hrs.</i>

*Spring Semester*

VTHT 1349 Pharmacology .....	3 hrs.
VTHT 2321 Veterinary Parasitology .....	3 hrs.
VTHT 2201 Canine and Feline Clinical Management .....	2 hrs.
VTHT 2213 Lab Animal Clinical Management.....	2 hrs.
VTHT 1317 Veterinary Office Management .....	3 hrs.
	<i>13 hrs.</i>

*Summer I*

VTHT 2323 Veterinary Clinical Pathology I .....	3 hrs.
	<u>3 hrs.</u>

*Summer II*

ENGL 1301 Freshman Composition I .....	3 hrs.
	<u>3 hrs.</u>

*Total 32 hrs.*

**Certificate in Veterinary Assistant—Large Animal Track**

*Fall Semester*

VTHT 1401 Introduction to Veterinary Technology .....	4 hrs.
VTHT 1205 Veterinary Medical Terminology .....	2 hrs.
VTHT 2209 Food Animal Clinical Management .....	2 hrs.
VTHT 2205 Equine Clinical Management .....	2 hrs.
BIOL 1413 Introductory Zoology or BIOL 1408 General Biology .....	4 hrs.
	<i>14 hrs.</i>

*Spring Semester*

VTHT 1349 Pharmacology .....	3 hrs.
VTHT 2321 Veterinary Parasitology .....	3 hrs.
VTHT 2425 Large Animal Assisting Techniques .....	4 hrs.
MATH 1332 Contemporary Liberal Arts Mathematics .....	3 hrs.
VTHT 1317 Veterinary Office Management .....	3 hrs.
	<i>16 hrs.</i>

*Summer I*

VTHT 2323 Veterinary Clinical Pathology I .....	3 hrs.
	<u>3 hrs.</u>

*Summer II*

ENGL 1301 Freshman Composition I .....	3 hrs.
	<u>3 hrs.</u>

*Total 36 hrs.*



**Associate in Science with an Emphasis in Agriculture**

Students knowledgeable in agricultural science and management have a full spectrum of career paths from which to choose. Individuals with a background in agriculture work in private and governmental industries in such fields as agricultural engineering, agronomy, animal breeding and genetics, animal nutrition, soil science, and wildlife science. The recommended curriculum below is designed to meet the requirements of the core curriculum leading to an A.S. degree, with a special emphasis in agriculture. It will provide students with a general background in agriculture, as well as the opportunity to take more specific electives in order to pursue a bachelor's degree at a four-year institution.

Freshman Year

*Fall Semester*

<b>BIOL 1413 Introductory Zoology</b> .....	4 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
<b>MATH 1314 College Algebra</b> .....	3 hrs.
AGRI 1419 Intro to Animal Science .....	4 hrs.
AGRI 1131 The Ag Industry .....	1 hr.
<b>PHED elective</b> .....	1 hr.
	<i>16 hrs.</i>

*Spring Semester*

<b>ENGL 1302 Freshman Composition II</b> .....	3 hrs.
<b>PSYC 2301 General Psychology</b> .....	3 hrs.
<b>HIST 1301 History of U.S. to 1877</b> .....	3 hrs.
AGRI 2321 Livestock Evaluation I .....	3 hrs.
AGRI 2317 Introduction to Agriculture Economics .....	3 hrs.
<b>PHED elective</b> .....	1 hr.
	<i>16 hrs.</i>

Sophomore Year

*Fall Semester*

<b>GOVT 2305 National Government</b> .....	3 hrs.
<b>Visual and Performing Arts (Chart I)</b> .....	3 hrs.
<b>HIST 1302 History of U.S. from 1877 to Present</b> .....	3 hrs.
AGRI 1329 Principles of Food Science .....	3 hrs.
AGRI 1309 Computers in Agriculture .....	3 hrs.
	<i>15 hrs.</i>

*Spring Semester*

<b>SPCH 1315 Public Speaking</b> .....	3 hrs.
AGRI 1407 Agronomy .....	4 hrs.
AGRI 2301 Agricultural Power Units .....	3 hrs.
<b>Humanities (Chart I)</b> .....	3 hrs.
<b>Humanities/Visual Arts (Chart II)</b> .....	3 hrs.
<b>GOVT 2306 Texas Government</b> .....	3 hrs.
	<u><i>19 hrs.</i></u>

*Total 66 hrs.*



# Visual & Performing Arts

## Commercial Music Programs

The Commercial Music Program is an extensive program designed to prepare students for careers in the music industry as performers, songwriters, recording engineers/producers, music store employees, private lesson instructors and as management employees for companies selling music industry products and services.

In addition to bands and touring stage shows, other possible employers include recording studios, film companies, radio and television stations, advertising agencies, and production companies. Other career opportunities are open in the fields of publishing, artist management, concert promotion and music merchandising.

The Associate in Applied Science degree is offered in these Commercial Music programs:

- [Audio Technology](#)
- [Commercial Music Management](#)
- [Performance](#)
- [Songwriting](#)
- [Venue and Talent Management](#)

Certificates of Completion are offered in the following Commercial Music programs:

- [Performance](#)
- [Songwriting](#)
- [Sound Reinforcement Level-One](#)
- [Sound Reinforcement Enhanced Skills](#)
- [Venue and Talent Management](#)

Special admission criteria: Students who do not pass the music theory placement test will be required to raise their skills to entry level.

### Commercial Music: Audio Technology



Students completing this program are prepared to assume audio production positions in the music industry. Employment opportunities include: audio producer, recording engineer, sound designer and MIDI programmer. Potential employers include advertising agencies, video and audio production companies, recording studios, record labels, and publishing companies.

#### Freshman Year

##### *First Semester*

MUSC 1213 Commercial Music Theory I .....	2 hrs.
MUSC 1311 Commercial Music Sight-Singing/Ear-Training .....	3 hrs.
MUSI 1181 Class Piano .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSC 2141 Forum/Recital.....	1 hr.

MUSC 1327 Audio Engineering I .....	3 hrs.
MUSB 1305 Survey of Music Business .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

MUSC 2213 Commercial Music Theory II .....	2 hrs.
MUSC 2311 Commercial Music Sight-Singing/Ear-Training .....	3 hrs.
MUSI 1182 Class Piano .....	1 hr.
MUSC 2319 Orchestration .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 2427 Audio Engineering II .....	4 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>17 hrs.</i>

*Summer*

<b>Social/Behavioral Sciences elective</b> .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

MUSC 2131 Commercial Music Sight-Singing/Ear-Training .....	1 hr.
MUSC 2103 Commercial Music Piano .....	1 hr.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 2330 Commercial Music Arranging and Composition .....	3 hrs.
MUSC 1331 MIDI I .....	3 hrs.
MUSC 2447 Audio Engineering III .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
	<i>15 hrs.</i>

*Second Semester*

MUSC 2132 Commercial Music Sight-Singing/Ear-Training .....	1 hr.
MUSC 2103 Commercial Music Piano .....	1 hr.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 1321 Songwriting .....	3 hrs.
MUSC 2448 Audio Engineering IV ( <a href="#">Capstone course</a> ) .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
	<u><i>15 hrs.</i></u>

*Total 72 hrs.*

**Sound Reinforcement – Level-One Certificate**

*First Semester*

MUSC 1303 History of Popular Music .....	3 hrs.
MUSI 1304 Foundations of Music for Classroom Teachers .....	3 hrs.
MUSC 1405 Live Sound I .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
	<i>12 hrs.</i>

*Second Semester*

MUSB 1341 Concert Production & Venue Management .....	3 hrs.
MUSC 2403 Live Sound II .....	4 hrs.

MUSC 2453 Live Sound III ( <a href="#">Capstone course</a> ) .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
	<u>13 hrs.</u>
	Total 25 hrs.

## Sound Reinforcement Enhanced Skills Certificate

(must complete A.A.S. Audio Technology before starting certificate)

### First Semester

MUSC 1405 Live Sound I .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
	6 hrs.

### Second Semester

MUSC 2453 Live Sound III ( <a href="#">Capstone course</a> ) .....	4 hrs.
MUSC 2286 Internship: Recording Arts Technology .....	2 hrs.
	<u>6 hrs.</u>
	Total 12 hrs.

## Commercial Music: Management



Students completing this program are prepared to assume management positions in the music industry. Employment opportunities include artist management, entry-level to mid-level positions in record labels and music publishing, and positions in retail and wholesale music merchandising.

### Freshman Year

#### First Semester

BUSI 1301 Survey of Business .....	3 hrs.
BUSI elective .....	3 hrs.
ACCT 1303 Introduction to Accounting or ACCT 2401 Principles of Financial Accounting .....	3-4 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSI 1304 Foundations of Music for Classroom Teachers (Humanities elective) .....	3 hrs.
	16-17 hrs.

#### Second Semester

BGMT 1303 Principles of Management .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 1331 MIDI I or elective approved by program director .....	3 hrs.
MUSB or MUSP electives <sup>1</sup> (2 hours required) .....	2 hrs.
	18 hrs.

#### Summer

<b>General Education elective</b> .....	3 hrs.
	3 hrs.

Sophomore Year

*First Semester*

MRKG 1311 Principles of Marketing .....	3 hrs.
MUSB elective or	
MUSB 2350 Commercial Music Project .....	3 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
MUSB 1305 Survey of Music Business .....	3 hrs.
MUSB or MUSP electives <sup>1</sup> (2 hours required) .....	2 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
	<i>15 hrs.</i>

*Second Semester*

ECON 2301 Microeconomics I .....	3 hrs.
Economics .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSB elective or	
MUSB 2350 Commercial Music Project .....	3 hrs.
MUSB 2586 Music Business Management & Merchandise Internship	
(Capstone course) <sup>2</sup> .....	5 hrs.
	<u>15 hrs.</u>
	<i>Total 67-68 hrs.</i>

<sup>1</sup> MUSP electives can be drawn from any of the following areas: applied music, performing ensembles and improvisation ensembles (style studies).

<sup>2</sup> Student must meet guidelines for enrollment and have approval of program director.

**Commercial Music: Performance**



Students completing this program are prepared to assume positions in the music industry as touring musicians, nightclub acts, show bands, studio musicians, recording artists and as teachers of popular music in private music studios.

Freshman Year

*First Semester*

MUSC 1213 Commercial Music Theory I .....	2 hrs.
MUSC 1311 Commercial Music Sight-Singing/Ear-Training I .....	3 hrs.
MUSI 1181 Class Piano-Level I .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
Commercial Music elective .....	1 hr.
MUSB 1305 Survey of Music Business .....	3 hrs.
	<i>17 hrs.</i>

*Second Semester*

MUSC 2213 Commercial Music Theory II .....	2 hrs.
MUSC 2311 Commercial Music Sight-Singing/Ear-Training II .....	3 hrs.

MUSI 1182 Class Piano-Level II .....	1 hr.
MUSC 2319 Orchestration .....	3 hrs.
MUSC 2141 Forum/Recital.....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
Commercial Music elective .....	1 hr.
<b>Speech Communication elective</b> .....	3 hrs.
	<i>17 hrs.</i>

*Summer*

<b>Math (college-level)</b> .....	3 hrs.
<b>Social or Behavioral Sciences elective</b> .....	3 hrs.
<b>Humanities elective</b> .....	3 hrs.
	<i>9 hrs.</i>

Sophomore Year

*First Semester*

MUSC 1331 MIDI I .....	3 hrs.
MUSC 2131 Commercial Music Sight-Singing/Ear-Training III .....	1 hr.
MUSC 2103 Commercial Music Piano .....	1 hr.
MUSC 2214 Improvisation Theory I .....	2 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSC 2330 Arranging & Composition .....	3 hrs.
MUSP Applied Music Lessons .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
Commercial Music elective .....	1 hr.
	<i>15 hrs.</i>

*Second Semester*

MUSC 2132 Commercial Music Sight-Singing/Ear-Training IV .....	1 hr.
MUSC 2103 Commercial Music Piano .....	1 hr.
MUSC 2234 Improvisation Theory .....	2 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSC 1321 Songwriting .....	3 hrs.
MUSP Applied Music Lessons (Advanced level – <a href="#">Capstone course</a> ) .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
Commercial Music elective .....	1 hr.
<b>ENGL 1301 Freshman Composition I</b> .....	3 hrs.
	<i>15 hrs.</i>
	<i>Total 76 hrs.</i>

**Certificate In Commercial Music: Performance**

*First Semester*

MUSC 1213 Commercial Music Theory I .....	2 hrs.
MUSC 1311 Commercial Music Sight-Singing/Ear-Training I .....	3 hrs.
MUSI 1181 Class Piano-Level I .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.

MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
MUSB 1305 Survey of Business .....	3 hrs.
	<i>16 hrs.</i>

*Second Semester*

MUSC 2213 Commercial Music Theory II .....	2 hrs.
MUSC 2311 Commercial Music Sight-Singing/Ear-Training II .....	3 hrs.
MUSI 1182 Class Piano-Level II .....	1 hr.
Ensemble (MUSP 1146 Rock, 1153 Country or 1150 Jazz) .....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons (Advanced level – <a href="#">Capstone course</a> ) .....	1 hr.
MUSC 2319 Orchestration .....	3 hrs.
MUSB 2350 Commercial Music Project or MUSB elective .....	3 hrs.
	<i>15 hrs.</i>
	<i>Total 31 hrs.</i>

## Commercial Music: Songwriting



Students completing this program are prepared to assume positions as composers, arrangers and songwriters. Employment opportunities include working for advertising agencies, recording studios, production companies and broadcasting companies.

### Freshman Year

*First Semester*

MUSC 1213 Commercial Music Theory I .....	2 hrs.
MUSC 1311 Commercial Music Sight-Singing/Ear-Training I .....	3 hrs.
MUSI 1181 Class Piano-Level I .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSC 2141 Forum/Recital.....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons <sup>2</sup> .....	1 hr.
MUSB 1305 Survey of Music Business .....	3 hrs.
	<i>15 hrs.</i>

*Second Semester*

MUSC 2213 Commercial Music Theory II .....	2 hrs.
MUSC 2311 Commercial Music Sight-Singing/Ear-Training II .....	3 hrs.
MUSI 1182 Class Piano-Level II .....	1 hr.
MUSC 2319 Orchestration .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSP 1148 Small Commercial Music Ensemble: Improvisation .....	1 hr.
MUSP Applied Music Lessons <sup>2</sup> .....	1 hr.
<b>Speech Communication elective</b> <sup>1</sup> .....	3 hrs.
	<i>15 hrs.</i>

*Summer*

<b>Math (college-level)</b> .....	3 hrs.
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**Social/Behavioral Sciences elective**<sup>1</sup> ..... 3 hrs.  
 6 hrs.

Sophomore Year

*First Semester*

**ENGL 1301 Freshman Composition I** ..... 3 hrs.  
 MUSC 2131 Commercial Music Sight-Singing/Ear-Training III ..... 1 hr.  
 MUSC 2103 Commercial Music Piano ..... 2 hrs.  
 MUSC 2214 Improvisation Theory I ..... 2 hrs.  
 MUSC 2141 Forum/Recital ..... 1 hr.  
 MUSP 1148 Small Commercial Music Ensemble: Improvisation ..... 1 hr.  
 MUSC 2330 Commercial Music Arranging  
 and Composition ([Capstone course](#)) ..... 3 hrs.  
 MUSC 1331 MIDI I ..... 3 hrs.  
 MUSP 1101 Applied Commercial Music: Arranging and Composition ..... 1 hr.  
 17 hrs.

*Second Semester*

MUSC 2132 Commercial Music Sight-Singing/Ear-Training IV ..... 1 hr.  
 MUSC 2103 Commercial Music Piano ..... 1 hr.  
 MUSC 2234 Improvisation Theory II ..... 2 hrs.  
 MUSC 2141 Forum/Recital..... 1 hr.  
 MUSP 1148 Small Commercial Music Ensemble: Improvisation ..... 1 hr.  
 MUSC 1321 Songwriting ..... 3 hrs.  
 MUSP 2159 Advanced Applied Commercial Music:  
 Arranging and Composition ..... 1 hr.  
**Humanities elective**<sup>1</sup> ..... 3 hrs.

13 hrs.

Total 66 hrs.

**Certificate in Commercial Music: Songwriting**

*First Semester*

MUSC 1213 Commercial Music Theory I ..... 2 hrs.  
 MUSC 1311 Commercial Music Sight-Singing/Ear-Training ..... 3 hrs.  
 MUSI 1181 Class Piano-Level I ..... 1 hr.  
 MUSC 1303 History of Popular Music ..... 3 hrs.  
 MUSC 2141 Forum/Recital..... 1 hr.  
 MUSP 1148 Small Commercial Music Ensemble: Improvisation ..... 1 hr.  
 MUSP 1101 Applied Commercial Music: Arranging and Composition ..... 1 hr.  
 MUSB 1305 Survey of Music Business ..... 3 hrs.  
 15 hrs.

*Second Semester*

MUSC 2213 Commercial Music Theory II ..... 2 hrs.  
 MUSC 2311 Commercial Music Sight-Singing/Ear-Training ..... 3 hrs.  
 MUSI 1182 Class Piano-Level II ..... 1 hr.  
 MUSC 2141 Forum/Recital ..... 1 hr.  
 MUSC 2319 Orchestration ..... 3 hrs.  
 MUSP 1148 Small Commercial Music Ensemble: Improvisation ..... 1 hr.  
 MUSP 2159 Advanced Applied Commercial Music:  
 Arranging and Composition ([Capstone course](#))<sup>3</sup> ..... 1 hr.

MUSB 2350 Commercial Music Projects <sup>3</sup> .....	3 hrs.
	<u>15 hrs.</u>
	Total 30 hrs.

<sup>1</sup> Selection of elective will be determined by academic and career needs of student.

<sup>2</sup> Applied Music requirement: select from MUSP 1101-1127 (MUAP 1202-1281 with program director approval).

<sup>3</sup> Either course will be Capstone course for certificate. Student must apply to advisor to use course for Capstone.

## Commercial Music: Venue & Talent Management



Students completing this program are prepared to assume management positions in the music industry. Employment opportunities include artist management, entry-level to mid-level positions in record labels and music publishing, and positions in retail and wholesale music merchandising.

### Freshman Year

#### *First Semester*

BUSI 1301 Survey of Business .....	3 hrs.
BUSI elective .....	3 hrs.

#### **ACCT 1303 Introduction to Accounting** or

<b>ACCT 2401 Principles of Financial Accounting</b> .....	3-4 hrs.
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MUSC 2141 Forum/Recital .....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.

#### **MUSI 1304 Foundations of Music**

<b>for Classroom Teachers (Humanities elective)</b> .....	3 hrs.
	16-17 hrs.

#### *Second Semester*

BGMT 1303 Principles of Management .....	3 hrs.
<b>Math (college-level)</b> .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
MUSC 2141 Forum/Recital .....	1 hr.
MUSC 1331 MIDI I or elective approved by program director .....	3 hrs.
MUSB or MUSP electives <sup>1</sup> .....	2 hrs.
	18 hrs.

#### *Summer*

<b>General Education elective</b> .....	3 hrs.
	3 hrs.

### Sophomore Year

#### *First Semester*

MRKG 1311 Principles of Marketing .....	3 hrs.
MUSB 1341 Concert Promotion & Venue Management .....	3 hrs.
<b>Speech Communication elective</b> .....	3 hrs.
MUSB 1305 Survey of Music Business .....	3 hrs.
MUSB or MUSP electives <sup>1</sup> .....	2 hrs.
MUSC 2141 Forum/Recital.....	1 hr.
	15 hrs.

#### *Second Semester*

<b>ECON 2301 Macroeconomics I</b> or <b>General Education elective</b> .....	3 hrs.
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<b>ECON 2302 Microeconomics</b> .....	3 hrs.
MUSC 2141 Forum/ Recital .....	1 hr.
MUSB 2345 Live Music & Talent Management .....	3 hrs.
MUSB 2586 Music Business Management & Merchandise Internship (Capstone course) <sup>2</sup> .....	5 hrs.
	<u>15 hrs.</u>
	Total 67-68 hrs.

<sup>1</sup> MUSP electives can be drawn from any of the following areas: applied music, performing ensembles and improvisation ensembles (style studies).

<sup>2</sup> Student must meet guidelines for enrollment and have approval of program director.

## **Certificate in Commercial Music: Venue & Talent Management**

### *First Semester*

BUSI 1301 Survey of Business .....	3 hrs.
MUSB 1305 Survey of Music Business .....	3 hrs.
MUSC 2141 Forum/Recital.....	1 hr.
MUSC 1303 History of Popular Music .....	3 hrs.
MUSI 1304 Foundations of Music for Classroom Teachers .....	3 hrs.
MUSB 1341 Concert Promotion & Venue Management .....	3 hrs.
	<i>16 hrs.</i>

### *Second Semester*

BMGT 1327 Principles of Management .....	3 hrs.
MUSC 2141 Forum/Recital.....	1 hr.
MRKG 1311 Principles of Marketing .....	3 hrs.
COSC 1300 Introduction to Computing .....	3 hrs.
MUSB 2586 Music Business Management and Merchandise Internship (Capstone course) <sup>1</sup> .....	5 hrs.
MUSB 2345 Live Music & Talent Management .....	3 hrs.
	<u>18 hrs.</u>
	Total 34 hrs.

<sup>1</sup> Student must meet guidelines for enrollment and have approval of program director.

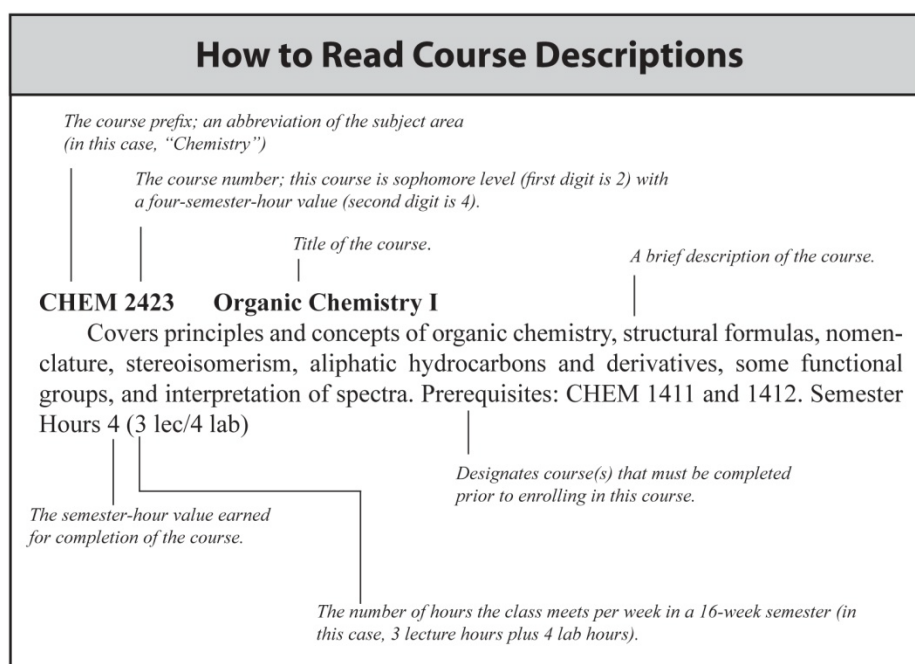
## **Capstone Course**

All students graduating from Commercial Music programs (A.A.S. and certificates) must complete a Capstone Project, which will be graded by a panel of Commercial Music faculty. Project examples: portfolio review, present full-length public performance, comprehension test, etc. Each student will develop a Capstone contract with the program coordinator.

# Course Descriptions

Each course has a four-digit number. The first digit identifies the course as either freshman level (1) or sophomore level (2). When the first digit is 0, the course is developmental and does not earn college-level credit. The second digit identifies the number of credit hours students earn upon completing the course. The final two digits establish the sequence in which courses are usually taken.

The information in parentheses at the end of each course description indicates the number of hours each week of lecture, laboratory and other activity. For example, (3 lec/3 lab) indicates a course meets for three hours of lecture and three hours of laboratory each week. See Course Numbers for additional information on the Texas Common Course Numbering System and its benefits to students.



## Accounting

### ACCT 2401 Principles of Financial Accounting

Introduces the accounting process and the use of accounting data as applied to various forms of business organizations. Emphasis is given to the accounting cycle and financial statements, accounting for current and plant assets, accounting for liabilities, internal control, and corporate equity and debt. Prerequisites: ACNT 1303 with a C or better or permission of the director. Students must have passed the reading portion of the THEA or approved alternative test or have credit for READ 0302. Semester Hours 4 (3 lec/2 lab)

### ACCT 2402 Principles of Managerial Accounting

Emphasizes managerial use of and decision making with accounting data. Topics include financial statement analysis and interpretation, budgeting, product costing, cost control, and management decision techniques. Prerequisites: Completion of ACCT 2401. Students must have passed the math

portion of the THEA or approved alternative test or have credit for MATH 0307. Semester Hours 4 (3 lec/2 lab)

**ACNT 1303 Introduction to Accounting I** (formerly ACCT 1370 Bookkeeping)

Analyzes, classifies and records business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)

**ACNT 1313 Computerized Accounting Applications**

(formerly ACCT 2372 Automated Accounting)

Utilizes the computer to develop and maintain accounting record keeping systems, make management decisions and process common business applications with emphasis on utilizing a spreadsheet and/or database package/program. This course also utilizes a general ledger software program comparable to those used by businesses. This is a Capstone course that integrates knowledge from previous courses and provides the opportunity to apply accounting principles to real world situations. Prerequisites: ACCT 2401 and BCIS 1305 or COSC 1300. Semester Hours 3 (3 lec)

**ACNT 1329 Payroll and Business Tax Accounting**

(formerly ACCT 2375 Accounting Applications)

Introduces payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment. Prerequisites: BCIS 1305 or COSC 1300 and ACCT 2401 or ACNT 1303. Semester Hours 3 (3 lec/lab)

**ACNT 2488 Internship – Accounting**

Establishes 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. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: An approved work station. (See [Guidelines for Internships](#).) ACCT 2401 with a C or better. Semester Hours 4 (15-20 lab)

**ACNT 2489 Internship – Accounting**

Establishes 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. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: An approved work station. (See [Guidelines for Internships](#).) ACCT 2488. Semester Hours 4 (15-20 lab)

## **Aerospace Studies**

Qualified students are able to complete the first two years (referred to as the General Military Course) of a four-year Air Force Program at MCC. The aerospace studies classes are conducted at Baylor University. Students register at MCC, pay MCC tuition and receive MCC credit for the classes. The third and fourth years of the program (referred to as the Professional Officer Course) may be completed at any one of 143 four-year college campuses around the country.

For more information, write AFROTC Det 810, Baylor University, P.O. Box 97070, Waco, TX 76798-7070; visit the department of Aerospace Studies located at 1111 S. Seventh St., Waco; or call 254-710-3513.

**AERO 1101 Foundations of the United States Air Force I**

Explores the doctrine, mission and organization of the U.S. Air Force. Includes a study of the functions of strategic offensive and defensive forces. Semester Hours 1 (1 lec)

**AERO 1102 Foundations of the United States Air Force II**

Explores U.S. Armed Forces, including general purpose forces, aerospace support forces, and roles of the U.S. Army, Navy and Marine Corps. Semester Hours 1 (1 lec)

**AERO 1111 Leadership Laboratory**

A study of Air Force customs and courtesies, drill and ceremonies, career opportunities in the Air Force, and the life and work of an Air Force officer. Field trips to Air Force installations are usually included. Corequisite: AERO 1101. Semester Hours 1 (2 lab)

**AERO 1112 Leadership Laboratory**

A continuation of AERO 1111. Corequisite: AERO 1102. Semester Hours 1 (2 lab)

**AERO 2101 The Evolution of U.S. Air and Space Power I**

Surveys the development of air power from the beginning of flight through World War II. Includes national security and peacetime uses, with emphasis on the doctrine, technology and employment of air power. Semester Hours 1 (1 lec)

**AERO 2102 The Evolution of U.S. Air and Space Power II**

Surveys the development of air power from the Berlin airlift through the Vietnam War. Semester Hours 1 (1 lec)

**AERO 2111 Leadership Laboratory**

A continuation of AERO 1112. Corequisite: AERO 2101. Semester Hours 1 (2 lab)

**AERO 2112 Leadership Laboratory**

A continuation of AERO 2111. Corequisite: AERO 2102. Semester Hours 1 (2 lab)

## **Agriculture**

**AGRI 1131 The Agricultural Industry**

Overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing. Special emphasis will be placed on Central Texas agriculture industry. Semester Hours 1 (1 lec/1 lab)

**AGRI 1309 Computers in Agriculture**

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software. Semester Hours 3 (3 lec/1 lab)

**AGRI 1311 Dairy Science**

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products. Semester Hours 3 (3 lec/1 lab)

**AGRI 1329 Principles of Food Science**

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing and quality control. Semester Hours 3 (2 lec/2 lab)

**AGRI 1407 Agronomy**

Principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control. Semester Hours 4 (3 lec/3 lab)

**AGRI 1415 Horticulture**

Structure, growth and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping. Semester Hours 4 (3 lec/3 lab)

**AGRI 1419 Introductory Animal Science**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats and horses. Semester Hours 4 (3 lec/3 lab)

**AGRI 2301 Agricultural Power Units**

Fundamentals of internal combustion engine operation to include gasoline-fueled engines. This course covers theory of operation, disassembly, inspection, assembly and tuning of small gasoline-fueled engines. Emphasis will be placed on understanding the universal principle of induction, efficiency, compression, emission, control, exhaust, camshafts and tuning that are common to all internal combustion engines. Semester Hours 3 (2 lec/2 lab)

**AGRI 2304 Introductory Metal and Welding**

The importance of cold metal work, including: soldering, pipe fitting, tool sharpening, hardware nomenclature, arc and oxyacetylene welding. Semester Hours 3 (2 lec/4 lab)

**AGRI 2317 Introduction to Agricultural Economics**

Fundamental economic principles and their applications to the problems of the agricultural industry. Semesters Hours 3 (3 lec)

**AGRI 2321 Livestock Evaluation I**

Selection, evaluation and classification of livestock and livestock products. Semester Hours 3 (2 lec/4 lab)

**AGRI 2322 Livestock Evaluation II**

Selection, evaluation and classification of livestock and livestock products. Prerequisites: AGRI 2321. Semester Hours 3 (2 lec/4 lab)

**AGRI 2330 Wildlife Conservation and Management**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands. Semester Hours 3 (3 lec)

**Anthropology****ANTH 2346 Introduction to Anthropology**

Surveys the diversity and unity of humankind. Introduces major subfields of physical anthropology, archaeology, linguistics and ethnology. Semester Hours 3 (3 lec)

**Allied Health & Nursing**

**(Available to all Allied Health & Nursing majors.)**

**HPRS 1101 Introduction to Health Professions**

An overview of roles of various members of the health care system, educational requirements and issues affecting the delivery of health care. Semester Hours 1 (1 lec)

**HPRS 1106 Essentials of Medical Terminology**

A study of medical terminology, word origin, structure and application. Semester Hours 1 (1 lec)

**HPRS 1206 Medical Terminology**

Introduces study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Semester Hours 2 (2 lec)

**HPRS 2300 Pharmacology for Health Professions**

Provides a study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education and calculation of dosages. Prerequisite: a course in anatomy and physiology or medical terminology or consent of division chair. Semester Hours 3 (3 lec)

**HPRS 2301 Pathophysiology**

Introduces a study of pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisite: A course in anatomy and physiology or medical terminology or consent of division chair. Semester Hours 3 (3 lec)

**Art**

Students who plan to obtain a bachelor's degree should consult with an advisor in the Visual Arts Department to arrange a program to meet the requirements of the senior college where degree work will be completed. Courses are not repeatable for credit, with the exception of "Problems" class.

**ARTS 1301 Art Appreciation**

Applies as a required humanities or fine arts course for all students. Introduces the visual arts through an exploration of their purposes and processes. A study, from the layman's point of view, of painting, sculpture and architecture, with emphasis on design fundamentals, aesthetics, and other related aspects of art and design. Semester Hours 3 (3 lec)

**ARTS 1303 Art History I**

Surveys painting, sculpture, architecture and related arts from prehistoric times to the 14th century. Semester Hours 3 (3 lec)

**ARTS 1304 Art History II**

Surveys painting, sculpture, architecture and related arts from the 14th century to the present. Semester Hours 3 (3 lec)

**ARTS 1311 Design I**

Presents the fundamentals of art with emphasis on two-dimensional concepts; includes line, shape, color, texture, space and composition. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 1312 Design II**

Continues ARTS 1311 with emphasis on three-dimensional concepts. Prerequisite: ARTS 1311 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 1316 Drawing I**

Investigates a variety of media techniques and descriptive and expressive possibilities. Includes practice in illusionism (using media to make images appear real), composition and creative development. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 1317 Drawing II**

Continues the investigation of media techniques and descriptive and expressive possibilities. Includes further practice in illusionism (using media to make images appear real), composition and creative development. Prerequisite: ARTS 1316 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 1325 Drawing and Painting for the Non-Art Major**

Includes painting, freehand drawing and composition for the beginner. This course is designed to acquaint the student with media techniques and other painting and drawing fundamentals. Semester Hours 3 (4 lec/studio)

**ARTS 1375 Ceramics for the Non-Art Major**

Introduces basic ceramics, including hand-built pottery, wheel-thrown pottery and glazing techniques. Semester Hours 3 (4 lec/studio)

**ARTS 1376 Watercolor for the Non-Art Major**

Introduces the techniques, possibilities and compositional concerns of a water-based media. Semester Hours 3 (4 lec/studio)

**ARTS 1377 Oil Painting for the Non-Art Major**

Explores the techniques, possibilities and compositional concerns of oil painting media. Semester Hours 3 (4 lec/studio)

**ARTS 1378 Sculpture for the Non-Art Major**

Provides experiences in working with materials such as stone, metal, clay, wood and plaster, with an emphasis on expression in three-dimensional form. Semester Hours 3 (4 lec/studio)

**ARTS 2311 Design III**

Investigates further the problems of two-dimensional and three-dimensional concepts with emphasis on individual concerns. Prerequisites: ARTS 1312 and 1317 or consent of the instructor. Semester Hours 3 (6 lec/studio)

**ARTS 2313 Design Communications**

Introduces processes and techniques of design communication. In this studio course, the students will use the computer to learn various software and solve a variety of graphic design problems with an emphasis on creative thinking. Prerequisites (for art majors only): ARTS 1312 and ARTS 1317. Prerequisites (for all other majors): Consent of instructor. Semester Hours 3 (6 lec/lab)

**ARTS 2316 Painting I**

Explores the potentials of painting media with emphasis on color and composition. Includes practice in illusionism (using media to make images appear real) and creative development. Prerequisites (for art majors only): ARTS 1312 and 1317 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 2317 Painting II**

Continues the investigation of painting with emphasis on individual concerns and creative development. Prerequisite (for art majors only): ARTS 2316 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 2323 Life Drawing I**

Emphasizes structure and action of the human figure. Anatomical study includes drawing muscles, bones and the nude model. Prerequisites: ARTS 1312 and 1317 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 2324 Life Drawing II**

Continues the investigation of drawing, focusing on the human figure with emphasis on individual development and accomplishment in various areas designated by the student and instructor. Anatomical study includes drawing muscles, bones and the nude model. Prerequisite: ARTS 2323 or consent of instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)



**ARTS 2326 Sculpture I**

Introduces various sculptural approaches in a variety of media, including additive and subtractive techniques. Prerequisite (for art majors only): ARTS 1312 and 1317 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 2327 Sculpture II**

Continues Sculpture I with emphasis on individual expression. Prerequisite (for art majors only): ARTS 2326 or consent of the instructor. Semester Hours 3 (6 lec/studio plus 3 hours minimum out of class)

**ARTS 2346 Ceramics I**

Introduces basic ceramics including hand-built pottery, wheel-thrown pottery and glazing techniques. Prerequisites (for art majors only): ARTS 1312 and 1317 or consent of instructor. Semester Hours 3 (6 lec/studio)

**ARTS 2347 Ceramics II**

Continues ARTS 2346 and includes advanced problems in the creation of artistic and practical ceramic ware. Prerequisite: ARTS 2346. Semester Hours 3 (6 lec/studio)

**ARTS 2348 Digital Art I**

A studio course that explores the potential of digital imaging with the use of digital cameras, digital camcorders, and computer hardware and software for visual, conceptual and practical uses. Prerequisites (for art majors): Drawing 1316 and 1317, Design 1311 and 1312, and Photography 2356. No prerequisite for non-majors. Semester Hours 3 (3 lec/3 lab).

**ARTS 2356 Photography I**

Introduces the basic fundamentals of black and white photography and uses 35mm cameras, accessories and procedures in making pictures from exposed sensitive materials to completed prints. Credit will not be given for both ARTS 2356 and COMM 1318. Semester Hours 3 (3 lec/3 lab)

**ARTS 2357 Photography II**

Continues investigation in black and white photography. Emphasis on creative photographic documentation and on improving photographic processes and techniques both in the darkroom and with camera operations. Credit will not be given for both ARTS 2357 and COMM 1319. Prerequisite: ARTS 2356 or COMM 1318 or consent of instructor. Semester Hours 3 (3 lec/3 lab)

**ARTS 2389 Academic Cooperative**

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 art history. Prerequisites: ARTS 1312 and 1317 and consent of instructor. Semester Hours: 3 (2 lec/3 lab)

**Biology****BIOL 1322 Principles of Nutrition**

Surveys basic principles of nutrition including functions, food sources, digestion and absorption, and metabolism with application to human nutritional needs. Prerequisites: None. Semester Hours 3 (3 lec)

**BIOL 1406 Biology for Science Majors I**

Fundamental principles of living organisms involving the physical and chemical properties of life, including evolutionary adaptation, physiologic function, cell structure and function, reproduction, genetics, ecology, and scientific methodology. Semester Hours 4 (3 lec/3 lab)

**BIOL 1407 Biology for Science Majors II**

A course designed to discuss reproduction and development; classical and molecular genetics, with an emphasis on molecular genetics; ecology; ecologic principles; and the study of Monera, fungi and the plant kingdom from a taxonomic or physiologic standpoint. Prerequisite: BIOL 1406. Semester Hours 4 (3 lec/3 lab)

**BIOL 1408 General Biology**

Introduces the fundamental concepts of molecular biology, cell structure and function, photosynthesis and respiration, cellular and organismal control mechanisms of plants and animals, mitosis and meiosis, plant and animal reproduction, genetics, evolution, and principles of ecology. Semester Hours 4 (3 lec/3 lab)

**BIOL 1411 Introductory Botany**

Surveys plant groups, emphasizing progressive advancements in structure and function of representatives from the kingdoms Plantae, Monera and Protista. Includes study of metabolism, physiology, morphology, cytology, anatomy, reproduction and ecology as they relate to plants. Semester Hours 4 (3 lec/3 lab)

**BIOL 1413 Introductory Zoology**

Surveys the kingdoms Protista and Animalia through chordates. Emphasizes the anatomical, physiological, ecological, behavioral, developmental and evolutionary relationships of major phyla. Semester Hours 4 (3 lec/3 lab)

**BIOL 2401 Anatomy and Physiology I**

Acquaints the student with processes of the human body. Includes chemical, cellular, tissue and organ systems. Also covers integumentary, skeletal, muscular and nervous systems. NOTE: Both BIOL 2401 and 2402 should be taken to ensure transferability. Prerequisites: BIOL 1408, CHEM 1405 or BIOL 2404, or consent of division chair. Semester Hours 4 (3 lec/3 lab)

**BIOL 2402 Anatomy and Physiology II**

Continues the investigation of the human body. Covers endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems. NOTE: Both BIOL 2401 and BIOL 2402 should be taken to ensure transferability. Prerequisite: BIOL 2401 or consent of division chair. Semester Hours 4 (3 lec/3 lab)

**BIOL 2404 Introductory Anatomy and Physiology**

This course is designed to introduce the integrative processes within cells, tissues, organs and body systems associated with human anatomy and physiology. Lecture in combination with laboratory

exercises will be utilized to provide a basis for anatomical and physiological processes. This knowledge base will provide a background for selected programs in health careers. Semester Hours 4 (3 lec/3 lab)

### **BIOL 2420 Microbiology**

Surveys microorganisms that affect people. Includes the morphology, physiology and taxonomy of representative types of microorganisms. Emphasizes microorganisms in relation to soil, sewage, water, food, air, industrial processes and diseases. Prerequisites: BIOL 1408, BIOL 2401 or BIOL 2404, or consent of division chair. Semester Hours 4 (3 lec/3 lab)

## **Business**

### **BMGT 1191 Special Topics in Business Administration and Management, General**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 1 (1 lec/lab)

### **BMGT 1291 Special Topics in Business Administration and Management, General**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 2 (2 lec/lab)

### **BMGT 1301 Supervision**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation and human skills are examined. Semester Hours 3 (3 lec)

### **BMGT 1307 High Performance Work Teams**

Presents the basic principles of building and sustaining teams in organizations, including team dynamics and process improvement. Prerequisite: BMGT 1303 or BMGT 1327 or consent of faculty advisor. Semester Hours 3 (3 lec)

### **BMGT 1327 Principles of Management (Formerly BMGT 1303)**

Examines concepts, terminology, principles, theories and issues in the field of management. Semester Hours 3 (3 lec)

### **BMGT 1341 Business Ethics**

Discusses ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public. Semester Hours 3 (3 lec)

### **BMGT 1344 Negotiations and Conflict Management**

Discusses theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary and problem-solver. Semester Hours 3 (3 lec)

**BMGT 1491 Special Topics in Business Administration and Management, General**

(formerly BUSI 2390 Special Topics in Business)

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 4 (3 lec/2lab)

**BMGT 2309 Leadership**

Introduces concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify with employees. This is a Capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership principles to real world situations. Prerequisite: Completion of or concurrent enrollment in BMGT 1303 or BMGT 1327. Semester Hours 3 (3 lec)

**BMGT 2470 Internship III – Business Administration and Management, General**

Establishes 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. This is a Capstone course. The work environment is arranged by the student. Prerequisite: an approved work station. BMGT 2489 – Capstone course must be taken with or following BMGT 2309 or BMGT 1307. (See [Guidelines for Internships.](#)) Semester Hours 4 (1 lec/15-20 lab)

**BMGT 2488 Internship I – Business Administration and Management, General**

(formerly BUSI 2571 Management Training I)

Establishes 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. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: An approved work station. BMGT 2488 must be taken with or following BMGT 1303 or BGMT 1327. (See [Guidelines for Internships.](#)) Semester Hours 4 (1 lec/15-20 lab)

**BMGT 2489 Internship II – Business Administration and Management, General**

Establishes 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. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student. Prerequisite: An approved work station and BMGT 2488. (See [Guidelines for Internships.](#)) Semester Hours 4 (1 lec/15-20 lab)

**BUSG 2305 Business Law/Contracts**

Presents principles of law that form the legal framework for business activity, including applicable statutes, contracts and agency. Examines the principles of the law of contracts, sales, the Uniform Commercial Code, business organizations, conveyance of property and other topics of business law. Semester Hours 3 (3 lec)

**BUSG 2309 Small Business Management**

Presents fundamentals on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies and legal issues. Semester Hours 3 (3 lec)

**BUSI 1301 Survey of Business**

Introduces the student to various interrelated disciplines in the business world. Broad-based topics include business organization, management, marketing, economics, finance, accounting and international business. Semester Hours 3 (3 lec)

**BUSI 2301 Business Law I**

Discusses principles of law that form the legal framework for business activity, including applicable statutes, contracts and agency. Examines the principles of the law of contracts, sales, the Uniform Commercial Code, business organizations, conveyance of property and other topics of business law. Recommendation: Students should have passed the reading section of the THEA or approved alternative test or be currently enrolled in or have credit for READ 0302 before enrolling in this course. Semester Hours 3 (3 lec)

**HECO 1307 Personal Finance**

Personal and family accounts, budgets and budgetary control, bank accounts, charge account, borrowing, investing, insurance, standards of living, renting or home ownership, and will and trust plans. Semester Hours 3 (3 lec)

**HRPO 2301 Human Resources Management**

Introduces behavioral and legal approaches to the management of human resources in organizations. Recommended completion of BMGT 1303 or BMGT 1327. Semester Hours 3 (3 lec)

**IBUS 1305 Introduction to International Business and Trade**

Presents techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm and operation procedures of the multi-national enterprise. (Offered only in spring.) Semester Hours 3 (3 lec)

**MRKG 1302 Principles of Retailing**

Introduces the retailing environment and its relationship to consumer demographics, trends and traditional/nontraditional retailing markets. Also includes the employment of retailing techniques and the factors that influence modern retailing. (Offered only in spring.) Semester Hours 3 (3 lec/lab)

**MRKG 1311 Principles of Marketing**

Introduces basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research. Emphasizes impact of current events on marketing activity. Semester Hours 3 (3 lec)

**MRKG 1391 Special Topics in Business Marketing and Marketing Management**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Semester Hours 3 (3 lec)

**MRKG 2333 Principles of Selling**

Presents an overview of the selling process. Identification of the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business that affect salespeople. (Offered only in spring.) Semester Hours 3 (3 lec)

**MRKG 2349 Advertising and Sales Promotion**

Presents integrated marketing communications. Introduces advertising principles, practices and multimedia in persuasive communication, including buyer behavior, budgeting and regulatory constraints. (Offered only in fall.) Semester Hours 3 (3 lec)

**MRKG 2488 Internship — Business Marketing and Marketing Management (Capstone)**

Provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student. Prerequisite: An approved work station and MRKG 1311. (See [Guidelines for Internships](#).) Semester Hours 4 (1 lec/15-20 lab)

**MRKG 2489 Internship — Business Marketing and Marketing Management (Capstone)**

Provides a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The work environment is arranged by the student. This is a Capstone course. Prerequisite: An approved work station and MRKG 2488 or MRKG 2333 or MRKG 2349 or MRKG 1302. (See [Guidelines for Internships](#).) Semester Hours 4 (1 lec/15-20 lab)

**Certified Medical Assisting****ECRD 1211 Electrocardiography**

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias and appropriate treatment modalities. Semester Hours 2 (2 lec/2 lab)

**MDCA 1254 Medical Assisting Credentialing Exam Review**

A preparation for Medical Assisting credentialing exam. Semester Hours 2 (2 lec)

**MDCA 1305 Medical Law & Ethics**

Instruction in principles, procedures and regulations involving legal and ethical relationships among physicians, patients and medical assistants. Semester Hours 3 (3 lec)

**MDCA 1313 Medical Terminology**

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation and combination of medical terms from prefixes, suffixes, roots and combining forms. Semester Hours 3 (3 lec)

**MDCA 1402 Human Disease/Pathophysiology**

A study of anatomy and physiology with emphasis of human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Semester Hours 4 (3 lec/3 lab)

**MDCA 1409 Anatomy & Physiology for Medical Assistants**

Emphasis on structure and function of human cells, tissues, organs and systems with overview of common pathophysiology. Semester Hours 4 (3 lec/3 lab)

**MDCA 1417 Procedures in a Clinical Setting**

Emphasis on patient assessment, examination and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for the medical office. Semester Hours 4 (2 lec/4 lab)

**MDCA 1421 Administrative Procedures**

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, financial processes, coding, billing, collecting, third-party reimbursement, credit arrangements, and computer use in the medical office. Semester Hours 4 (2 lec/4 lab)

**MDCA 1443 Medical Insurance**

Emphasizes medical office coding for payment/reimbursement by patient or third party. Semester Hours 4 (2 lec/4 lab)

**MDCA 1448 Pharmacology & Administration of Medications**

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Semester Hours 4 (2 lec/4 lab)

**MDCA 1452 Medical Assistant Laboratory Procedures**

Waived procedures stated in the current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, identification of normal ranges and quality control. Semester Hours 4 (2 lec/4 lab)

**MDCA 1660 Clinical-Medical/Clinical Assistant**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Semester Hours 6 (18 clinical)

### **MDCA 2660 Clinical-Medical/Clinical Assistant**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Semester Hours: 6 (18 clinical)

## **Chemistry**

### **CHEM 1405 Introductory Chemistry I**

Introduces basic laws, theories, concepts, use of the metric system, atomic structure and matter, nuclear chemistry, periodic table, chemical bonding, solution chemistry, behavior of gases, and environmental chemistry. Designed for the allied health and liberal arts student. Semester Hours 4 (3 lec/3 lab)

### **CHEM 1407 Introductory Chemistry II**

Introduces organic chemistry, biochemistry, an overview of metabolism and some special topics. Designed for the allied health and liberal arts student. Prerequisite: High school chemistry or CHEM 1405. Semester Hours 4 (3 lec/3 lab)

### **CHEM 1411 General Inorganic Chemistry I**

Covers the fundamental laws, theories and concepts of chemistry, methods of writing chemical formulas and equations, structure of the atom and matter, periodic classification related to the properties of typical elements and compounds and electrolytic dissociation and solutions. Serves as the prerequisite requirement for engineering, medicine and advanced work in chemistry and other fields of science. Prerequisite: Credit for, or concurrent enrollment in, MATH 1314 or equivalent, or consent of division chair. Semester Hours 4 (3 lec/4 lab)

### **CHEM 1412 General Inorganic Chemistry II**

Covers chemical kinetics, equilibrium systems, chemical thermodynamics, electrochemistry, nuclear and organic chemistry, brief study of metals and their simple compounds, and a systematic semimicro qualitative analysis of typical cations and anions. Prerequisite: CHEM 1411. Semester Hours 4 (3 lec/4 lab)

### **CHEM 2423 Organic Chemistry I**

Covers principles and concepts of organic chemistry, structural formulas, nomenclature, stereoisomerism, aliphatic hydrocarbons and derivatives, some functional groups, and interpretation of spectra. Prerequisites: CHEM 1411 and 1412. Semester Hours 4 (3 lec/4 lab)

### **CHEM 2425 Organic Chemistry II**

Covers aromatic hydrocarbons and derivatives, more functional groups, biomolecules, and special topics. Prerequisite: CHEM 2423. Semester Hours 4 (3 lec/4 lab)

## **Child Development**

### **CDEC 1317 Child Development Associate Training I**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four



functional areas of study are creative, cognitive, physical and communication. Semester Hours 3 (2 lec/2 lab)

**CDEC 1323 Observation and Assessment**

A study of observation skills, assessment techniques and documentation of children's development. Semester Hours 3 (2 lec/1 lab)

**CDEC 1354 Child Growth and Development**

A study of the principles of child growth and development from conception through adolescence. Focuses on physical, cognitive, social and emotional domains of development. This course is parallel to the Lower Division Academic Course Guide Manual (ACGM) course TECA 1354. Semester Hours 3 (3 lec/1 lab)

**CDEC 1356 Emergent Literacy for Early Childhood**

An exploration of principles, methods and materials for teaching young children language and literacy through a play-based, integrated curriculum. Prerequisites: TECA 1311, CDEC 1413, 1421 with grade of C or better or approval of program advisor. Semester Hours 3 (2 lec/2 lab)

**CDEC 1358 Creative Arts for Early Childhood**

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. Prerequisites: TECA 1311, CDEC 1413, 1421 with grade of C or better or approval of program advisor. Semester Hours 3 (2 lec/2 lab)

**CDEC 1359 Children with Special Needs**

A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Semester Hours 3 (3 lec)

**CDEC 1413 Curriculum Resources for Early Childhood Programs (Capstone)**

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Prerequisite: TECA 1311 or 1354 with a grade of C or better or concurrent enrollment in either. This course serves as the Capstone experience for the Child Development Certificate Option I and Child Development/Special Persons A.A.S. degree and will be mandatory. Semester Hours 4 (3 lec/2 lab)

**CDEC 1419 Child Guidance**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children. Semester Hours 4 (3 lec/2 lab)

**CDEC 1421 The Infant and Toddler**

A study of appropriate infant and toddler programs (birth to 3 years), including an overview of development, quality routines, appropriate environments, materials and activities, and

teaching/guidance techniques. Prerequisite: TECA 1311 or 1354 with a grade of C or better or concurrent enrollment in either. Semester Hours 4 (3 lec/2 lab)

**CDEC 2307 Math and Science for Early Childhood**

An exploration of principles, methods and materials for teaching children math and science concepts and process skills through discovery and play. Prerequisites: TECA 1311, CDEC 1413, 1421 with grade of C or better or approval of program advisor. Semester Hours 3 (2 lec/2 lab)

**CDEC 2322 Child Development Associate Training II**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include: safe, healthy, learning environment, self, social and guidance. Prerequisite: CDEC 1317 with grade of C or better or approval of program director. Semester Hours 3 (2 lec/2 lab)

**CDEC 2324 Child Development Associate Training III**

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include: family, program management and professionalism. Prerequisite: CDEC 2322 with grade of C or better or approval of program director. Semester Hours 3 (2 lec/2 lab)

**CDEC 2326 Administration of Programs for Children I**

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication. Semester Hours 3 (2 lec/2 lab)

**CDEC 2328 Administration of Programs for Children II**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. This course serves as the Capstone experience for the Child Development Certificate Option III. Semester Hours 3 (2 lec/2 lab)

**CDEC 2364 Practicum in Child Development (Capstone)**

Practical general workplace training supported by an individualized learning plan developed by the employer, college and student. The plan relates the workplace training and experiences to the student's general and technical courses of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Prerequisite: TECA 1303, 1311, 1318, 1354, CDEC 1356, 1357, 1358, 1394, 1413, 1419, 1421 with a grade of C or better or approval of program advisor. This course serves as the Capstone for the A.A.S. degree. Semester Hours 3 (2 lec/20 lab)

**CDEC 2441 The School Age Child**

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: CDEC/TECA 1311 with a grade of C or better or concurrent enrollment in either. Semester Hours 4 (3 lec/2 lab)

**TECA 1303 Families, School, & Community**

A study of the child, family, community and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Semester Hours 3 (3 lec/1 lab)

**TECA 1311 Educating Young Children**

An introduction to the education of the young child, birth through age 12, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Semester Hours 3 (3 lec/1 lab)

**TECA 1318 Wellness of the Young Child**

A study of the factors that impact the well-being of the young child, including healthy behavior, food, nutrition, fitness and safety practices. Focus on local and national standards and legal implications of relevant policies and procedures. Semester Hours 3 (2 lec/2 lab)

**TECA 1354 Child Growth and Development**

A study of the physical, emotional, social and cognitive factors impacting growth and development from conception to adolescence. This course is parallel to the Workforce Education Course Manual (WECM) course CDEC 1354. Semester Hours 3 (3 lec)

**College Success**

**COSU 0101 College Success**

Focuses on critical issues for students new to college. Emphasis is placed on addressing perceptions, expectations, behaviors and outcomes required for college success. Semester Hours 1 (1 lec)

**Communications (See Journalism)**

**Computer Information Systems & Multimedia Management and Production**

**ARTC 1302 Digital Imaging I**

Introduces raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image-acquisitions. Semester Hours 3 (2 lec/2 lab)

**ARTC 2305 Digital Imaging II**

Covers principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications. Topics include advanced concepts and concerns associated with image resolution and file size; digital editing and use of printing/Web tools; creating, editing and painting digital images; color correction and manipulation of photographic images; and saving and outputting images on various output devices. Prerequisites: ARTC 1302. Semester Hours 3 (2 lec/2 lab)

**ARTV 1351 Digital Video**

Develops skills in producing and editing video and sound for multimedia or Web productions. Emphasis is placed on the capture, editing and outputting of video using a desktop digital video workstation. Semester Hours 3 (2 lec/2 lab).

**ARTV 2301 Animation 2D**

Teaches skill development in the use of software to develop storyboards and two-dimensional animation, including creating, importing and sequencing media elements to create multimedia presentations. Emphasis on conceptualization, creativity and visual aesthetics. Semester Hours 3 (2 lec/2 lab)

**BCIS 1305 Business Computer Applications**

Teaches computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet. Required for students taking the Business Field of Study. Semester Hours 3 (2 lec/2 lab).

**COSC 1300 Introduction to Computing**

Study of basic hardware, software, operating system, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include, but are not limited to, introduction to operating systems, the Internet, word processing, spreadsheets, databases and programming concepts with emphasis on critical thinking/problem solving. Semester Hours 3 (2 lec/2 lab)

**COSC 1336 Programming Fundamentals I**

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. Semester Hours 3 (3 lec)

**COSC 1337 Programming Fundamentals II**

Reviews 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 for algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336. Semester Hours 3 (3 lec)

**COSC 2325 Computer Organization and Machine Language**

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: COSC 1336. Semester Hours 3. (3 lec)

**COSC 2336 Programming Fundamentals III**

Presents further application of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, has tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1337. Semester Hours 3 (3 lec)

**IMED 1316 Web Design I**

Introduces Internet Web page design and related graphic design issues, including mark-up languages, websites, Internet access software, and interactive topics. Students should be proficient with Windows functions, mousing and keyboarding skills. Semester Hours 3 (2 lec/2 lab)

**IMED 2309 Internet Commerce**

Gives an overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating websites in order to collect information, performing online transactions, and generating dynamic content. Prerequisites: COSC 1300 or BCIS 1305 or equivalent introduction to computer course with consent of instructor; basic Web design skills suggested. Semester Hours 3 (2 lec/2 lab).

**IMED 2311 Portfolio Development**

Emphasizes the preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. Students arrange and refine projects for various delivery systems; identify current industry requirements for employment; and create a presentation portfolio. Prerequisite: IMED 2313. Semester Hours 3 (2 lec/2 lab)

**IMED 2313 Project Analysis and Design**

Applies the planning process for multimedia or Web, including costing, preparation, production legal issues, and guidelines for pre-production preparation and creation of a comprehensive design document that includes target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is placed on content design and production management. Prerequisite: ARTC 1302, IMED 1316 and ARTV 1351, ARTV 2301. Semester Hours 3 (2 lec/2 lab)

**IMED 2315 Web Design II**

Studies current mark-up languages and layout techniques for creating engaging, well-designed Web pages; identify the target audience and produce websites according to physical and technical limitations, cultural appearance, and legal issues. Emphasis placed on use of Cascading Style Sheets (CSS) and XML. Students will work on a website with at least one assigned client from the community. Prerequisites: Successful completion of IMED 1316 or equivalent introductory Web design course with instructor consent; knowledge of CSS and division tags important. Semester Hours 3 (2 lec/2 lab)

**IMED 2488 Internship - Digital Communication and Media/Multimedia**

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. 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. Prerequisite: Must meet internship requirements. (See [Guidelines for Internships.](#)) Semester Hours 4

**ITCC 1310 Cisco Discovery I: Networking for Home and Small Businesses**

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs as network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. This is the first course in the four-course series preparing students for the CISCO Certified Network Administrator certification. Semester Hours 3 (2 lec/3 lab)

**ITCC 1311 Cisco Discovery II: Working at a Small-to-Medium Business or ISP**

This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context. This is the second course in the four-course series preparing students for the CISCO Certified Network Administrator certification. Prerequisite: ITCC 1310. Semester Hours 3 (2 lec/3 lab)

**ITCC 1312 Cisco Discovery III: Introducing Routing and Switching in the Enterprise**

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. This is the third course in the four-course series preparing students for the CISCO Certified Network Administrator certification. Prerequisite: ITCC 1311. Semester Hours 3 (2 lec/3 lab)

**ITCC 1313 Cisco Discovery IV: Designing and Supporting Computer Networks**

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, and lifecycle services, including upgrades, competitive analyses, and system integration. This is the fourth course in the four-course series preparing students for the CISCO Certified Network Administrator certification. Prerequisite: ITCC 1312. Semester Hours 3 (2 lec/3 lab)

**ITNW 1320 NetWare Administration**

Prepares students to competently perform the role of network administrator or system manager in a Novell NetWare network environment. Students will study the Novell NetWare network, describe the role of Novell Directory Services, set up and manage access for users, set up and manage Novell Distributed Print Services, manage file system and Novell Directory Services security, and install, configure, and use ZEN works to manage user workstations. Prerequisite: ITSC 1305. Semester Hours 3 (2 lec/2 lab)

**ITNW 1337 Introduction to the Internet**

Introduces the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Surveys emerging technologies on the Internet. Students will use and configure Web browsers; use the Internet to locate, transfer and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider. Semester Hours 3 (2 lec/2 lab)

**ITNW 1345 Implementing Network Directory Services**

Provides students with the knowledge and skills necessary to install, configure, and administer Network Directory service. Students will learn the logical and physical structure of directory services, configure the Domain Name System (DNS) server service to support directory services, create and administer user accounts and group resources, delegate and administer control of Directory objects, and maintain and restore the database of Active Directory. Prerequisite: ITNW 1354 or job experience in networking. Semester Hours 3 (2 lec/2 lab)

**ITNW 1354 Implementing and Supporting Servers**

Develops skills necessary to implement, administer, and troubleshoot information systems in a networked computing environment using Microsoft Windows-based servers. Students will learn to configure peripherals and devices; set up servers for various client computers; configure directory replication; and manage licensing, user groups accounts, user profiles, system policies, and profiles. Students will also learn to administer remote servers and disk resources, create and share resources, implement permissions and security, implement fault-tolerance data storage measures, and configure servers for interoperability with various network operating systems servers. Course will teach how to install and configure Remote Access Service (RAS), identify and monitor performance bottlenecks, and resolve configuration problems. Prerequisite: ITSC 1305. Semester Hours 3 (2 lec/2 lab)

**ITNW 2352 Administering SQL Server**

Develops skills in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Students will describe SQL Server architecture, plan for a SQL Server installation, install SQL Server and configure SQL Server, manage files and databases, choose a login security method, and configure login security. Course also includes the planning and implementation of database permissions, backing up and restoring databases, automating administrative tasks using SQL Server Agent, creating custom administrative tools, transferring and migrating data into databases, monitoring SQL Server performance, and replicating data from one SQL Server to another. Prerequisite: ITSC 1305 and a networking course or experience. Semester Hours 3 (2 lec/2 lab)

**ITSC 1305 Introduction to PC Operating Systems (formerly BCIS 1375)**

Introduction to personal computer operating systems, including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Semester Hours 3 (2 lec/2 lab)

**ITSC 1307 UNIX Operating System I**

Introduces the UNIX operating system, including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files using LINUX operating system. Topics include introductory systems management concepts. Students will learn the proper use of basic UNIX commands, define and apply terminal emulation, use of the system editor, manage individual user account, and effectively manage user files. Prerequisite: ITSC 1305. Semester Hours 3 (2 lec/2 lab)

**ITSC 1309 Integrated Software Applications I**

Introduces business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Semester Hours 3 (2 lec/2 lab)

**ITSC 1315 Project Management Software**

Teaches project management software for the examination of concepts including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Students will learn how to use project management software to design, develop, and manage a project; organize and evaluate project phases; produce and analyze reports and charts; distinguish task relationships; and demonstrate teamwork. Semester Hours 3 (2 lec/2 lab)

**ITSC 1325 Personal Computer Hardware**

Studies current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. The student will assemble/set up and upgrade personal computer systems, diagnose and isolate faulty components, optimize system performance, and install/connect peripherals. Semester Hours 3 (2 lec/2 lab)

**ITSC 1347 UNIX System Administration II**

Teaches advanced UNIX workstation administration skills in a network environment. Students will learn the control system logging activity, manage virtual disk, configure the network file system (NFS) environment, automount file systems on demand, administer the NIS, and administer the UNIX operating system within a network. System security features will also be covered. Prerequisite: ITSC 1307. Semester Hours 3 (2 lec/2 lab)

**ITSC 2339 Personal Computer Help Desk**

Covers diagnosis and solution of user hardware- and software-related problems with on-the-job projects in either a Help Desk Lab or short-term assignments for local businesses. Students will establish rapport with users problem-solving situations, analyze user problems and lead them through solutions, maintain problem logs, and formulate problem-solving methodologies. This is a Capstone course that will integrate skills and knowledge from previous courses. Prerequisites: a high-level programming language and database course or instructor consent. This course should be taken in the last two semesters before graduation. Semester Hours 3 (2 lec/2 lab)

**ITSC 2486 Internship - Computer and Information Sciences, General**

Provides a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. 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. This course may be repeated. Prerequisite: Must meet internship requirements. (See [Guidelines for Internships](#).) Semester Hours 4

### **ITSE 1311 Beginning Web Programming**

Skill development in Web page programming, including mark-up and scripting languages. Teaches Internet Web page programming and related graphic design issues, including mark-up languages, websites, Internet access software, and interactive topics. May include use of HTML, CGI, Java, Javascript or ASP. Prerequisite: COSC 1336. Semester Hours 3 (2 lec/2 lab)

### **ITSE 1331 Introduction to Visual BASIC Programming**

Introduces computer programming using Visual BASIC. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Uses structured programming techniques; develops correct executable programs; creates appropriate documentation; and creates applicable graphical user interfaces. Prerequisite: COSC 1336. Semester Hours 3 (2 lec/2 lab)

### **ITSE 1350 System Analysis and Design**

Introduces the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Students will use system design tools, exhibit knowledge of all phases of the system design life cycle, demonstrate prototype concepts, differentiate tools used for project management, and develop documentation for each phase of the system life cycle. This is a Capstone course that will integrate skills and knowledge from previous courses. Prerequisite: A high-level programming language and ITSW 1307 or instructor consent. This course should be taken in the last two semesters before graduation. Semester Hours 3 (2 lec/2 lab)

### **ITSE 2302 Intermediate Web Page Programming**

Teaches techniques for Web development. Includes server-side and client-side scripting and intermediate applications for Web authoring. Topics may include server side include (SSI), Perl, HTML, Java, JavaScript, and/or ASP. Prerequisites: ITSE 1311. Semester Hours 3 (2 lec/2 lab)

### **ITSE 2309 Introduction to Database Programming**

Covers application development using database programming techniques emphasizing database structures, modeling, and database access. Students develop database applications using a structured query language, create queries and reports from database tables, and create appropriate documentation. Prerequisite: COSC 1336. Semester Hours 3 (2 lec/2 lab)

### **ITSE 2317 JAVA Programming**

Introduction to object-oriented Java programming, including the fundamental syntax and semantics of Java for applications and Web applets. Prerequisite: COSC 1336. Semester Hours 3 (2 lec/2 lab)

### **ITSE 2349 Advanced Visual BASIC Programming**

Extends into further applications of Visual BASIC programming techniques to include file access methods, data structures and modular programming, program testing, and documentation. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; develop graphical user interfaces to other software

applications; and integrate external programs and libraries with Visual BASIC applications.  
Prerequisite: ITSE 1331. Semester Hours 3 (2 lec/2 lab)

### **ITSE 2486 Internship - Computer Programming/Programmer, General**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. 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. This course may be repeated. Prerequisite: Must meet internship requirements. (See [Guidelines for Internships.](#)) Semester Hours 4

### **ITSW 1304 Introduction to Spreadsheets**

Introduces the concepts, procedures, and importance of electronic spreadsheets. Students will identify spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs and reports. Semester Hours 3 (2 lec/2 lab)

### **ITSW 1307 Introduction to Database**

Introduces database theory and the practical applications of a database. Students will identify database terminology and concepts; plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. Semester Hours 3 (2 lec/2 lab)

### **ITSW 2337 Advanced Database**

Extends understanding of advanced database design and functionality. Topics include relational database theory, use of advanced capabilities for online collection and distribution of data, analysis of data using advanced database features, and an introduction to structured query language.  
Prerequisite: ITSW 1307. Semester Hours 3 (2 lec/2 lab.)

### **ITSW 2486 Internship - Data Processing, and Data Processing Technology/Technician**

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. 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. This course may be repeated. Prerequisite: Must meet internship requirements. (See [Guidelines for Internships.](#)) Semester Hours 4

### **ITSY 1342 Information Technology Security**

Instructs on security for network hardware, software, and data, including physical security, backup procedures, relevant tools, encryption, and protection from viruses. Students will learn to ensure the physical security of file servers and other network components using best practices; develop backup procedures to provide for data security; use network operating system features to implement network security; describe the nature of computer viruses, their methods of spreading, and means of protecting networks from viruses; use relevant tools to provide for network security; and use encryption techniques to protect network data. Prerequisite: ITSC 1305 or experience with computers. Semester Hours 3 (2 lec/2 lab).

**ITSY 2301 Firewall and Network**

Instructs on the elements of firewall design, types of security threats, and responses to security attacks. Students learn how to use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisite: ITSY 1342 and a networking class (ITCC 1302 or ITCC 1310, ITNW 1354 or ITNW 1320). Semester Hours 3 (2 lec/2 lab)

**Cosmetology****CSME 1348 Principles of Skin Care**

An introduction of the theory and practice of skin care. Semester Hours 3 (2 lec/4 lab)

**CSME 1405 Fundamentals of Cosmetology**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Semester Hours 4 (2 lec/6 lab)

**CSME 1420 Orientation to Facial Specialist**

An overview of the skills and knowledge necessary for the field of facials and skin care. Semester Hours 4 (2 lec/6 lab)

**CSME 1421 Principles of Facial/Aesthetic Technology I**

An introduction to the principles of facial/aesthetic technology. Topics include anatomy, physiology, theory, and related skills of facial/aesthetic technology. Semester Hours 4 (2 lec/5 lab)

**CSME 1431 Principles of Nail Technology I**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Semester Hours 4 (2 lec/6 lab)

**CSME 1435 Orientation to Instruction of Cosmetology**

Acquaints the student with skills that are necessary for teaching cosmetology students. Emphasizes lesson planning, time management, learning styles, and learner behavior. Prerequisite: Consent of program director. Semester Hours 4 (2 lec/5 lab)

**CSME 1443 Manicuring and Related Theory**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Semester Hours 4 (2 lec/6 lab)

**CSME 1447 Principles of Skin Care/Facials and Related Theory**

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Semester Hours 4 (2 lec/6 lab)

**CSME 1451 Artistry of Hair, Theory and Practice**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Semester Hours 4 (2 lec/8 lab)

**CSME 1453 Chemical Reformation and Related Theory**

Presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. Semester Hours 4 (2 lec/8 lab)

**CSME 1534 Cosmetology Instruction I**

Explores the field of teaching as a professional career choice. Focuses on teaching strategies and skills appropriate for employment in a public or private vocational school. Prerequisite: Consent of program director. Semester Hours 5 (3 lec/6 lab)

**CSME 1545 Principles of Facial/Aesthetics Technology II**

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/aesthetic technology. Semester Hours 5 (3 lec/6 lab)

**CSME 2237 Advanced Cosmetology Techniques**

Mastery of advanced cosmetology techniques, including hair designs, professional cosmetology services, and workplace competencies. Semester Hours 2 (0 lec/8 lab)

**CSME 2343 Salon Development**

Exploration of salon development. Topics include professional ethics and goals, salon operation, and recordkeeping. Semester Hours 3 (2 lec/4 lab)

**CSME 2401 The Principles of Hair Coloring and Related Theory**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Semester Hours 4 (2 lec/8 lab)

**CSME 2414 Cosmetology Instruction II**

Continuation of fundamentals of instructing. Emphasizes methods and techniques of teaching informational theory relative to the cosmetology profession. Prerequisites: CSME 1435 and 1534. Semester Hours 4 (2 lec/6 lab)

**CSME 2439 Advanced Hair Design**

Advanced concepts in the theory and practice of hair design. Semester Hours 4 (2 lec/6 lab)

**CSME 2441 Preparation for Texas Cosmetology Commission Examination (Capstone)**

Preparation for the Texas Cosmetology Commission Operator Examination. Semester Hours 4 (2 lec/8 lab)

**CSME 2443 Salon Development**

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. Semester Hours 4 (2 lec/4 lab)

**CSME 2445 Instructional Theory and Clinic Operations**

An overview of objectives based on requirements of the Texas Department of Licensing and Regulations (TDLR) Instructor Examination. Provides students with opportunities to participate in

classroom and laboratory instruction. Prerequisite: CSME 2414 and CSME 2515. Semester Hours 4 (2 lec/5 lab)

### **CSME 2515 Cosmetology Instruction III**

An overview of objectives based on requirements of the Texas Department of Licensing and Regulations (TDLR) Instructor Examination. Provides students with opportunities to participate in classroom and laboratory instruction. Prerequisite: CSME 1435 and CSME 1534. Semester Hours 5 (2 lec/5 lab)

### **CSME 2531 Principles of Facial/Aesthetics Technology III**

Advanced concepts and principles of skin care and other related technologies. Topics include professional ethics, establishing client relationships, salon management, and preparation for the Texas Cosmetology Commission license examination. Semester Hours 5 (3 lec/7 lab)

### **CSME 2544 Cosmetology Instruction IV**

Advanced instruction emphasizing the demonstrating, development, and implementation of assessment techniques. This is a Capstone course that integrates knowledge from previous courses and provides students the opportunity to apply peer teaching, management, and leadership principles to real-world teaching situations. Prerequisite: CSME 2414 and CSME 2515. Semester Hours 5 (3 lec/6 lab)

## **Criminal Justice**

### **CJCR 1340 Managing Female Offenders**

A study of women as offenders, criminal lifestyles, corrections for women, crimes committed by women against children, and women and drugs. Semester Hours 3 (3 lec)

### **CJCR 2325 Legal Aspects of Corrections (Capstone)**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff. This course will serve as the Capstone for the A.A.S. and Certificate in Corrections. Semester Hours 3 (3 lec)

### **CJLE 1358 Rights of Prisoners**

Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Semester Hours 3 (3 lec)

### **CJSA 1308 Criminalistics I**

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Semester Hours 3 (3 lec)

### **CJSA 1348 Ethics in Criminal Justice**

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual

rights, civil liberties, and correctional policies. Semester Hours 3 (3 lec)

**CJSA 1393 Special Topics in Criminal Justice 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. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

**CJSA 1400 Death Investigation I**

Concepts, investigation processes, scene management, required documentation and case management for incidences of natural, accidental and suicidal deaths. Follows the U.S. Department of Justice's National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators. Semester Hours 4 (3 lec/3 lab)

**CJSA 2334 Contemporary Issues in Criminal Justice**

Presents a series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Semester Hours 3 (3 lec)

**CJSA 2389 Internship – Criminal Justice**

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. Provides work experience to increase student understanding of the operation and administration of a crime scene lab. Through placement in a variety of local agencies, students will gain hands-on experience in crime scene investigation, chain of evidence custody, and working conditions in a criminal investigation lab. Semester Hours 3 (1 lec/8 lab)

**CJSA 2471 Forensic Science I**

An introduction to crime scene investigation, evidence gathering, and preservation. Utilizing lecture and lab, the course presents the methods, procedures, and techniques for the analysis and preservation of crime scene evidence appropriate for first responders to a crime scene. Includes the use of specific instrumentation to perform trace analysis of hair and fiber, stains, epithelial cells, latent fingerprints, DNA, and other basic evidence gathering techniques. Additional skills and knowledge will be obtained from guest speakers and local documented cases. In the process, students will have hands-on experience as well as practical understanding of the basic operation of a busy forensic lab. Semester Hours 4 (3 lec/2 lab)

**CJSA 2472 Forensic Science II**

A forensic science course focused on research in adolescent and adult neuropsychology. A study of the latest research from neuroimaging related to biological templates for violence within Paul MacLean's Triune Brain paradigm. Explores the developmental sequencing and powerful illumination of the brain's centers of addiction and the impact of neurocriminalistics—such as brain mapping and brain fingerprinting. The psychopathology and known offender characteristics will be analyzed and discussed. Also demonstrated are how forensic specialists analyze mens rea (the criminal mind), MO

(modus operandi), signature, and criminal aftermath activity as part of crime scene analysis.  
Prerequisite: CJSA 2471. Semester Hours 4 (3 lec/2 lab)

**CRIJ 1301 Introduction to Criminal Justice**

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. Semester Hours 3 (3 lec)

**CRIJ 1306 Court Systems and Practices**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. Semester Hours 3 (3 lec)

**CRIJ 1307 Crime in America**

Study of American crime problems in historic perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and prevention of crime. Semester Hours 3 (3 lec)

**CRIJ 1310 Fundamentals of Criminal Law**

Study of criminal law, its philosophical and historic development; major definitions and concepts, classification and elements of crime; penalties using Texas statutes as illustrations; and criminal responsibility. Semester Hours 3 (3 lec)

**CRIJ 1313 Juvenile Justice System**

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. Semester Hours 3 (3 lec)

**CRIJ 2301 Community Resources in Corrections**

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. Semester Hours 3 (3 lec)

**CRIJ 2313 Correctional Systems and Practices**

Corrections in the criminal justice system; organization of correctional systems; correctional roles; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Semester Hours 3 (3 lec)

**CRIJ 2314 Criminal Investigation**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Semester Hours 3 (3 lec)

**CRIJ 2323 Legal Aspects of Law Enforcement (Capstone)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. This course will serve as a Capstone for the A.A.S. degree and Certificate in Law Enforcement. Semester Hours 3 (3 lec)

**CRIJ 2328 Police Systems and Practices**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Semester Hours 3 (3 lec)

**Dance (See also Theatre)****DANC 1141 Ballet I**

Surveys and demonstrates technique, theory, and vocabulary of basic classical ballet. May be taken three times for credit. Semester Hours 1 (4 lec/lab)

**DANC 1142 Ballet II**

Continues the development of ballet techniques and formulation of a personal style to achieve performance level. Prerequisite: DANC 1141 or consent of instructor. May be taken three times for credit. Semester Hours 1 (4 lec/lab)

**DANC 1151 Theatre Dance I**

Surveys and demonstrates all aspects of theatre dance with emphasis on technique and vocabulary of jazz, tap, and character dance leading to skills in performance. May be taken three times for credit. Semester Hours 1 (4 lec/lab)

**DANC 1152 Theatre Dance II**

Continues DANC 1151 Theatre Dance I. Refines theatre dance techniques and helps students develop personal styles. May be taken three times for credit. Prerequisite: DANC 1151. Semester Hours 1 (4 lec/lab)

**DANC 1171 Musical Theatre Workshop**

Provides practical experience of dancing in a musical production. May be taken three times for credit. Semester Hours 1 (6 lab)

**DANC 2141 Ballet III**

This course is a continuation of Ballet II and presents technique, theory and vocabulary of classical ballet at an intermediate level. Prerequisite: DANC 1142 or consent of instructor. Semester Hours 1 (1 lec/3 lab)

**DANC 2141 Ballet IV**

This course is a continuation of Ballet III and presents technique, theory and vocabulary of classical ballet at an intermediate to advanced level. Prerequisite: DANC 2141 or consent of instructor. Semester Hours 1 (1 lec/3 lab)

**Economics****ECON 1301 Introduction to Economics**

Provides an examination of basic principles and policies directly related to the needs and experiences of the student. Emphasizes the practical aspects of economics. Includes both macroeconomics and microeconomics principles. Semester Hours 3 (3 lec)



**ECON 2301 Macroeconomics**

Introduces the principles and policies of macroeconomics to include the practical aspects of economic analysis as applied to supply and demand, national production, consumption, saving, taxation, inflation, employment, and growth. Prerequisite: Students should have passed the reading portion of the THEA or approved alternative test or be concurrently enrolled in READ 0302 before enrolling in this course. Recommendation: Students should have passed the math portion of the THEA or approved alternative test. Semester Hours 3 (3 lec)

**ECON 2302 Microeconomics**

Introduces the principles of microeconomics as applied to supply and demand, price and output determination, market structures, government regulation, labor/management relations, distribution of income, and international trade. Prerequisite: Students should have passed the reading portion of the THEA or approved alternative test or be concurrently enrolled in READ 0302 before enrolling in this course. Recommendation: Students should have passed the math portion of the THEA or approved alternative test. Semester Hours 3 (3 lec)

**Education****EDUC 1301 Introduction to Education**

Explores the field of teaching as a professional career choice. Emphasizes personal awareness of interest, values, strengths, decision making and occupational information. Provides students with opportunities to participate in field observations at all levels of P-12 schools with varied and diverse student populations. Semester Hours 3 (3 lec/1 lab)

**EDUC 2301 Introduction to Special Populations**

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. Provides students with opportunities to participate in field observations of P-12 special populations. Prerequisite: EDUC 1301. Semester Hours 3 (3 lec/1 lab)

**Electroneurodiagnostics and Polysomnography****ENDT 1170 Pattern Recognition Lab**

Introduction of the study and recognition of the rhythms, to include routine studies as well as advanced studies. Rhythms include the basic frequencies and how to identify them based on morphology and frequency. Prerequisites: ENDT 1345 and ENDT 1350. Semester Hours 1 (2 lab)

**ENDT 1260 Clinical Electroencephalography**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Admission to END/PSG program. Semester Hours 2 (12 clinical hours/week)

**ENDT 1270 Pattern Recognition Lab**

Continuation of the study and recognition of the rhythms. Studies include specialized studies, long-term studies, medication induction studies and seizure induction techniques. Prerequisites: ENDT 1345 and ENDT 1350. Semester Hours 2 (3 lab)

**ENDT 1345 Applied Electronics and Instrumentation**

Theory and application of electrical concepts, recording techniques, data analysis, and descriptions. Includes electronics and instrumentation associated with the conventional electroencephalograph such as the power supply, contribution of electrodes, differential amplifier concepts, filters (low frequency, high frequency and 60-Hz filters), the writer unit, electrical output, electrical safety, and standards for clinical electroencephalographs. Also covers ambulatory monitoring and digital electroencephalography. Semester Hours 3 (3 lec/1 lab)

**ENDT 1350 Electroencephalography**

The field of electroencephalography (EEG) and its use in medicine and surgery. Emphasizes patient hookup, taking histories, careful handling of the patient, reviewing normal and abnormal brainwaves, identifying artifacts, EEG instrumentation, pattern recognition, and sleep recordings. Includes examination of EEG findings in neurological disease and introduces special EEG procedures. Semester Hours 3 (3 lec/1 lab)

**ENDT 1362 Clinical-Electroneurodiagnostics Technology Clinical I**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Semester Hours 3 (16 clinical hours/week)

**ENDT 1660 Clinical Electroencephalography**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission to END/PSG program. Semester Hours 6 (32 clinical hours/week)

**ENDT 2210 Evoked Potentials**

Evoked potentials (EP) instrumentation, EP history, signal averaging, statistics, A/D converter, amplifiers, filters, and stimulators. Includes recording evoked potentials from volunteers and observing the effect of different variables. Emphasizes somatosensory, visual, and brainstem auditory evoked responses and provides practical application and evaluation of EP data. Semester Hours 2 (2 lec)

**ENDT 2215 Nerve Conduction Studies**

Electrodiagnostics, principles of nerve conduction studies, and methods designed to assess neuromuscular transmission. Includes conventional and single-fiber electromyography and methods designed for reaching less accessible regions of the nervous system. Semester Hours 2 (2 lec)

**ENDT 2320 Electroneurodiagnostics Technology I**

Electroneurodiagnostics and normal functional neuroanatomy and physiology. Explores abnormal functional neuroanatomy and physiological conditions and correlates. Includes an examination of

electroencephalographic signs of cerebral disorders, specific neurological disease entities, and the integration of electroencephalography patterns for cerebral disorders and diagnosis. Semester Hours 3 (3 lec/1 lab)

**ENDT 2360 Clinical-Electroencephalography**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Admission to END/PSG program. Semester Hours 3 (16 clinical hours/week)

**ENDT 2370 Electroneurodiagnostics Technology II**

Demonstrate the ability to take a patient's medical history; outline various montages used to record the EEG; discuss the differential amplifier and common mode rejection; and describe safety measures that pertain to clinical EEG procedures. Semester Hours 3 (3 lec/1 lab)

**PSGT 1205 Neurophysiology of Sleep**

Anatomy of the human central nervous system. Includes an introduction to cardiopulmonary structures and function as well as ECG interpretation. Emphasizes associated wave patterns and collection and utilization of sleep histories. Semester Hours 2 (2 lec)

**PSGT 1300 Polysomnography I**

Didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Includes terminology, instrumentation setup and calibration, patient safety and infection control, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. Semester Hours 3 (3 lec)

**PSGT 1410 Neuroanatomy and Physiology**

Basic neuroanatomy and physiology. Includes the neurologic history, the neurologic exam, and diagnostic tools applied to the study of various neurologic disorders. Prerequisite: Admission to the END/PSG program. Semester Hours 4 (3 lec/3 lab)

**PSGT 1425 Polysomnography II**

Current practices in polysomnography. Includes the use of specialized instruments to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data. Provides for instruction of patient testing in polysomnography in a laboratory setting. Semester Hours 4 (4 lec/1 lab)

**PSGT 1460 Clinical-Polysomnography Clinical II**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission to the END/PSG program and permission of the program director. Semester Hours 4 (12 clinical hours/week)

**PSGT 1461 Clinical-Polysomnography Clinical I**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 4 (12 clinical hours/week)

**PSGT 2411 Polysomnography II**

Current practices in polysomnography. Includes the use of specialized equipment/instruments used to record and monitor various physiological parameters involved with sleep testing. Emphasizes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data. Provides for instruction on patient testing in polysomnography in a laboratory setting. Prerequisite: Admission to the END/PSGT program. Semester Hours 4 (4 lec/1 lab)

**PSGT 2660 Clinical-Polysomnography Clinical III (Capstone)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Includes a comprehensive certification-type examination that serves as a Capstone experience to assess student achievement of entry-level competencies required by the profession and the workplace. Semester Hours 6 (36 clinical hours/week)

**Engineering****ENGR 1201 Introduction to Engineering**

Introduces the field of engineering as a career to help students answer the question, "Do I want to be an engineer?" and to help students be successful academically and professionally in the engineering field. Introduces basic problem solving and computational methods with an emphasis on graphing. Prerequisite: MATH 1314. Semester Hours 2 (2 lec)

**ENGR 1304 Engineering Graphics**

Introduces technical graphic skills, including geometrical construction and basic principles and practices of spatial projection, multiview projection and sectioning, to convey shape and size description as the design concept moves from inception to its construction. Emphasis on the use of computer software in generating the various steps in the design and construction process. Prerequisite: Math 1314. Semester Hours 3 (2 lec/3 lab)

**ENGR 2304 Programming for Engineers**

Introduction to computer programming using a modern programming language. Emphasis on the fundamentals of structured design, development, testing, implementation and documentation. Includes coverage of language syntax, data and file structures. Prerequisite: credit for or concurrent enrollment in MATH 2413 or consent of division chair. Semester Hours 3 (3 lec/2 lab)

**ENGR 2305 Circuits I for Electrical Engineering**

Basic concepts of electrical engineering using calculus; the fundamentals of electrical and electronic components and circuits; circuit analysis; network principles; motors; steady-state and transient responses; application of Laplace transforms; application of principles to the solution of electrical engineering problems. Prerequisite: PHYS 2426. Semester Hours 3 (3 lec/1 lab)

**ENGR 2401 Engineering Mechanics I (Statics)**

Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia. Prerequisite: PHYS 2425. Semester Hours 4 (4 lec)

**ENGR 2402 Engineering Mechanics II (Dynamics)**

Calculus-based study of rigid bodies, force-mass acceleration, work-energy, and impulse-momentum computation. Prerequisite: ENGR 2401. Semester Hours 4 (4 lec)

**English****ENGL 0300 Basic Grammar and Composition I**

Helps students improve basic writing, usage, and grammar skills. Focuses on the development and organization of short writing assignments. Semester Hours 3 (3 lec/1 lab)

**ENGL 0301 Basic Grammar and Composition II**

Helps students address college entry-level issues of grammar, idea organization and concept development in single- to multi-paragraph writing tasks. Prerequisite: Successful completion of ENGL 0300, ENGL 0310, or the required THEA or approved alternative writing test score. ENGL 0301 is equivalent to ENGL 0311. Semester Hours 3 (3 lec/1 lab)

**ENGL 0310 Developmental Composition I for Non-Native Speakers**

Helps non-native speakers of English improve basic writing, usage and grammar skills. Focuses on the development and organization of short writing assignments. Semester Hours 3 (3 lec/1 lab)

**ENGL 0311 Developmental Composition II for Non-Native Speakers**

Helps non-native speakers of English address college entry-level issues of grammar, idea organization and concept development in single- and multi-paragraph writing tasks. Prerequisite: ENGL 0300, 0310, or the required THEA or approved alternative writing test score. Semester Hours 3 (3 lec/1 lab)

**ENGL 1301 Freshman Composition I**

Focuses on developing the core skills of reading, critical thinking, writing, and researching. Emphasizes writing processes and outcomes and includes attention to standard language conventions. Prerequisite: Must have passed the writing section of the THEA or approved alternative test or credit for ENGL 0301. Semester Hours 3 (3 lec)

**ENGL 1302 Freshman Composition II**

Focuses on college-level research techniques while emphasizing the writing process of argumentation/persuasion and critical thinking skills. Refines core communication skills. Equivalent course: ENGL 2311. Prerequisite: ENGL 1301 or its equivalent with a grade of C or better or consent of division chair. Semester Hours 3 (3 lec)

**ENGL 2307 Creative Writing**

Emphasizes writing for pleasure and publication. Provides opportunities for students to critique and practice the techniques of imaginative writing in order to develop a sound original style in various genres, such as poetry, short stories, short drama, and nonfiction. Addresses

practical problems of marketing. Prerequisite: ENGL 1302 or consent of instructor or division chair.  
Semester Hours 3 (3 lec)

**ENGL 2311 Technical Communication**

Emphasizes techniques and skills of technical and business writing. Includes such projects as product description, process description, a written and oral research report, interview skills, and standard business correspondence such as letters, memos, proposals, and resumes. Continues attention to standard language conventions. Equivalent to ENGL 1302. Prerequisite: ENGL 1301 or POFT 1301 with a grade of C or better. Semester Hours 3 (3 lec)

**ENGL 2321 British Literature**

Surveys British literature from its origins through the present. Includes historical background, as well as social and literary development. Emphasizes appreciation of selected works of a range of writers such as Chaucer, Shakespeare, Wordsworth, and Woolf. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2322 British Literature to the Romantics**

Surveys British literature from its origins through the 18th century. Includes historical background, as well as social and literary development. Emphasizes appreciation of selected works of a range of writers such as Chaucer, Shakespeare, Milton, and Behn. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2323 British Literature: Romantics to Present**

Surveys British literature of the 19th and 20th centuries. Includes historical background, as well as social and literary development. Emphasizes appreciation of selected works of a range of writers such as Wordsworth, Tennyson, Yeats, and Woolf. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2326 American Literature**

Surveys American literature from its origins through the present. Includes historical background, as well as social and literary development. Emphasizes appreciation of selected works from a range of writers such as Emerson, Hawthorne, Chopin, Dickinson, and Morrison. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2327 American Literature to the Civil War**

Surveys a range of American works through the Civil War with a variety of authors, including Hawthorne, Douglass, Poe, Wheatley, and Rowlandson. Includes historical background, as well as literary development. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2328 American Literature: Civil War to Present**

Surveys a range of American works, from the conclusion of the Civil War to the present including such authors, as Chopin, Fitzgerald, Hurston, Hemingway, and Walker. Includes some historical background, as well as literary development. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2331 World Literature**

Surveys representative literature from world cultures that have influenced the evolution of modern civilization. Emphasizes selected writers and works from antiquity to the present. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2332 World Literature to the 17<sup>th</sup> Century**

Surveys representative literature from world cultures that have influenced the evolution of modern civilization. Emphasizes selected writers from antiquity through the 16th century. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2333 World Literature: 17<sup>th</sup> Century to Present**

Surveys representative literature from world cultures that have influenced the evolution of modern civilization. Emphasizes selected writers from the 17th century to the present. May be taken before, after or concurrently with other literature courses. Prerequisites: ENGL 1302, ENGL 2311 or equivalent; must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**ENGL 2341 Forms of Literature**

Includes selections in literature organized by areas such as genre, theme, period or geographical region. Course descriptions, which may change from semester to semester, are available each semester prior to registration. May be repeated for credit when different topics are covered. May be taken before, after or concurrently with other literature courses. Prerequisite: ENGL 1302, ENGL 2311 or equivalent. Semester Hours 3 (3 lec)

**Environmental Science****ENVR 1101 General Environmental Science Laboratory**

Introduces the methods of collection, analysis, and interpretation of environmental data. Prerequisite: Prior credit for or concurrent enrollment in ENVR 1301. Semester Hours 1 (3 lab)

**ENVR 1301 General Environmental Science**

Emphasizes the issues and problems arising from the impact of human activity on the environment. Analyzes environmental quality and how our natural resources are utilized. Semester Hours 3 (3 lec)

## **Fire Protection Technology**

**Firefighter certification I through VII must all be taken concurrently.**

### **FIRS 1103 Firefighter Agility and Fitness Preparation**

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability test. Semester Hours 3 (3 lab)

### **FIRS 1301 Firefighter Certification I**

Firefighter safety and development. 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. Semester Hours 3 (2 lec/3 lab)

### **FIRS 1313 Firefighter Certification III**

Fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Semester Hours 3 (2 lec/2 lab)

### **FIRS 1319 Firefighter Certification IV**

Equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Semester Hours 3 (2 lec/2 lab)

### **FIRS 1323 Firefighter Certification V**

Ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Semester Hours 3 (2 lec/2 lab)

### **FIRS 1329 Firefighter Certification VI**

Fire inspection techniques and practices. Emphasis on fire cause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. Semester Hours 3 (2 lec/2 lab)

### **FIRS 1407 Firefighter Certification II**

Basic principles and skill development in handling fire service hose and ladders. Includes the distribution system of water supply, basic building construction, emergency service communication, procedures, and equipment. Semester Hours 4 (2 lec/4 lab)

### **FIRS 1433 Firefighter Certification VII**

Simulated emergency operations and hands-on live fire training exercises, incident management procedures, and combined operations using proper extinguishing methods. Emphasis on safety. Semester Hours 4 (3 lec/3 lab)

## **French**

### **FREN 1411 Beginning French I**

Introduces essentials of pronunciation and grammar through oral and written practice. Communication-based practice for all language skills. No prior knowledge of French required. Semester Hours 4 (3 lec/2 lab)



**FREN 1412 Beginning French II**

Emphasizes the essentials of pronunciation and grammar through oral and written practice. Communication-based practice for all language skills. Prerequisite: FREN 1411, two years of high school French, or consent of instructor or division chair. Students with two years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 4 (3 lec/2 lab)

**FREN 2311 Intermediate French I**

Reviews conversation, composition, and grammar through oral and written practice. Utilizes films and reading selections in French to expand vocabulary and knowledge of the French language and culture. Prerequisite: FREN 1412, three years of high school French, or consent of instructor or division chair. Students with three years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

**FREN 2312 Intermediate French II**

Continues review of conversation, composition, and grammar through oral and written practice. Utilizes films and reading selections in French to expand vocabulary and knowledge of the French language and culture. Prerequisite: FREN 2311, four years of high school French, or consent of instructor or division chair. Students with four years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

**Geography****GEOG 1300 World Geography**

Introduces modern geography by means of a world survey of geographic conditions. Includes studies of the major types of land surfaces, the great climatic regions with associated vegetation and soils, the water and mineral resources, and the world distribution of population. Emphasizes map study and environmental problems with possible solutions. Often recommended for majors in elementary education. Semester Hours 3 (3 lec)

**Geology****GEOL 1101 Earth Science Lab**

Focuses on the survey of geology, astronomy, meteorology, oceanography, and related earth science processes. Students will be exposed to applications of these concepts via field trips, experiments and hands-on learning activities. Semester Hours 1 (3 lab)

**GEOL 1301 Earth Science**

Focuses on the survey of geology, astronomy, meteorology, oceanography, and related earth science processes. Students may take this course with or without the corresponding lab component. Semester Hours 3 (3 lec)

**GEOL 1401 Earth Science**

Presents key concepts of major physical science concepts of geology, astronomy, meteorology, oceanography, and earth science such as weather systems, mass wasting, mid-oceanic ridges, deep sea ridges, celestial bodies, ocean currents, geomorphology of the earth, geologic principles, geologic resources, volcanism, earthquakes, and mountain building processes. The lab component provides

exposure to applications of these concepts via field trips, experiments, and hand-on learning activities.  
Semester Hours 4 (3 lec/3 lab)

### **GEOL 1403 Physical Geology**

Introduces the basic physical processes of the earth and their effect on people and the environment. Emphasizes plate tectonics, earth materials, weathering and the agents of erosion, and the development of landforms. The lab provides hands-on experience in rock and mineral identification and an introduction to geologic and topographic map interpretation. One all-day field trip is required.  
Semester Hours 4 (3 lec/3 lab)

### **GEOL 1404 Historical Geology**

Introduces the theories of the evolution of life-forms on earth. Concurrent with this study is the history of the development of landforms of North America. Lab introduces fossil identification with emphasis on fossils of Central Texas; also includes topographic and geologic map interpretation. One all-day field trip is required. Semester Hours 4 (3 lec/3 lab)

## **German**

### **GERM 1411 Beginning German I**

Introduces essentials of pronunciation and grammar through oral and written practice. A communication-based approach is used to practice all language skills. No prior knowledge of German required. Semester Hours 4 (3 lec/2 lab)

### **GERM 1412 Beginning German II**

Introduces essentials of pronunciation and grammar through oral and written practice. A communication-based approach is used to practice all language skills. Prerequisite: GERM 1411, two years of high school German, or consent of instructor or division chair. Students with two years of high school German are encouraged to see a German instructor before enrolling. Semester Hours 4 (3 lec/2 lab)

### **GERM 2311 Intermediate German I**

Reviews conversation, composition, and grammar through oral and written practice. Uses reading, audio, and video selections to expand vocabulary and knowledge of the German language and culture. Prerequisite: GERM 1412, three years of high school German, or consent of instructor or division chair. Students with three years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

### **GERM 2312 Intermediate German II**

Continues review of conversation, composition, and grammar through oral and written practice. Uses reading, audio, and video selections to expand vocabulary and knowledge of the German language and culture. Prerequisites: GERM 2311, four years of high school German, or consent of instructor or division chair. Students with four years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

## **Government**

**GOVT 2304 Introduction to Political Science**

A survey of the development, philosophies, and methodologies of the political discipline. Topics covered will include: theory and theory building, research techniques and sources, constitutional law, comparative government, international relations, political socialization, political behavior, public administration, and political philosophy. This course will **not** satisfy the Government class requirements for graduation. It is highly recommended for potential government and social science majors. Prerequisites: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**GOVT 2305 National Government**

Surveys the national government, the rise of constitutionalism, the national constitution, the federal system, the position of the individual political parties and elections, civil liberties, administration, defense, and foreign policy. Sophomore standing or completion of HIST 1301 and 1302 recommended. May be taken before or after GOVT 2306. Prerequisite: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**GOVT 2306 Texas Government**

Surveys state and local government in Texas, the state constitution, state parties and elections, and legislative, executive, and judicial functions at the state level. Sophomore standing or completion of HIST 1301 and 1302 recommended. May be taken before or after GOVT 2305. Prerequisite: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**GOVT 2311 Mexican American Politics**

The study of Mexican American politics within the American political experience. Students will explore the political forces integral to the inclusion and/or exclusion of Mexican American political development in the United States. Topics covered will include: immigration, labor, border politics, partisan politics, religion, voting, mass movements, political organizations, and prominent leaders (past and present) in the Mexican American community. Sophomore standing or completion of HIST 1301 or 1302 recommended. Prerequisites: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**Health and Physical Education**

Physical education courses at MCC are designed to provide activities and experiences that will be of value throughout the student's lifetime, as well as meeting the graduation requirements of senior institutions. Students who plan to major in physical education should see the section titled "Activities Courses for Majors" before selecting courses. Students may repeat an activity course for credit three times.

Students are required to take a minimum of two one-hour activity courses to graduate from MCC with an Associate in Arts or an Associate in Science degree. Four hours of health and physical education activity courses may count toward an Associate in Applied Science degree (except in health career, commercial music, and certificate programs), if included on the A.A.S. degree plan. If the student is planning to transfer to a four-year institution following completion of a degree at McLennan

Community College (A.A., A.S. or A.A.S.), the degree plan should contain the same number of health and physical education activity courses as required by the receiving institution.

**PHED 1301 Foundations of Physical Education**

Introduces the field of physical education and related areas for students planning to pursue a major in the profession. Emphasizes the nature and scope, philosophy, changing concepts, scientific foundation, professionalism, and career opportunities available in the field. Semester Hours 3 (3 lec)

**PHED 1306 First Aid**

Introduces the content of the American Red Cross Standard First Aid Course. Includes the following topics: emergency action principles, rescue breathing, choking, heart attack, cardiac arrest, CPR, secondary survey, bleeding, shock, burns, eye and nose injuries, bites, stings, fractures, dislocations, sprains, strains, poisoning, diabetic emergencies, stroke, seizures, temperature extremes, and rescues. CPR and First Aid certificates may be earned. Semester Hours 3 (3 lec)

**PHED 1321 Sports Officiating**

Emphasizes the theory and practice of sports officiating related to basketball and baseball/softball rules, interpretations, and officiating techniques. Semester Hours 3 (3 lec)

**PHED 1322 Principles of Coaching**

Introduces coaching principles and techniques utilized in developing a complete athletic program. Emphasizes specific areas of philosophy and the teaching of the basic fundamentals in regard to a particular sport, such as basketball or tennis. Semester Hours 3 (3 lec)

**PHED 1338 Personal Trainer Certification**

The National Council on Strength and Fitness Certified Personal Trainer is a college preparation course for the NCAA-accredited Board Certification course. The course is designed to combine knowledge acquired from an exercise science curriculum with practical application and emphasizes technical training skills necessary to uphold professional personal trainer standards. The NCSF-CPT has professional marketability and legal defensibility and is accepted at many gyms. Semester Hours 3 (3 lec)

**PHED 1373 Wellness and Lifestyle**

Introduces a broader approach to wellness to promote lifestyle changes. Emphasizes self-responsibility, self-assessment, behavior modification guidelines, and prescriptions and strategies to enhance optimal health and wellness. Semester Hours 3 (3 lec)

**PHED 2356 Care and Prevention of Athletic Injuries**

Includes the study of massage, care of sprains, bruises, wounds, and other problems associated with the athletic training room. The course provides basic information needed in the care of injuries, chronic injuries or illnesses involving the physically active athlete. Semester Hours 3 (3 lec)

## **Health and Physical Education Activity Courses**

Physical education majors should register for two activity courses each semester to complete eight courses over a two-year period. The following courses should be taken: PHED 1104, 1106, 1109, 1110 or 1115, 1121 or 1125; any two from 1102, 1103, and 1121; and any two from 1123, 1130, 1133, and 1134.

### **PHED 1103 Tennis I**

Introduces forehand, backhand, serve, and volley fundamentals in addition to history, rules, etiquette, care and selection of equipment, and basic singles and doubles strategies. This course is designed for the beginning student. Semester Hours 1 (3 activity)

### **PHED 1104 Volleyball I**

Introduces the basic knowledge and skills involved in both coed and power volleyball play for men and women. Offensive and defensive skills and tactics, officiating, and rules of competition emphasized. Semester Hours 1 (3 activity)

### **PHED 1106 Figure and Weight Control**

Emphasizes improving the physique through a variety of exercise programs and proper eating habits. Introduces various aerobic activities and diet concepts. Emphasis also placed on flexibility, toning, and cardiovascular development of the body. Semester Hours 1 (3 activity)

### **PHED 1108 Racquetball**

Covers the beginning phases of racquetball skills and rules. All facets from warm-up to grip, stance, forehand, and backhand, plus singles and doubles strategies are presented. Semester Hours 1 (3 activity)

### **PHED 1109 Aerobic Dance and Exercise I**

Provides vigorous workouts and dances set to music and designed to improve and maintain cardiovascular fitness, muscular fitness, and flexibility of the individual. Semester Hours 1 (3 activity)

### **PHED 1110 Weight Training**

Introduces weight lifting programs that will increase strength and endurance and enhance the appearance of men and women. Emphasizes the use of free weights and circuit training on various types of weight machines. Provides knowledge on the safe and scientific use of weights to develop strength, power, endurance, and flexibility. Semester Hours 1 (3 activity)

### **PHED 1111 Aerobic Weight Training**

Emphasizes an innovative fitness program that combines aerobics for maximum fat burning and weight training for muscle shaping into one efficient workout. The weight/aerobics combination maximizes fat loss while increasing cardiorespiratory fitness for fast, visible results. Semester Hours 1 (3 activity)

### **PHED 1112 Walking for Life**

Introduces the fundamental concepts designed to get the student started with an appropriate walking program. It is personalized so the student can develop a habit of walking that suits the

student's comfort level, goals, and lifestyles. Includes instructions concerning benefits of fitness walking, clothing and equipment, safety, warm-up/cool-down, flexibility, fitness walking test, walking programs, walking techniques, weight loss, and mental benefits. Semester Hours 1 (3 activity)

### **PHED 1113 Basketball**

Introduces the basic knowledge and skills involved in both five-on-five and three-on-three basketball for men and women. Offensive and defensive skills, officiating, and rules of competition will be emphasized. Semester Hours 1 (3 activity)

### **PHED 1114 Water Aerobics**

Emphasizes a series of continuous exercises and workouts done in the water to develop muscular strength, flexibility, and aerobic fitness. Semester Hours 1 (3 activity)

### **PHED 1115 Softball (Slow Pitch)**

Introduces men and women students to basic slow pitch softball knowledge and skills. Covers instruction concerning equipment, fundamentals in throwing, catching, pitching, hitting, base running, base coaching, and rules of the game. Emphasizes offensive and defensive strategies and game play. Semester Hours 1 (3 activity)

### **PHED 1116 Aerobic Step Training**

Provides a high-intensity, but low-impact mode of exercise used to develop cardiorespiratory fitness. Step training is an easy-to-learn, high-energy workout that involves stepping up and down on a step box with a variety of movements. Designed to burn fat and firm every major muscle group, this workout is adaptable for all fitness levels. Semester Hours 1 (3 activity)

### **PHED 1117 Aerobic Cross Training**

Combines two or more activities designed to improve fitness, decrease injuries, provide rest for tired muscles and minimize boredom. This type of training program offers a fun workout that can develop skills and maintain good overall conditioning. Semester Hours 1 (3 activity)

### **PHED 1118 Contemporary Health**

Emphasizes current health-related issues. Topics include stress management, emotional health, aging, death, sexually transmitted diseases, birth control, marriage, nutrition, fitness, alcoholism, drugs, and concepts in health care. Semester Hours 1 (3 lab)

### **PHED 1120 Physical Conditioning for Firefighters**

Emphasizes cardiopulmonary endurance, flexibility, muscular strength, muscular endurance, and body composition. Specifically designed to prepare for the Candidate Physical Ability Test. Prerequisite: Must be enrolled in the Firefighter's Candidate Program. Semester Hours 1 (3 activity)

### **PHED 1121 Golf I**

Emphasizes skills and techniques necessary for the beginner to learn putting, chipping, and the use of irons and woods. Introduces history, rules, terms, etiquette, equipment, and golf course procedures necessary to be able to play a round of golf successfully. Semester Hours 1 (3 activity)

**PHED 1122 Bowling**

Provides a progressive exploration into the mechanics of bowling, including proper stance, starting positions, footwork, arm swing, timing, finish at foul line, release of the ball, and major emphasis of the hook ball. Strike angles and action, spare angles, increasing and decreasing speeds, as well as ball selection, lane recognition and conditions, and pin-setting machines are also emphasized. A class league is also introduced to expose the bowler to a bowling team and league situation. Semester Hours 1 (3 activity)

**PHED 1123 Beginning Swimming (Non-Swimmer)**

Introduces basic swimming skills to the non-swimmer. Covers the front crawl, elementary backstroke, breath control, basic floats, water entry, safety information, personal flotation devices, and rescue breathing. Semester Hours 1 (3 activity)

**PHED 1124 Volleyball II**

Emphasizes refinement of volleyball skills, rules and strategies necessary for more complex competitive play. Prerequisite: PHED 1104, participation on high school varsity volleyball team or consent of instructor. Semester Hours 1 (3 activity)

**PHED 1125 Social Dance**

Introduces recreational dances and provides an opportunity for social interaction. Demonstrates current and popular dance styles and techniques. Semester Hours 1 (3 activity)

**PHED 1129 Golf II**

Emphasizes improving fundamentals, rules and etiquette, terms, equipment, club repair, mental aspects of the game, mechanical analysis of the swing, strategy, and actual course playing. Course is designed for the student who possesses beginning skills. Prerequisite: Consent of the instructor or PHED 1121. Semester Hours 1 (3 activity)

**PHED 1130 Intermediate Swimming**

Provides progressive swimming skill development in the front and back crawls, breast and side strokes, elementary backstroke, survival stroke, floats, turns, personal flotation devices, surface dives, diving, underwater swimming, wading rescues, extensions, and rescue breathing. Prerequisite: PHED 1123. Semester Hours 1 (3 activity)

**PHED 1131 Tennis II**

Emphasizes advanced strokes, including overhead, lob, half volley, and singles and doubles strategies. Prerequisite: PHED 1103 with a grade of B or better. Semester Hours 1 (3 activity)

**PHED 1132 Aerobic Dance II**

Emphasizes continued improvement and maintenance of cardiovascular fitness, muscular fitness, and flexibility for the more advanced student. Prerequisite: PHED 1109 or consent of instructor. Semester Hours 1 (3 activity)

**PHED 1133 Life Guard Training**

Emphasizes the certification of swimmers based on the American Red Cross standards in life guard training skills. Focuses on the review and refinement of the major swimming strokes, life guarding, and rescue procedures. Red Cross certificates may be earned. Semester Hours 1 (3 activity)

**PHED 1134 Water Safety Instructors Course**

Provides skills in effective instructional preparation, explanation, demonstration, and critique methods utilized in teaching swimming. Red Cross certificates may be earned. Semester Hours 1 (3 activity)

**PHED 1136 Varsity Basketball**

Provides training designed specifically for the varsity athlete. May be repeated for credit. Prerequisite: Consent of instructor. Semester Hours 1 (3 activity)

**PHED 1137 Varsity Baseball**

Provides training designed specifically for the varsity athlete. May be repeated for credit. Prerequisite: Consent of instructor. Semester Hours 1 (3 activity)

**PHED 1138 Varsity Dance**

Develops skills and techniques of precision group performance. Emphasizes precision drilling, dancing, and marching formations for the experienced dancer. Prerequisite: Consent of instructor. May be repeated for credit. Semester Hours 1 (3 activity)

**PHED 1139 Varsity Golf**

Provides training designed specifically for the varsity athlete. May be repeated for credit. Prerequisite: Consent of instructor. Semester Hours 1 (3 activity)

**PHED 1141 Varsity Softball**

Provides training designed specifically for the varsity athlete. May be repeated for credit. Prerequisite: Consent of instructor. Semester Hours 1 (3 activity)

**PHED 1142 Fitness Over 50**

Provides knowledge and training specifically designed for people over age 50. This course provides a variety of safe and effective training programs that emphasize moderate- to low-intensity exercises to improve and maintain cardiovascular fitness, muscular fitness, flexibility, and body composition. Semester Hours 1 (3 activity)

**PHED 1143 Disc Golf**

Disc golf, sometimes called Frisbee golf, is a game where individual players throw a flying disc into a basket or at a target for eighteen holes. It is similar to traditional golf and uses many of the same rules and terminology. The objective of the game is to traverse a course from beginning to end with the fewest number of throws of the disc. Semester Hours 1 (3 activity)

**PHED 1144 Soccer**

This course will provide instruction, practice, and analysis in the techniques of soccer. The course will develop knowledge of rules, scoring, game strategies, as well as individual and team concepts.



Specific skill development includes dribbling, passing, trapping, shooting, and goal keeping. Semester Hours 1 (3 activity)

**PHED 1145 Hiking & Backpacking**

An activity course designed to teach the value of outdoor experiences. Emphasis is placed on the knowledge and skills necessary for safe, enjoyable hiking, camping, and backpacking experiences. Topics include ecology, clothing, equipment, emergency care, hiking, camping, and backpacking skills. Students provide personal equipment. Semester Hours 1 (3 activity)

**PHED 1146 Wallyball**

Variation of volleyball played on a racquetball court. Provides competition and great exercise to improve fitness condition. Semester Hours 1 (3 activity)

**PHED 1147 Pilates and Yoga Exercise**

Pilates and yoga are gentle, yet effective, training methods that will strengthen, shape, stretch, define, and relax the body. Both improve posture, core strength, correct poor positioning and create awareness of the body. Semester Hours 1 (3 activity)

**PHED 1148 Tae Bo/Kickboxing**

Provides a muscle and fitness kickboxing workout that combines the art of self-defense, dance, and boxing in an easy-to-learn workout. The focus is on how the mind and body work in an aerobic capacity, applying weight training, flexibility, kicks and punches to provide a continuous cardiovascular workout. Semester Hours 1 (3 activity)

**PHED 1150 Lap Swimming**

Emphasizes the sidestroke, backstroke, breaststroke, crawlstroke or competitive-style swimming strokes for conditioning. May be repeated for credit. Prerequisite: PHED 1130 or consent of instructor. Semester Hours 1 (3 activity)

**Health Information Technology**

**HITT 1205 Medical Terminology I**

Studies the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures. Semester Hours 2 (2 lec)

**HITT 1211 Computers in Health Care**

Introduces concepts of computer technology related to health care data and the tools and techniques for collecting, storing, securing, retrieving, and reporting health care data. Semester Hours 2 (1 lec/3lab)

**HITT 1255 Health Care Statistics**

Covers general principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data. Prerequisite: HITT 1301 with a minimum grade of C. Semester Hours 2 (2 lec)

**HITT 1260 Clinical – Health Information/Medical Records Technology/Technician**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Prerequisites: HITT 1301 and 1441 with a grade of C or better. Concurrent enrollment in HITT 1211, 1255, 1345, and 2435. Semester Hours 2 (7 clinical hours/week)

**HITT 1261 Clinical – Health Information/Medical Records Technology/Technician (Coding Capstone)**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Provides Capstone experience in the work environment of content acquired in the Coding Specialist Certificate Program. Must be currently enrolled in or have taken HITT 2435 with a minimum grade of C. Semester Hours 2 (7 clinical hours/week)

**HITT 1301 Health Data Content and Structure**

Instructs in delivery and organizational structure. Content includes health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisites: Admission to the Health Information Technology program or approval of the program director. Semester Hours 3 (2 lec/2 lab)

**HITT 1345 Health Care Delivery System**

Introduces organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Explores specialized record requirements. Prerequisite: HITT 1301 with a minimum grade of C. Semester Hours 3 (3 lec)

**HITT 1353 Legal and Ethical Aspects of Health Information**

Introduces concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations related to the maintenance and use of health information. Prerequisites: HITT 1345 with a minimum grade of C. Semester Hours 3 (3 lec)

**HITT 1441 Coding and Classification Systems**

Teaches application of basic coding rules, principles, guidelines, and conventions. Introduces principles of various classification systems with emphasis on the ICD-9-CM classification system utilizing manual and computer applications. Prerequisites: HITT 2331, BIOL 2402, HPRS 2300, HPRS 2301 with a minimum grade of C or consent of the program director. Concurrent enrollment in HITT 1301. Semester Hours 4 (3 lec/3 lab)

**HITT 2149 RHIT Competency Review (HIT Capstone)**

Reviews HIT competencies, skills, and knowledge base pertinent to the technology and relevant to the professional development of the students. Includes a mock certification examination, which provides

a Capstone experience to assess student mastery of entry-level competencies for the profession.  
Prerequisites: HITT 1301, 1255, 1345, 1353, 1441, 2343, 1211, 1260, 2260 with a minimum grade of C.  
Semester Hours 1 (1 lec)

**HITT 2260 Clinical – Health Information/Medical Records Technology/Technician**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Prerequisites: HITT 1260 with a minimum grade of C. Semester Hours 2 (8 clinical hours/week)

**HITT 2261 Clinical – Health Information/Medical Records Technology/Technician**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Prerequisites: HITT 2260, 1441, 2343 with a minimum grade of C. Semester Hours 2 (8 clinical hours/week)

**HITT 2331 Medical Terminology - Advanced**

Discusses advanced terminology in various medical and surgical specialties. Prerequisite: HPRS 1206 with a minimum grade of C. Semester Hours 3 (3 lec)

**HITT 2339 Health Information Organization and Supervision**

Covers principles of organization and supervision of human, fiscal, and capital resources. Prerequisites: HITT 1301, 1255, 1345, 1441 with a minimum grade of C. Corequisites: HITT 1353 and 2343. Semester Hours 3 (3 lec)

**HITT 2343 Quality Assessment & Performance Improvement**

Covers many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues. HITT 1301 and 1255 with a minimum grade of C. Semester Hours 3 (3 lec)

**HITT 2346 Advanced Medical Coding**

Explains ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigates government regulations and changes in health care reporting. Prerequisites: HITT 1441 and HITT 2435. Semester Hours 3 (2 lec/3 lab)

**HITT 2435 Coding & Reimbursement Methodologies**

Covers advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Introduces the Common Procedure Coding system and provides practice in CPT coding using actual patient records and computer application. Prerequisites: HITT 1441 with a minimum grade of C. Semester Hours 4 (3 lec/3 lab)

**MRMT 1262 Clinical - Medical Transcription (Medical Transcription Capstone)**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Provides Capstone experience in the workplace environment of content acquired in the classroom. Prerequisite: MRMT 1307. Semester Hours 2 (6 clinical hours/week)

**MRMT 1307 Medical Transcription I**

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. Prerequisites: ITSW 1301, HPRS 1206 with a minimum grade of C. Corequisite: ITSW 1301. Semester Hours 3 (2 lec/2 lab)

**MRMT 1392 Special Topics in Medical Transcription**

Addresses issues related to the medical transcriptionist's identified skills, current events in the area of study, as well as knowledge and behaviors of the transcriptionist and those who require services of these skilled typists. Prerequisite: None. Semester Hours 3 (3 lec)

**MRMT 2433 Medical Transcription II**

Produces advanced reports of physician dictation with increasing speed and accuracy, including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Prerequisites: HITT 2331, MRMT 1307, HPRS 2300 with a minimum grade of C or concurrently enrolled in HPRS 2300. Semester Hours 4 (3 lec/2 lab)

**History****HIST 1301 History of the United States to 1877**

Surveys the growth of the United States beginning with an examination of Europe on the eve of colonization, the establishment of the American colonies, the struggle for independence, westward expansion, the strengthening of nationalism, the growing problem of sectionalism, the Civil War, and the post-war South. Prerequisite: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**HIST 1302 History of the United States from 1877 to Present**

Surveys the continued growth of the United States by examining the results of Reconstruction, the Industrial Revolution, the development of the United States as a world power, the problems of democracy and empire, the Great Depression, world war, the quest for economic security, world peace, and social improvement. Prerequisite: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**HIST 2301 History of Texas**

Surveys the military, political, social, economic, and multicultural development of Texas from Spanish colonial days through the periods of Mexican control, the Revolution, the Republic, and the Confederacy to the development of the modern urban state. Provides the option to substitute three

hours of Texas history for three of the six hours of American History required by Texas statute for graduation from state colleges and universities. Semester Hours 3 (3 lec)

**HIST 2321 World Civilization I**

Surveys world civilizations from the earliest records to the beginnings of the modern era in 1660. Focuses on the economic and cultural development of Western civilizations from the Greco-Roman to the emergence of new monarchies, including civilizations in Africa, Asia, and the Americas. Semester Hours 3 (3 lec)

**HIST 2322 World Civilization II**

Surveys the rise of modern Europe, the world, and the changes in Western and Eastern cultures resulting from expansion and conflict. Stresses changing political, social, and cultural scenes in Europe, Africa, Asia, and the Americas. Semester Hours 3 (3 lec)

**HIST 2327 Mexican-American History I**

Surveys the historical, economic, social, cultural, and political development of Mexican-Americans from Pre-Columbian societies to the Mexican-American War of 1846-1848. Gives attention to Pre-Columbian societies, Spanish colonization of North America, Mexican control over the region, borderlands development, immigration issues, and emerging social, political, cultural and economic issues of the Mexican-American population. May be applied to U.S. History requirement. Semester Hours 3 (3 lec)

**HIST 2328 Mexican-American History II**

Surveys the historical, economic, social, cultural, and political development of Mexican-Americans from the Mexican-American War of 1846-1848 to the present. Gives attention to the borderlands, migration/immigration, social, cultural, economic, political developments, and civil rights issues impacting the Mexican-American population in their efforts for inclusion into the American political system. May be applied to U.S. History requirement. Semester Hours 3 (3 lec)

**HIST 2381 African-American History**

Surveys the economic, social, and cultural development of African-Americans from the historical perspective. Considers the African-American experience and specific contributions of African-Americans to American culture. Semester Hours 3 (3 lec)

**Humanities**

**HUMA 2319 American Multicultural Studies**

Surveys through varied texts the historical, economic, political, literary, and social development of various cultural groups of the United States. Specific course descriptions, which may change from semester to semester, are available each semester prior to registration. May be repeated for credit when different topics are covered. Prerequisites: Must have passed the reading section of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

## **Interpreter Training**

### **SGNL 1401 Beginning ASL I**

Introduction to American Sign Language (ASL) covering fingerspelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. An introduction to the basic skills in production and comprehension of ASL. Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar. Semester Hours 4 (3 lec/2 lab)

### **SGNL 1402 Beginning ASL II (Capstone)**

Continues the development of beginning communication skills in American Sign Language (ASL). Covers fingerspelling vocabulary and basic sentence structure and grammatical features of ASL. Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of ASL. Increases fluency and accuracy in fingerspelling and numbers. Provides opportunities for interaction within the deaf community. This course is the Capstone course for the Studies in Deafness Certificate. Prerequisite: SGNL 1401 with a minimum grade of C or consent of the program director. Semester Hours 4 (3 lec/2 lab)

### **SGNL 2301 Intermediate ASL I**

Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice-oriented approach to language acquisition, including the use of multimedia. Review and application of conversational skills in American Sign Language; preparation for interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1402 with a minimum grade of C or consent of the program director. Semester Hours 3 (3 lec)

### **SGNL 2302 Intermediate ASL II**

Continues Intermediate American Sign Language I. Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. Provides students with information on colloquial usages for signs and grammatical structures for complex sentences. Prerequisite: SGNL 2301 with a minimum grade of C or consent of the program director. Semester Hours 3 (3 lec)

### **SLNG 1211 Fingerspelling and Numbers**

Develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition and fingerspelling/numbering comprehension in context. Expressive skills focus on the development of speed, clarity, and fluency. Prerequisite: SGNL 1401 with a minimum grade of C or consent of program director. Semester Hours 2 (1 lec/2 lab)

### **SLNG 1315 Visual/Gestural Communication**

A course in the development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language. Create and perform stories using these elements. Prerequisite: SGNL 1401 with a minimum grade of C. Semester Hours 3 (3 lec/1 lab)

**SLNG 1317 Introduction to Deaf Community**

An overview of the physical, educational, social, and cultural implications within the context of a deaf or hard-of-hearing individual's personal life, family, and community in today's multicultural world. Emphasis on current educational and vocational programs, legislation, technology, oppression, and other issues. Semester Hours 3 (3 lec)

**SLNG 1321 Introduction to the Interpreting Profession**

An overview of the field of American Sign Language (ASL)/English interpretation. Provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. Semester Hours 3 (3 lec)

**SLNG 1347 Deaf Culture**

Provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Includes cultural identity and awareness, values, group norms, communication, language, and significant contributions made by deaf people to the world. Prerequisite: SLNG 1317 with a minimum grade of C. Semester Hours 3 (3 lec)

**SLNG 1391 Special Topics in Sign Language Interpreting**

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. Approval of the program director is required. Semester Hours 3 (2 lec/2 lab)

**SLNG 2401 Interpreting I**

An overview of the interpreting process and models of interpretation. Introduces the skills necessary to achieve message equivalency in interpreting American Sign Language (ASL) to English and English to ASL. Prerequisite: SGNL 1402 and SLNG 1321 with a minimum grade of C or better or consent of program director. Semester Hours 4 (3 lec/2 lab)

**SLNG 2402 Interpreting II**

Enhancement of interpreting skills and discourse analysis to increasingly complex tasks utilizing consecutive and interactive interpreting experiences including multimedia materials. Emphasis on skill analysis and peer evaluation. Prerequisite: SLNG 2401 with a minimum grade of C or consent of the program director. Semester Hours 4 (3 lec/2 lab)

**SLNG 2488 Internship - Sign Language Interpreter (Capstone)**

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. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. This course serves as the Capstone experience for A.A.S. degree students. Corequisite: SLNG 2402. Semester Hours 4 (1 lec/15 lab)

**Journalism, Mass Communications****COMM 1307 Introduction to Mass Communication**

Provides students with a basic understanding of mass communication concepts and mass media, including print, broadcast, film, advertising, and public relations. Emphasis is on media functions, structure, support, and influence, as well as the media's interaction with government and society. Semester Hours 3 (3 lec)

**COMM 1316 News Photography I**

Basic theory and techniques of photojournalism; introduction to electronic digital photography and editing; professional, technical, and esthetic values. Semester Hours 3 (3 lec)

**COMM 2305 Editing, Layout, and Headline Writing**

Helps the student develop an understanding of the newsroom organization and the entire news/editorial process. Emphasis is on developing a regard for accuracy and fairness in the editing process and on learning and practicing the principles of newspaper design. Prerequisite: COMM 2311. Semester Hours 3 (3 lec/3 lab)

**COMM 2311 News Gathering and Writing I**

Helps the student develop the proper techniques of news gathering (interviewing), as well as writing news and feature stories. Emphasis is on news sense and judgment. Semester Hours 3 (3 lec/3 lab)

**Long Term Care Administration**

**LTCA 1311 Introduction to Long Term Care Administration**

An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards. Specializations within the long-term care industry are discussed. Semester Hours 3 (3 lec)

**LTCA 1312 Resident Care in the Long Term Care Facility (Capstone)**

A study of the delivery of quality services to the residents of long-term care facilities. An overview of the methods for assessing and implementing strategies to promote quality resident care. A presentation of philosophical and ethical considerations. This course serves as the Capstone experience for certificate students. Semester Hours 3 (3 lec)

**LTCA 1313 Organization & Management of Long Term Care Facilities**

An overview of the functional organizational structures common to long-term health care facilities. An examination of the departments in long-term care facilities, chain of command, personnel, regulatory requirements, quality indicators, and the role of the long-term care administrator. Semester Hours 3 (3 lec)



**LTCA 2314 Long Term Care Law**

An examination of the types and sources of law relating to the long-term care industry. A study of federal, state, and local statutes and regulations affecting the long-term care industry. Semester Hours 3 (3 lec)

**LTCA 2315 Financial Management of a Long Term Care Facility**

A study of the techniques and strategies for gathering and using financial information to make decisions in the long-term care facility. An examination of the budget process, accounting principles, financial statements, and inventory controls. Topics include the special accounting requirements of Medicare, Medicaid, and other third-party payment systems. Semester Hours 3 (3 lec)

**LTCA 2489 Internship – Hospital/Health Facilities Administration**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken three times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 4 (1 lec/20 lab)

**LTCA 2689 Internship – Hospital/Health Facilities Administration**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken two times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 6 (1 lec/31 lab)

**Mathematics****Developmental Mathematics****MATH 0100 Basic Concepts in Arithmetic**

A computer-based laboratory course that includes instruction in operations with whole numbers, fractions, and mixed numbers; rounding; order of operations; solving simple equations; and basic applications of all these concepts. Semester Hours 1 (1 lab)

**MATH 0101 Basic Applications of Arithmetic**

A computer-based laboratory course in which arithmetic operations are reviewed and that includes instruction in converting decimals, fractions, and percents; applications of decimals, proportions, and percentages; and concepts of mean, median, and mode. Semester Hours 1 (1 lab)

**Credit for the following 3-course sequence: MATH 0102, MATH 0103 and MATH 0104 can be substituted for MATH 0301.**

**MATH 0102 Pre-algebra I**

The first course in a 3-course sequence. Introduces algebraic concepts throughout the study of whole numbers and integers. Students will complete tutorials and exercises using a designated computer program. Prerequisite: MATH 0300, or THEA math score of 161-189 or equivalent score on approved alternative test, or consent of the division chair. Semester Hours 1 (1 lab)

**MATH 0103 Pre-algebra II**

The second course in a 3-course sequence. Reviews final topics covered in MATH 0102 and introduces algebraic concepts through the study of integers, fractions, and decimals. Students will complete tutorials and exercises using a designated computer program. Prerequisite: MATH 0102. Semester Hours 1 (1 lab)

**MATH 0104 Pre-algebra III**

The third course in a 3-course sequence. Reviews the solving of linear equations involving all sets of rational numbers, with emphasis placed on their applications to geometric formulas, ratios, percents, proportions, unit conversion, and basic data analysis. Students will complete tutorials and exercises using a designated computer program. Prerequisite: MATH 0103. Semester Hours 1 (1 lab)

**Credit for the following 3-course sequence: MATH 0105, MATH 0106 and MATH 0107 can be substituted for MATH 0307.**

**MATH 0105 Beginning Algebra I**

The first course in a 3-course sequence. Includes the study of operations with real numbers and variables, algebraic expressions, solving linear equations, applications of linear equations, and linear inequalities. Students will complete tutorials and exercises using a designed computer program. Prerequisite: MATH 0301, or THEA math score of 190-229 or equivalent score on approved alternative test, or consent of division chair. Semester Hours 1 (1 lab)

**MATH 0106 Beginning Algebra II**

The second course in a 3-course sequence. Includes the study of graphing linear equations, an introduction to functions, and solving systems of linear equations by various methods. Students will complete tutorials and exercises using a designated computer program. Prerequisite: Math 0105. Semester Hours 1 (1 lab)

**MATH 0107 Beginning Algebra III**

The third course in a 3-course sequence. Includes the study of laws of exponents, operations with polynomials, and factoring techniques. Students will complete tutorials and exercises using a designated computer program. Prerequisite: MATH 0106. Semester Hours 1 (1 lab)

**MATH 0300 Basic Mathematics**

Presents a study of arithmetic operations over fractions and decimals. Emphasizes percent, ratio, proportion, geometry, conversion of units of measure, elementary statistics, and an introduction to basic algebra. Semester Hours 3 (3 lec)

**MATH 0301 Pre-algebra**

Introduces signed numbers, algebraic expressions, and linear equations. Course topics include solving equations involving rational numbers, ratios and proportions, unit conversion, elementary geometry, and basic data analysis. Prerequisite: Math 0300 or THEA math score of 161-189 or equivalent score on approved alternative test, or consent of division chair. Semester Hours 3 (3 lec/1 lab)

**MATH 0307 Elementary Algebra**

A course designed for students who have successfully completed MATH 0301 or the equivalent or who have not completed an algebra course within the past three years. Course topics include: solution of linear equations and inequalities, graphing of points and lines in a rectangular coordinate system, introduction to functions, solving systems of linear equations, laws of exponents, operations and factoring of polynomials, and real-world applications of these concepts. Prerequisite: MATH 0301 or THEA math score of 190-229 or equivalent score on approved alternative test, or consent of division chair. Semester Hours 3 (3 lec/1 lab)

**MATH 0311 Intermediate Algebra**

Provides further study of algebraic concepts, operations, and applications to real world problems. Additional topics may include factoring polynomials and solving equations with quadratic models, operations with rational expressions and solutions of rational equations, further investigation of linear functions and linear inequalities, operations with radical expressions and solutions of radical equations, various solution methods for quadratic equations, graphing quadratic functions, and graphing systems of linear inequalities. Prerequisite: MATH 0307 or THEA math score between 230-270 or equivalent score on approved alternative test, or consent of division chair. Semester Hours 3 (3 lec)

**College-Level Mathematics****MATH 1314 College Algebra**

Provides a study of algebraic concepts that may include: linear, quadratic, polynomial, exponential, logarithmic, and rational functions, their graphs, and applications in mathematical modeling; composition and inverses of functions, systems of linear equations and inequalities; matrices and determinants; and sequences and series. Problem solving with algebraic applications relevant to today's world is emphasized. Graphing calculator required. Prerequisite: MATH 0311 or THEA math score of 270 or higher or equivalent score on approved alternative test, or consent of division chair. Semester Hours 3 (3 lec)

**MATH 1316 Trigonometry**

Provides a study of trigonometric functions and their graphs, trigonometric identities and equations, solutions of triangles, complex numbers, polar coordinates, vectors, analytic geometry, and applications of each. Graphing calculator required. Prerequisite: MATH 1314 or high school precalculus, or consent of division chair. Semester Hours 3 (3 lec)

**MATH 1324 Mathematics for Business and Economic Analysis I**

Demonstrates the application of these and other mathematical concepts to the solution of various business, economics, and other real-world problems: systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, set theory, introductory probability and statistics, nonlinear functions, limits, and derivatives. Graphing calculator required. Prerequisite: MATH 0311 or THEA math score of 270 or higher or equivalent score on approved alternative test, or consent of division chair. Semester Hours 3 (3 lec)

**MATH 1325 Mathematics for Business and Economic Analysis II**

Continues the study of limits and their applications in differential and integral calculus, emphasizing both conceptual and applied mathematics. Topics may include optimization of functions, curve sketching, definite and indefinite integrals, differential equations, partial derivatives, Lagrange multipliers, and continuous probability models. Graphing calculator required. Prerequisite: MATH 1324 or consent of division chair. Semester Hours 3 (3 lec)

**MATH 1332 Contemporary Liberal Arts Mathematics**

Emphasizes critical thinking and problem-solving skills. Topics may include set theory, logic, number systems, number theory, functions, introductory probability and statistics, and the application of these concepts to real-world problems. Graphing calculator required. Prerequisite: MATH 0307 or THEA math score of 230 or higher, or consent of the division chair. Semester Hours 3 (3 lec)

**MATH 1342 Introduction to Statistics**

Provides a study of statistical description of frequency distributions; sampling; elementary principles of probability distributions, both binomial and normal; estimation of parameters; tests of hypotheses; linear regression and correlation; independence of variables by Chi Square analysis; and an introduction to a statistics software package. Laboratory is Internet-based. Graphing calculator required. Prerequisite: MATH 0311 or THEA math score of 270 or higher or equivalent score on approved alternative test, or consent of the division chair. Semester Hours 3 (3 lec)

**MATH 1350 Fundamentals of Mathematics I**

The first of a two-semester sequence of courses designed for those planning to teach in elementary or middle school or complete the A.A.T. degree, this course emphasizes mathematical reasoning and writing. Topics include small- and large-group problem solving, sets, number systems, number theory, operations, arithmetic, place value and bases, fractions, and decimals. Prerequisite: MATH 1314 or consent of the division chair. Semester Hours 3 (3 lec)

**MATH 1351 Fundamentals of Mathematics II**

An exploration of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350. Semester Hours 3 (3 lec)

**MATH 2318 Linear Algebra**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces, systems of linear equations, matrices, determinants, linear transformations, quadratic forms, and eigenvalues and eigenvectors. Graphing calculator required. Corequisite: MATH 2414 or consent of division chair. Semester Hours 3 (3 lec)

**MATH 2320 Differential Equations**

Topics include methods of solving differential equations of the first order and linear differential equations of higher order, including solutions in series and solutions using LaPlace transforms, and applications of these concepts in problem solving. Graphing calculator required. Corequisite: MATH 2415 or consent of division chair. Semester Hours 3 (3 lec)

**MATH 2412 Precalculus Mathematics**

Provides a thorough treatment of the functions necessary to adequately prepare students for the calculus sequence. Topics include relations and functions, including polynomial, rational, trigonometric, exponential, and logarithmic functions; conic sections; polar coordinates; matrices and determinants; and sequences and series. Graphing calculator required. Prerequisite: MATH 1316 or high school credit for trigonometry or THEA score of 270 or higher or equivalent score on approved alternative test, or consent of division chair. Semester Hours 4 (4 lec)

**MATH 2413 Calculus I**

Examines the concept of limit and its relationship to differential and integral calculus. Introduces the student to topics that may include differentiation of algebraic and trigonometric functions, optimization, differentials, antiderivatives, definite integrals, numerical integration, and their applications to problem solving. Graphing calculator required. Prerequisite: MATH 2412 or MATH 1314 and MATH 1316, or consent of division chair. Semester Hours 4 (4 lec)

**MATH 2414 Calculus II**

Develops additional integration techniques and more advanced applications of the definite integral, and introduces and applies topics that may include derivatives and integrals of transcendental functions, indeterminate forms, improper integrals, and infinite series. Graphing calculator required. Prerequisite: MATH 2413 or consent of division chair. Semester Hours 4 (4 lec)

**MATH 2415 Calculus III**

Expands the principles of analytical geometry to apply in three-dimensional applications. Develops concepts of vectors, vector-valued functions, partial derivatives, multiple and line integrals, and parametric and differential equations. Graphing calculator required. Prerequisite: MATH 2414 or consent of division chair. Semester Hours 4 (4 lec)

**Medical Laboratory Technician****MLAB 1160 Clinical - Clinical/Medical Laboratory Technician: Phlebotomy**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in phlebotomy. Prerequisites: PLAB 1223 and approval by the program director. Semester Hours 1 (3 clinical hours/week)

**MLAB 1161 Clinical - Clinical/Medical Laboratory Technician: Coagulation**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in coagulation. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 1 (3 clinical hours/week)

**MLAB 1162 Clinical - Clinical/Medical Laboratory Technician: Immunology/Serology**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in immunology/serology. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 1 (3 clinical hours/week)

**MLAB 1163 Clinical - Clinical/Medical Laboratory Technician: Urinalysis and Body Fluids**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in urinalysis and body fluids. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 1 (3 clinical hours/week)

**MLAB 1191 Special Topics in Medical Laboratory Technology (Capstone)**

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. Includes a comprehensive certification-type examination that serves as a Capstone experience to assess student achievement of entry-level competencies required by the profession and the workplace. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 1 (1 lec)

**MLAB 1211 Urinalysis and Body Fluids**

Introduces urinalysis and body fluid analysis, including the anatomy and physiology of the kidney and physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids. Utilizes a student laboratory for experiences in basic urinalysis and body fluids analysis. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 2 (1 lec/2 lab)

**MLAB 1227 Coagulation**

Teaches coagulation theory, procedures, and practical applications. Includes laboratory exercises that rely on commonly performed manual and semiautomated methods. Utilizes a student laboratory for experiences in basic coagulation procedures. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 2 (1 lec/2 lab)

**MLAB 1231 Parasitology/Mycology**

Covers taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 2 (2 lec)

**MLAB 1235 Immunology/Serology**

Introduces to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Utilizes a student laboratory for experiences in basic immunology/serology procedures. Prerequisites:

Admission to the Medical Laboratory Technician Program and approval by the program director.  
Semester Hours 2 (1 lec/2 lab)

**MLAB 1261 Clinical-Clinical/Medical Laboratory Technician/Assistant: Hematology**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in hematology. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 2 (6 clinical hours/week)

**MLAB 1262 Clinical-Clinical/Medical Laboratory Technician/Assistant: Immunoematology**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in immunoematology. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 2 (6 clinical hours/week)

**MLAB 1360 Clinical-Clinical/Medical Laboratory Technician/Assistant: Microbiology, Parasitology, Mycology, and Virology**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in microbiology, parasitology, mycology, and virology. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 3 (9 clinical hours/week)

**MLAB 1361 Clinical-Clinical/Medical Laboratory Technician/Assistant: Clinical Chemistry**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in clinical chemistry. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 3 (9 clinical hours/week)

**MLAB 1415 Hematology**

Introduces the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cell maturation sequences; and normal and abnormal morphology and associated diseases. Utilizes a student laboratory for experiences in basic hematology procedures. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 4 (2 lec/4 lab)

**MLAB 2431 Immunoematology**

Studies blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Utilizes a student laboratory for experiences in basic immunoematology procedures. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 4 (2 lec/4 lab)

**MLAB 2401 Chemistry**

Introduces to the principles and procedures of various tests performed in clinical chemistry. Presents the physiological basis for the test, the principle and procedures for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory techniques, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Utilizes a student laboratory for experiences in basic clinical chemistry procedures. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 4 (3 lec/3 lab)

**MLAB 2434 Microbiology**

Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Utilizes a student laboratory for experiences in basic microbiology. Prerequisites: Admission to the Medical Laboratory Technician Program and approval by the program director. Semester Hours 4 (3 lec/3 lab)

**PLAB 1160 Clinical-Phlebotomy/Phlebotomy Technician**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional. Provides clinical training in phlebotomy. Prerequisites: PLAB 1223 and approval by the program director. Semester Hours 1 (5 clinical hours/week)

**PLAB 1223 Phlebotomy**

Develops skills in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collections devices, syringes, capillary skin punctures, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics, and medical terminology. Utilizes a student laboratory for experiences in basic phlebotomy procedures. Prerequisites: Admission to the college and approval by the program director. Semester Hours 2 (1 lec/2 lab)

**Mental Health****CMSW 1309 Problems of Children and Adolescents**

Examination of the particular problems of youth and their implications for the delivery of social services. Emphasis is on social service institutions of a preventative and rehabilitative nature. Semester Hours 3 (3 lec)

**CMSW 1319 Adolescent Development**

The study of development phases from adolescence through young adulthood. Identification of the tasks and goals to be achieved during these stages. Topics include. physical changes as well as the areas of interpersonal relationships and the individual's ability to relate to the social atmosphere. Semester Hours 3 (3 lec)



**CMSW 1323 The Exceptional Person**

Study of physical, intellectual, and learning disabilities, sensory deficits, and the exceptionally gifted individual. Semester Hours 3 (3 lec)

**CMSW 1327 Treatment Modalities with Special Populations**

Introduces the most commonly used and accepted treatment methods in the mental health and mental retardation field. Explores the role of the social service worker and treatment modalities utilized in the outpatient, inpatient, and day treatment areas as they apply to different special populations. Semester Hours 3 (3 lec)

**CMSW 1341 Behavior Modification and Cognitive Disorder**

In-depth study of the theories and principles of behavioral science and skills development in the methods of modifying and controlling behavior in clinical and personal settings. Emphasis is on techniques such as managing self-behavior. Topics include stimulus controls, shaping, relaxation training, reinforcement scheduling, and token economics. Semester Hours 3 (3 lec)

**CMSW 1371 Interpersonal Relations in a Care Giving Environment**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the care giving environment. Emphasis is placed on methods and techniques to address issues among supervisors, peers, and/or clients. Semester Hours 3 (3 lab)

**CMSW 1391 Special Topics in Clinical and Medical Social Work**

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. Semester Hours 3 (2 lec/4 lab)

**CMSW 1491 Special Topics in Clinical and Medical Social Work**

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. Semester Hours 4 (2 lec/4 lab)

**DAAC 1304 Pharmacology of Addiction**

Psychological, physiological, and sociological effects of mood-altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. Semester Hours 3 (3 lec)

**DAAC 1309 Assessment Skills of Alcohol and Other Drug Addictions**

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs that will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. Prerequisite: DAAC 1319 with a minimum grade of C. Semester Hours 3 (3 lec)

**DAAC 1311 Counseling Theories**

An introduction to major theories of various treatment modalities including Reality therapy, psychodynamic, grief therapy, client-centered therapy, rational-emotive therapy, cognitive-behavioral approaches such as life skills training, and behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. Semester Hours 3 (3 lec)

**DAAC 1317 Basic Counseling Skills**

Facilitates development of the basic counseling skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families or groups in achieving objectives through exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision making. Semester Hours 3 (3 lec)

**DAAC 1319 Introduction to Alcohol and Other Drug Addictions**

Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. Semester Hours 3 (3 lec)

**DAAC 2266 Practicum – Drug/Alcohol Abuse Counseling (Capstone)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid learning experience. This course serves as the Capstone for the Counselor Intern Education Preparation Certificate Program. Semester Hours 2 (1 lec/18 lab)

**DAAC 2307 Addicted Family Intervention**

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood-altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Semester Hours 3 (3 lec)

**DAAC 2343 Current Issues**

A study of current issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. Semester Hours 3 (3 lec)

**DAAC 2354 Dynamics of Group Counseling**

An exploration of group counseling skills, techniques, and stages of group development. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group's growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are addressed. Case management and recordkeeping are included. Semester Hours 3 (3 lec)

**EDTC 1325 Multicultural Education**

An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. Semester Hours 3 (3 lec)

**GERS 1301 Introduction to Gerontology**

Overview of the social, psychological, and biological changes that accompany aging, and the implications of these changes for the individual, as well as for the larger society. Semester Hours 3 (3 lec)

**PMHS 1166 Practicum – Psychiatric/Mental Health Services Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Semester Hours 1 (1 lec/9 lab)

**PMHS 1167 Practicum – Psychiatric/Mental Health Services Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Semester Hours 1 (1 lec/9 lab)

**PMHS 1191 Special Topics in Psychiatric/Mental Health Services Technician**

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. Semester Hours 1 (1 lec)

**PMHS 1466 Practicum – Psychiatric/Mental Health Services Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Semester Hours 4 (1 lec/15 lab)

**PMHS 1467 Practicum – Psychiatric/Mental Health Services Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Semester Hours 4 (1 lec/30 clinical hours)

**PMHS 2266 Practicum – Psychiatric/Mental Health Services Technician (Capstone)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. This course serves as the Capstone for all Mental Health certificate programs. Semester Hours 2 (1 lec/15 lab)

**PMHS 2267 Practicum - Psychiatric/Mental Health Services Technician (Capstone)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. This course serves as the Capstone for all Mental Health A.A.S. degree programs. Semester Hours 2 (1 lec/15 lab)

**PMHS 2467 Practicum – Psychiatric/Mental Health Services Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Semester Hours 4 (1 lec/30 clinical hours)

**PSYT 2331 Abnormal Psychology**

The study of the symptoms, etiology and treatment procedures of functional and organic mental disorders. A study of the process used to formulate diagnoses of mental disorders. Semester Hours 3 (3 lec)

**SCWK 1321 Orientation to Social Services**

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Semester Hours 3 (3 lec)

**Military Science**

Qualified MCC students are able to take the first two levels of Military Science of a four-year Army ROTC program at MCC. This includes MILS 1101 and 1102 – Introduction to Leadership and MILS 2201 and 2202 – Basic Leadership plus the associated labs. The Army ROTC classes are conducted at Baylor University. Students register at MCC, pay MCC tuition, and receive MCC credit for the classes. The third and fourth years of the program (referred to as the Advanced Course) may be completed at any one of 279 four-year college campuses around the country. Tarleton State University's Waco campus offers the Advanced Course classes through Baylor University.

For more information, write to the Military Science Department, One Bear Place #97179 Baylor University, Waco, TX 76798-7179; visit the Military Science Department located at 1111 S. Seventh St., Waco; call 254-710-3133/3134 or e-mail [tim\\_childress@baylor.edu](mailto:tim_childress@baylor.edu).

**MILS 1101 Introduction to Leadership I**

This is a freshman-level course to orient new students to the ROTC, Army's customs and courtesies, develop skills in physical fitness and small unit leadership. Students are introduced to the U.S. Army and what it requires to be an Army officer. Students will learn about officership, values and ethics, leadership, personal development, physical well being, military rank structure and the basic organizational structure of the U.S. Army and its branches. Prerequisites: Permission of the instructor and concurrent enrollment in MILS 1111. Semester Hours 1 (3 lec)

### **MILS 1111 Introduction to Leadership I Lab**

This course allows experiential learning for MILS 1100 Cadets to master intro-level skills and concepts. It facilitates the development of leadership skills and physical fitness while giving practical experience in selected military skills. Areas of emphasis include drill and ceremonies, squad-level tactics, physical fitness, swimming, and land navigation. A weekend field training exercise and weekly physical fitness training are included. Prerequisites: Permission of the instructor and concurrent enrollment in MILS 1101. Semester Hours 1 (3 Lab)

### **MILS 2111 Basic Leadership Lab I**

This course allows experiential learning for MILS 2100 Cadets to master basic level skills and concepts. It facilitates the development of leadership skills and physical fitness while giving practical experience in selected military skills. Areas of emphasis include drill and ceremonies, squad-level tactics, physical fitness, swimming, and land navigation. A weekend field training exercise and weekly physical fitness training are included. Prerequisites: Permission of the instructor and concurrent enrollment in MILS 2200. Semester Hours 1 (3 Lab)

### **MILS 2201 Basic Leadership I**

This is a sophomore-level course intended to be a bridge between MILS I and MILS III where cadets are all contracted and are preparing for the Leadership Development and Assessment Course (LDAC). Students will learn to give presentations to improve their oral communication skills. The curriculum involves understanding how to build teams, how to influence, communicate orally and give a briefing or presentation to a group, make sound and timely decisions, engage in creative problem solving, and effectively plan and organize cadet events. The curriculum is a “hands-on” experience. Prerequisites: Successful completion of MILS 1101 or 4 years of Junior ROTC or successful prior military service and concurrent enrollment in MILS 2111. Semester Hours 2 (2 Lec)

## **Music (See also Commercial Music)**

### **Private Music Lessons**

Available to non-majors as well as music majors who wish to study a secondary applied emphasis. Involves one half-hour private lesson per week and five practice hours per week. May be repeated for credit. Corequisite: MUEN 1121 or MUEN 1141. Semester Hours 1 (1 lab)

Violin	MUAP 1102	Trombone	MUAP 1145
Viola	MUAP 1105	Baritone Horn/Euphonium	MUAP 1149
Flute	MUAP 1118	Tuba	MUAP 1153
Oboe	MUAP 1122	Percussion	MUAP 1157
Bassoon	MUAP 1125	Guitar	MUAP 1161
Clarinet	MUAP 1129	Organ	MUAP 1165
Saxophone	MUAP 1136	Piano	MUAP 1169
Trumpet	MUAP 1137	Voice	MUAP 1182
French Horn	MUAP 1142	Harpsichord	MUAP 1187

### **Private Music Lessons**

Required of all music majors, but also available to non-majors. The student shall have had prior experience in the major instrument or voice or have permission from the instructor. One-hour lesson per week. May be repeated for credit. Corequisite: MUEN 1121 or MUEN 1141. Semester Hours 2 (2 lab)

Violin	MUAP 1202	Trombone	MUAP 1245
Viola	MUAP 1205	Baritone Horn/Euphonium	MUAP 1249
Flute	MUAP 1217	Tuba	MUAP 1253
Oboe	MUAP 1222	Percussion	MUAP 1257
Bassoon	MUAP 1225	Guitar	MUAP 1261
Clarinet	MUAP 1229	Organ	MUAP 1265
Saxophone	MUAP 1233	Piano	MUAP 1269
Trumpet	MUAP 1237	Voice	MUAP 1281
French Horn	MUAP 1242	Harpsichord	MUAP 1287

### **Ensemble**

Provides the opportunity for the study and performance of music in small ensembles. These courses are open to all students but are strongly recommended for all music majors and minors in their area of primary emphasis.

Brass	MUEN 1131	Guitar	MUEN 1134
Percussion	MUEN 1132	Voice	MUEN 1158
Woodwind	MUEN 1133		

Each section may be repeated for credit. Semester Hours 1 (1 lec/2 lab)

### **Musical Theatre Workshop**

Provides musical theatre experience by singing or playing in a pit orchestra in a musical production. Each section may be repeated for credit. Semester Hours 1 (MUEN 1152 4 lab; MUEN 1140 5 lab)

Voice	MUEN 1152	Pit Orchestra	MUEN 1140
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### **MUEN 1121 Concert Band**

Provides an ensemble open to all students who play a band instrument. Enrollment in brass, percussion or woodwind ensemble (MUSI 1131, 1132, 1133) strongly recommended. Average of four rehearsal-performance hours per week. May be repeated for credit. Semester Hours 1 (3 lec/3 lab)

### **MUEN 1122 Stage Band**

Offers an opportunity for students who are interested in playing stage band music. Three rehearsal performance hours per week. May be repeated for credit. Semester Hours 1 (3 lab)

### **MUEN 1130 Community Band**

Provides a performance ensemble for members of the community who play a band instrument. Prerequisites: Audition and/or permission of the instructor. Semester Hours 1 (3 lab)

### **MUEN 1141 Chorale**

Provides an opportunity for interested students to sing. Required for all vocal emphasis majors and minors. Average of four rehearsal-performance hours per week. May be repeated for credit. Semester Hours 1 (3 lec/3 lab)

**MUSI 1116 Elementary Sight-Singing and Ear-Training I**

Includes sight-singing and dictation of intervals and simple melodies in various clefs and modes, study of commonly used meters, rhythmic patterns, and harmonic progressions of primary chords. Must be taken concurrently with MUSI 1311. Semester Hours 1 (1 lec/2 lab)

**MUSI 1117 Elementary Sight-Singing and Ear-Training II**

Continues MUSI 1116. Includes sight-singing of more complex melodies and rhythmic patterns and harmonic progressions of all diatonic chords. Must be taken concurrently with MUSI 1312.

Prerequisite: MUSI 1116. Semester Hours 1 (1 lec/2 lab)

**MUSI 1158 Opera Workshop**

Presents opera music, libretti, and characterization and motivational staging through the performance of an opera or opera scenes. Recommended for all music vocal majors and minors, but open to all students with consent of instructor. Concurrent enrollment in DRAM 1162 is recommended but not required. May be repeated for credit. Semester Hours 1 (3 lec/lab)

**MUSI 1160 Italian Diction**

Presents the phonetic sounds of the Italian language, the principles of which will be applied to required vocal repertoire for transfer music majors. Required for voice majors, but open to all students with consent of instructor. Semester Hours 1 (2 lec)

**MUSI 1161 English Diction**

Presents the phonetic sounds of the English language as used in English or American art songs. These principles will be applied to required repertoire of vocal music majors. Course is required for voice majors but open to all students with instructor approval. Semester Hours 1 (2 lec)

**MUSI 1181 Class Piano - Level I**

The study of piano as a group in a classroom equipped with individual keyboards. Introduction to the piano keyboard with emphasis on reading music, major scales, and simple harmonizations. This course is required for transfer music majors and commercial music majors and is open to non-music majors. Semester Hours 1 (1 lec/2 lab)

**MUSI 1182 Class Piano - Level II**

The study of piano as a group in a classroom equipped with individual keyboards. Continuation of MUSI 1181. Emphasis on reading skills, major and minor scales, arpeggios, cadences, and simple harmonizations. Students must have successfully completed MUSI 1181 or have permission from the instructor prior to enrollment. Semester Hours 1 (1 lec/2 lab)

**MUSI 1183 Class Voice I**

Provides for the study of voice in a classroom situation, emphasizing the same principles as private voice instruction: breathing, projection, tone quality, and interpretation. Some solo instruction and class performance. May be repeated for credit. Semester Hours 1 (1 lec/2 lab)

**MUSI 1184 Class Voice II**

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no previous voice training. Prerequisites: MUSI 1183 or permission of instructor. Semester Hours 1 (1 lec/2 lab)

**MUSI 1192 Class Guitar**

Provides class instruction for the beginning guitar student in the fundamental techniques of playing classical guitar, preparing the student for private instruction. Semester Hours 1 (3 lab)

**MUSI 1301 Basic Music**

Provides a course for music majors whose background is not sufficient for MUSI 1116 and 1311. Elementary basic notation, rhythmic practice, scale formation, key signatures, and knowledge of the piano keyboard are stressed. Required, if necessary, for music majors. Non-music majors may elect this course. A student may not receive credit for both MUSI 1301 and MUSI 1304. Semester Hours 3 (3 lec)

**MUSI 1304 Foundations of Music for Classroom Teachers**

Introduces the fundamentals of music for prospective classroom teachers, including notation, intervals, scales, key signatures, rhythm, chord, sight reading, ear training, and piano. Designed to meet the needs of elementary education majors, but open to all students. Students may not receive credit for both MUSI 1304 and MUSI 1301. Semester Hours 3 (3 lec)

**MUSI 1306 Music Appreciation**

Applies as a required humanities or fine arts course for all students. Information and techniques for the intelligent appreciation of music through lecture and recorded music; basic elements of form, style, and content of the music periods. Semester Hours 3 (3 lec)

**MUSI 1308 Music Literature I**

Surveys music literature from Gregorian chant to the early classical period. Emphasis on music materials and listening skills through recorded music and scores. Required for music majors and minors. Fall semester only. Semester Hours 3 (3 lec)

**MUSI 1309 Music Literature II**

Continues MUSI 1308. A study of music from the classical period to the present. Emphasis on styles and analysis. Required for music majors and minors. Spring semester only. Semester Hours 3 (3 lec)

**MUSI 1310 American Music**

Traces the history of American Music. Focus is on blues, jazz, country, rock and roll, and other contemporary popular music styles. Satisfies general humanities elective requirements. Semester Hours 3 (3 lec)

**MUSI 1311 Elementary Harmony I**

Reviews scale construction, intervals, and chord spelling. Includes the study of melody writing and part-writing using the primary triads. Concurrent enrollment in MUSI 1181 and 1116 is required. Prerequisite: MUSI 1301 or acceptable grade on Theory Placement Exam. Semester Hours 3 (3 lec)



**MUSI 1312 Elementary Harmony II**

Continues MUSI 1311 with further study of melody writing and part-writing using all diatonic chords and non-chord tones. Concurrent enrollment in MUSI 1181 and 1117 is required. Prerequisite: MUSI 1311. Semester Hours 3 (3 lec)

**MUSI 2116 Advanced Sight-Singing and Ear-Training I**

Includes sight-singing and dictation of difficult melodies in modes and melodies that modulate. Study of unusual and mixed meters, difficult rhythmic patterns, and harmonic progressions of seventh chords and altered chords. Concurrent enrollment in MUSI 2311 is required. Prerequisites: MUSI 1117 and 1312. Semester Hours 1 (1 lec/2 lab)

**MUSI 2117 Advanced Sight-Singing and Ear-Training II**

Continues MUSI 2116. Sight-singing and dictation of difficult melodies in modes and melodies that modulate and tonal melodies. Study of unusual and mixed meters, difficult rhythmic patterns, and harmonic progressions of seventh chords, altered chords, and chord clusters. Introduction to 20th century techniques. Concurrent enrollment in MUSI 2312 is required. Prerequisite: MUSI 2116. Semester Hours 1 (1 lec/2 lab)

**MUSI 2160 German Diction**

Presents the phonetic sounds of the German language, the principles of which will be applied to required vocal repertoire for transfer music students. Required for voice majors, but open to all students with consent of instructor. Semester Hours 1 (2 lec)

**MUSI 2161 French Diction**

Presents the phonetic sounds of the French language, the principles of which will be applied to required vocal repertoire for transfer music majors. Required for voice majors, but open to all students with consent of instructor. Semester Hours 1 (2 lec)

**MUSI 2181 Class Piano - Level III**

Continues the study of piano as a group in a classroom equipped with individual keyboards. Emphasis is on continued development of music reading skills, major and minor scales, arpeggios, cadences, and simple harmonizations. Prerequisite: MUSI 1182 or permission of the instructor. Semester Hours 1 (1 lec/2 lab)

**MUSI 2182 Class Piano - Level IV**

Continues the study of piano as a group in a classroom equipped with individual keyboards. Emphasis is on music reading skills, major and minor scales, arpeggios, cadences, and simple harmonizations. Prerequisite: MUSI 2181 or permission of the instructor. Semester Hours 1 (1 lec/2 lab)

**MUSI 2311 Advanced Harmony I**

Includes the study of figured bass and melody harmonization with altered chords and all diatonic seventh chords, modulations, and styles of composition other than chordal styles. Concurrent enrollment in MUSI 2116 and MUSI 2181 or 2182 or MUAP 1169 or MUAP 1269. Prerequisite: MUSI 1312. Semester Hours 3 (3 lec)

**MUSI 2312 Advanced Harmony II**

Continues MUSI 2311. Mastery of all tonal functions, natural and altered chords, and seventh and ninth chords. Advanced modulations and advanced harmonic analysis. Study of 20th century music. Concurrent enrollment in MUSI 1181 or MUAP 1169 or MUAP 1269 and MUSI 2117 is required. Prerequisite: MUSI 2311. Semester Hours 3 (3 lec)

**Music, Commercial****Music Management Courses****MUSB 1305 Survey of Music Business**

Introduces overview of the music industry, including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities. Semester Hours 3 (3 lec)

**MUSB 1341 Concert Promotion & Venue Management**

Introduces the basics of concert promotion and venue management, including considerations in purchasing a club, concert promotion and advertising, talent buying, city codes, insurance, Texas Alcoholic Beverage Commission Regulation, Performance Rights Organizations licenses, personnel management, and concert production and administration. Semester Hours 3 (3 lec)

**MUSB 2301 Music Marketing and Merchandising**

Studies the methods of distribution, retailing, and wholesaling. Includes identifying a target market, image building, distribution (brick and mortar vs. delivery), pricing, advertising, and marketing mix. Semester Hours 3 (3 lec)

**MUSB 2305 Music Publishing**

Studies the administrative and marketing aspects of music publishing, including the application of current copyright law, developing songwriters, rights exploration, and royalty collection. Semester Hours 3 (3 lec)

**MUSB 2309 The Record Industry**

Overview of the record industry and the organization of large and small record companies. Emphasizes record company functions such as artist and repertoire (A&R), promotion, marketing, business affairs, and administration and distribution, including Internet-based distribution. Semester Hours 3 (3 lec)

**MUSB 2345 Live Music & Talent Management**

Examines the role, scope, and activities of the talent manager, including establishing the artist/manager relationship, planning the artist's career, and developing goals, strategies, and tactics with an overall view of the live music business. Semester Hours 3 (3 lec)

**MUSB 2350 Commercial Music Project**

Addresses the application of skills learned in other Commercial Music courses. This is a hands-on, project-oriented course aimed at helping students create a portfolio of their work. Each student must design and complete his/her own project with instructor approval. Semester Hours 3 (3 lec/lab)

**MUSB 2355 Legal Aspects of the Entertainment Industry**

Introduces the basics of copyright law and the various agreements used in the entertainment industry with emphasis on contracts used by music publishers, record companies, artist management, record producers, film and television producers, and booking agencies. Semester Hours 3 (3 lec)

**MUSB 2586 Internship – Music Business Management & Merchandising**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: MUSB 1305 and approved internship site. Semester Hours 5 (1 lec/20 lab)

**Commercial Music Theory, Songwriting and Audio Courses****MUSC 1213 Commercial Music Theory I**

Learn to apply chord progressions, song forms, and harmonic techniques used in commercial music. Topics include modern chord notation and chord voicings. Semester Hours 3 (3 lec)

**MUSC 1303 History of Popular Music**

Introduces commercial music industry trends and developments through historical analysis. Topics include the evolution of the music industry with emphasis on the development of popular musical styles and the impact of culture and technology on industry growth. Semester Hours 3 (3 lec)

**MUSC 1311 Commercial Music Sight-Singing/Ear-Training I**

Introduction to basic aural, visual, and vocal experiences in dictation and singing at sight with emphasis on identification of chord progression, motion, and melody/harmony relationship of popular music. Semester Hours 3 (3 lec/lab)

**MUSC 1321 Songwriting**

Introduction to the techniques of writing marketable songs, including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical “hooks,” analyzing the marketplace, and developing a production plan for a song demo. Semester Hours 3 (3 lec/lab)

**MUSC 1327 Audio Engineering I**

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and miking techniques, studio setup and signal flow, recording console theory, signal processing concepts, recorder principles and operation, and an overview of mixing and editing. Semester Hours 3 (2 lec/3 lab)

**MUSC 1331 MIDI I**

Introduces Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs. Semester Hours 3 (2 lec/2 lab)

**MUSC 1335 Commercial Music Software**

Specialized training in commercial music software applications. Semester Hours 3 (3 lec/lab)

**MUSC 1405 Live Sound I**

An overview of the field of live sound. Includes principles of live sound and the theory and interconnection of the components of a sound reinforcement system. Semester Hours 4 (2 lec/6 lab)

**MUSC 2131 Commercial Music Sight-Singing/Ear-Training III**

Continuation of MUSC 2311. Prerequisite: MUSC 2311. Semester Hours 1 (3 lec/lab)

**MUSC 2132 Commercial Music Sight Singing/Ear Training IV**

Continuation of MUSC 2131 with emphasis on advanced rhythms and melodies and multivoice chord progression. Prerequisite: MUSC 2131. Semester Hours 1 (3 lec/lab)

**MUSC 2141 Forum/Recital**

Teaches the student to analyze performances by students, faculty, and guest artists critically with emphasis on improving observation and listening skills and to develop interpersonal skills to participate in seminar discussions about music industry topics. Semester Hours 1 (3 lec/lab)

**MUSC 2213 Commercial Music Theory II**

Continuation of MUSC 1213. Emphasizes harmonic and melodic analysis, extended chord theory, and modal and altered scales. Prerequisite: MUSC 2311. Semester Hours 1 (3 lec/lab)

**MUSC 2214 Improvisational Theory I**

Introduces the scale chord relationships for triads, major 7 chords, dominant 7 chords, and minor 7 chords; compose an appropriate solo line over selected harmonic progressions; and perform appropriate extemporaneous solos over ii-V7-I progressions and minor and dominant blues. Prerequisites: MUSC 2213 and MUSC 2313. Semester Hours 2 (3 lec/lab)

**MUSC 2234 Improvisational Theory II**

A continuation of the study of chordal structures of commercial music genres. Emphasizes extemporaneous performance. Students will learn the skill/chord relationships of extended chords (9, 11, 13) and altered chords, to analyze and transcribe appropriate improvised solos, and to perform appropriate extemporaneous solos over altered ii-V7-I progressions, 32-bar song forms, and selected harmonic progressions. Prerequisites: MUSC 2214 and concurrent enrollment in MUSC 2447 or MUSC 2448. Semester Hours 2 (3 lec/lab)

**MUSC 2286 Internship: Recording Arts Technology**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Presents the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the workplace. Students will demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communications in the workplace. This course will emphasize the audio recording industry. Prerequisite: MUSC 2427. Semester Hours 2 (15 lab)

**MUSC 2311 Commercial Music Sight-Singing/Ear-Training II**

Continuation of MUSC 1311 with emphasis on chromatic tonalities and melodies. Teaches the student to sight-sing selected melodies in chromatic tonalities; and transcribe dictation of selected rhythmic patterns, chromatic melodies, and intermediate chord progressions. Prerequisites: MUSC 1213 and 1311. Semester Hours 3 (3 lec/lab)

**MUSC 2319 Orchestration**

Prepares the student to write for voices and instruments to include ranges, transposition, and idiosyncrasies of each instrument with emphasis on commercial music chord voicings. Prerequisites: MUSC 1213 and MUSC 1311. Semester Hours 3 (3 lec)

**MUSC 2330 Commercial Music Arranging & Composition**

Presentation of arranging and composition for projects in industry recognized genres including songwriting, show writing, video, and film. Prerequisite: MUSC 1321. Semester Hours 3 (3 lec)

**MUSC 2403 Live Sound II**

Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience. Semester Hours 4 (3 lec/2 lab)

**MUSC 2427 Audio Engineering II**

Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices. Prerequisite: MUSC 1327. Semester Hours 4 (2 lec/3 lab)

**MUSC 2447 Audio Engineering III**

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques, and advanced engineering projects. Prerequisite: MUSC 2427. Semester Hours 4 (2 lec/2 lab)

**MUSC 2448 Audio Engineering IV**

Covers advanced technologies in recording, mixing, and editing. Introduces the role of the producer, including recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets. Capstone course for Commercial Music Audio Technology A.A.S. Degree. Prerequisite: MUSC 2447. Semester Hours 4 (2 lec/2 lab)

**MUSC 2453 Live Sound III**

Advanced concepts of live sound engineering for front-of-house mix. Includes techniques required to build and maintain a live sound mix for an audience. Semester Hours 4 (2 lec/6 lab)

## **Commercial Music Applied Lessons**

**May be used for Capstone Course for Commercial Music Performance A.A.S. or Certificate.**

**Capstone must be approved by program director.**

### **MUSP 1101 Applied Commercial Music: Arranging & Composing**

Provides private instruction in arranging and composition with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

### **MUSP 1103 Applied Commercial Music: Acoustic Bass**

Provides private instruction in acoustic bass with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

### **MUSP 1104 Applied Commercial Music: Bass Guitar**

Provides private instruction in bass guitar with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

### **MUSP 1105 Applied Commercial Music: Commercial Guitar**

Provides private instruction in commercial guitar with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

### **MUSP 1110 Applied Commercial Music: Commercial Piano**

Provides private instruction in piano with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

### **MUSP 1111 Applied Commercial Music: Fiddle**

Provides private instruction in fiddle with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 1115 Applied Commercial Music: Mandolin**

Provides private instruction in mandolin with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 1117 Applied Commercial Music: Percussion**

Provides private instruction in percussion with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 1121 Applied Commercial Music: Steel Guitar**

Provides private instruction in steel guitar with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 1123 Applied Commercial Music: Synthesizer**

Provides private instruction in the synthesizer with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 1127 Applied Commercial Music: Commercial Voice**

Provides private instruction in voice with goals related to commercial music. The student will demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried performance for faculty. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2130 Advanced Applied Commercial Music: Voice**

Provides advanced private instruction in voice with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2131 Advanced Applied Commercial Music: Acoustic Bass**

Provides advanced private instruction in electric guitar with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2133 Advanced Applied Commercial Music: Bass Guitar**

Provides advanced private instruction in bass guitar with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2135 Advanced Applied Commercial Music: Piano**

Provides advanced private instruction in piano with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2141 Advanced Applied Commercial Music: Electric Guitar**

Provides advanced private instruction in electric guitar with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2143 Advanced Applied Commercial Music: Fiddle**

Provides advanced private instruction in fiddle with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2147 Advanced Applied Commercial Music: Mandolin**

Provides advanced private instruction in mandolin with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2149 Advanced Applied Commercial Music: Percussion**

Provides advanced private instruction in percussion with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional,



disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2152 Advanced Applied Commercial Music: Steel Guitar**

Provides advanced private instruction in steel guitar with goals related to commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**MUSP 2159 Advanced Applied Commercial Music: Arranging/Composition**

Provides advanced private instruction in arranging/composition with goals related to jazz or commercial music. Demonstrate proficiency in commercial music repertoire and technique; develop a professional, disciplined approach to performance skills; and present a juried public performance or recital. Corequisite: concurrent enrollment in a Commercial Music Ensemble – exceptions must be approved by program director. Semester Hour 1 (1 lec/3 lab)

**Commercial Music Ensembles**

**MUSP 1143 Class Strings**

Provides for the study of guitar, fiddle, and bass guitar performance in a master class. Students will achieve mastery of fret nomenclature and the five forms used in performances. Corequisite: concurrent enrollment in Applied guitar, fiddle and/or bass guitar course. Semester Hours 1 (3 lab)

**MUSP 1146 Small Commercial Music Ensemble – Country**

Participation in a country ensemble concentrating on commercial music performance styles. Semester Hours 1 (4 lab)

**MUSP 1148 Small Commercial Music Ensemble – Improvisation**

Participation in a small ensemble concentrating on improvisation of commercial music performance styles. Ensemble sections offered include: electric guitar, gospel choir, Tejano/mariachi, and vocal jazz, among others. Semester Hours 1 (4 lab)

**MUSP 1150 Small Commercial Music Ensemble – Jazz**

Participation in a jazz ensemble concentrating on commercial music performance styles. Semester Hours 1 (4 lab)

**MUSP 1153 Small Commercial Music Ensemble – Rock**

Participation in a rock ensemble concentrating on commercial music performance styles. Semester Hours 1 (4 lab)

**MUSP 2101 String Doubling**

Study of basic doubling techniques on the guitar, bass guitar, acoustic bass, fiddle, steel guitar, and banjo. Semester Hours 1 (3 lab)

**MUSP 2103 Commercial Music Class Piano**

Introduces keyboard skills for commercial music majors, including selected chord progressions and scales, modal, harmony, and extensive use of the ii-V7-I progression with appropriate keyboard voicing. Prerequisite: MUSI 1182. Semester Hours 1 (3 lab)

**Nursing, Associate Degree**

Students desiring to enroll in the Associate Degree Nursing Program (R.N.) at McLennan Community College should refer to the program's application for admissions procedures and additional information.

**RNSG 1161 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. On-site clinical instruction, evaluation, and placement is the responsibility of the college faculty. Nursing Process is the systematic, problem-solving process utilized in this course. Prerequisites: ENGL 1301, RNSG 2504, RNSG 1463 with minimum grades of C. Corequisite: RNSG 1293. Semester Hours 1 (3 clinical hours/week)

**RNSG 1162 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences will include general medical/surgical settings. Nursing Process is utilized to manage clients/families. Prerequisites: Fulfillment of RNSG 1161, 1162, 1462, 1463 and VNSG 1119 will qualify the student to enter VNSG 1463. Semester Hours 1 (3 clinical hours/week)

**RNSG 1293 Special Topics in Nursing (R.N. Training)**

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. Nursing Process is the systematic problem-solving process utilized. Prerequisites: ENGL 1301, RNSG 2504, RNSG 1463 with minimum grades of C. Corequisite: RNSG 1161. Semester Hours 2 (2 lec)

**RNSG 1327 Transition From Vocational to Professional Nursing**

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Prerequisites: Vocational Nurse License and admission to the Professional Nursing Program. Semester Hours 3 (3 lec/1 lab)

**RNSG 1462 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences include introduction to the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span, essential components of the nursing health assessment, identification of deviations from expected health patterns; the application of a

systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework. Nursing Process is the systematic, problem-solving process utilized. Prerequisites: Admission to the Professional Nursing Program; CHEM 1405 or 1407 or 1411; or BIOL 1406 or 1407 or 1408 or 2404; or VNSG 1420, and BIOL 2401, 2402 and PSYC 2301 with a minimum grade of C. Corequisite: RNSG 1523. Semester Hours 4 (14 clinical hours/week)

### **RNSG 1463 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences include uncomplicated perinatal care, common childhood/adolescent diseases, mental health concepts, perioperative care, and frequently occurring adult health problems and health issues related to aging. Emphasis is on secondary disease prevention and collaboration with members of the multi-disciplinary health care team. Focuses on the utilization of the nursing process in the management of clients/families. Prerequisites: HPRS 1206, PSYC 2314, RNSG 1523 and 1462 with minimum grades of C. Corequisite: RNSG 2504. Semester Hours 4 (14 clinical hours/week)

### **RNSG 1523 Introduction to Professional Nursing for Integrated Programs**

Introduction to the profession of nursing, including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Nursing Process is the systematic, problem-solving process utilized. Prerequisites: Admission to the Professional Nursing Program; CHEM 1405 or 1407 or 1411; or BIOL 1406 or 1407 or 1408 or 2404; or VNSG 1420 and BIOL 2401, 2402 and PSYC 2301 with a minimum grade of C. Corequisite: RNSG 1462 and HPRS 1206. Semester Hours 5 (4 lec/2 lab)

### **RNSG 2462 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasizes setting priorities in management and teaching of clients with multiple complex needs including complicated perinatal care, complex childhood/adolescent diseases, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Demonstrates the use of advanced communication skills with clients experiencing acute mental illness. Continues to utilize nursing process in managing clients/families. Prerequisites: ENGL 1301, RNSG 2504, RNSG 1463 with a minimum grade of C or admission to the program through Advanced Placement. Corequisite: RNSG 2514 Semester Hours 4 (14 clinical hours/week)

### **RNSG 2463 Clinical-Nursing (R.N. Training)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Provides experiences in which students demonstrate the roles of the provider of care, manager of care and member of the profession. Utilizes the nursing process in the management of care for groups of clients whose health care needs may be difficult to predict. Prerequisites: BIOL 2420, SPCH (college

level), RNSG 2514, RNSG 2462 with minimum grades of C. Corequisite: RNSG 2535. Semester Hours 4 (14 clinical hours/week)

**RNSG 2504 Integrated Care of the Client with Common Health Care Needs**

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multi-disciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Nursing Process is the systematic problem-solving process utilized. Prerequisites: HPRS 1206, PSYC 2314 RNSG 1523, RNSG 1462 with minimum grades of C. Corequisites: RNSG 1463. Semester Hours 5 (4 lec/2 lab)

**RNSG 2514 Integrated Care of the Client with Complex Health Care Needs**

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multi-disciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Nursing Process is the systematic, problem-solving process utilized. Prerequisites: ENGL 1301, RNSG 2504, RNSG 1463 with minimum grades of C. All first year prerequisites must be completed. Corequisite: RNSG 2462. Semester Hours 5 (4 lec/2 lab)

**RNSG 2535 Integrated Client Care Management (A.D.N. Capstone)**

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Nursing Process is the systematic problem-solving process utilized. This course contains Capstone activities for ADN students. Prerequisites: BIOL 2420, SPCH (college level), RNSG 2514, RNSG 2462 with minimum grades of C. Must have taken or currently be enrolled in a Humanities elective. Corequisites: RNSG 2463. Semester Hours 5 (4 lec/2 lab)

**VNSG 1463 Clinical - Practical Nurse (L.P.N. Training and VN Capstone)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Completion of RNSG 1161, 1162, 1462, 1463 and VNSG 1119, 1463 meets all the requirements set forth by the Board of Nurse Examiners. This course contains Capstone activities for vocational nursing

students. Clinical experiences will include general medical/surgical settings. Prerequisites: RNSG 1293 with a minimum grade of C and credit for VNSG 1119 and RNSG 1161 and 1162. Semester Hours 4 (40 clinical hours/week)

## **Nursing, Vocational**

Students desiring to enroll in the Vocational Nursing Program at McLennan Community College should refer to the program application for admissions procedures and additional information. Students may visit the Vocational Nursing website at [www.mcclvn.com](http://www.mcclvn.com) for up to date information.

**NOTE: Students must concurrently pass both the theory and clinical parts of any vocational nursing course to progress in the program. A grade of C or better must be earned in all courses required for a Certificate of Completion in Vocational Nursing.**

### **VNSG 1119 Leadership and Professional Development**

Studies the importance of professional growth. Topics include the role of the Licensed Vocational Nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Semester Hours 1 (1 lec)

### **VNSG 1122 Vocational Nursing Concepts**

Introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: Admission to program and concurrent enrollment in VNSG 1327, VNSG 1360 and VNSG 1423. Semester Hours 1 (1 lec)

### **VNSG 1260 Clinical - Practical Nurse**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: VNSG 1360 and concurrent enrollment in VNSG 1509. Semester Hours 2 (9 clinical hours/week)

### **VNSG 1261 Clinical - Practical Nurse**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: VNSG 1509 and VNSG 1260, concurrent enrollment in VNSG 1510. Semester Hours 2 (9 clinical hours/week.)

### **VNSG 1262 Clinical - Practical Nurse**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: VNSG 1509 and VNSG 1260, concurrent enrollment in VNSG 1330. Semester Hours 2 (9 clinical hours/week)

**VNSG 1263 Clinical - Practical Nurse**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Concurrent enrollment in VNSG 1334. Semester Hours 2 (9 clinical hours/week)

**VNSG 1327 Essentials of Medication Administration**

Discusses 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. Drug classification will be included. Prerequisite: Admission to program and concurrent enrollment in VNSG 1423, VNSG 1360, and VNSG 1122. Semester Hours 3 (3 lec)

**VNSG 1330 Maternal - Neonatal Nursing**

Utilizes the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-social-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, including abnormal conditions. Concurrent enrollment in VNSG 1262. Semester Hours 3 (3 lec)

**VNSG 1334 Pediatrics (Capstone) Level III**

Studies childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Growth and development included. Capstone for Level III students. Prerequisite: VNSG 1420 and concurrent enrollment in VNSG 1263. Semester Hours 3 (3 lec)

**VNSG 1360 Clinical - Practical Nurse**

Provides a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Admission to program and concurrent enrollment in VNSG 1327, VNSG 1423, and VNSG 1122. Semester Hours 3 (17 clinical hours/week)

**VNSG 1423 Basic Nursing Skills**

Teaches mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Includes concepts of geriatrics, infection control and nutrition. Prerequisite: Admission to program and concurrent enrollment in VNSG 1327, VNSG 1360 and VNSG 1122. Semester Hours 4 (2 lec/6 lab)

**VNSG 1509 Nursing in Health and Illness II**

Introduces common health problems requiring medical and surgical interventions. Includes female reproductive, sexually transmitted diseases, musculoskeletal burns, mental health, blood, fluid, electrolytes, emergency nursing, endocrine, and cancer. Nutrition will be included. Prerequisite: VNSG 1423 and concurrent enrollment in VNSG 1260. Semester Hours 5 (5 lec)

**VNSG 1510 Nursing in Health and Illness III (Capstone) - Level III**

Continuation of VNSG 1509. Further study of common medical-surgical health problems of the client including. Incorporates knowledge necessary to make the transition from student to graduate

vocational nurse. Includes respiratory, AIDS, cardiovascular, neurological, eye, ear, male reproductive, urinary, liver, biliary, pancreas, and gastrointestinal. Nutritional concepts will be included. Capstone for Level III students. Prerequisite: VNSG 1509 and VNSG 1260, concurrent enrollment in VNSG 1261. Semester Hours 5 (5 lec)

## **Nursing Home Administration (See Long Term Care Administration)**

### **Office Technology Careers**

#### **ARTC 1302 Digital Imaging I**

Introduces raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Semester Hours 3 (2 lec/2 lab)

#### **ARTC 1313 Digital Publishing I**

Introduces the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Students learn to apply fundamentals of page layout, define typographic terminology and specifications, import text and graphics into page layout programs, and understand file formats and file management. Prerequisite: ITSW 1301 with a minimum grade of C or knowledge of word processing. Semester Hours 3 (2 lec/2 lab)

#### **ARTC 2313 Digital Publishing II**

Introduces layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis is on design principles for the creation of advertising and publishing materials and techniques for efficient planning and documenting projects. Prerequisite: ARTC 1313. Semester Hours 3 (2 lec/2 lab)

#### **BMGT 1325 Office Management**

Presents systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills. Prerequisite: POFT 1301, POFT 1309, ITSW 1301 or POFT 2301, with a minimum grade of C. Semester Hours 3 (3 lec)

#### **GRPH 2380 Cooperative Education – Prepress/Desktop Publishing and Digital Imaging Design**

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component that covers interpersonal and job-related skills. Prerequisite: ARTC 1302, ARTC 1313 and approved workstation and consent of program director. Semester Hours 3 (1 lec/15-20 lab)

#### **GRPH 2381 Cooperative Education – Prepress/Desktop Publishing and Digital Imaging Design**

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component that covers ergonomics and interpersonal and job-related skills. Prerequisite: ARTC

1302, ARTC 1313 and approved workstation and consent of program director. Semester Hours 3 (1 lec/15-20 lab)

**HITT 1249 Pharmacology**

Presents an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Identifies the drugs associated with the treatment process; and examines drug therapy, dosages, actions, and drugs administration routes. Emphasis is on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Semester Hours 2 (2 lec)

**ITSW 1301 Introduction to Word Processing**

Presents an overview of the production of documents, tables, and graphics. Students will identify word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities, and print documents. Presents pagination, merge and storage of documents. Prerequisite: POFT 1227 with a minimum grade of C or a keyboarding skill of 30 word a minute using touch method. Semester Hours 3 (2 lec/2 lab)

**MRMT 1307 Medical Transcription I**

Presents the fundamentals of medical transcription with hands-on experience in transcribing physician dictation, including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: ITSW 1301 or HITT 1249, HPRS 1206 with a minimum grade of C; concurrent enrollment in POFI 2301. Semester Hours 3 (2 lec/2 lab)

**POFI 2340 Advanced Word Processing**

Presents advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis is on business applications. Students will design and create macros, use advanced formatting features, import data, and use graphic and special functions to enhance documents. Emphasizes advanced printing techniques. Prerequisite: ITSW 1301 with a minimum grade of C or consent of the program director. Semester Hours 3 (2 lec/2 lab)

**POFM 1202 Medical Software Applications**

Introduces medical software applications for the management and operation of health care information systems. Students perform medical software applications and complete computerized tasks. Includes computer terminology, operations, methods, and various other software packages. Prerequisite: Keyboard at least 30 words a minute. Semester Hours 2 (1 lec/2 lab)

**POFM 2333 Medical Document Production**

Studies the advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, coding billing insurance activities, and records management. End-of-course competence is keyboarding at a rate of 60 words a minute. Prerequisite: ITSW 1301 or HITT 1249 and HPRS 1206 with a minimum grade of C; concurrently enrolled in POFI 2340. Semester Hours 3 (2 lec/3 lab)



**POFM 2486 Internship – Medical Administrative Assistant/Secretary**

Establishes 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. This may be a paid or unpaid experience. Course covers interpersonal and job-related skills. Prerequisite: An approved workstation and consent of program director; POFT 1309, ITSW 1301, POFI 2301 or POFI 2340 and POFT 2301 with a minimum grade of C. Semester Hours 4 (1 lec/15-20 lab)

**POFM 2487 Internship – Medical Administrative Assistant/Secretary**

Establishes 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. This may be a paid or unpaid experience. Course covers ergonomics and interpersonal and job-related skills. Prerequisite: An approved workstation and consent of program director; ITSW 1301, POFI 2340, and POFT 1309 and 2301 with a minimum grade of C. Semester Hours 4 (1 lec/15-20 lab)

**POFT 1191 Special Topics in Business Communications**

Presents topics that address recently identified current events, skills knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 1 (1 lec)

**POFT 1192 Special Topics in Administrative Assistant/Secretarial Science, General**

Presents topics that address recently identified current events, skills knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 1 (1 lec)

**POFT 1227 Introduction to Keyboarding**

Develops skills in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch. Emphasizes proper keyboarding technique and the development of acceptable speed and accuracy. Skills can be applied to computers, typewriters, and other equipment with keyboards. Semester Hours 2 (1 lec/2 lab)

**POFT 1291 Special Topics in Business Communications**

Includes topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 2 (2 lec)

**POFT 1292 Special Topics in Administrative Assistant/Secretarial Science, General**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 2 (2 lec)

**POFT 1301 Business English**

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write effective sentences and paragraphs for business applications. Prerequisite: Must have passed the writing portion of the THEA or MCC Placement Test or credit for ENGL 0301. Semester Hours 3 (3 lec)

**POFT 1309 Administrative Office Procedures I**

Studies current office procedures, duties, and responsibilities applicable to an office environment, including telephone skills, time management, travel and meeting arrangements, and mail processing. Human relations and interview skills are also covered. Semester Hours 3 (3 lec)

**POFT 1321 Business Math**

Instructs the fundamentals of business mathematics, including analytical and problem-solving skills for critical thinking in business applications. Applies problem-solving skills utilizing calculators. Enables the student to use mathematical approaches in computing percents and their applications in business discounts, interest, taxes, payroll, markups, consumer and business credit investments, and other business applications. Semester Hours 3 (3 lec)

**POFT 1391 Special Topics in Business Communications**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

**POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General**

Presents topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 3 (3 lec)

**POFT 2203 Speed and Accuracy Building**

Builds skills in reviewing, correcting, improving, and/or perfecting touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Semester Hours 2 (1 lec/2 lab)

**POFT 2301 Intermediate Keyboarding**

Develops skill in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on continued keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copy. Formatting basic documents, such as letters, reports, tables and business forms. End-of-Course Competency Standard: Keyboard 50 wpm with 5 or fewer errors. Prerequisite: POFT 1227 and ITSW 1301 with a grade of C or better and keyboarding skill of 30 words a minute using touch method. Semester Hours 3 (2 lec/3 lab)

**POFT 2312 Business Correspondence & Communication**

Presents the development of writing skills and presentation skills to produce effective business documents. Prerequisite: POFT 1301. Semester Hours 3 (3 lec)

**POFT 2321 Machine Transcription**

Develops skill development in mailable business document production using computers and transcription equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Includes taking minutes of a meeting. Prerequisite: POFT 1309, POFT 2301, ITSW 1301 or POFI 2340 or current enrollment with a minimum grade of C. Semester Hours 3 (2 lec/2 lab)

**POFT 2333 Advanced Keyboarding**

Continues keyboarding skills in advanced document formatting, emphasizing speed, accuracy, and decision-making. Studies advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision-making, composition, placement, accuracy, and speed development. Students will apply mailability standards; produce alphabetic, alphanumeric, and numeric material; enhance proofreading and editing skills; and implement decision-making skills. Utilizes word processing software to create mailable copy. End-of-Course Competency Standard: keyboard 60 WPM with 5 or fewer errors. Prerequisite: ITSW 1301, POFT 1309 or 2301 with a minimum grade of C and keyboard 50 words a minute using touch method. Semester Hours 3 (2 lec/3 lab)

**POFT 2486 Internship – Administrative Assistant/Secretarial Science, General**

Establishes 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. This may be a paid or unpaid experience. Course covers interpersonal and job-related skills. Prerequisite: An approved workstation and consent of program director; POFT 1309, ITSW 1301, POFI 2340 and POFT 2301 with minimum grade of C. Semester Hours 4 (1 lec/15-20 lab)

**POFT 2487 Internship – Administrative Assistant/Secretarial Science, General**

Establishes 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. This may be a paid or unpaid experience. Course covers ergonomics and interpersonal and job-related skills. Prerequisite: An approved workstation and consent of program director; POFT 1309, ITSW 1301 POFI 2340 and POFT 2301 with minimum grade of C. Semester Hours 4 (1 lec/15-20 lab)

**Paralegal****LGLA 1172 Computerized Legal Research: Lexis-Nexis**

This course provides a working knowledge of effective legal research using the Lexis-Nexis computerized subscription service. Topics include features of this service, formulating queries, and incorporating findings in legal documents. Recommended: Passing score on the reading portion of the THEA or other placement test or concurrent enrollment in READ 0302. Offered only in the spring. Semester Hours 1 (1 lec)

**LGLA 1301 Legal Research and Writing**

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. Recommended: Passing score on the reading portion of the THEA or other placement test or concurrent enrollment in READ 0302. Offered only in the spring. Semester Hours 3 (3 lec)

**LGLA 1311 Introduction to Law**

Legal systems, concepts, procedures, and terminology. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Semester Hours 3 (3 lec)

**LGLA 1313 Introduction to Paralegal studies**

This course provides an overview of the paralegal profession, including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Semester Hours 3 (3 lec)

**LGLA 1342 Federal Civil Litigation**

Fundamental concepts and procedures of federal civil litigation with emphasis on the paralegal's role. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Offered only in the spring. Semester Hours 3 (3 lec)

**LGLA 1344 Texas Civil Litigation**

Fundamental concepts and procedures of Texas civil litigation with emphasis on the paralegal's role. Recommended: Passing score on the reading portion of the THEA or MCC placement Test or concurrent enrollment in READ 0302. Offered only in the fall. Semester Hours 3 (3 lec)

**LGLA 1391 Practice of Property and Family Law**

Presents fundamental concepts of property and family law with an emphasis on the paralegal's role. Property topics include the nature of property, rights and duties of ownership, conveyances, and document recording. Family law topics include marriage, divorce, marital property, and the parent-child relationship. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Offered only in the fall. Semester Hours 3 (3 lec)

**LGLA 2307 Law Office Management**

Basic principles and structure of management, administrative, and substantive systems in the law office. Includes law practice technology as applied to paralegals. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Offered only in the fall. Semester Hours 3 (3 lec)

**LGLA 2311 Business Organizations: Corporate Law and Contracts for Paralegals**

Basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities. This course focuses on the practical aspects of two significant topics impacting the corporate

paralegal: business organizations and contracts. Specific coverage includes an in-depth analysis of business organizations, including how they are formed, financed, governed, managed and dissolved, and an in-depth look at the drafting and interpreting of contracts. Prerequisites: LGLA 1311, LGLA 1313 and BUSI 2301. Semester Hours 3 (3 lec)

**LGLA 2488 Internship-Paralegal/Legal Assistant (Capstone)**

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. This may be a paid or unpaid experience. It may be repeated if topics and learning outcomes vary. This course serves as the Capstone experience for LGLA students. If the student's prior work experience satisfies internship requirements, the program director may substitute a 3-hour LGLA elective. Students must meet Guidelines for Internships and have approval of the program director to enroll in this course. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Offered only in the spring. Semester Hours 4 (1 lec/15 lab)

**Paramedicine**

**EMSP 1160 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Includes hospital setting for Basic level. Corequisite: EMSP 1401. Semester Hours 1 (5 clinical hours/week)

**EMSP 1161 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Includes hospital setting for Intermediate level. Prerequisites: EMSP 1160; EMT Basic Certificate. Concurrent enrollment in EMSP 1338, 1355, 1356, 1162 or consent of program director. Semester Hours 1(6 clinical hours/week)

**EMSP 1162 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Includes ambulance experience for Intermediate level. Prerequisites: EMSP 1160; EMT Basic Certificate. Corequisites: EMSP 1161, 1338, 1355, and 1356. Semester Hours 1 (6 clinical hours/week)

**EMSP 1338 Introduction to Advanced Practice**

Explores the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisites: EMT-Basic and EMSP 1160. Corequisites: EMSP 1161, 1162, 1355, and 1356. Semester Hours. 3 (2 lec/2 lab)

**EMSP 1355 Trauma Management**

Studies in detail the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Basic Trauma Life Support-Advanced included. Prerequisites: EMT Basic; EMSP 1338 and 1356. Corequisites: EMSP 1161, and 1162. Semester Hours. 3 (2 lec/3 lab)

**EMSP 1356 Patient Assessment and Airway Management**

Studies in detail the knowledge and skills required to reach competency in performing patient assessment and airway management. Prerequisites: EMSP 1338. Corequisites: EMSP 1161, 1162, and 1355. Semester Hours. 3 (2 lec/2 lab)

**EMSP 1501 Emergency Medical Technician – Basic**

Preparation for certification as an Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Semester Hours 5 (2 lec/8 lab)

**EMSP 2143 Assessment Based Management (Capstone)**

Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Emphasis on suturing techniques. The Capstone course of the EMSP program. Prerequisite: Certificate of Paramedicine. Semester Hours 1 (0 lec/2 lab)

**EMSP 2160 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Includes hospital external experience with emphasis on cardiology and pharmacology. Prerequisites: EMSP 1162, 1161 or consent of program director. Concurrent enrollment in: EMSP 2248, 2161, and 2338. Semester Hours 1 (6 clinical hours/week)

**EMSP 2161 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Includes ambulance experiences with emphasis on EMS operations, cardiology, and pharmacology. Prerequisites: EMSP 1161, 1162. Concurrent enrollment in EMSP 2248, 2160, 2338 or consent of program director. Semester Hours 1 (6 clinical hours/week)

**EMSP 2162 Clinical – Emergency Medical Technology/Technician**

Provides detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated

if topics and learning outcomes vary. Contains external learning experience in hospital with emphasis on special populations and medical emergencies. Prerequisites: EMSP 1161, 1162, and 1355 or consent of program director. Concurrent enrollment in: EMSP 2163, 2434, and 2330. Semester Hours 1 (5 clinical hours/week)

**EMSP 2163 Clinical – Emergency Medical Technology/Technician**

Provides detailed educational, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Includes ambulance experiences with emphasis on special populations and medical emergencies. Prerequisites: EMSP 1161, 1162 or consent of program director. Concurrent enrollment in EMSP 2162, 2434, and 2330. Semester Hours 1 (6 clinical hours/week)

**EMSP 2166 Practicum – Emergency Medical Technology/Technician**

Provides practical, general training and experiences in the workplace. The college and employer will 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. This course has emphasis on various aspects of management of an EMS service. Prerequisites: EMT-Paramedic Certificate. Corequisite: EMSP 2143. Semester Hours 1 (10 clinical hours/week)

**EMSP 2167 Practicum – Emergency Medical Technology/Technician**

Provides practical, general training and experiences in the workplace. The college and employer will 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. Continuation of field experience with emphasis on EMS management. Prerequisites: EMSP 2166. Semester Hours 1 (10 clinical hours/week)

**EMSP 2248 Emergency Pharmacology**

Covers all aspects of the utilization of medication in treating emergency situations. Course is designed to compliment courses in cardiology, special populations, and medical emergencies. Prerequisites: EMT-Intermediate, EMSP 2330 and 2434. Corequisites: EMSP 1161, 2161, 2444, and 2338. Semester Hours 2 (1 lec/2 lab)

**EMSP 2330 Special Populations**

Studies in detail the knowledge and skills necessary to reach competency in the assessment and management of ill or injured patients in nontraditional populations. Certificates include PEPP, PALS, and NRP. Prerequisites: EMSP 1161, 1162, and 1355. Must have taken VNSG 1420, HPRS 1206 and COSC 1300, with a minimum grade of C or be currently enrolled in these classes. Corequisites: EMSP 2434, 2162, and 2163. Semester Hours 3 (2 lec/2 lab)

**EMSP 2338 EMS Operations**

Studies in detail the knowledge and skills necessary to reach competency in the assessment and management of patients with traumatic injuries. Basic Vertical Rescue included. Prerequisites: EMT-Intermediate and EMSP 2444. Corequisites: EMSP 1160 and 2161. Semester Hours 3 (3 lec/0 lab)

**EMSP 2434 Medical Emergencies**

Studies in detail the knowledge and skills necessary to reach competency in the assessment and management of patients with medical emergencies. Prerequisites: EMSP 1161, 1162, and 1355. Corequisites: EMSP 2330, 2162, and 2163. Semester Hours 4 (3 lec/2 lab)

**EMSP 2444 Cardiology**

Studies in detail the knowledge and skills necessary to reach competency in the assessment and management of patients with cardiac emergencies. Prerequisites: EMT-Intermediate. Advance Cardiac Life Support included. Prerequisite: EMSP 2248. Corequisites: EMSP 2338, 2161, and 2160. Semester Hours 4 (3 lec/3 lab)

**Philosophy****PHIL 1301 Introduction to Philosophy**

Introduces basic questions that have intrigued philosophers through the centuries, along with an application of philosophical methods to selected contemporary issues. Topics include logic, theory of knowledge, freedom/determinism, philosophy of religion, ethics, and world views. Semester Hours 3 (3 lec)

**PHIL 1316 Biblical Religions: Their History and Literature**

An introduction to the Hebrew Bible and the Christian Scriptures and the historical and cultural contexts in which they developed. Consideration of the texts themselves – including their contents and major themes – and their interpretations will be included. Semester Hours 3 (3 lec)

**PHIL 1317 Introduction to Christian History and Thought**

An introduction to the major events, figures, issues, and ideas that shaped Christianity from the post-New Testament period to the present. Consideration of the development of varieties of Christianity – including the East-West Schism, the Protestant Reformation, and denominationalism – will be included. The beliefs, rituals, and practices in the various traditions will be examined. Semester Hours 3 (3 lec)

**PHIL 2303 Logic**

Includes the principles of logic, including deduction, induction, meanings and usages of language, argument and fallacies, the correct use of these principles in reasoning, and their practical application in everyday life. Semester Hours 3 (3 lec)

**PHIL 2306 Ethics**

Analyzes the basic principles and methods of evaluating human conduct, including critical examination of both classical and contemporary ethical theories, with emphasis upon their application to personal decision making and contemporary moral issues. Semester Hours 3 (3 lec)



**PHIL 2374 Critical Thinking**

Surveys thinking strategies useful in developing effective analytical and creative thinking skills, with an emphasis on developing autonomous (self-managed) thinking habits. Develops competencies in recognizing different types of reasoning, evaluating supporting ideas, and constructing arguments. Course includes both theory and practice for developing effective problem-solving skills. NOTE: PHIL 2303 and 2374 cannot both be taken for credit. Semester Hours 3 (3 lec)

**Physical Therapist Assistant****PTHA 1321 Pathophysiology**

Studies the pathogenesis, prognosis, and therapeutic management of disease/conditions commonly encountered in physical therapy. Prerequisites: PTHA 1409 and 1413. Semester Hours 3 (3 lec)

**PTHA 1361 Clinical Physical Therapist Assistant I**

Provides health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1321, 1431, and 2409. Semester Hours 3 (15 clinical hours/week)

**PTHA 1409 Introduction to Physical Therapy**

Introduces the profession of physical therapy, including the exploration of the historical and current scope of physical therapy, and lab procedures basic to patient handling, functional skills, and data collection techniques. Prerequisites: Admission to PTA program. Semester Hours 4 (3 lec/4 lab)

**PTHA 1413 Functional Anatomy**

Studies human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. Integration of skills related to the kinesiological assessment of the human body. Prerequisites: Admission to the PTA program; BIOL 2401 or other science (prerequisite or corequisite). Corequisite: PTHA 2201. Semester Hours 4 (3 lec/4 lab)

**PTHA 1431 Physical Agents**

Studies the biophysiological principles, assessment, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy, and physiological effects. Prerequisites: PTHA 1409 and 1413. Semester Hours 4 (3 lec/4 lab)

**PTHA 2201 Essentials of Data Collection**

Studies data collection techniques used in physical therapy to prepare the physical therapist assistant to assist physical therapy management. Corequisite: PTHA 1413. Semester Hours 2 (1 lec/3 lab)

**PTHA 2217 Issues in Health Care**

Explores the organizational patterns, administrative principles, legal and ethical issues, communications, and licensure and employment acquisition skills in physical therapy and health care. Prerequisites: PTHA 2201 and 2431. Semester Hours 2 (2 lec)

**PTHA 2362 Clinical Physical Therapist Assistant II**

Provides health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 2431 and 2201. Semester Hours 3 (15 clinical hours/week)

**PTHA 2363 Clinical Physical Therapist Assistant III (Capstone)**

Provides health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 2431 and 2435. Semester Hours 3 (15 clinical hours/week)

**PTHA 2409 Therapeutic Exercise**

Examines concepts, principles, and application of techniques related to therapeutic exercise and functional training. Prerequisites: PTHA 1409 and 1413. Semester Hours 4 (3 lec/4 lab)

**PTHA 2431 Management of Neurological Disorders**

Integrates previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders. Prerequisite: Successful completion of first-year PTHA courses. Corequisite: PTHA 2435. Semester Hours 4 (3 lec/3 lab)

**PTHA 2435 Rehabilitation Techniques**

Integrates previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies and orthopedic problems. Prerequisite: PTHA 2201. Corequisite: PTHA 2431. Semester Hours 4 (3 lec, 3 lab)

**Physics****PHYS 1401 General Physics I**

Provides a laboratory-oriented approach to physics. Includes velocity, acceleration, force, energy, heat, wave motion, sound, and light. Prerequisite: Credit for or concurrent enrollment in, MATH 1316 or equivalent or consent of division chair. Semester Hours 4 (3 lec/3 lab)

**PHYS 1402 General Physics II**

Includes vectors, static equilibrium, electricity, magnetism, and radioactivity. A student with a strong high school background in science may take PHYS 1402 without 1401. Prerequisite: PHYS 1401. Semester Hours 4 (3 lec/3 lab)

**PHYS 1403 Astronomy: Stars and Galaxies**

Astronomy is one of the first sciences, and at present, benefits from a golden age of exploration and discovery. Fueled by new technologies and novel theoretical insights, the study of the cosmos continues to change our understanding of the universe. This course is designed not only to teach students about our universe, but also to provide framework to show how science is done and how things are connected. Semester Hours 4 (3 lec/3 lab)

**PHYS 1404 Astronomy: Solar System**

The course covers the fundamentals of astronomy with special emphasis on the solar system. Topics include motion and structure of the sun, planets and their moons, asteroids, comets, and meteorites. Semester Hours 4 (3 lec/3 lab)

**PHYS 1405 Elementary Physics I**

Provides students with a laboratory-oriented introduction to the concepts of mechanics, properties of matter, thermodynamics, and waves. The intent of the course is to provide each student a better understanding of the theories of physics and their application to current societal issues and technological applications. Semester Hours 4 (3 lec/3 lab)

**PHYS 1407 Elementary Physics II**

Provides students with a laboratory-oriented introduction to the concepts of electricity, magnetism, energy production, light, optics, and topics in modern physics. The intent of the course is to provide each student a better understanding of the theories of physics and their application to current societal issues and technological applications. Semester Hours 4 (3 lec/3 lab)

**PHYS 2425 Principles of Physics I**

Includes a study of linear mechanics, energy, rotational mechanics and harmonic motion. Designed for pre-engineering, physics, mathematics and chemistry majors. Prerequisite: MATH 2413 or consent of division chair. Semester Hours 4 (3 lec/3 lab)

**PHYS 2426 Principles of Physics II**

Includes a study of electricity and magnetism, DC and AC circuits, waves, sound, light, and optics. Prerequisite: PHYS 2425 and MATH 2414 or consent of division chair. Semester Hours 4 (3 lec/3 lab)

**Polysomnography (See Electroneurodiagnostics)****Psychology****PSYC 1300 Learning Framework**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Prerequisites: Must have passed the reading portion of the THEA or approved alternative test or concurrent enrollment in READ 0302. Semester Hours 3 (3 lec)

**PSYC 2301 General Psychology**

Surveys the field of psychology, including scientific methods used in psychology, development of personality, learning, sensation and perception, and abnormal psychology. Prerequisite: Must have

passed the reading portion of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**PSYC 2302 Applied Psychology – Criminal Psychology**

Presents an overview of the current paradigms and research regarding violent criminal offenders. Provides an introduction to the continuum of psychopathology. Traces development of the brain and personality through and beyond adolescence. Special attention will be paid to sexual predators and serial killers. Semester Hours 3 (3 lec)

**PSYC 2314 Human Growth and Development**

This course surveys the patterns of developmental change occurring in the individual from conception to the end of the life cycle. Students will be introduced to the major theoretical concepts of developmental milestones of the human life cycle. Prerequisite: PSYC 2301 or consent of instructor. Semester Hours 3 (3 lec)

**PSYC 2316 Psychology of Personality**

Study of the various approaches to determinants, development, and assessment of personality. Includes an examination of the major personality theories and ideas within the field of psychology. Prerequisites: PSYC 2301. Semester Hours 3 (3 lec)

**PSYC 2319 Social Psychology**

Provides a study of the experience and behavior of the individual in relation to social situations. Emphasis on social interaction, the self, attitudes, and group processes. Prerequisites: PSYC 2301 or SOCI 1301. NOTE: Credit will not be given for both PSYC 2319 and SOCI 2326. Semester Hours 3 (3 lec)

**Radiologic Technology**

**CTMT 2232 Principles of Computed Tomography**

An introduction to the concepts and physical principles employed in computed tomography imaging techniques. Interaction between x-rays and matter and concepts of radiation detectors and digital imaging are emphasized. Current knowledge and theory of the biologic effect of x-rays are explored with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. Included also are quality control issues and factors involved in purchasing decisions. Semester Hours 2 (2 lec/1 lab)

**CTMT 2336 Computed Tomography Equipment and Methodology**

A study of the actual operation and operational control of computed tomographic equipment. Focuses on routine protocols, image quality, and quality control of computed tomography. Includes theory and application of computed tomographic equipment and the principles of patient imaging techniques utilizing the equipment. Semester Hours 3 (3 lec)

**CTMT 2460 Clinical – Computed Tomography Technology**

A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is

provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Semester Hours 4 (24 clinical hours/week)

**RADR 1203 Patient Care**

Introduces the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Semester Hours 2 (2 lec)

**RADR 1260 Clinical I – Radiologic Technology/Science - Radiographer**

Provides detailed education, training, and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examination of the procedures addressed in RADR 1311. Semester Hours 2 (9 clinical hours/week)

**RADR 1261 Clinical II – Radiologic Technology/Science - Radiographer**

Provides detailed educational, training and work-based experience, as well as direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile. Semester Hours 2 (12 clinical hours/week)

**RADR 1311 Basic Radiographic Procedures**

Introduces radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology. Semester Hours 3 (2 lec/4 lab)

**RADR 1313 Principles of Radiographic Imaging I**

Analyzes radiographic image qualities and the effects of exposure variables upon these qualities. Semester Hours 3 (3 lec)

**RADR 1660 Clinical III – Radiologic Technology Science - Radiographer III**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 6 (31 clinical hours/week)

**RADR 2205 Principles of Radiographic Imaging II**

Continues the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Semester Hours 2 (2 lec)

**RADR 2217 Radiographic Pathology**

Introduces the disease process and common diseases and their appearance on medical images. Semester Hours 2 (2 lec/1 lab)

**RADR 2240 Sectional Anatomy for Medical Imaging**

In-depth coverage of anatomic relationships that are present under various sectional orientations as depicted by computed tomography and magnetic or resonance imaging. Semester Hours 2 (2 lec)

**RADR 2301 Intermediate Radiographic Procedures**

Continues the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology. Semester Hours 3 (2 lec/4 lab)

**RADR 2309 Radiographic Imaging Equipment**

Studies the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. Semester Hours 3 (3 lec/1 lab)

**RADR 2313 Radiation Biology and Protection**

Studies the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Semester Hours 3 (3 lec)

**RADR 2333 Advanced Medical Imaging**

Introduces to the use of computers in medical imaging and a survey of specialized imaging modalities. Semester Hours 3(3 lec/1 lab)

**RADR 2360 Clinical IV – Medical Radiologic Technology**

Provides detailed educational, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examination of the gastrointestinal and genitourinary tracts. Semester Hours 3 (18 clinical hours/week)

**RADR 2361 Clinical V – Medical Radiologic Technology**

Provides detailed educational, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations of the cranium and face. Semester Hours 3 (18 clinical hours/week)

**RADR 2662 Clinical – Medical Radiologic Technology (Capstone)**

Provides detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the

faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides clinical practice in specialized imaging modalities. Semester Hours 6 (31 clinical hours/week)

## **Reading**

### **READ 0300 Fundamentals of Reading**

Introduces the student to the process of reading and focuses on comprehension at the paragraph level. The following comprehension skills will be emphasized: topic, main idea, major and minor supporting details of the paragraph, and organizational structures. Vocabulary development will center on the use of word parts and context clues to determine meanings of new words. An introduction to the use of the dictionary and thesaurus will be provided. Semester Hours 3 (3 lec/2 lab)

### **READ 0301 Introduction to College Reading**

Provides instruction in vocabulary and comprehension skills necessary for college success. Emphasis is on literal comprehension skills involved in the reading process and includes some textbook study strategies. Especially helpful to students who have not been in school for several years as well as recent high school graduates needing to improve reading skills. Prerequisite: READ 0300 or a satisfactory score on the THEA or approved alternative test. Semester Hours 3 (3 lec)

### **READ 0302 Reading Comprehension and Analysis**

Provides instruction in critical reading and thinking skills necessary for college reading and research. Includes instruction in critical analysis, critical interpretation, and advanced instruction in vocabulary and literal comprehension. Designed for students who have mastered literal comprehension skills but desire mastery of higher-order thinking and reading skills. Prerequisite: READ 0301 or a satisfactory score on the THEA or approved alternative test. Semester Hours 3 (3 lec)

## **Real Estate**

### **RELE 1105 Uniform Standards of Professional Appraisal Practice**

Provides instruction on current provisions of the Uniform Standards of Professional Appraisal Practice (USPAP). Semester Hours 1 (1 lec)

### **RELE 1191 Special Topics in Real Estate**

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. Semester Hours 1 (1 lec)

### **RELE 1301 Principles of Real Estate I**

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction of federal, state, and local laws relating to housing discrimination, housing credit discrimination, and

community reinvestment. Texas Real Estate Commission (TREC) requires this course before sitting for the salesperson and broker licensure exam. Semester Hours 3 (3 lec)

**RELE 1303 Real Estate Appraisal**

A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Semester Hours 3 (3 lec)

**RELE 1307 Real Estate Investment**

A study of the characteristics of real estate investments. Includes techniques of investment analysis, time-valuing money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. Semester Hours 3 (3 lec)

**RELE 1309 Real Estate Law**

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Semester Hours 3 (3 lec)

**RELE 1311 Real Estate Contracts**

A study of the elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law commission rules relating to use of adopted forms, and owner disclosure requirements. Semester Hours 3 (3 lec)

**RELE 1315 Property Management**

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Semester Hours 3 (3 lec)

**RELE 1319 Real Estate Finance**

An overview of monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity, laws affecting mortgage lending, and the state housing agency. Prerequisite: RELE 1301, concurrent enrollment in RELE 1301, or consent of program director. Semester Hours 3 (3 lec)

**RELE 1321 Real Estate Marketing**

A study of real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiation and closing financing, and the Deceptive Trade Practice Act. Semester Hours 3 (3 lec)

**RELE 1325 Real Estate Mathematics**

Mathematical logic and basic arithmetic skills, including percentages, interest, time-value of money, depreciation, amortization, proration, and estimation of closing statement. Semester Hours 3 (3 lec)



**RELE 1327 Real Estate Commercial Appraisal**

Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value. Semester Hours 3 (3 lec)

**RELE 1331 Farm and Ranch Real Estate**

This course focuses on land value, land use, federal subsidies, environmental compliance issues, soil conservation, and highest and best use of land. Semester Hours 3 (3 lec)

**RELE 1338 Principles of Real Estate II**

Provides an overview of licensing as a real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Prerequisite: RELE 1301. Semester Hours 3 (3 lec)

**RELE 2103 Real Estate Mandatory Continuing Education**

Provides mandatory continuing education as required by the Texas Real Estate Commission. Includes updates on the profession and legal topics. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 1 (1 lec)

**RELE 2301 Law of Agency**

A study of law of agency, including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. Texas Real Estate Commission requires this course before sitting for the salesman licensure exam. Semester Hours 3 (3 lec)

**RELE 2311 Fundamentals of Mortgage Lending**

A study of the theoretical and practical framework necessary to understand the complex field of mortgage lending with emphasis on loan application, qualifications, and underwriting. Also includes the role of lenders, security instruments, residential loan appraisals, and closing and funding the loan. Semester Hours 3 (3 lec)

**RELE 2331 Real Estate Brokerage**

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Semester Hours 3 (3 lec)

**RELE 2589 Internship – Real Estate (Capstone)**

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. This is a Capstone course. This may be a paid or unpaid experience. The work environment is arranged by the student.

Prerequisites: An approved work station and consent of the program director. (See [Guidelines for Internships.](#)) Semester Hours 5 (1 lec/15-20 lab)

## **Religion (See Philosophy - PHIL 1316, 1317)**

### **Respiratory Care Technology**

#### **RSPT 1227 Applied Physics for Respiratory Care**

Review of the theoretical and practical applications of mathematics and physics with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. Semester Hours 2 (2 lec)

#### **RSPT 1241 Respiratory Home Care/Rehabilitation**

A study of respiratory home care/rehabilitation equipment, procedures and patient education. Emphasizes treatment of patients in home care and alternate settings. Prerequisites: RSPT 2414. Semester Hours 2 (2 lec)

#### **RSPT 1260 Clinical – Respiratory Care Therapy/Therapist**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 2 (11 clinical hours/week)

#### **RSPT 1266 Practicum – Respiratory Care**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: arterial blood gas sampling and analysis, lung expansion therapy, postural drainage and percussion, manual resuscitation devices - CPR, pulse oximetry, patient assessment (patient history, vital signs and physical assessment), medical terminology and symbols, infection control, chest x-ray interpretation, medical gas therapy, oxygen analyzers and humidity and aerosol therapy. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: RSPT 1371. Semester Hours 2 (16 clinical hours/week)

#### **RSPT 1267 Practicum – Respiratory Care**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: arterial blood gas sampling and analysis, therapeutic procedures to achieve adequate spontaneous and artificial ventilation, as well as review lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, tracheostomy care, suctioning, pulse oximetry, patient assessment (patient history, vital signs and physical assessment), medical terminology and symbols, infection control, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity and aerosol therapy. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: RSPT 1266. Semester Hours 2 (16 clinical hours/week)

**RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology**

Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary systems. The student will describe and explain advanced concepts of cardiopulmonary anatomy and physiology; describe the neurology of breathing, ventilation/perfusion concepts, and gas transport from the lung to the tissues. Prerequisite: BIOL 2402 or BIOL 2404. Semester Hours 3 (3 lec)

**RSPT 1371 Introduction to Respiratory Care**

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR). Semester Hours 3 (3 lec)

**RSPT 1410 Respiratory Care Procedures I**

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. Content areas include: oxygen therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy, pulse oximetry, arterial blood gas sampling and interpretation, intravenous catheter insertion. Prerequisite: RSPT 1371. Semester Hours 4 (3 lec/4 lab)

**RSPT 1411 Respiratory Care Procedures II**

Provides student with essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Prerequisite: RSPT 1410. Semester Hours 4 (3 lec/4 lab)

**RSPT 2139 Advanced Cardiac Life Support**

Designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary-arrested patient will be included. The student will describe the principles, techniques, and complications of intravenous and electrical therapy, airway control, ventilation, and supplemental oxygen, as well as analyze cardiac dysrhythmias and follow through with appropriate therapeutic intervention. Semester Hours 1 (3 lab)

**RSPT 2230 Examination Preparation (Capstone)**

Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented. Semester Hours 2 (1 lec/2 lab)

**RSPT 2233 Respiratory Care Case Management**

Preparation and presentation of the case study. Instruction in the investigation, organization, and presentation of the material, including preparation of questions for group discussion. Prerequisite: RSPT 1267. Semester Hours 2 (2 lec)

**RSPT 2258 Respiratory Care Patient Assessment**

Instruction in the integration of patient examination techniques, clinical lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and non-invasive hemodynamics results in patient assessment. Prerequisite: RSPT 1411. Semester Hours 2 (2 lec)

**RSPT 2266 Practicum – Respiratory Care**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: advanced adult, pediatric, and neonatal patient assessment / history, vital signs, and physical assessment, basic bedside spirometry and advanced pulmonary function testing, oximetry, arterial line sampling, blood gas analysis and interpretation, advanced medical terminology and medical symbols and definitions, infection control, invasive airway management/ monitoring, intensive care radiological interpretation, emergency life support / resuscitation, intensive patient care, skills in chest physiotherapy, medical gas therapy, oxygen analysis, mechanical ventilation, humidity /aerosol therapy. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: RSPT 1267. Semester Hours 2 (18 clinical hours/week)

### **RSPT 2267 Practicum – Respiratory Care**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student; provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: advanced adult, pediatric, and neonatal patient assessment / history, vital signs, and physical assessment, bedside spirometry and pulmonary function testing, oximetry, arterial line sampling, analysis and interpretation, advanced medical terminology and medical symbols definitions, infection control, invasive airway placement / management/ monitoring, intensive care radiological interpretation, emergency life support / resuscitation, critical and intensive patient care, skills in chest physiotherapy, medical gas therapy, oxygen analysis, mechanical ventilation, humidity /aerosol therapy skills and knowledge. Specific learning objectives are developed by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides clinical practice to develop affective and psychomotor (and reinforce cognitive) skills to include: rehabilitation and care of the critically ill adult patients. Prerequisite: RSPT 2266. Semester Hours 2 (18 clinical hours/week)

### **RSPT 2305 Pulmonary Diagnostics**

Introduces the theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. The student will perform and interpret basic and advanced pulmonary function testing, describe principles/concepts involved in blood gas analysis and quality control, and describe the application/troubleshooting of oximetry and capnography. Semester Hours 3 (3 lec)

### **RSPT 2310 Cardiopulmonary Disease**

Provides a discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisites: RSPT 1411. Semester Hours 3 (3 lec)

### **RSPT 2317 Respiratory Care Pharmacology**

A study of pharmacological principles/practices of drugs that affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Semester Hours 3 (3 lec)

### **RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care**

Provides a study of acute care, monitoring, and management as applied to the neonatal and pediatric patient. The student will describe normal and abnormal neonatal and pediatric anatomy and physiology and select, adjust, check, and modify equipment to manage the high-risk neonatal or pediatric patient. Prerequisites: RSPT 2414. Semester Hours 3 (3 lec)

#### **RSPT 2414 Mechanical Ventilation**

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. Prerequisite: RSPT 1411. Semester Hours 4 (3 lec/4 lab)

### **Social Work**

#### **SOCW 2361 Introduction to Social Work**

Introduces the student to social work values, selected social problems, social welfare as an institution of this society, social work as a profession, and practice settings of the professional social worker. In addition to knowledge area, students are introduced to the “real” world through a required 30-hour community service experience. They are placed in diverse local social agencies and learn about problems, clients, agencies, and programs. Semester Hours 3 (3 lec)

### **Sociology**

#### **SOCI 1301 Introduction to Sociology**

Explores social interaction with emphasis on basic sociological principles and concepts, analysis of diverse patterns of social organization, and consideration of various contemporary social conditions. Includes role playing, culture, institutions, social movements, socialization, social class, the family, and race. Semester Hours 3 (3 lec)

#### **SOCI 1306 Social Problems**

Explores selected major contemporary social problems and group conflicts, including the sociology of crime and delinquency, poverty, race relations, family, population problems, drug abuse, and other personal pathologies. Semester Hours 3 (3 lec)

#### **SOCI 2301 Marriage and Family**

Studies various problems involved in family living with stress upon matters concerning mate selection, marital adjustment, and patterns of family behavior. Semester Hours 3 (3 lec)

#### **SOCI 2319 Minorities Studies I**

Historical, economic, social, and cultural development of minority groups. Groups studied may include White Ethnics, African-Americans, Mexican-Americans, Asian-Americans, and Native Americans. Prerequisites: SOCI 1301 or 1306 and must have passed the reading portion of the THEA or approved alternative test or credit for READ 0302. Semester Hours 3 (3 lec)

**SOCI 2326 Social Psychology**

Provides a study of the experience and behavior of the individual in relation to social situations. Emphasizes social interaction, the self, attitudes, and group processes. Prerequisite: PSYC 2301 or SOCI 1301. NOTE: Credit will not be given for both PSYC 2319 and SOCI 2326. Semester Hours 3 (3 lec)

**Spanish****SPAN 1300 Conversational Spanish I**

Provides instruction in oral communication for students who wish to communicate adequately for travel or work. Provides instruction through dialogs and vocabulary exercises, including the use of idiomatic expressions. May be taken by students who have little or no knowledge of Spanish; may also be taken as a supplement to other Spanish classes. PLEASE NOTE: Not intended to satisfy part of the foreign language requirement at four-year institutions. Semester Hours 3 (3 lec)

**SPAN 1310 Conversational Spanish II**

Continues instruction provided in SPAN 1300. Offers further proficiency in oral communication. PLEASE NOTE: Not intended to satisfy part of the foreign language requirement at four-year institutions. Prerequisite: SPAN 1300 or previous Spanish courses in high school or college or approval of instructor. Semester Hours 3 (3 lec)

**SPAN 1411 Beginning Spanish I**

Introduces essentials of pronunciation and grammar through oral and written practice. A communication-based approach is used to practice all language skills. No prior knowledge of Spanish required. Semester Hours 4 (3 lec/2 lab)

**SPAN 1412 Beginning Spanish II**

Emphasizes essentials of pronunciation and grammar through oral and written practice. All language skills are utilized in a communication-based approach. Prerequisite: SPAN 1411, two years of high school Spanish, or consent of instructor or division chair. Students with two years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 4 (3 lec/2 lab)

**SPAN 2311 Intermediate Spanish I**

Reviews Spanish grammar through oral and written practice. Utilizes cultural reading selections in Spanish to expand vocabulary and knowledge of the Hispanic culture. Prerequisites: SPAN 1411 and 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

**SPAN 2312 Intermediate Spanish II**

Reviews Spanish grammar through oral and written practice. Utilizes cultural reading selections in Spanish to expand vocabulary and knowledge of the Hispanic culture. Prerequisite: SPAN 2311, four years of high school Spanish, or consent of instructor or division chair. Students with four years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

## **Speech Communication**

### **SPCH 1311 Introduction to Speech Communication**

A survey of the basic principles of human communication with opportunities to apply these principles in three or more areas of study, including, but not limited to: interpersonal, public speaking, and small group communication. Semester Hours 3 (3 lec)

### **SPCH 1315 Public Speaking**

Provides an introduction to research, organization, composition, and delivery of speeches for various purposes and occasions, with emphasis on listening skills, informative and persuasive speaking, and small group communication. Semester Hours 3 (3 lec)

### **SPCH 1318 Interpersonal Communication**

Introduces fundamental concepts and provides skills development for verbal and nonverbal communication in one-to-one interactions. Explores supportive and defensive climates, skills for sending and receiving messages, leadership, assertiveness, conflict management techniques, and the reduction of communication barriers. Semester Hours 3 (3 lec)

### **SPCH 1321 Business and Professional Speaking**

Presents theories and develops skills in organizational communication as applied to business and professional situations with emphasis on listening analysis, professional presentations, and organizational groups. Semester Hours 3 (3 lec)

### **SPCH 2333 Discussion and Small Group Communication**

Introduces discussion and small group theories/techniques, emphasizing leadership and participation in routine professional meetings, business conferences, and community groups. Includes units on problem-solving agendas, interpersonal communication, and small group presentational styles. Semester Hours 3 (3 lec)

## **Surgical Technology**

### **SRGT 1144 Technological Sciences for the Surgical Technologist**

In-depth coverage of specialized surgical modalities. Areas covered include endoscopy, basic physics, therapeutic surgical energies, robotics, safety in the operating room, and other integrated science technologies. Semester Hours 1 (1 lec/1 lab)

### **SRGT 1260 Clinical/Lab-Introductory**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 2 (8 clinical hours/week)

### **SRGT 1405 Introduction to Surgical Technologist**

Orientation to perioperative concepts such as aseptic principles and practices, infectious processes, instrumentation, surgical sutures and supplies, ethics and legalities and creation and maintenance of the sterile field. Semester Hours 4 (3 lec/2 lab)

**SRGT 1409 Fundamentals of Perioperative Concepts & Techniques**

In depth coverage of surgical technology theory, diagnostics, wound healing, surgical pharmacology and anesthesia, and patient care concepts. Semester Hours 4 (3 lec/2 lab)

**SRGT 1441 Surgical Procedures I**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, ophthalmology, ENT and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Semester Hours 4 (3 lec/2 lab)

**SRGT 1442 Surgical Procedures II**

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, orofacial maxillary, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Semester Hours 4 (3 lec/2 lab)

**SRGT 1491 Special Topics in Surgical/Operating Room Technical**

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. Semester Hours 4 (3 lec/4 lab)

**SRGT 1542 Surgical Procedures II**

Introduction to surgical procedures and related pathologies. Emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for preoperative patient care. Prerequisite: SRGT 1441. Semester Hours 5 (4 lec/2 lab)

**SRGT 1560 Clinical – Intermediate**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 5 (16 clinical hours/week)

**SRGT 1660 Clinical– Surgical Technology/Technologist**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Semester Hours 6 (12 clinical)

**SRGT 2130 Professional Readiness**

Transition into the professional role of the surgical technologist. Includes professional readiness for employment, attaining certification and maintaining certification status. A capstone experience may be included. Semester Hours 1 (1 lec)



**SRGT 2660 Clinical – Advanced (Capstone)**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hours 6 (24 clinical hours/week)

**Theatre**

Theatre majors are expected to fulfill work assignments in some phase of theatre on each theatre department production (usually two productions per semester).

**DRAM 1120 Theatre Practicum****DRAM 1121 Theatre Practicum****DRAM 2120 Theatre Practicum****DRAM 2121 Theatre Practicum**

Offers hands-on experience in acting, management, publicity, box office, and other aspects of rehearsal and performance for theatrical productions. Required of majors but open to all students upon consent of the instructor. May be repeated for credit. Semester Hours 1 (6 lab)

**DRAM 1161 Musical Theatre Workshop**

Provides practical experience by singing and/or dancing in a musical productions. May be taken four times for credit. Semester Hours 1 (5 lab)

**DRAM 1162 Theatre Workshop: Opera**

Includes all phases of opera with emphasis on techniques, procedures, and practical experience gained by participating in an opera production. For all transfer music majors and minors whose major instrument is voice but open to all students. May be taken four times for credit. Semester Hours 1 (5 lab)

**DRAM 1310 The Art of Theatre**

Applies as a required Humanities or Visual & Performing Arts course for all students. Portrays theatre arts as a reflection of society, a response to basic human needs, and a creative, collaborative art form; includes an investigation of the theatrical elements of acting, staging, and literature, ranging from the major historical periods to today's contemporary theatre and film. Semester Hours 3 (3 lec)

**DRAM 1322 Stage Movement**

Develops the actor's body as a tool. Builds on the foundation of movement by exploring time, space, and energy as they inspire movement through creative impulse. Prerequisite: DANC 1141, 1151 or consent of instructor. Semester Hours 3 (2 lec/2 lab)

**DRAM 1330 Stagecraft**

Introduces the theories and practices of technical theatre design and construction through lecture and practical application. Required of theatre majors. Semester Hours 3 (3 lec/3 lab)

**DRAM 1341 Stage Make-Up**

An introduction to basic techniques of makeup with emphasis on character analysis, makeup design, and techniques of application. Required of theatre majors but open to all students upon consent of the instructor. Semester Hours 3 (1 lec/3 lab)

**DRAM 1342 Introduction to Costuming**

Survey of the costume process from concept to realization; develops basic hand and sewing machine techniques, basic patterning and fitting methods, and costume crafts. Semester Hours 3 (3 lec/3 lab)

**DRAM 1351 Acting I**

Develops fundamental techniques concerning the actor and his/her relationship with the play and the audience. Acting techniques, improvisational exercises, audition techniques, and character and text analysis for contemporary monologues and scenes are emphasized. Required of theatre majors. Semester Hours 3 (3 lec)

**DRAM 1352 Acting II**

Continues DRAM 1351. Explores historically relevant and current performance theories by utilizing age-relevant classical and contemporary scene study. Required of theatre majors. Prerequisite: DRAM 1351. Semester Hours 3 (3 lec)

**DRAM 2331 Introduction to Theatrical Design**

Presents the fundamentals of design as they relate to the collaborative process of theatrical production with emphasis on two- and three-dimensional concepts. Required of theatre majors. Prerequisite: DRAM 1330 or consent of the instructor. Semester Hours 3 (3 lec)

**DRAM 2336 Voice for the Actor**

Offers instruction and practice designed to aid the actor in achieving optimum vocal performance through exploration of vocal mechanics and proper breathing, projection, resonance, articulation, and characterization. Basic dialects and Shakespearean textual performance techniques are introduced. Required of theatre majors. Prerequisite: DRAM 1351 (or concurrent enrollment) or permission of the instructor. Semester Hours 3 (3 lec)

**DRAM 2351 Acting III**

Builds on the foundation of DRAM 1351 and 1352 by exploring period acting styles from ancient styles to postmodern theatre. Prerequisite: DRAM 1351 and 1352. Semester Hours 3 (3 lec)

**DRAM 2361 History of the Theatre I**

Studies the development of theatre art from ancient Egypt through the mid-17th century. Representative plays from each historical period will be analyzed and contrasted in terms of style, content, and form. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

**DRAM 2362 History of the Theatre II**

Covers the development of theatre art from the mid-17th century to the present. Emphasizes Western theatre and Eastern theatre as it has influenced the Western world. Representative plays from each

historical period will be analyzed and contrasted in terms of style, content, and form. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

### **DRAM 2366 Development of the Motion Picture I**

Surveys the visual, aural, and dramatic aspects of motion pictures and narrative films; the historical growth and sociological effects of film as an art form; the historical development of film; and the aesthetics that define film as a work of art. Semester Hours 3 (3 lec)

## **Veterinary Technology**

### **VTHT 1205 Veterinary Medical Terminology**

Introduction to word parts, directional terminology, and analysis of common veterinary terms. Semester Hours 2 (2 lec)

### **VTHT 1317 Veterinary Office Management**

Practical experience in management of the veterinary hospital. Emphasis on client relations, recordkeeping, inventory, employment skills, and computer skills in the veterinary environment. Semester Hours 3 (3 lec)

### **VTHT 1341 Anesthesia and Surgical Assistance**

In-depth application of surgical, obstetrical, and anesthesia techniques, including identification and use of instruments and equipment. Prerequisites: VTHT 1349 and 1413. Semester Hours 3 (2 lec/4 lab)

### **VTHT 1345 Veterinary Radiology**

Presentation of theory and principles and practical application of radiology within the field of veterinary medicine. Prerequisite: VTHT 1413. Corequisite: VTHT 2435. Semester Hours 3 (2 lec/3 lab)

### **VTHT 1349 Veterinary Pharmacology**

Fundamentals of pharmacology, including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents. Prerequisites: VTHT 1413 and 2321. Semester Hours 3 (3 lec/1 lab)

### **VTHT 1401 Introduction to Veterinary Technology**

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Semester Hours 4 (3 lec/3 lab)

### **VTHT 1413 Veterinary Anatomy and Physiology**

Gross anatomy of domestic animals, including physiological explanations of how each organ system functions. Prerequisite: BIOL 1413 with a minimum grade of C. Semester Hours 4 (3 lec/3 lab)

### **VTHT 2201 Canine and Feline Clinical Management**

Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. Prerequisite: VTHT 1401. Corequisites: VTHT 1349 and 2321. Semester Hours 2 (2 lec/1 lab)

**VTHT 2205 Equine Clinical Management**

Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. Prerequisites: VTHT 1349, 1413, and 2321. Semester Hours 2 (2 lec/1 lab)

**VTHT 2209 Food Animal Clinical Management**

Survey of feeding, common management practices, and care of food-producing animals in a clinical setting. Review of common diseases of food-producing animals encountered in the practice of veterinary medicine. Prerequisites: VTHT 1349, 1413, and 2321. Semester Hours 2 (2 lec/1 lab)

**VTHT 2213 Lab Animal Clinical Management**

Survey of feeding, common management practices, and care of laboratory and exotic animals in a clinical setting. Review of common diseases of laboratory and exotic animals encountered in the practice of veterinary medicine. Prerequisite: VTHT 1349, 1413, and 2321. Semester Hours 2 (2 lec/1 lab)

**VTHT 2266 Veterinary Practicum**

An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. Prerequisite: Student cannot have a grade lower than a C in any VTHT course and must have approval of program director. Semester Hours 2 (1 lec/15 lab)

**VTHT 2321 Veterinary Parasitology**

Study of parasites, including zoonotic diseases, common to domestic animals. Prerequisite: BIOL 1413 with a minimum grade of C. Semester Hours 3 (2 lec/3 lab)

**VTHT 2323 Veterinary Clinical Pathology I**

In-depth study of hematology and related chemistries with emphasis on lab procedures. Prerequisites: VTHT 1413 and 2321. Semester Hours 3 (2 lec/4 lab)

**VTHT 2331 Veterinary Clinical Pathology II**

In-depth study of urinalysis and cytology. Survey of microbiological techniques. Emphasis on laboratory procedures. Prerequisite: VTHT 2323. Semester Hours 3 (2 lec/4 lab)

**VTHT 2425 Large Animal Assisting Techniques**

Study of basic restraint and proper management, treatment, and medication techniques for farm animals. Prerequisite: VTHT 1349, 1413. Semester Hours 4 (3 lec/4 lab)

**VTHT 2435 Advanced Veterinary Anatomy and Physiology**

Continuation of anatomy of domestic animals, including physiological explanations of the functioning of each system. Prerequisite: VTHT 1413. Semester Hours 4 (3 lec/3 lab)

**VTHT 2439    Veterinary Nursing Care**

Study of surgical and anesthesia principles with special attention to pharmacological care. This is a Capstone course requiring integration of course work in the field of veterinary technology.

Prerequisite: Student cannot have a grade lower than a C in any VTHT course and must have approval of program director. Semester Hours 4 (3 lec/3 lab)

# Faculty and Staff

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A.A., McLennan Community College; B.A.A.S., Tarleton State University  
Karen Rudolph ..... Coordinator, Marketing & Communications  
B.A., Ouachita Baptist University; M.A., University of Georgia  
Lisa Wilhelmi ..... Director, Community Relations  
B.A., Texas A&M University; M.F.A., University of Mississippi

## Athletics

**Shawn Trochim** ..... **Athletic Director**  
A.A., McLennan Community College; B.S., Texas A&M University; M.S., Tarleton State University  
Vincent Clark ..... Head Men's Golf Coach /Instructor  
B.A., M.A., Baylor University; J.D., Baylor School of Law  
Chris Clemons ..... Assistant Baseball Coach  
B.S., Tarleton State University  
Kevin Gill ..... Head Men's Basketball Coach /Instructor  
B.S., Paul Quinn College; M.S., Prairie View A&M University  
Sandra Hinton ..... Dance Company Director/Instructor  
B.S., M.S., Baylor University  
Kristy Hughes ..... Women's Assistant Basketball Coach  
B.S., Angelo State University, M.Ed., Tarleton State University  
Candice Kelm ..... Sports Information Specialist  
B.S., Baylor University  
Rebecca Maxfield ..... Athletic Trainer  
B.S., San Jose State University; M.S. Ed., Baylor University  
Pete Mejia ..... Head Baseball Coach /Instructor  
B.S., University of Texas; M.S.Ed., Baylor University

Stanley R. Mitchell	Head Women's Golf Coach /Instructor
B.B.A., M.B.A., University of Texas at Austin; Ed.D., Oklahoma State University	
Manuel Ordonez	Head Softball Coach /Instructor
B.S., Baylor University; M.Ed., Tarleton State University	
Ricky Rhodes	Head Women's Basketball Coach /Instructor
A.A., Navarro Junior College; B.A., University of the Incarnate Word; M.Ed., Tarleton State University	
Larren Silver	Assistant Men's Basketball Coach
A.A., New Mexico Junior College; B.A., University of Mary Hardin-Baylor; M.A., University of Texas of the Permian Basin; M.A., Tarleton State University	

## Finance & Administration

### Gene Gooch

### Vice President

B.B.A., North Texas State University; M.B.A., Midwestern State University	
Alicia Arroyo	Coordinator, Central Services
A.A.S., McLennan Community College; B.A.A.S., Tarleton State University	
Phyllis Blackwood	Director, Human Resources
A.A.S., McLennan Community College; B.A.A.S., M.S., Tarleton State University	
Patricia Bliss	Senior Accountant, Cashiering & Student Accounts
B.S., Plymouth State; M.Ed., Plattsburgh State University	
Rene Bush	Associate Director, Student Accounts Receivables
A.A.S., McLennan Community College; B.S., Tarleton State University	
Teresa Dorris	Senior Student Account Compliance Specialist
B.B.A., University of Mary Hardin-Baylor	
Robert Ellis	Barn Manager, Highlander Ranch
B.S., Tarleton State University	
Dianne Feyerherm	Director, Physical Plant
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Thomas Frost	Detective
A.A.S., McLennan Community College	
Velinda Haltom	Payroll Specialist
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Betty James	Internal Auditor
B.S., Abilene Christian University	
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B.A., Baylor University; M.S., Indiana University	
Melissa Kittner	Compensation and Benefits Specialist
B.B.A., Baylor University	
Lizette LaStrape	Assistant Events Specialist
B.A., California State University	
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B.B.A., M.A.C.C., Baylor University	
Eve Lopez	Card Office Specialist
A.A., McLennan Community College; B.A.A.S., Tarleton State University	
Jennifer Martinsen	Coordinator, Wellness
B.B.A., M.S.Ed., Baylor University	
Jennifer Matthews	Riding Specialist
A.A.S., Lamar Community College	
Stephanie Maultsby	Coordinator, Business & Industry Programs
B.S., Northern Arizona University; M.S.Ed., Baylor University	

Jerry Niles Jr. Central Utilities Manager

Tami Nutt Coordinator, Professional & Organizational Development  
B.A., Howard Payne University; M.A., Baylor University

Cynthia Ott Senior Accountant, Grants and General Ledger  
A.A., McLennan Community College; B.B.A., Baylor University

Kathleen Plemons Senior Accountant, Payroll  
A.A., McLennan Community College; B.B.A., Baylor University

Larry Radke Director, Public Safety/Chief of Police  
A.A., Navarro College

Ann Richardson Human Resources Specialist  
A.A., McLennan Community College; Additional Studies, Tarleton State University

April Robinson Associate Director, Accounts Payable/Budget & Disbursements  
A.A., McLennan Community College; B.B.A., Baylor University

Sidney Ross Director, Facilities Planning & Construction  
B.S., Baylor University

Belinda Shelburne Events Specialist  
A.A.S., McLennan Community College

Lori Southern Director, Administrative Services  
B.B.A., M.A.C.C., Baylor University

John C. Surley Energy Management Programmer Specialist

Jodi Tindell Campus Facility Scheduler Specialist  
A.A., McLennan Community College

Gary Willis Coordinator, Campus Card Office  
A.A., McLennan Community College; B.A.S., Troy State University

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B.S., University of Wisconsin-Stout; M.S., University of Texas at Dallas

Joe T. Arrington Division Chair, Human Services  
B.A.S.S., Stephen F. Austin State University; M.S., Baylor University

Tamara Ballmann Program Director, Criminal Justice  
B.S., Tarleton State University; J.D., Baylor University School of Law

Donald C. Balmos Dean, Arts & Sciences  
B.M., M.M., Baylor University; D.M.A., University of Texas at Austin

Georgia Beard Alternative Teacher Certification Specialist  
A.A., McLennan Community College; B.S., Sam Houston State University; M.S.Ed., Stephen F. Austin State University

Stephen Beatty Coordinator, Law Enforcement Academy  
Studies at MCC, University of Virginia, FBI National Academy

Annette Bigham Program Director, Business  
B.A., M.A., University of Texas at El Paso; M.A., Webster University; C.P.A., Texas

Robert Carlson Business Consultant, Small Business Development Center  
B.A., University of Utah; M.A., University of Phoenix

Raeford Carter Business Consultant, Small Business Development Center  
B.B.A., Baylor University

Ming Chow Instructional Specialist, Mathematics  
A.A.S., McLennan Community College; B.A., National Cheng-Chi University; M.B.A., Baylor University



Christine Cockrell Program Director, Physical Therapist Assistant  
A.A.S., McLennan Community College; B.S., Kansas Wesleyan University

Jess Collins Division Chair, Math/Sciences/HPE  
B.S., Oklahoma Baptist University; M.S., Oklahoma University

Stephen Cook Coordinator, Fire Protection Technology  
A.A., McLennan Community College; B.F.A., University of Texas at Austin; Master Firefighters,  
Intermediate Instructor T.C.F.P.

Susan Copeland Coordinator, Retired and Senior Volunteer Program  
Licensed Baccalaureate Social Worker, Certified Activity Director

Shirley M. Crockett Coordinator, Adult Basic Education  
A.A., McLennan Community College; B.A., Baylor University; M.E., Texas A&M University

Ronald J. Epps Dean, Workforce Education  
B.S., M.S., D.V.M., Texas A&M University

Mary Feltman Program Director, Electroneurodiagnostics & Polysomnography  
A.A.S., Western Wisconsin Technical College; B.S., Silver Lake College of the Holy Family

Glynnis Gaines Program Director, Radiologic Technology  
A.A., McLennan Community College; B.S., M.S., The George Washington University

Jennifer Garretson Program Director, Veterinary Technology  
D.V.M., Louisiana State University & A&M College

Linda M. Gassaway Program Director, Paralegal  
B.A., St. Mary's College (Indiana); J.D., University of Texas School of Law

Douglas Gibson Program Director, Respiratory Care Technology  
B.A., University of Kansas; Certificate, University of Kansas Medical Center; R.R.T. (N.B.R.C.),  
R.C.P. (Texas)

Paul Gonzales Program Director, Mental Health  
B.A., M.A., Baylor University

Donna M. George Program Director, EMS/Paramedicine  
A.A.S., McLennan Community College; B.S., M.S., Texas State University; Ph.D., Texas A&M University

Sandra L. Goss Division Chair, Nursing  
A.A.A., Kilgore College; B.S.N., University of Texas at Arlington; M.S.N., Ph.D., University of Texas

H. Robert Granberry Program Director, Interpreter Training  
B.A., California Baptist College; M.Ed., University of Texas at Austin; CSC, SC:PA, Registry of  
Interpreters for the Deaf; Level V and Court Interpreter Certifications

Frank Graves Dean, Continuing Education  
B.B.A., M.B.A., Angelo State University

Michael Green Business Consultant, Small Business Development Center  
B.S., Southern University

Fay Gutierrez Program Director, Alternative Teacher Certification  
A.A., A.A.S., McLennan Community College; B.A., University of Texas at Arlington

Lynda Harkins Director, Clinical Education, Respiratory Care  
B.S., Medical College of Georgia; M.S.H.P., Texas State University; Ph.D., University of Texas at Austin

Janie Hilliard Program Director, Child Development  
B.S., University of Texas; M.Ed., Southwest Texas State University

Fred Hills Program Director, Computer Information Systems  
B.S., Baylor University; M.S., University of Colorado; M.Div., Baylor University

Karen Hix Coordinator, Community Programs  
B.B.A., Sam Houston State University; M.Ed., University of Texas at Austin

Richard Leslie Coordinator, Instructional Design  
B.F.A., University of Texas; M.F.A., Baylor University

Linda Maloy Program Director, Surgical Technology  
A.A.S., McLennan Community College; B.S.N., University of Phoenix

Ronnie Massey Assistant Program Director, Alternative Teacher Certification  
B.S.Ed., Abilene Christian University; M.S.Ed., Prairie View A&M University

William Matta Division Chair, Language, Literature & Communication  
B.A., Bemidji State College; B.A., M.A., University of North Dakota; Ph.D., University of Texas at Austin

Elizabeth R. Mitchell Science Lab Specialist  
B.S., M.S., Texas A&M University

Gilbert Montemayor Division Chair, Social/Behavioral Sciences  
A.A., Hill Junior College, B.A., M.A., Baylor University; Graduate Study: Tarleton State University, University of North Texas

Bridgit Moore Division Chair, Allied Health  
A.A.S., Temple Junior College; B.S., University of Mary Hardin-Baylor; M.S.H.P., Southwest Texas State University; Ed.D., University of North Texas

Robert Page Division Chair, Visual & Performing Arts  
B.S., Indiana University of Pennsylvania; M.M.Ed., University of Miami

Jeanette Park Continuing Education Specialist  
A.A.S., McLennan Community College

Belinda Pillow Project Director, Small Business Development Center  
B.A., Baylor University; M.S.S.W., University of Texas at Arlington

Lesley Plemons Program Director, Health Information Technology  
A.A.S., McLennan Community College; B.S., Texas State University; M.S., Tarleton State University

Ronald G. Robinson Program Director, Cosmetology  
Cosmetology and Cosmetology Instructor Certificates; A.A., McLennan Community College; B.S., Baylor University

Suzanne Sadosky Instructor, Adult Basic Education  
B.S., Ohio State University

Kimberly Sales-McGee Program Director, Vocational Nursing  
B.A., University of Cincinnati; A.D.N., McLennan Community College

Diane L. Schmas Program Director, Medical Laboratory Technology  
B.S., Texas A&M University; M.A., Baylor University; M.T., Hillcrest School of Medical Technology

Annette Scott Associate Director, University Center  
A.A.S., McLennan Community College; B.A.A.S., Tarleton State University; M.S., Tarleton State University

Joyce Sims Coordinator, Community Health/Human Services  
A.D.N., McLennan Community College; B.S.N., University of Texas at Arlington

Danny Smith Director, Emergency Services Education Center  
B.A., Wayland Baptist University

Lewis Snell Director, University Center  
B.S., Southwestern University; M.S., Texas Tech University; Ph.D., Miami University, Ohio

Linda Stanford Division Chair, Business Programs  
B.B.A., Texas Tech University; M.Ed., North Texas State University

Staci Taylor Instructional Design Specialist  
B.S., M.S., Tarleton State University

Rita Tejada Program Assistant, Retired and Senior Volunteer Program  
A.A., McLennan Community College

Dan S. Uptmore Executive Director, Corporate Training  
A.A., McLennan Community College; B.B.A., University of Texas at Arlington; M.B.A., Baylor University

Stephen Walker CE EMS Coordinator/Instructor  
EMS Certificate, McLennan Community College

Kenneth Walker Coordinator, Online Academic Support  
B.A., Baylor University

Arthur Wellborn Instructional Specialist, Language, Literature and Communication  
B. A., M.A., M.Ed., Wayland Baptist University

Steven Wenzel Coordinator, Business & Industry Programs  
B.B.A., Baylor University

Kelly White Director, Center for Instructional Design and Operations  
B.F.A., Arizona State University; M.A., University of Phoenix

Paulette Williams Coordinator, Paramedicine/EMS  
A.A.S., University of New York; Paramedic, McLennan Community College

## President Emeritus

Wilbur A. Ball  
B.S., M.Ed., Ph.D., University of Texas at Austin; College President, 1966-1988

Dennis F. Michaelis  
B.S., University of Kansas; M.A., Fort Hays State University; Ph.D., Kansas State University;  
College President, 1988-2009

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Kalyani Anandaraman Sr. Library Information Specialist  
B.S., Andhra University, Waltair, India

Leslie R. Bessellieu LAN Manager  
A.A.S., McLennan Community College

Daniel Brown Assistant Webmaster  
Certificate, Texas State Technical College

Jonathan Davis Technology Specialist  
B.A., Baylor University

Marylaine Dreise College Archivist  
B.A. University of Tennessee; M.A., University of Massachusetts-Amherst; M.S., University of Tennessee

Joy Evans Coordinator, Institutional Research  
B.A., Baylor University; M.A., University of Pittsburgh

Luther Fisher PC Specialist  
A.A.S., McLennan Community College

Cathy F. Hagan Coordinator, Institutional Effectiveness  
B.S., Northwestern State University

Donnie Hagan Director, Program Review, Planning & Assessment  
B.S., M.S., Northwestern State University (Louisiana)

Terri Hugo Collections & Resource Management, Library Services  
A.A., McLennan Community College; B.S.Ed., Baylor University; M.L.S., Texas Woman's University

Don Hurst Systems Analyst  
A.A.S., McLennan Community College

Rita Jacinto Programmer/Analyst  
A.A.S., McLennan Community College; Certificate in Computer Data Processing

Sharon Kenan Research and Instruction Librarian  
B.A., M.L.S., University of Texas at Austin; M.A., Baylor University

Laura Wichman Database Admin Specialist  
A.A.S., McLennan Community College

Dan Martinsen Director, Library Services/Educational Information Systems  
B.S., Montclair State College

Pavel Mizilin Webmaster  
A.S., McLennan Community College

Cheryl Morgan Technology/Help Desk Specialist  
Study at McLennan Community College

Terry Mozee Coordinator, Client Systems  
A.A.S., McLennan Community College; B.S., Paul Quinn College; M.I.S., Tarleton State University

Jimmy Patton CE Programmer/Analyst  
A.A.S., ITT Technical Institute

Josephine Pendleton Research and Instruction Librarian  
B.A., University of Kansas; M.L.S., Indiana University

Bennie Prnka PC Specialist  
A.A., Texas State Technical College

Tom Proctor Coordinator, Planning  
B.S., Northeastern University; M.A., University of Massachusetts

Beverly Roberts Coordinator, Administrative Systems  
A.A.S., McLennan Community College; B.A.A.S., Tarleton State University

Darrel Ross LAN Manager  
A.A.S., Texas State Technical College

Michael W. Searight Director, Information Systems & Services  
A.A.S., Texas State Technical College

Elizabeth Wise Shultz Library Electronic Resources and Technology Specialist  
A.A., McLennan Community College

Stanislav Voskoboinikov Systems Support Specialist  
A.A.S., McLennan Community College

Arthur L. Wilson PC Specialist  
A.A.S., Texas State Technical College; A.A., McLennan Community College

Gail Woodward On-Line Librarian  
B.S., Sam Houston State University; M.S., Texas A&M University; M.S., University of North Texas

## Student Services

**Santos Martinez Jr. Vice President**  
B.A., University of Corpus Christi; M.Div., Southwestern Baptist Theological Seminary; M.S., Ed.D., Texas A&M University – Corpus Christi

Kristen Cervantes Financial Aid Specialist  
B.M., University of Texas at Austin

Karen L. Clark Director, Admissions & Recruitment  
B.S., M.S.Ed., Baylor University

Debra K. Drake Counseling Specialist  
B.S.W., Paul Quinn College; M.Ed., Prairie View A&M University

Kathleen Garrett Project Director, Student Support Services  
B.A., M.S., Texas Tech University

Brenda Hand Academic Specialist, Upward Bound  
A.A., McLennan Community College; B.A., Baylor University; M.A., Texas Woman's University

Paul Hoffman Counseling Specialist, Student Development  
B.A., McMurry University; M.S., Abilene Christian University

Claudette Jackson Coordinator, Student Activities  
B.A., M.A., Baylor University

Michelle L. Johnson Coordinator, Testing Center  
A.A., McLennan Community College; B.P.S., University of Mary Hardin-Baylor

Patsy Jones Project Director, Upward Bound  
A.A.S., McLennan Community College; B.S., University of Mary Hardin-Baylor; M.S., Amberton University

Sandra L. Jones Associate Director, Financial Aid  
A.A.S., A.A., McLennan Community College; B.B.A., M.Ed., Tarleton State University

James Kubacak Director, Financial Aid  
A.A.S., McLennan Community College; B.B.A., M.Ed., Tarleton State University

Sha’Nelle Lawson Admissions Specialist, Recruitment  
B.B.A., Baylor University

Maria Macias Financial Aid Specialist  
A.A.S., McLennan Community College

Cristen McClure Counseling Specialist, Student Development  
B.A., Ouachita Baptist University; M.S.Ed., Baylor University

Dianne Ogden Director, Student Development  
B.S., Texas A&M University; M.Ed., Baylor University

Carla Peters Transfer Advisor, Student Support Services  
B.A., Ft. Lewis College; M.S.S.W, University of Texas at Arlington

Kathy Pettigrew Assistant Registrar, Student Records  
B.B.A., University of Mary Hardin-Baylor

Diane Russo Counseling Specialist, Student Development  
B.A., Baylor University; M.S., University of Texas at Arlington

Jessica Shelton Counseling Specialist, Student Development  
B.S., M.S.Ed., Baylor University

Ameenah Snow Outreach Specialist  
B.S., East Texas State University; M.B.A., University of Phoenix

Amanda Straten Coordinator, Student Admissions  
B.A., Tarleton State University

Marcus Sweatt Disabilities Specialist  
B.S., Sul Ross State University; M.S., Abilene Christian University

Johnnie M. Talton Counseling Specialist, Student Support Services  
B.A., Huston Tillotson College; M.Ed., Prairie View A&M University; L.P.C.

Herman Tucker Director/Registrar, Records and Registration  
B.S., Baylor University; M.Ed., Tarleton State University

Paula Unger Counseling Specialist, Student Development  
B.A., M.A., Baylor University

Peggy A. Watts Assistant Director, Financial Aid  
A.A., McLennan Community College; B.B.A., University of Mary Hardin-Baylor; M.B.A., Tarleton State University

Meredith Yeagans Counseling Specialist, Student Development  
B.B.A., Baylor University; M.A., Denver Seminary

## Faculty

Karen Albrecht Music  
B.M., M.M.E., Ph.D., University of North Texas

Elaine Alexander Geology  
B.S., M.A., Baylor University

Sharon Allen Associate Degree Nursing  
B.S.N., University of Mary Hardin-Baylor; M.S., Texas Woman’s University

Sue T. Allen Veterinary Technology  
A.A.S., Texas State Technical College; R.V.T., University of Texas at Austin

Robert C. Ammon, Jr. B.S., Baylor University; M.A., University of Alabama	Health and Physical Education
April K. Andreas B.S., M.S., Southwestern Methodist University; Ph.D., University of Arizona	Math/Engineering
Henry M. Apperson B.A., M.A., Baylor University	History/Geography
Brenda Atchison B.S., Sam Houston State; M.S., Prairie View A&M University; D.M., University of Phoenix	Business
Teri Barnes B.B.A., Northwood University; M.S., Tarleton State University	Math
Linda Beatty B.S., M.S., Baylor University	Health and Physical Education/Coordinator, HPE
Carmack Berryman B.S., M.S., East Texas State University	Health & Physical Education/Math
Jennifer Black B.A., M.A.T., University of Texas at Dallas	English
Peter Blaskiewicz A.A., A.A.S, McLennan Community College; B.S., M.S., Baylor University	Math
Cheryl D. Bohde B.S., M.A., Ball State University; Ph.D., Texas A&M University	English
Diane Boles B.S., University of Texas at Dallas; M.S., University of Arkansas; CSC, Registry of Interpreters for the Deaf; Court Interpreter Certification, Texas Commission for the Deaf and Hard of Hearing	Interpreter Training
Anne Borsellino A.A.S., McLennan Community College; B.B.A., M.Tax, Baylor University; C.P.A., Texas	Accounting
Nancy Boyens B.A., Baylor University; M.S., University of North Texas	Computer Information Systems – Multimedia Production and Management
Brenda Bradley B.A., Troy State University; M.A., University of North Texas	English
Pamela Briggs A.A.S., McLennan Community College; B.S., University of Central Texas; M.S., Pacific Oaks College	Child Development
Gail Brooks B.S., St. Mary's University; M.S., Baylor University	Math
David J. Burgett B.A., M.B.A., University of Dallas; Certificate in Data Processing (C.D.P.); Certificate in Computer Programming (C.C.P.); Certified Systems Professional (C.S.P.); Novell Certified NetWare Engineer; Novell Certified Network Instructor	Computer Information Systems
Patricia Burns Cosmetology and Cosmetology Instructor Certificates, Texas Beauty College	Cosmetology
James C. Burroughs A.A., Wharton Junior College; B.S., M.Ed., Sam Houston State College	Health and Physical Education
Richard R. Butler B.S., M.S., Baylor University	Health and Physical Education
Michael Campenni B.S., M.A., Eastern New Mexico University	Government
Llolanda Carriveau B.A., Louisiana State University; M.A., University of North Carolina at Chapel Hill	English
John T. Chatmas B.F.A., University of Texas at Austin; M.F.A., Pratt Institute	Art
Kurt Chunn B.A., Angelo State University; M.MFT, Abilene Christian University; Ph.D., North Central University	Sociology

Derek Clapp B.A., Angelo State University; M.A., Texas Tech University	Speech
Kathleen Cochran B.A., Texas A&M University; M.F.A., California State University-Long Beach	Theatre
Janis Colehour B.B.A., University of Texas at Arlington; C.P.A., Texas	Accounting
Linda McFerrin Cook B.A., Baylor University; M.A., Ph.D., Texas Woman's University	English
Linda Crawford B.A., M.A., Jackson State University	English
Ashley Cruseturner B.A., M.A., Baylor University	History
Kendall Culver B.S., University of Texas at Austin; M.C.J., Tarleton State University	Criminal Justice
David Davenport B.B.A., Southwest Texas State University; M.A., Claremont Graduate University	Economics
Virginia Dossman A.A., Central Texas College; B.S.N., University of Mary Hardin-Baylor; M.S.N., Texas A&M University	Associate Degree Nursing
Glenn Downing B.F.A., University of Texas; M.F.A., Virginia Commonwealth University	Visual Arts
Sondra A. Dubowsky B.A., B.S., Southwestern College; M.S., Emporia State University	Biology
Linda Dulin B.A., Baylor University; M.A., Texas Tech University; Ph.D., University of North Texas	Speech Communication and Foreign Language/Coordinator
Ann C. Duncan B.S., M.A., University of Texas at Austin	Speech Communication
Gary W. Duncan B.S., M.Ed., North Texas State University; M.Math, University of South Carolina	Math
Wayne V. Duncan A.S., Tarleton State College; B.A., Baylor University; M.Ed., North Texas State University; M.A., University of Texas at Arlington	Math
Melissa H. Edenburn B.A., Samford University; B.S., Texas State University	Health Information Technology
Vicki L. Evans A.A.S., McLennan Community College; B.S.N., Angelo State University; M.S.N., Walden University	Associate Degree Nursing
Stacy Fancher B.S., Texas A&M University; M.S., Southwest Texas State University	Clinical Coordinator, Physical Therapy
Melody L. Flowers B.A., M.A., Tarleton State University	History
Robert D. Ford B.S., East Texas Baptist College; M.S., Baylor University	Chemistry
Joe Fortson B.S., Prairie View A&M University; M.B.A., Indiana University; M.I.S., Tarleton State University	Computer Information Systems
Jon Fox B.M., Wayne State University; M.M., University of Colorado	Commercial Music
Debra Hull Fultz B.A., M.A., Stephen F. Austin State University	English
Gary L. Fultz B.S., Baylor University; M.A., University of Texas at Arlington	Biology
Karen Garrett B.A., M.Ed., Stephen F. Austin State University; M.B.A., Ed.D., Baylor University	Computer Information Systems

Richard Gimble Study at McLennan Community College, University of Texas at Austin	Commercial Music
Cornelia H. Gordon B.A., Southwestern University; M.A., Ohio State University; B.S.N., University of Texas at Arlington	Associate Degree Nursing
Mary Sue Graham R.N., B.S.N., University of Texas at Arlington; M.S. Texas Women's University	Associate Degree Nursing
Rebecca Griffin B.S., Baylor University; M.S., Texas Woman's University	Associate Degree Nursing
M. Blake Hargrove B.A., University of the State of New York; M.A., Webster University	Business Programs
Brian Paul Harris B.M.E., Samford University; M.M.E., Louisiana State University; Ph.D., Florida State University	Music
William R. Haskett B.M.Ed., M.M.Ed., East Texas State University; Ph.D., University of Oklahoma	Music
Rush Hathi B.S., Birla Institute of Technology; M.E., Lamar University	Computer Information Systems
Laura Hays Cosmetology Certificate and Instructor Certificate, A.A., McLennan Community College	Cosmetology
Meredith R. Heffner A.A., McLennan Community College	Radiologic Technology
Leslie A. Henderson B.A., M.A., University of Oklahoma	Speech Communication
Brenda Henry A.A.S., McLennan Community College; B.S., Tarleton State University	Office Technology Careers
Carol Herdman A.A.S., Hill College; B.S.N., Texas Woman's University	Vocational Nursing
Deborah Hewitt B.A., Harding University; M.S., East Texas State University; Ed.D., Texas A&M University-Commerce	Math
Misty Hixon A.A., McLennan Community College; B.S., Tarleton State University; M.S., Old Dominion University	Psychology
Kent Hoeffner B.A., Texas A&M University; M.Div., Golden Gate Baptist Theological Seminary; Ph.D., Southern Baptist Theological Seminary	Philosophy
Lisa L. Hoeffner A.A., College of the Mainland; B.A., M.A., Ph.D., University of Houston	English
Robert Paul Holder B.A., M.A., Baylor University	Government
Dolores A. Holland A.A.S., St. Mary's Junior College; B.S.N., State University of New York; M.S.N., University of Texas at Arlington	Associate Degree Nursing
David M. Hooten B.S., M.Ed., East Texas State University	Music
William A. Howard B.M., M.M., University of North Texas	Commercial Music
Casey Hubble B.A., Wichita State University; M.P.A., Baylor University	Government
Janis L. Jackson A.A., San Jacinto College; B.S., M.S., East Texas State University	Biology
Brian Johnson B.A., University of Alaska; M.A., University of New Orleans;	Economics/Accounting/Business Transfer
Barry Jones B.S., M.S.T., Tarleton State University	Agricultural Sciences



JoAnn Jumper B.A., M.A., Baylor University; Licensed Baccalaureate Social Worker	Mental Health
Thomas Justice A.S., Isothermal Community College; B.S., University of North Carolina at Wilmington; B.S., Western Carolina University; M.S., Appalachian State University	Biology
Shirley Kelinske-Jezek A.A.S., McLennan Community College; B.S.N., University of Texas at Austin; M.S., Texas Woman's University	Associate Degree Nursing
R. Brian Konzelman Study at the University of Minnesota	Commercial Music
Jonathan Kutz B.S., Indiana University of Pennsylvania; M.M., University of North Texas	Commercial Music
Charlotte Laughlin B.A., M.A., Ph.D., University of Texas at Austin	English
Jeremy L. Lehman B.A., Baylor University; M. Div., George W. Truett Theological Seminary; M.A., Tarleton State University-Central Texas College	History
Lisa Lindloff B.A., M.A., University of Texas at Arlington	Math
William Lockhart B.S., University of California; M.Div., Gordon-Conwell Theological Seminary; Ph.D., University of Virginia	Sociology
Carol A. Lowe B.A., M.A., Hardin-Simmons University; Ph.D., Baylor University	English
Thomas L. Lowrance B.A., M.B.A., Baylor University	Business
Dee Mackey B.S.N., University of Mary Hardin-Baylor; M.B.A., Amberton University	Associate Degree Nursing
Jerry MacLaughlin B.A., M.A., Baylor University	Theatre
Michael Maguire B.F.A., University of Wisconsin-Eau Claire; M.A., University of Wisconsin-Superior; M.F.A., University of Iowa	Visual Arts
Dana Massey B.B.A., University of Texas at Austin; M.S., Ph.D., University of Nebraska	Business Programs
Cynthia B. McAdams A.A.S., McLennan Community College; B.S.N., University of Texas at Arlington; M.S.N., Texas A&M-Corpus Christi	Associate Degree Nursing
James J. McKeown, Jr. B.A., LaSalle University; B.A., Rowan University; M.A., Baylor University; J.D., University of Mississippi	English
Donna M. Mendoza Certificate of Completion, A.A., McLennan Community College; B.A.T., University of Texas at Brownsville	Respiratory Care
Johnny Montemayor A.D.N., McLennan Community College; B.S.N., University of Phoenix	Vocational Nursing
Cynthia Ann Morris B.S., M.S., Tarleton State University; Ph.D., University of Texas at Austin	Psychology
Kay R. Moser B.A., Ph.D., Baylor University	English
Clark Nauert A.A.S., McLennan Community College; B.A., University of Mary Hardin-Baylor; M.M., University of Texas at Austin	Commercial Music
Susan Olson A.D.N., McLennan Community College; B.S.N., M.S.N., University of Texas at Austin	Associate Degree Nursing

Daniel Paniagua A.A., San Antonio College; B.A., M.A., Ph.D., University of Texas at Austin	Spanish
Becky Parker B.B.A., M.B.A., Baylor University	Marketing
Kelly Parker B.F.A., Baylor University; M.F.A., Texas Tech University	Theatre
Dennis Pearce A.A.S., McLennan Community College; B.A., Baylor University; M.A., University of Texas at San Antonio	Spanish
Linda Pelon A.A.S., Eastfield College; B.S., Southern Methodist University; M.A., University of Texas at Arlington	History
Alisa Petree B.S., Baylor University; M.H.S.M., University of Mary Hardin-Baylor; M.T., Hillcrest School of Medical Technology	Medical Laboratory Technician
Ruth Pitts B.M.E., Baylor University; M.A., Ph.D., Vanderbilt University	Music
Miley Pulliam A.A.S., McLennan Community College; B.S.N., Prairie View A&M University; M.S.N., University of Texas at Arlington	Associate Degree Nursing
Deborah Quinn A.A.S., McLennan Community College	Radiologic Technology
Jim Rambo B.A., Abilene Christian University; M.A., Texas Tech University	Theatre
Andria Ramon B.A., Baylor University; B.S.N., University of Texas at Arlington; M.P.A., Baylor University	Government
Stephanie Randell B.A., University of Houston-Clear Lake; M.S., Sul Ross State University	Biology
Michelle Rapiere B.S., Texas Lutheran University; M.A., Baylor University	Biology
Linda Ratliff A.A.S., McLennan Community College; B.B.A., Tarleton State University; M.S., University of Phoenix	Associate Degree Nursing
Nancy Ray-Mitchell B.J., University of Texas at Austin; M.S., Oklahoma State University	Business Management
Linda Reichenbach B.A., M.A., University of Texas at Austin; M.S., Ed., Baylor University	Computer Information Systems
Marcelina E. Rierson Certificate of Completion, Temple College; A.A., McLennan Community College; B.B.A., University of Texas at Arlington	Surgical Technology
Jan D. Robertson B.S., M.S., East Texas State University	Computer Information Systems
Deanna R. Robinson-Breidel B.S., M.S., Baylor University	Math
Shelly Rogers-Sharer B.A., Central Bible College; M.A., University of Mary Hardin-Baylor	Psychology
B. David Rosen A.A.S., McLennan Community College; B.B.A., Baylor University; B.S.N., University of Mary Hardin-Baylor	Vocational Nursing
Larry Salazar A.A., McLennan Community College; B.A., M.Ed., University of North Texas	Government
Margarita Sanchez A.A., Temple Junior College; B.S., M.Ed., University of Texas at Dallas	Reading

Martha Sauter B.A., Texas Tech University; M.S.W., Denver University	Mental Health
Diane L. Schmaus B.S., Texas A&M University, M.A., Baylor University	Medical Laboratory Technician
Arvis Coleman Scott B.A., University of Houston; M.A., Lamar University; Ph.D., University of North Texas	English
James Matthew Shelton B.S., M.S., Baylor University	Math
Alexandra Shiu B.B.A., M.S., Ph.D., Baylor University	Economics
Rhonda Siddens A.S., Northeast Texas Community College; B.S.N., M.S.N., University of Texas at Tyler	Associate Degree Nursing
Rebecca Slonaker B.S.N., M.S.Ed., Baylor University	Associate Degree Nursing
Bernard Smith B.S., M.S., Ph.D., Baylor University	Physics
Cynthia M. SoRelle B.A., University of Houston; M.A., Kent State University; Ph.D., University of Texas at Austin	Speech Communication and Theatre/Coordinator
Theresa Sparks B.S., University of Texas Southwestern Medical Center at Dallas; M.D., Texas A&M University College of Medicine	Biology
Susan Nash Spooner B.S., M.S., Emporia State University; Ph.D., Baylor University	Social/Behavioral Sciences Coordinator, Psychology
Jamie Stanford B.S., Cameron University; M.S., Oklahoma State University	Office Technology Careers
Lorraine Stansel B.S., M.S., Baylor University	Reading
Emily Stottlemire B.S., Kansas State University; M.S., University of Illinois at Urbana-Champaign	Child Development
Dennis Strete B.S., Lucknow University; M.S., Tuskegee University; Ph.D., University of Southern Mississippi	Biology
Stephen Swanson B.A., Calvin College; M.A., Central Michigan University; Ph.D., Bowling Green State University	English
Shannon Thomas A.A., McLennan Community College, B.S.Ed., M.S.Ed., Baylor University	Biology
Ryan Thompson B.A., M.A., Texas Tech University	Speech
Angela Tibbitt A.D.N., McLennan Community College; B.S.N., Lamar University; M.S.N., Lamar University	Associate Degree Nursing
Angela Trotter A.D.N., McLennan Community College; B.S.N., University of Mary Hardin-Baylor; M.S.N., University of Phoenix	Vocational Nursing
Rosie Tull Cosmetology and Cosmetology Instructor Certificates; A.A.S., Hill College;	Cosmetology
Frances Turner A.A.S., Texas State Technical Institute, R.V.T., Texas	Veterinary Technology
Lise Uhl B.M.Ed., Mount Union College; M.M., University of Arizona	Music
Beth Ullman B.M., University of Texas	Commercial Music
Dan Valahu B.A., Wesleyan University; M.A., Ph.D, Columbia University	Visiting Research Scholar

Gail Wade	Coordinator, Music
B.M., M.M., Baylor University	
Cynthia Wagner	Computer Information Systems
A.A.S., McLennan Community College; B.B.A., Baylor University; M.S., Tarleton State University	
Dann F. Walker	Philosophy
B.M.E., Mississippi College; M.A., Southwestern Baptist Theological Seminary	
Preston Lynn Waller	Coordinator, English and Reading
B.A., Oral Roberts University; B.A., Panhandle State University; M.A., Eastern New Mexico University; Ph.D., Texas Tech University	
Alta F. (Sandi) Walter	Associate Degree Nursing
A.A.S., A.A., McLennan Community College; B.S.N., University of Texas at Arlington; M.S.N., University of Texas at Austin; G.N.P., certificate	
Winfred E. Watkins	Biology
B.S., Paul Quinn College; M.S., Baylor University	
Lori K. Watts	English
B.A., M.A., Northeast Missouri State University	
Nicholas Webb	English
B.A., University of Utah; M.F.A., The New School University of New York	
Connie Wedemeyer	Accounting
B.B.A., M.B.A., Baylor University; C.P.A., Texas	
Karen Weil	Office Technology Careers
B.B.A., Texas Tech University; M.Ed., Tarleton State University	
Bobby R. Williams	Accounting
B.A., Prairie View A&M University; M.B.A., West Texas State University	
Brooks M. Wilson	Economics
B.A., M.S., Ph.D., University of California-Davis	
Alma Wlazlinski	Math
B.S., University of Mary Hardin-Baylor; M.S., Tarleton State University	
Joanne Woods	Associate Degree Nursing
R.N. Mohawk College of Applied Arts & Technology; B.S.N., M.S.N. University of Texas	
Ralph Yates	Criminal Justice
B.S., Corpus Christi State University; M.S., Texas A&M University at Corpus Christi	
Joe Dean Zajicek	Chemistry
B.S., M.S., Southwest Texas State University	

## Adjunct Faculty

### Accounting

Jane Brown, B.B.A., Texas A&M University  
 Danny Farrar, B.B.A., Texas A&M University  
 Jimmy King, B.B.A., M.T., Baylor University; C.P.A., Texas

### Associate Degree Nursing

Suzanne Frederick, B.S.N., University of Mary Hardin-Baylor; M.S.N., University of Texas at Arlington

### Biology

Robert Allison, B.A., Hartwick College; M.S., Ph.D., Wayne State University  
 Ron Chmielewski, B.S., M.S., Texas A&M University  
 Shannon Hill, A.S., Roane State Community College; B.A., M.A., East Tennessee State University; Ph.D., Baylor University  
 Aline Leslie, B.A., University of St. Thomas; M.A., Baylor University  
 John Vickrey, A.A.S., Eastfield College; Ph.D., University of North Texas

## **Business Management**

William Clark, B.S., California State University of Sacramento, M.S., California State University of Northridge  
Philip E. McCleery, B.S., University of Pennsylvania; J.D., Baylor Law School

## **Chemistry**

Eric Kendall, B.S., University of California Polytechnic; Ph.D., University Massachusetts at Amherst  
Kevon Shuler, B.S., Stephen F. Austin State University; M.S., University of Texas at San Antonio

## **Child Development**

Teri Gathings, B.S., University of North Texas; M.S., Texas Woman's University

## **Commercial Music**

Patrick Kelly, B.S., University of North Texas  
Patrick McKee, A.A.S., McLennan Community College  
Tim Cates B.M., University of Texas at Tyler

## **Computer Information Systems**

Gwendolyn Daugherty, A.A.S., McLennan Community College  
Thom Edwards, B.A.T., University of Texas at Brownsville  
Jeremy McCormick, B.A., University of North Texas

## **Cosmetology**

Janice Fadal, Cosmetology and Cosmetology Instructor Certificates, McLennan Community College; B.A., University of Texas at Austin  
Joann McCain, Cosmetology and Cosmetology Instructor Certificates, Lydia Houston; Certification courses: Texas A&M University  
Marie "Billie" Popp, Cosmetology and Cosmetology Instructor Certificates, Victoria Beauty School; A.A., McLennan Community College;  
Certification courses: University of Houston, Southwest Texas State University  
Gala Rowe, Cosmetology Certificate, A and C College of Cosmetology; Cosmetology Instructor Certificate, Navarro College

## **Criminal Justice**

Melvin Haisler, A.A., Temple Junior College; B.S., University of Mary Hardin-Baylor; M.S., American Technological University  
Yost Zakhary, B.A., M.A., Baylor University  
Shannon Hankhouse, B.A., University of South Florida; M.C.J., University of South Carolina

## **Electroneurodiagnostics and Polysomnography**

Michelle McCullough, B.S., Northwestern State University; M.A., Baylor University  
Janice Shock, B.S., University of Michigan at Flint; M.B.A., Baker College

## **Engineering**

Gary Johnson, B.S., M.S., University of Texas; Ph.D., Kennedy-Western University

## **English**

Amy Bach, B.A., East Texas Baptist University  
Gail Boyd, B.A., M.A., Georgia State University; Graduate Study: University of North Texas  
Kenneth Marlin, B.A., M.Ed., Pan American University  
Renee Martinez, B.A., Sam Houston State University; M.A., Tarleton State University  
Carolyn Nicholson, B.A., M.A., Baylor University  
Richard Strawn, B.Th., Jackson College of Ministries; B.A., University of Texas at Arlington; M.Ed., Texas A&M University-Commerce  
Kaye Taylor, B.S., M.Ed., Tarleton State University  
Susan Thames, A.A., McLennan Community College; B.S., Baylor University; M.Ed., University of Mary Hardin-Baylor  
David Waller, B.A., University of Texas at Arlington  
Montra Weaver, B.A., M.A., Baylor University

## **French**

Mary Hall, B.A., University of Texas at Austin; M.A., Louisiana State University; M.A., University of Texas at Arlington

## **Geology**

Russ Alexander, B.S., Stephen F. Austin State University; M.S., Baylor University

## **Government**

Jonathan Buckstead, B.A., St. Olaf College; M.L.I.S., M.A., University of Hawaii  
Homer Trevino, B.A., St. Mary's University; M.A., Baylor University  
Roy Walthall, B.A., University of Texas Arlington; B.S., University of Texas at Austin; M.A., East Texas State University

## **Health Careers**

Jorge Sanchez, B.S., Texas A&M University; M.D., University of Texas Southwestern Medical Center  
Amy Sides, B.S., Tarleton State University; M.S.P.H., Texas A&M University  
Elizabeth Tipton, A.A., McLennan Community College; B.S., Baylor University

## **History**

Terry Isaacs, A.A., South Plains College; B.S., M.A., Texas Tech University  
James Patton, B.A., M.A., Hardin-Simmons University  
Bradley Turner, A.A., McLennan Community College; B.A., University of Mary Hardin-Baylor; M.A., Baylor University  
Sunny Wells, B.A., University of North Texas; M.A., University of Texas at Arlington

## **Paralegal**

Mark Morris, B.A., Wayland Baptist College; M.A., Baylor University  
Charles Needham, B.A., West Texas State University  
Kristi Turner, A.A.S., McLennan Community College; B.A., University of Texas at Arlington

## **Long Term Care Administration**

Natalee Oliver, B.B.A., M.S., Baylor University; L.N.F.A.

## **Math**

Jeff Heiple, B.S., Nicholls State University; M.Div., Notre Dame University  
Stephanie Carter, B.S., Baylor University  
Steve Cates, B.S., M.S., West Texas A&M University  
Jeri Merryman, M.Ed., University of Houston  
William Pikett, B.A., Le Tourneau College, Northeastern University; M.S., Pensacola Christian College

## **Mental Health**

David Fleuriet, B.A., Baylor University; M.S.W., University of Texas at Arlington

## **Music**

Marsha Green, B.M., Baylor University; M.M. Baylor University; Graduate Study: University of Iowa  
Andrew Hudson, M.M. University of Cincinnati; D.M.A., University of Texas at Austin  
Mandy Morrison, B.M., M.M., University of Arkansas  
Howard Thompson, B.A., Furman University; M.M., Baylor University

## **Philosophy**

H. Dale Hughes, B.A., M.A., Tulsa University; M.Div., Southwestern Baptist Theological Seminary; Ph.D., Baylor University  
Jeff Taylor, B.S., B.S.E., Truman State University; M.Div., Princeton Theological Seminary; Ph.D., Baylor University

## **Physics**

Philip Beatty, B.A., Wheaton College; M.S., University of Illinois; Ph.D., Texas A&M University

## **Psychology**

Rose Stewart-Fram, B.A., Memphis State University; M.Ed., University of Maryland  
Charles Gillette, B.A., Texas Tech University; M.S., University of Central Texas  
Wendy Mills, B.A., Texas A&M University; M.A., University of Houston Clear Lake

## **Radiologic Technology**

Robert Prause, A.A.S., McLennan Community College  
Jana Wimer, A.R.R.T. (R)

## Reading

Linda Beckham, B.S.Ed., Abilene Christian College  
Nancy Isaacs, B.S., M.E., Texas Tech University  
Carolyn Plaa, B.S., Southwest Texas State University; M.Ed., Texas A&M University

## Real Estate

Elizabeth Bryant, N.A.L.P.C.A.M.  
Mark Buckingham, B.B.A., Abilene Christian University  
Dana Crelia, Realtor  
Kela LaFevre, B.B.A., Baylor University  
Sue W. Richardson, A.A.S., McLennan Community College; Realtor, ABR  
Jennifer Robbins, Realtor

## Respiratory Therapy

Billy Bob Arnold, RRT  
Kari Cocke, RRT  
Sarah Ellis, RRT  
Joe Gomez, RRT  
Malissa Griffin, RRT  
Kevin Kurtz, RRT  
Cynthia McCune, RRT  
Isabel Villa, RRT

## Sociology

Ramona Curtis, A.A., McLennan Community College; B.A., University of Texas at Arlington; M.A., Prairie View A&M University

## Spanish

Ralph Cherry, B.A., Oklahoma Baptist University; M.A., Universidad InterAmericana  
Mary Hall, B.A., University of Texas at Austin; M.A., Louisiana State University; M.A., University of Texas at Arlington

## Speech Communication

Robert Garner, A.A., McLennan Community College; B.A., M.A., Baylor University; M.A., Tarleton State University

## Surgical Technology

Laura Sappington, Certificate, McLennan Community College  
Cassandra Rangel, Certificate, Temple College

## Visual Arts

Randall Page, A.A.A., Eastfield College; B.A., M.A., Sam Houston State University  
Yvonne Trevino, A.A., McLennan Community College; B.F.A., University of Texas at Austin; M.A., Texas Woman's University  
Wendy Wozniak, B.S., Indiana University of Pennsylvania; B.A., University of North Carolina at Pembroke; M.A., Georgia State University

## Vocational Nursing

Betty York, RN, M.SH.M., University of Mary Hardin-Baylor  
Ellen Zboril, RN, Los Angeles County Medical Center-School of Nursing

## Instructional Support Staff

Eva Ayers .....Teacher, CDC  
Helen Barragan ..... Adult Basic Education Assistant  
O.C. Beasley ..... Senior Lab Instructor, Computer Information Systems  
Karen Briggs .....Teacher, CDC  
Matt Cardin .....Senior Lab Instructor, Language, Literature & Communication  
Brenda Castilow .....Lab Instructor, Accounting  
Reed Cochran..... Senior Lab Instructor, Office Technology Careers  
Brenda Dunbar .....Teacher, CDC  
Rebecca Finch ..... Teacher Assistant, CDC  
Melissa Fisher ..... Senior Lab Instructor, Office Technology Careers

Catherine Fleming .....Lab Instructor, Health Sciences  
 Debra Fulbright.....Head Cook, CDC  
 Tamara Garland..... Teacher Assistant, CDC  
 Peggy Grooms ..... Adult Basic Education Assistant  
 Rita Huser .....Teacher, CDC  
 Gloria Lujan .....Resource Aide, CDC  
 Sandra Mayfield.....Teacher, CDC  
 Maria McDaniel .....Teacher, CDC  
 Rachel Meeks-Ennis..... Teacher Assistant, CDC  
 Kathy O'Brien.....Teacher, CDC  
 Jaylene Pipkin .....Tech Prep/Articulation Technician, Business Programs  
 Cathy Prause ..... Senior Lab Instructor, Computer Information Systems  
 Julia Ramirez..... Adult Basic Education Assistant  
 Wanda Sudbury .....Senior Lab Instructor, Language, Literature & Communication  
 Mary Villareal .....Part-time Lab Instructor, Associate Degree Nursing  
 Holly Webb.....Senior Lab Instructor, HPE/Math/Science  
 Deborah York .....Teacher, CDC  
 Tamara Young..... Teacher Assistant, CDC

## Office Personnel

Debbie Ballew.....Administrative Secretary, Student Activities  
 Louise Banks-Smith .....Information Desk Supervisor, Library  
 Ami Barragan.....SBDC Technician, Small Business Development Center  
 Kandice Blades..... Financial Aid Technician  
 Kenneth Boshier .....Switchboard Operator, Communications  
 Cheryl Brooks ..... Registration Assistant, Continuing Education  
 LeaAnn Buchanan .....Executive Secretary, Dean, Workforce Education  
 Lori Caceres .....Senior Administrative Secretary, HPE/Math/Science  
 Sheryl Campbell ..... Library Assistant  
 Jean Crews ..... Library Assistant  
 Lynda Crouch.....Senior Administrative Secretary, Language, Literature & Communication  
 Adela Cruz-Roark ..... Records Technician, Student Records  
 Charlotte Daniel ..... Library Assistant  
 Rose DeLeon ..... Executive Secretary, MCC Foundation  
 Renee Dizon..... Library Assistant  
 Anita Dorris .....Executive Secretary, Dean, Arts and Sciences  
 Tina Ellette.....Senior Administrative Secretary, Social/Behavioral Sciences  
 Jamie Ellis .....Senior Executive Secretary, Research, Planning & Information Technology  
 Angelique Erfurt.....Senior Card Office Cashiering Assistant  
 Theresa Evans.....Senior Administrative Secretary, HPE/Math/Science  
 Leah Ferguson ..... Administrative Secretary, Alternative Teacher Certification  
 Donna Fouts.....Senior Administrative Secretary, Associate Degree Nursing  
 Belinda Garcia .....Admissions Technician, Student Admissions  
 Laci Gerik .....Administrative Secretary, Student Development  
 Faith Glatter ..... Administrative Secretary, Associate Degree Nursing  
 Suzanne Goff.....Records Technician, Upward Bound  
 Joseph Grooms..... Mail Services Assistant  
 Monica Guaderrama.....Accounting Assistant, Financial Services  
 Glenda Hall .....Executive Secretary, Education and Learning Services  
 Kim Henderson .....Senior Administrative Secretary, Student Records  
 Lauren Henry .....University Center Technician  
 Karan Hill.....Accounting Technician  
 Gerald Howard.....Performing Arts Facilities Technician  
 Melinda Ingram .....Senior Administrative Secretary, Student Development  
 David Irvin ..... Library Technician  
 Natalie James .....Senior Executive Secretary, President  
 Valerie Jimenez .....Senior Administrative Secretary, Financial Aid  
 Antoinette Johnson.....Administrative Secretary, Student Development



Dorothy Johnson ..... Senior Administrative Secretary, Business Programs  
 Robert Johnson..... Records Assistant, Continuing Education  
 Robert Jones..... Testing Assistant  
 Janice Kasner ..... Senior Administrative Secretary, Physical Plant  
 Wanda Kilstrom ..... Administrative Secretary, Cosmetology  
 Grace Kling..... Senior Administrative Secretary, Allied Health  
 Diana Lomosad ..... Financial Aid Technician  
 Teresa Lopez ..... Senior Administrative Secretary, Athletics  
 Victoria Matta ..... Admissions Technician, Student Admissions  
 Sherriea McCray ..... Library Technician  
 Carolyn McDowell ..... Administrative Secretary, Upward Bound  
 Mary McGowan ..... Financial Aid Technician  
 Lesli McKinney..... Records Technician, Student Records  
 Stephanie McLennan ..... Senior Administrative Secretary, Admissions & Recruitment  
 Pattie Meier ..... Duplicating Operator, Central Duplicating  
 Sarah Miranda..... Admissions Technician, Student Admissions  
 Joyce Morgan..... Admissions Technician, Student Admissions  
 Pam Morriss ..... Administrative Secretary, Allied Health  
 Pamela Niles ..... Accounting Assistant, Student Accounts Receivables  
 Armstrong Nkoyo..... Library Technician  
 Judy Pavelka ..... Compliance Technician, Instruction  
 Candice Pena..... Admissions Assistant, Student Admissions  
 Mary Pratt ..... Executive Assistant, Vice President, Finance & Administration  
 Megan Pratt ..... Senior Administrative Secretary, Financial Services  
 Brenda Price ..... Senior Executive Secretary, Vice President of Instruction  
 Carol Pruitt ..... Senior Administrative Secretary, ESEC  
 Esther Ramirez..... Records Technician, Student Records  
 Harry Reed ..... Executive Secretary, Dean, Continuing Education  
 Angela Rendek ..... Testing Assistant  
 Micheala Reyes..... Senior Executive Secretary, Vice President, Program Development  
 Judie Ridley ..... Central Services Technician  
 Sharon Roberts..... Records Technician, Support Services  
 Geri Rodriguez..... Library Assistant  
 Albert Rodriguez ..... Desktop Publishing Technician  
 Denise Sanders ..... Senior Human Resources Assistant, Continuing Education  
 Elizabeth Scheifley..... Admissions Assistant, Student Admissions  
 Kim Shields..... Records Assistant, Student Records  
 Rosemary Shields..... Testing Assistant  
 Mary Sigafus ..... Central Services Clerk, Central Services  
 Marisa Sliva ..... Senior Administrative Secretary, Visual & Performing Arts  
 Linda Snider ..... Records Assistant, Student Records  
 Edward Solano ..... Senior Administrative Secretary, Human Services  
 Gwen Streeter..... SBDC Technician, Small Business Development Center  
 Holly Surginer..... Records Technician, Student Records  
 Gita Thamban..... Library Technician  
 Paula Thomas ..... Administrative Secretary, Child Development  
 Jessica Valdez ..... Senior Administrative Secretary, Human Resources  
 Janie Walker..... Administrative Secretary, Continuing Education  
 Jacquelin Ward ..... Technology Assistant, Information Systems & Services  
 Shirley Weir ..... Administrative Secretary, Business Programs  
 Donna Wiley ..... Senior Administrative Secretary, Library Services  
 Cloddy Williams ..... Executive Secretary, Administrative Services/Resource Development  
 Debbie Wright..... Senior Administrative Secretary, Highlander Ranch Programs  
 Nancy Wyatt ..... Database Technician, Student Development  
 Lesley Willis ..... Accounts Payable Technician, Financial Services

## Physical Plant Staff

### Building Maintenance

Pete Gloria .....	Supervisor, Building Maintenance
Tommy Alexander .....	Craftsman, Building Maintenance
Stanley Norman .....	Craftsman, Building Maintenance
Jerry Scheller .....	Craftsman, Building Maintenance

### Central Utilities

Charles Arriola .....	Utilities Technician
Ralph Brunson .....	Utilities Technician
Ronnie Dixon .....	Utilities Technician
George Hons .....	Utilities Technician
Don Port .....	Utilities Technician

### Custodial Services

Elaine Ortega .....	Supervisor, Custodial Services
Debra Adams .....	Custodian
Mary Asebedo .....	Custodian
Edgar Barragan .....	Custodian
Margarita Barragan .....	Custodian
Curtis Bennett .....	Part-time Custodian
Paige Bird .....	Custodian
Robert Bonner .....	Custodian
Stephen Brock .....	Custodian
Wanda Bustamante .....	Custodian
Curtis Cain .....	Custodian
Cheryl Davis .....	Custodian
Olga Deanda .....	Custodian
Ronald Densman .....	Custodian
Austin Dixon .....	Part-time Custodian
Mary Flores .....	Custodian
Bobby Howze .....	Custodian
Teresa Martin .....	Custodian
Virginia Martinez .....	Custodian
Michelle Morris .....	Custodian
Irene Menchaca .....	Custodian
Lenda Port .....	Custodian
Cleveland Reed .....	Custodian
Betty Salinas .....	Custodian
Ruth Simms .....	Part-time Custodian
Daniel Slovak .....	Custodian
Charles Taylor .....	Part-time Custodian
Clarence Walker .....	Custodian
Susan Williams .....	Custodian
Mande Yarbro .....	Custodian
Penny Zapata .....	Lead Custodian

### Special Projects

John Redrick .....	Special Projects Technician
Doyle Lechler .....	Events Assistant

### Campus Police

Kenneth Anderson .....	Security Guard
Michael Bader .....	Security Guard
Patrick Hamill .....	Security Guard
Orlando Jimenez .....	Shuttle Bus Driver/Security Guard
David Lane .....	Senior Police Officer
Craig Lawson .....	Police Officer

Elroy Mayberry ..... Security Guard  
 Brad Pratt ..... Police Officer  
 Antonio Salinas ..... Security Guard  
 Paul Serrano ..... Security Guard  
 James Tucker ..... Police Officer  
 Melinda Walter ..... Security Guard  
 Datre White ..... Shuttle Bus Driver/Security Guard  
 Patricia Wilson ..... Dispatcher/Security Guard

**Grounds Maintenance**

Bryan Mohan ..... Supervisor, Groundskeeper  
 Lester Byer ..... Senior Groundskeeper  
 Andrew Cottrell ..... Senior Groundskeeper  
 Douglas Lupfer ..... Senior Groundskeeper  
 John Morris ..... Senior Groundskeeper  
 Jesse Navejas ..... Senior Groundskeeper  
 Hobart Richardson ..... Senior Groundskeeper  
 Buddy Vass ..... Senior Groundskeeper  
 Toni Wisdom ..... Senior Groundskeeper

**Highlander Ranch**

Lance Haltom ..... Part-time Barn Attendant  
 Emma Mayes ..... Part-time Barn Attendant  
 Halla Norris ..... Part-time Barn Attendant