



A college of the Alamo Community College District.  
[www.ACCD.edu/sac](http://www.ACCD.edu/sac)

## **BULLETIN 2005-06**

San Antonio College is approved and accredited by the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033, telephone: 404/679-4501), the American Dental Association Commission on Dental Accreditation, the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), the Texas Educational Theatre Association, the Texas Association of Music Schools, the National League for Nursing, the Board of Nurse Examiners for the State of Texas, the American Board of Funeral Service Education, and the Community College Journalism Association.

San Antonio College is a member of the American Association of Community Colleges, the Southern Association of Junior Colleges and the Service Member Opportunity College.

This bulletin contains policies, regulations, procedures, and course content effective at the beginning of the Fall semester 2005. San Antonio College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. The provisions of this bulletin are subject to change without notice and do not constitute a contract between any student and the college.

The Alamo Community College District including its affiliate colleges does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with respect to access, employment, programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of:

EEO Official/Director of Human Resources  
Title IX Coordinator, Human Resources Department  
201 W. Sheridan, Bldg. A  
San Antonio, Texas 78204  
(210) 208-8051

For special accommodations or an alternate format, contact the San Antonio College DisABILITY Support Services at 733-2347.

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## SAN ANTONIO COLLEGE

### A MESSAGE FROM THE PRESIDENT

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As a former San Antonio College student, I assure you that your decision to attend San Antonio College is one of the most important and one of the best decisions you will ever make. Here you will join students of all ages, coming from a variety of backgrounds and countries and pursuing many goals.

Whatever your background, San Antonio College is prepared to assist you in achieving your goals just as it has helped countless other students for more than 75 years. Along with them, you will find that this is a great place to start — low tuition, small classes, and many choices. Whether you want to enter the job market when you leave here, upgrade your skills on your current job, or complete your first two years of the Baccalaureate Degree before transferring to a four-year institution, our college has a place for you. To certify your achievement, we will award you an Associate in Arts, Associate in Science, or Associate in Applied Science Degree or the appropriate certificate after you complete program requirements satisfactorily.



Highly qualified faculty and staff who care about student learning and success are here to help you. Knowing how many responsibilities our students already have, we ask only that you come with the commitment to take advantage of the learning opportunities that San Antonio College can offer you.

With very best wishes for a rewarding college experience!

Robert E. Zeigler, Ph.D.

President

### OUR HISTORY

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San Antonio College was established as University Junior College in September 1925, under the auspices of the University of Texas. The following year control of the College was transferred to the San Antonio Independent School District and the name was changed to San Antonio Junior College. Following passage of state legislation authorizing junior college districts, the San Antonio Union Junior College District was formed in 1945 and in 1946 assumed control of San Antonio College and its sister college, St. Philip's Junior College. In 1948, San Antonio Junior College's name was changed to San Antonio College, and in 1951, the College was moved to its present location on San Pedro Avenue. Five hundred students were enrolled at that time. The Southern Association of Colleges and Schools granted accreditation to the college in 1955.

In the late 1960s San Antonio College became a comprehensive community college by expanding offerings in occupational and technical courses and by assuming the San Antonio Independent School District's Continuing Education Program. The name of the College District was changed to San Antonio Community College District in 1978 and in 1982 the District was renamed the Alamo Community College District.

In support of the mission of the Alamo Community College District, San Antonio College responds to Bexar County's diverse community by providing high quality general education, liberal arts and sciences, career education, continuing education, and developmental education. The college has an average semester enrollment of 22,000 credit students and an average annual enrollment of 16,000 other-than-credit students. San Antonio College is the largest single-campus community college in Texas and one of the largest in the United States.

## OUR VISION

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San Antonio College will be nationally recognized for student success and best practices.

## OUR MISSION

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San Antonio College will provide responsive education through excellence, accessibility, and diversity. San Antonio College is a public community college that provides and supports the educational and lifelong learning needs of a multicultural community. As a leader in education, San Antonio College is committed to excellence in helping students reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility, and global awareness.

San Antonio College fulfills its mission by offering the following:

- Transfer education designed to provide students with the first two years of the Baccalaureate Degree.
- General education courses in the liberal arts and sciences to support all college degree programs.
- Career preparation provided through a wide range of programs to prepare students for immediate employment.
- Developmental studies for students needing to bring their basic skills to a level appropriate for college work.
- Continuing education to offer a variety of training, licensure, and professional programs.
- Academic support services that include a comprehensive learning resource center and basic skills activities that complement instruction.
- Student support services to provide assessment, advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- Promotion of cross-cultural understanding and appreciation through instructional and social activities that contribute to cultural awareness and interaction.
- Involvement of business, industry, and professional groups in planning and revising educational programs to meet workforce needs.
- An environment conducive to learning through an attractive physical campus and wellness-oriented programs and services.
- Continuous assessment of programs and services and the utilization of results for improvement.
- And, operation of the college within available fiscal resources to provide accountability to taxpayers of the Alamo Community College District.

## AFFILIATIONS

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San Antonio College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate’s Degrees.

The college is also an active member of the American Association of Community Colleges, the Community College Consortium, Association of Texas Colleges and Universities, the National League for Nursing, the Southern Association of Junior Colleges, the Texas Junior College Association, the Texas Public Community and Junior College Association, Texas Educational Theatre Association, and the Texas Association of Music Schools.

The Department of Nursing Education is accredited by the National League for Nursing Accrediting Commission (NLNAC), which is located at 350 Hudson Street, New York, NY 10014; Phone: 212/989-9393; Fax: 212/989-8264.

The Mortuary Science Program is accredited by the American Board of Funeral Service Education (ABFSE), 38 Florida Ave., Portland, ME, 04103, 207/878-6530.

The Dental Assisting Program is accredited by the American Dental Association Commission on Dental Accreditation.

The San Antonio College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) — located at 35 W. Wacker Dr., Ste. 1970; Chicago, IL 60601-2208; phone number: 312/563-9355 — on recommendation of the American Association of Medical Assistants Endowment (AAMAE). Students who graduate from the Medical Assisting Program, with the exception of the medical office administrative assistant curriculum, qualify for the certification examination conducted by the AAMAE for the certified medical assistant credential.

Students who wish to view the school’s accreditation and licensing bodies documentation, may inquire at the Learning Resource Center Reserve Desk in the Moody Learning Center.

## REPRESENTATIVE BODIES

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Adjunct Faculty Council	Chairs Council
College Academic Council	Faculty Senate
Staff Council	Student Government

## SAN ANTONIO COLLEGE GOVERNANCE

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Academic Policy	Arts & Sciences
Bookstore	Competency
Curriculum Review and Evaluation	Developmental Education
Employee Development	Enrollment Management
Faculty Development	Food Services
Homepage	Institutional Effectiveness
Instructional Innovation Center Advisory	Medical Advisory
Professional & Technical Education	Program Review
Student Affairs Council	Student Life Programs:
Student Publications Board	Campus Organizations
Student Success Advisory	Recreation Sports
Technology	Student Activities/Events
Wellness	

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## OUTSTANDING FORMER STUDENTS

### 2004-05 OUTSTANDING FORMER STUDENT AWARD RECIPIENT

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#### **HECTOR M. FLORES**

Hector M. Flores was selected National President of the League of United Latin American Citizens (LULAC) in 2002, the largest and oldest Hispanic civil rights organization in the U.S. He is also Director of Recruitment and Retention for the Dallas Independent School District, the second largest urban school district in Texas.

After completing his work at San Antonio College in 1964, where he was encouraged by a history professor to “shoot for the sky,” Flores earned his B.A. degree from St. Mary’s University — the first in his family to graduate from high school or college.

The Dilley, Texas native later worked for the San Antonio Police Department, the Office of Civil Rights in the Department of Health, Education and Welfare, as Equal Opportunity Specialist, the U.S. Department of Justice as a Conciliation Specialist, and the Dallas Independent School District as Minority Recruitment Specialist.



**Hector M. Flores,  
LULAC President**

Flores serves as the National Chair of the LULAC National Education Service Centers. He also sits on numerous boards, including SER: Jobs for Progress and the Greater Dallas Hispanic Chamber of Commerce. His honors include the Ohtli Award from the Government of Mexico for Recognition for Assistance to Immigrants (2000), LULAC National Man of the Year Award, Brillante Award, the Greater Dallas Hispanic Chamber of Commerce’s Education Award, Leadership Dallas Award, National Volunteer Activist Award, and the National IMAGE Award.

## 2004-05 OUTSTANDING FORMER STUDENT AWARD RECIPIENT

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### **DR. JOE W. NEAL**

Dr. Joe W. Neal is Professor Emeritus of the University of Texas at Austin, where he helped establish and oversee international student programs and taught in the Speech and Government departments and in College of Communication. In his career, he has provided assistance and advice to more than 10,000 international students, many of whom are serving their countries as professors, government officials, office holders, and business figures.

Neal attended San Antonio College in 1932-1935, when he was editor of The Ranger newspaper and won the Texas Junior College Championship in Debate. He enrolled at the University of Texas at Austin, where he was President of the Athenaeum Society and earned his B.A. and Ph.D. degrees.

At UT, he was Coordinator of Inter-American Student Activities and Foreign Student Advisor. After serving in the Army, he was appointed Director of the International Office and later Director of International Programs of the University. He launched and directed the Program in International Communication.

Neal was Consultant for the U.S. Department of State, U.S. Information Agency, U.S. Agency for International Development, Ford Foundation, Rockefeller Foundation, Institute of International Education, AMIDEAST, and other agencies.

He founded and served as president of numerous international education organizations and is former President of the Texas International Education Consortium, the largest group of public universities in the U.S. working in the field of international education.



**Dr. Joe Neal,  
University Professor Emeritus**

## OUTSTANDING FORMER STUDENT AWARD RECIPIENTS 1982-2005


Henry B. Gonzalez (Congressman) .....	1982-83
Blair Reeves (Judge) .....	1983-84
Albert Bustamante (Congressman) .....	1984-85
Dr. William Kirby (State Commissioner of Education) .....	1985-86
Capt. Larry Pearson (Navy test pilot, former Blue Angels Commander) .....	1986-87
Lisa Brown (Archaeologist) .....	1987-88
Edward Prado (Judge) .....	1987-88
Dr. Jerome Weynand (College President) .....	1987-88
James R. Vasquez (Public School Superintendent) .....	1988-89
Sarah Garrahan (Judge) .....	1988-89
Frank Gonzalez (Oceanographer) .....	1989-90
Nancy Klepper (Public School Educator) .....	1989-90
Diana Gonzales (Journalist) .....	1990-91
Bill Hayden (Founder/CEO CompuAdd) .....	1990-91
Jesse Treviño (Artist) .....	1991-92
Patsy Torres (Entertainer) .....	1992-93
Dr. Felix D. Almaraz (University Professor) .....	1993-94
William Sinkin (Banker) .....	1993-94
Dr. Judith Ann Loreda (College Administrator) .....	1994-95
Steven C. Hilbig (Bexar County District Attorney) .....	1994-95
Dr. Robert L. Jimenez (Psychiatrist) .....	1995-96
Dr. Leo Sayavedra (University Administrator) .....	1995-96
Francis R. Scobee (Challenger Astronaut) .....	1995-96
Tino Duran (Publisher of La Prensa) .....	1996-97
Al A. Philippus (San Antonio Chief of Police) .....	1996-97
Dr. Cynthia G. Broderick (Public School Educator) .....	1997-98
Dr. Jesse T. Zapata (University Administrator) .....	1997-98
Marinella Garcia-Murillo (Community Relations Specialist) .....	1998-99
Dr. James V. McLean (Veterinarian) .....	1998-99
Ciro Rodriguez (Congressman) .....	1999-00
Dr. Martin Basaldua (Physician) .....	1999-00
Oscar G. Hernandez (Community Services Administrator) .....	2000-01
Dr. Rudolpho Sandoval (University Administrator) .....	2000-01
Sara Kleban Radin (Judge) .....	2001-02
Albert Ortiz (San Antonio Chief of Police) .....	2002-03
Norma Rodriguez (San Antonio City Clerk) .....	2002-03
Ana de Portela (Artist) .....	2003-04
Dr. Tessa Pollack (University President) .....	2003-04
Hector M. Flores (LULAC President) .....	2004-05
Dr. Joe W. Neal (University Professor Emeritus) .....	2004-05



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**Section I.  
2005/06  
Academic  
Calendar**

## FALL SEMESTER 2005

### FALL SEMESTER

#### AUGUST

- 15, Monday ..... Faculty convocation
- 22, Monday ..... Classes begin
- 27, Saturday ..... Weekend classes begin

#### SEPTEMBER

- 3-5, Saturday-Monday ..... Labor Day Holiday - College closed
- 7, Wednesday ..... Census day

#### OCTOBER

- 10, Monday ..... \*Employee Development Day - College closed

\*Evening classes will meet after 5 p.m.

#### NOVEMBER

- 11, Friday ..... Last day to withdraw
- 24-27, Thursday-Sunday ..... Thanksgiving Holiday - College closed

#### DECEMBER

- 4, Sunday ..... Last day of classes
- 5-11, Monday-Sunday ..... Final examinations
- 11, Sunday ..... \*End of Fall semester
- 17-January 1, Saturday-Sunday ..... Christmas/New Year Holiday - College closed

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: April 10, 2006.

### FALL FLEX I SESSION

#### AUGUST

- 22, Monday ..... Classes begin
- 29, Monday ..... Census day

#### SEPTEMBER

- 3-5, Saturday-Monday ..... Labor Day Holiday - College closed
- 30, Friday ..... Last day to withdraw

#### October

- 10, Monday ..... \*Employee Development Day - College closed
- 11, Tuesday ..... Last day of classes
- 12-13, Wednesday-Thursday ..... Final examinations
- 13, Thursday ..... \*\*End of Fall Flex I

\*Evening classes will meet after 5 p.m.

\*\*The last day for incomplete (I) grades to be completed is 120 days after the end of the semester: February 10, 2006.

**FALL FLEX II SESSION**

**OCTOBER**

17, Monday ..... Classes begin  
 24, Monday.....Census day

**NOVEMBER**

18, Friday..... Last day to withdraw  
 24-27, Thursday-Sunday ..... Thanksgiving Holiday - College closed

**DECEMBER**

4, Sunday..... Last day of classes  
 5-11, Monday-Sunday..... Final examinations  
 11, Sunday ..... \*End of Fall Flex II  
 17-January 1, Saturday-Sunday ..... Christmas/New Year Holiday - College closed

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: April 10, 2006.

**SPRING SEMESTER 2006**

**SPRING SEMESTER**

**JANUARY**

2, Monday ..... Semester begins  
 9, Monday ..... Classes begin  
 14, Saturday ..... Weekend classes begin  
 16, Monday ..... Martin Luther King Day Holiday - College closed  
 25, Wednesday .....Census day

**MARCH**

13-19, Monday-Sunday..... \*Spring Break - College closed

\*All administrative offices will be closed from Thursday to Sunday.

**APRIL**

7, Friday..... Last day to withdraw  
 14-16, Friday-Sunday..... Easter Holiday - College closed  
 28, Friday ..... \*Fiesta Holiday - College closed  
 30, Sunday..... Last day of classes

\*Weekend classes will meet.

**MAY**

1-7, Monday-Sunday..... Final examinations  
 7, Sunday..... \*End of Spring  
 29, Monday ..... Memorial Day Holiday - College closed

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester

**SPRING FLEX I SESSION**

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**JANUARY**

9, Monday ..... Classes begin  
 16, Monday ..... Martin Luther King Day Holiday - College closed  
 17, Tuesday..... Census day

**FEBRUARY**

10, Friday..... Last day to withdraw  
 28, Tuesday ..... Last day of classes

**MARCH**

1-2, Wednesday-Thursday ..... Final examinations  
 2, Thursday ..... \*End of Spring Flex I

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: June 30, 2006.

**SPRING FLEX II SESSION**

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**MARCH**

6, Monday ..... Classes begin  
 13-19, Monday-Sunday..... \*Spring Break - College closed  
 20, Monday..... Census day

\*All Administrative Offices will be closed Thursday to Sunday.

**APRIL**

14-16, Friday-Sunday ..... Easter Holiday - College closed  
 17, Monday ..... Last day to withdraw  
 28, Friday ..... \*Fiesta Holiday - College closed  
 30, Sunday ..... Last day of classes

\*Weekend Classes will meet.

**MAY**

1-7, Monday-Sunday..... Final examinations  
 7, Sunday..... \*End of Spring Flex II  
 29, Monday ..... Memorial Day - College closed

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: September 4, 2006.

**MAYMESTER (THREE WEEKS) SESSION**

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**MAY**

8, Monday ..... Classes begin/Census day  
 19, Friday..... Last day to withdraw  
 29, Thursday ..... End of Maymester

**SUMMER SESSION 2006**

**SUMMER I SIX-WEEK SESSION**

**MAY**

30, Tuesday ..... Classes begin

**JUNE**

2, Friday ..... Census day

21, Wednesday ..... Last day to withdraw

**JULY**

3, Monday ..... Last day of classes

4, Tuesday ..... Independence Day Holiday - College closed

5-6, Wednesday-Thursday ..... Final examinations

6, Thursday ..... \*End of Summer I Six-Week

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: November 3, 2006.

**SUMMER I EIGHT-WEEK SESSION**

**MAY**

30, Tuesday ..... Classes begin

**JUNE**

6, Tuesday ..... Census day

**JULY**

4, Tuesday ..... Independence Day Holiday - College closed

5, Wednesday ..... Last day to withdraw

18, Tuesday ..... Last day of classes

19-20, Wednesday-Thursday ..... Final examinations

20, Thursday ..... \*End of Summer I Eight-Week

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: November 17, 2006.

**SUMMER II (SIX WEEKS) SESSION**

**JULY**

10, Monday ..... Classes begin

13, Thursday ..... Census day

**AUGUST**

2, Wednesday ..... Last day of withdraw

15, Tuesday ..... Last day of classes

16-17, Wednesday-Thursday ..... Final examinations

17, Thursday ..... \*End of Summer II

\*The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester: December 15, 2006.



**Section 2.**  
**Admissions**  
**and Registration**

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## SAN ANTONIO COLLEGE ADMISSIONS

As an open admissions institution of higher education, San Antonio College admits students without regard to race, gender, religion, nationality, disability, age, or color.

The student is responsible for providing appropriate admissions credentials as required by the Admissions and Records Office to be admitted into the College. Students not meeting admission requirements will not be allowed to re-enroll. Transcripts of San Antonio College work are withheld pending receipt of admissions records.

### ACADEMIC FRESH START

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Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment. The bill has been called the “right to an academic fresh start,” and it gives students the option of electing to have coursework, taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll, to count as usual or to be ignored for admissions purposes.

San Antonio College seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skills and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

In order to enhance that potential for academic success, San Antonio College has established the Fresh Start Program. Students wishing to participate in this program must meet with the director of the Admissions and Records Office, located in room 216 of the Fletcher Administration Center (FAC).

### ENTRY-LEVEL COMPETENCIES

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Reading, writing, and fundamental mathematical skills have been identified as the important entry-level skills for college freshmen. The identification and adherence to basic skills in these three areas are essential to ensure that students enter San Antonio College with the academic preparation to engage in college-level work and ultimately enhance their opportunity for academic success. These competencies will be measured by appropriate testing in the Assessment Center (FAC 110) for all entering freshman.

Basic skills competencies must be met for courses which the student intends to enroll. See Basic Skills Prerequisites for Entry-Level College Courses in the current San Antonio College Class Schedule.

### TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI), enacted by the Texas Legislature, is designed to ensure that all students entering college be assessed in reading, writing, and mathematics to determine the student’s readiness to perform and enroll in freshman-level academic coursework. Therefore, each entering undergraduate student at San Antonio College is required to be assessed prior to enrollment. Determination of when a student is ready to perform freshman-level academic coursework is made on an individual basis according to the needs of the student.

Course placement in reading, writing, and mathematics is determined by taking one of the following mandated testing instruments: Accuplacer or Asset with the essay. Contact the Assessment Center (FAC 110) for further information.



**ASSESSMENT TESTING**

Students entering college for the first time without SAT/ACT scores or scores older than three years must take the Accuplacer test. Students with ACT composite scores below 21 or SAT total scores below 970 must take the reading comprehensive portion of the Accuplacer test. Other tests are administered by referral. Test as early as possible before seeing a counselor or faculty advisor.

Students may also qualify for advanced standing credit or credit by exam, discussed further in section five of this bulletin.

**HEALTH CERTIFICATION**

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All students are strongly encouraged to submit their immunization records to the College Health Center, in room 119 of the Chance Academic Center (CAC). There are admission health requirements for the following students:

**DENTAL ASSISTING STUDENTS**

New dental assisting students must submit a complete, updated immunization record, including the hepatitis B series, as well as a current thorough dental examination, which will include a dental prophylaxis (cleaning).

**EMERGENCY MEDICAL SERVICES (EMS) STUDENTS**

Students must be current in all immunizations: the measles-mumps-rubella (MMR) immunization, the purified protein derivative (PPD) test for tuberculosis (TB), and the hepatitis B series. The hepatitis B series must be started prior to the first day of class.

**KINESIOLOGY STUDENTS**

Health appraisals are required for all students, both full-time and part-time, who enroll in an activity course in the Kinesiology Department.

**MEDICAL ASSISTING STUDENTS**

Accreditation standards require proof of up-to-date physical examination and immunization of all students planning to enroll in this program.

**NONRESIDENT "F-1" VISA STATUS STUDENTS**

Before beginning the registration process, international students with F-1 visa status must submit a completed physical examination record (health card), which includes an updated immunization record to the nurse at the College Health Center (CAC 119).

**NURSING STUDENTS**

All students under 35 years of age admitted to the Nursing Program are required to show written evidence of immunization for measles-mumps-rubella, which were administered after 1979. In addition, documentation of a current TB PPD test is required.

**HIGH SCHOOL STUDENTS**

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- High school graduates must submit the following credentials to the Admissions and Records Office (FAC 216):
  - 1) Admissions application on the Web at [www.accd.edu](http://www.accd.edu).
  - 2) Official high school transcripts, including date of graduation (does not apply to sophomores and juniors). Transcripts received become the permanent property of the College. Students not providing complete official transcripts will not be permitted to re-enroll in future semesters or receive an official San Antonio College transcript.

- 3) ACT/SAT scores and/or participate in the Assessment Program.
- Students submitting general equivalency diploma (GED) scores indicating high school equivalency will be admitted on the same basis as graduates of accredited high schools.
  - San Antonio College will not release a student's official San Antonio College transcript until all admissions requirements are met.
  - Students who are under 18 years of age who are applying for admissions based on the completion of an independent study equivalent to the high school level in a non-traditional setting (home-schooled) rather than through a public high school or accredited private high school may be admitted, if they:
    - 1) Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with Texas Education Agency (TEA) minimums for high school completion.
    - 2) Comply with institutional testing requirements.
    - 3) Agree to limitations or conditions of admissions established by the institution.

### HIGH SCHOOL SOPHOMORES AND JUNIORS

Gifted students in their sophomore and junior year of high school may apply to the director of the Admissions and Records Office (FAC 216). They must:

- Submit an admissions application on the Web at [www.accd.edu](http://www.accd.edu).
- Submit letters of recommendation from teachers, counselors, and/or principals requesting participation in specific programs or courses and attesting to the applicant's maturity and adaptability to a college environment.
- Submit letters of permission from parents addressing the applicant's maturity and ability to function well in a college environment.
- Submit Accuplacer or ACT/SAT test scores demonstrating college-level ability in the subject area(s) requested. San Antonio College is not permitted to remediate high school students.
- Take Accuplacer and any departmental placement tests deemed advisable or necessary by counselors or department chairpersons.
- Submit an official transcript of all high school courses completed prior to registering at San Antonio College.
- Meet with a San Antonio College counselor and receive a counseling card with approved courses.

### HIGH SCHOOL SENIORS

Early admissions applications will be accepted each semester from students who have completed their high school junior year. Applicants must submit the following credentials to the Admissions and Records Office (FAC 216):

- Submit an admissions application on the Web at [www.accd.edu](http://www.accd.edu).
- Present letters of recommendation from high school principals or counselors and parents.
- Be eligible to graduate by the close of the current year.
- Submit Accuplacer or ACT/SAT test scores demonstrating college-level ability in the subject area(s) requested. San Antonio College is not permitted to remediate high school students.
- Take Accuplacer and any departmental placement tests deemed advisable or necessary by counselors or department chairpersons.
- Submit an official transcript of all high school courses completed prior to registration at San Antonio College.
- Meet with a San Antonio College counselor and receive counseling card with approved courses.

### NON-TRADITIONAL HIGH SCHOOL STUDENTS

Non-traditional high school students are persons enrolled in home-school programs. Applicants must submit the following credentials to the Admissions and Records Office (FAC 216):

- Submit an admissions application on the Web at [www.accd.edu](http://www.accd.edu).
- Comply with institutional testing requirements.
- Agree to limitations or conditions of admission established by the College. A non-traditional high school student who is still enrolled in his/her secondary school program may not enroll in the College for more than half time study until the student has documented successful completion of the non-traditional high school curriculum and the awarding of the high school diploma or equivalent.
- Meet with a San Antonio College counselor and receive a counseling card with approved courses.

### CONDITIONAL STUDENTS

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Students unable to provide official copies of their high school or college transcripts or GED test scores prior to registration may be admitted conditionally with unofficial credentials during on-campus registration.

Students admitted conditionally must present all admissions credentials no later than the mid-semester date of the semester in which the student first enrolls. Students not providing complete official transcripts will not be permitted to re-enroll in future semesters, nor will they be allowed to take certain courses without the appropriate placement scores and/or prerequisites. San Antonio College will not release students' official transcripts until all admissions requirements are met.

### INTERNATIONAL STUDENTS

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Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit in person or by mail a completed International Student Application Form for admission directly to the International Students Office (ISO), located in room 142 of the Moody Learning Center (MLC).

The following must be received by the ISO (MLC 142) before the applicable deadline:

- A completed application form and statement of financial resources.
- A \$15 nonrefundable application fee paid by international bank draft or money order.
- And, one of the following:
  - Official/original transcripts and high school certificate showing the graduation date.
  - OR** transcripts, with certified English translations, from all college/university studies in the U.S.A. and abroad. Fax copies and photocopies are not accepted. See Evaluation of Foreign Credentials below.

The ISO deadlines for receiving applications are: July 15 for Fall admission, November 1 for Spring admission, and April 15 for Summer admission. Applications received after these deadlines will be accepted for the following semester/session.

### OTHER PROSPECTIVE INTERNATIONAL STUDENTS

Prospective students without F-1 student visas may enroll provided they meet San Antonio College admission requirements and present a valid passport and I-94 Form to document Department of Homeland Security (formerly known as the Immigration and Naturalization Service) authorization to study in the United States.

All international students with non-resident visas must begin the registration process in the ISO (MLC 142).

### **EVALUATION OF FOREIGN CREDENTIALS**

All foreign credentials submitted to San Antonio College must be the original of a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit can be granted. Students are responsible for arranging for credential evaluation. A list of acceptable professional evaluation services is available in the ISO (MLC 142) or by calling 210/733-2306.

### **NON-CREDIT OR AUDIT STUDENTS**

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Students registering only to audit courses need not provide admission credentials provided they meet the basic skills determined by the department in which curriculum is sought. A grade of “AU” (audit) is assigned to auditing students. An audit fee of \$11 per course is charged in addition to appropriate semester tuition and fees.

### **RETURNING OR TRANSFER STUDENTS**

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Returning or transfer students failing to meet the academic criteria stated in this bulletin may appeal through the enforced scholastic withdrawal procedure. (See Enforced Scholastic Withdrawal in section five of this bulletin.) Returning or transfer students whose last status was disciplinary suspension must petition their respective dean for readmission into the College.

#### **RETURNING STUDENTS**

Students who were previously enrolled at San Antonio College but did not attend during the last year must:

- Maintain good academic standing or not enroll in the semester following an enforced scholastic withdrawal designation.
- Present official transcripts from any college or university attended since the last enrollment at San Antonio College.

#### **TRANSFER STUDENTS**

A student seeking to transfer to San Antonio College after attending another accredited college or university must:

- Present a complete transcript bearing an imprint of the seal and a signature of a college or university official from the last college attended and any transcript providing TSI and/or prerequisite proof. Transcripts should include the previous admission record and evidence of an honorable dismissal. Transcripts received become the permanent property of the College. Students not providing complete official transcripts will not be permitted to re-enroll in future semesters or to receive an official San Antonio College transcript.
- Continue on scholastic probation at San Antonio College if placed on probation at another institution.
- Meet San Antonio College satisfactory academic progress. If on enforced scholastic withdrawal or suspension from another institution, applicants may petition for admission if they meet satisfactory academic progress. (See section five.)
- Take appropriate assessment test(s) through the Assessment Center (FAC 110).
- Not knowingly falsify or suppress registration information or in other ways attempt to enter San Antonio College by fraudulent enrollment.

Students transferring from other collegiate institutions are not at liberty to disregard their collegiate records and apply for admission on the basis of their high school records or a partial listing of their college records. The College will review academic credentials and/or

transcripts from other institutions of higher education to evaluate the acceptability of credits and to advise students of courses that will transfer. Students falsifying or suppressing registration information will be subject to disciplinary action and dismissal.

## SENIOR CITIZENS

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San Antonio College, in accordance with H.B. No. 696 and Section 54.210 of the Texas Education Code, allows senior citizens (persons 65 years or older) to enroll free of tuition and fees in courses for non-credit.

Senior citizens may also enroll for credit in up to six hours of courses without payment of tuition. However, these students must complete admission documents, take assessment exam(s), provide official transcripts, and pay all applicable fees other than tuition (Alamo Community College District Board of Trustees, June 18, 1996).

In both instances, senior citizens will be admitted on a space-available-basis after regular registration has closed. Senior citizens will be restricted to enrolling in traditional lecture courses and will not be permitted to enroll in activity classes (where individual attention is required) such as private music or art classes, or Internet classes. Students enrolling in physical education (kinesiology) classes should be properly assessed by the instructor and, if necessary, should present a physician's medical approval.

For additional information and to apply, contact the Admissions and Records Office (FAC 216).

## VETERANS AND THEIR DEPENDENTS

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Students who plan to attend San Antonio College under one of the public laws for veterans and their eligible dependents must go to the Department of Veterans' Affairs (DVA) to complete the required application. It is the student's responsibility to inform the DVA of any changes in enrollment status. The DVA is located on the first floor of the MLC.

## FIELDS OF STUDY

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In addition to providing appropriate documents for formal admission into the College, applicants to some fields of study must fulfill certain specialized admission requirements.

### CHILD DEVELOPMENT

For students enrolled in CDEC 1164, 1165, 1480, 1481, 2280, and 2428, allied health insurance, proof of a negative TB test, and a background check are required.

### DENTAL ASSISTING

The Dental Assisting Program is a Fall-entry program with limited enrollment.

In addition to meeting the general admission requirements of San Antonio College, students desiring admission to the Dental Assisting Program must submit all of the following by August 1 for Fall admission:

- A complete Dental Assisting Program Application Form to the program office.
- Written proof of an advisement appointment with a member of the Dental Assisting Program faculty.
- An application for formal admission to San Antonio College. A student must be accepted as a student at San Antonio College before he/she can be admitted into the Dental Assisting Program.

- A counseling card from the Department of Counseling and Student Development. Meeting with a College counselor will provide the paperwork necessary to take the Accuplacer test.
- Proof of meeting the program's entry-level competencies, which includes MATH 0300 Basic Mathematics, ENGL 0301 Basic English II, and READ 0303 College Reading Skills. This can be done by scoring appropriately on the Accuplacer test.

### **MEDICAL ASSISTING**

For program entry requirements, see Medical Assisting in Section 10 of this bulletin.

### **MORTUARY SCIENCE**

Students must do the following no later than one month prior to the anticipated enrollment date:

- Submit an application for admission to the program.
- Arrange for an admissions interview with the department chair or faculty advisor.
- Provide proof of graduation from high school (or proof of GED).
- Submit transcripts of previous college credits.
- Provide proof of a complete hepatitis B vaccination series (or submit a Waiver/Declination Form).
- Present proof of entry-level competencies established by an acceptable assessment (such as Accuplacer, etc.).
- Present a counseling card from the Department of Counseling and Student Development.

### **NURSING EDUCATION**

For program entry requirements, see Nursing Education Department in section 10 of this bulletin.

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## **SAN ANTONIO COLLEGE REGISTRATION**

Registration process information is published as part of the class schedule each semester. Specific dates are listed in the San Antonio College Class Schedule and on our Web site at [www.accd.edu/sac](http://www.accd.edu/sac). Keep in mind that students registering during the early registration periods will have a better selection of courses.

### **STUDENT DEVELOPMENT**

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There are three unique student development courses that focus on the student's personal and academic success.

#### **SDEV 0170 ORIENTATION TO COLLEGE**

As an institutional requirement for all students, an orientation to San Antonio College is provided which contributes to both student success and student persistence in college. Students who enter San Antonio College with fewer than 15 semester hours of college credit are required to take an orientation course their first Fall or Spring semester at San Antonio College. Exceptions or waivers require approval by the chairperson of the Department of Counseling and Student Development.

#### **SDEV 0370 PERSONAL AND ACADEMIC SUCCESS**

SDEV 0370 will substitute for SDEV 0170 Orientation to College and will meet the requirements for orientation at San Antonio College. This course is recommended for all full developmental studies students (placement scores indicate developmental mathematics, English, and reading). See the course description in this bulletin for additional information about SDEV 0170 and SDEV 0370.

### SDEV 0171 STRATEGIES FOR SUCCESS

SDEV 0171 is an intervention course for students who have demonstrated that they are academically at-risk. Enrollment is by referral from a counselor, departmental advisor, or College dean. (See Enforced Scholastic Withdrawal or Enforced Progress Withdrawal in section five of this bulletin.)

### ACADEMIC SESSIONS

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San Antonio College's academic year is divided into two semesters: Fall and Spring. The Fall semester lasts 16 weeks, generally beginning the last week in August and continuing through mid-December. The Spring semester, also a 16-week semester, generally begins the first week in January and continues through the middle of May. And, within each of these semesters exists two eight-week Flex sessions.

Flex I begins with the regular 16-week semester but ends before it, at mid-semester; and, Flex II begins at mid-semester, and its end coincides with the regular semester's. Despite existing in a shorter time frame, Flex courses accumulate the same number of contact hours as 16-week courses, as do available Maymester and Summer courses.

During the three weeks separating the end of the Spring semester and the start of the Summer session, the College offers courses in its Maymester session, which is followed by three Summer sessions. The Summer session is divided into two six-week sessions and one eight-week session. Courses taught in Summer's six-week sessions generally meet five days a week, beginning in June and continuing through mid-July and, again, starting in mid-July and continuing through mid-August. Eight-week Summer courses generally meet twice a week from June 1 through July 31.

For a complete listing of courses including accurate start/end dates, please see the current San Antonio College Class Schedule.

### COURSE LOADS

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According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. For the 16-week Fall or Spring semesters, students with a minimum of 12 semester credit hours are considered full-time students, and they may enroll in more than 19 hours only by permission of the appropriate academic dean.

Students may enroll in a maximum of eight semester credit hours during the eight-week Flex session, and six semester credit hours during the six-week Summer session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of credit hours equal to the number of weeks in the longest term. And, students enrolled in such special block programs as English as a second language and the fire academy, which requires enrollment in credit hours beyond the maximum normally allowed, may be exempt from these limitations.

Students may petition the appropriate academic dean for additional hours providing the following criteria are met:

- The student submits an official college transcript to the Admissions and Records Office (FAC 216), or, along with the petition, the student submits the transcript to the respective dean.
- The student completes a minimum of 12 semester credit hours of college-level work with a cumulative GPA of 2.75.

- The student maintains satisfactory academic progress.

The College reserves the right to limit the number of semester hours attempted by students who are employed. As a general rule, for each classroom hour, a minimum of two hours of preparation is expected. Three hours of laboratory work are considered the equivalent of one hour of classroom recitation. For example: a student taking 15 semester hours assumes the responsibility for a minimum of 45 hours per week, 15 hours in class and 30 hours in preparation.

## REGISTRATION REQUIREMENTS

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All students taking credit courses at San Antonio College must declare a major.

### HIGH SCHOOL SOPHOMORES AND JUNIORS

High school sophomore and junior applicants may enroll in only one course per semester/session for audit or credit. Applicants must not need remediation. Students auditing a course must pay a \$11 audit fee in addition to appropriate tuition and fees. Students who successfully complete an audited course may seek departmental approval to take an advanced standing exam, which, if passed, will earn them college credit.

Official San Antonio College transcripts will not be released until they are complete, which includes having high school graduation dates on file.

### HIGH SCHOOL SENIORS

The number of courses high school seniors may enroll in will be determined by their high school course loads and the recommendations of San Antonio College counselors. Class loads must not exceed the equivalent of 16 semester hours, and each high school course will be considered the equivalent of a three-hour course. Official San Antonio College transcripts will not be released until they are complete, which includes having high school graduation dates on file.

### F-1 STUDENT VISA STUDENTS

Students with F-1 student visas enrolling at San Antonio College must:

- Before registration:
  - 1) Complete immunization and medical examination requirements and receive clearance from the College Health Center (CAC 119).
  - 2) Receive counseling and complete all required placement testing.
- Be enrolled full time and complete the Fall and Spring semesters with no less than 12 semester hours.
- Not work off campus without authorization.
- Keep up-to-date residence (street) address in their ISO file. (P.O. Box “mailing” address is not acceptable.)
- Purchase sickness and accident insurance.

### VETERANS AND THEIR DEPENDENTS

Students enrolling under any of the various provisions for DVA educational benefits should bring sufficient funds to defray the initial cost of tuition and fees, because, customarily, four to six weeks pass before students receive DVA initial payments.

To be considered full-time, students must be enrolled in at least 12 semester hours during a regular semester, or its Summer session equivalent (which may be found by consulting the DVA), and students must receive a written course approval from a DVA counselor or department chairperson.



## ADDING OR DROPPING COURSES, WITHDRAWING FROM THE COLLEGE

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Semester/session dates for adding, dropping, or changing courses are listed in the current San Antonio College Class Schedule. From the beginning of classes through the census date all day adds, drops, and course changes must be submitted directly to the Admissions and Records Office (FAC 216). Subsequent to the census date, students withdrawing from all courses should contact the Counseling Center (MLC first floor) for withdrawal forms, which must be submitted to the Admissions and Records Office (FAC 216) for processing.

Day students withdrawing from part of their classes should obtain withdrawal forms from their instructors and submit the forms to the Admissions and Records Office (FAC 216) for processing. Evening, weekend, and distance education students withdrawing from part of their classes should obtain withdrawal forms from the Counseling Center (MLC first floor) and submit the forms to the Admissions and Records Office (FAC 216) for processing.

Students who are dismissed for disciplinary reasons are issued refunds only during the refund period. Students who enroll while on enforced scholastic withdrawal or are otherwise ineligible will have tuition and fees, excluding the registration fee, refunded.

And, remember, in order to officially add a course or withdraw from a course the Class Change/Add/Drop Form must be submitted to the Admissions and Records Office (FAC 216).

## STUDENT ENROLLMENT AND RECORDS

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### ATTENDANCE

Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each.

Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of “W” (withdraw). It is the student’s responsibility to ensure that the withdrawals have been submitted.

### CANCELLATION OF CLASSES

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to assure that classroom hours are rescheduled. For the latest information on College closures, dial 210/208-8189. The College’s radio station, KSYM 90.1 FM, as well as local radio and television stations will also have the latest information on any college closures.

### CENSUS DATE

The census date is the date on which the College certifies student enrollment for financial aid recipients as well as to the state for formal funding.

### FRESHMAN CLASSIFICATION

Students who have completed fewer than 30 semester hours of college-level credit (0-29 hours) are classified as freshmen.

## NAME CHANGES

If you are currently enrolled, you may change the name on your permanent academic record by presenting a certified copy of the appropriate documentation to the Admissions and Records Office (FAC 216). Correcting spelling or the proper sequence of your name requires a copy of your birth certificate. To change your name, you must complete a Name Change Form and a copy of the signed court order showing your new legal name. To assume your spouse's name following marriage, you must complete a request and a copy of the marriage certificate. If you wish to discontinue use of a married name and resume use of the original family name or another name, you must present a divorce decree or a signed court order showing restoration of the original or other name.

## PERSONAL IDENTIFICATION NUMBER (PIN)

Personal identification numbers (PIN) provide security access to the telephone/Web registration system. Currently, PIN numbers are assigned to students according to the month and year of their birth. Students are encouraged to assign themselves a unique PIN, which they may do via the Internet or by visiting the Admissions & Records Office (FAC 216).

## PHYSICAL EDUCATION ENROLLMENT

Unless exempt because of military service or other reasons, students are urged to complete four semesters of physical education to meet degree requirements at senior institutions.

## SOPHOMORE CLASSIFICATION

Students who have completed between 30 to 59 hours of college-level courses are registered as sophomores.

## STUDENT IDENTIFICATION CARD

Students must present current student identification cards for access to such services and activities as library usage, physical education facilities, special events, etc. Student identification cards may be obtained in room 260B of the Loftin Student Center (LSC).

## STUDENT'S PERMANENT RECORD

The student's permanent record is part of the College's official archives and contains personal data, test scores, summary of transfer and admissions information, San Antonio College courses attempted, grades, GPAs, and scholastic status.

Unless a Change of Name Form has been processed through the Admissions and Records Office (FAC 216), the name under which the student initially registered is the name recorded on official San Antonio College records. To change their name on official San Antonio College records, students must present court documents and a picture identification card.

## TRANSCRIPT OF RECORD

The term "transcript of record" refers to work transferred from other colleges and universities as well as the recorded results of students' San Antonio College coursework. And, the GPA calculation listed on transcripts is derived only from students' San Antonio College coursework.

Students may request their academic records be sent to an unlimited number of colleges and universities; however, only five copies may be obtained at one time for students' personal use. Requests for records dating from 1984 up to the present may be made via the College's Web site, [www.accd.edu](http://www.accd.edu), and requests for records earlier than 1984 must be made in person at the Admissions and Records Office (FAC 216) or by mail.

Remember, transcripts may be withheld from students who have not settled all financial or administrative obligations with the College.

### **TRANSCRIPT RETENTION**

Transcripts from San Antonio College are part of the permanent records for this school and are never destroyed. Transcripts from high schools and outside institutions of higher education submitted for admissions and/or graduation will be retained on file for five years after the student stops attending San Antonio College. If the student returns to San Antonio College after a five-year absence, it will be necessary to resubmit the documents for admissions and/or graduation.

### **UNDERGRADUATE CLASSIFICATION**

This classification applies to any student with less than a Baccalaureate Degree.

A black and white photograph of a modern building with a prominent overhang. The word "JOURNALISM" is visible on the overhang. In the foreground, there is a stone wall and a set of stairs with metal railings. The scene is partially framed by trees and foliage.

# **Section 3. Tuition and Fees**

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## STUDENT RESIDENCY STATUS

All students are required to substantiate to the satisfaction of the College administration their entitlement to Texas residence classification in order for minimum tuition rates to apply (particularly Chapter 54, Texas Education Code). A Residency Information Form and acceptable documentation supporting the Texas residence classification are required of all registrants. See the current San Antonio College Class Schedule for specific documents, or contact the Residency and Reports Office in room 214 of the Fletcher Administration Center (FAC).

Students qualifying as state residents for educational purposes pay the resident tuition rate. All other students are classified as nonresidents and pay the appropriate tuition. It is the obligation of students whose residence status changes while enrolled at San Antonio College to notify the Residency and Reports Office (FAC 214) of such changes immediately. Students failing to report residence data changes may be subject to disciplinary action.

All students classified as non-Texas residents at the time of initial registration will retain that status until a written application for reclassification is filed and approved. San Antonio College residency questionnaires may be obtained at the Residency and Reports Office (FAC 214). The questionnaire and all supporting documentation must be submitted 10 calendar days prior to a semester's registration. See the current San Antonio College Class Schedule for specific petition deadlines. Any petitions submitted after the official census date will become effective the following term.

### INTERNATIONAL STUDENTS

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International students—citizens of countries other than the United States—who are not permanent residents in the United States, pay the non-Texas residents tuition rate.

Any person living in this country under a visa permitting permanent residence, or any person who has filed a declaration of intention to become a citizen, has the same privilege of qualifying for Texas resident tuition and fee status under this act as has a citizen of the United States.

### CONCURRENT REGISTRATION IN PUBLIC INSTITUTIONS

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A student registered concurrently at San Antonio College and another Texas public institution of higher education must pay the minimum or base tuition at only one of these institutions. If evidence of this minimum or base tuition payment at another institution is produced, the student is assessed tuition charges computed at the semester hourly rate at San Antonio College. All other appropriate fees are assessed according to the San Antonio College Bulletin.

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## ALAMO COMMUNITY COLLEGE DISTRICT TUITION AND FEES

San Antonio College reserves the right to change its tuition and fees in keeping with the acts of the Texas Legislature and official interpretations thereof. Tuition and fees are subject to change by the Alamo Community College District Board of Trustees.

**SEE TUITION AND FEES ON THE NEXT PAGE.**

## TUITION AND FEES

Fees subject to change by the Board of Trustees of the Alamo Community College District. The following does not include parking fees, lab fees, or special fees. \*International Students' insurance fee is \$66.

IN STATE/IN DISTRICT BEXAR COUNTY RESIDENT						
HOURS	TUITION	GENERAL FEE	REGISTRATION FEE	LIBRARY UPGRADE	MANDATORY INS.	TOTAL COST
1	\$240	\$105	\$11	\$11	\$4	\$371
2	240	105	11	11	4	\$371
3	240	105	11	11	4	\$371
4	240	105	11	11	4	\$371
5	240	105	11	11	4	\$371
6	240	105	11	11	4	\$371
7	280	110	11	11	4	\$416
8	320	110	11	11	4	\$456
9	360	110	11	11	4	\$496
10	400	110	11	11	4	\$536
11	440	110	11	11	4	\$576
12	480	110	11	11	4	\$616
13	520	110	11	11	4	\$656
14	560	110	11	11	4	\$696
15	600	110	11	11	4	\$736
16	640	110	11	11	4	\$776
17	680	110	11	11	4	\$816
18	720	110	11	11	4	\$856
19	760	110	11	11	4	\$896
IN STATE/OUT OF DISTRICT NON-BEXAR COUNTY RESIDENT						
HOURS	TUITION	GENERAL FEE	REGISTRATION FEE	LIBRARY UPGRADE	MANDATORY INS.	TOTAL COST
1	\$480	\$105	\$11	\$11	\$4	\$611
2	480	105	11	11	4	\$611
3	480	105	11	11	4	\$611
4	480	105	11	11	4	\$611
5	480	105	11	11	4	\$611
6	480	105	11	11	4	\$611
7	560	110	11	11	4	\$696
8	640	110	11	11	4	\$776
9	720	110	11	11	4	\$856
10	800	110	11	11	4	\$936
11	880	110	11	11	4	\$1,016
12	960	110	11	11	4	\$1,096
13	1,040	110	11	11	4	\$1,176
14	1,120	110	11	11	4	\$1,256
15	1,200	110	11	11	4	\$1,336
16	1,280	110	11	11	4	\$1,416
17	1,360	110	11	11	4	\$1,496
18	1,440	110	11	11	4	\$1,576
19	1,520	110	11	11	4	\$1,656
OUT OF STATE/*INTERNATIONAL STUDENTS NON-TEXAS RESIDENT						
HOURS	TUITION	GENERAL FEE	REGISTRATION FEE	LIBRARY UPGRADE	MANDATORY INS.	TOTAL COST
1	\$960	\$105	\$11	\$11	\$4	\$1,091
2	960	105	11	11	4	\$1,091
3	960	105	11	11	4	\$1,091
4	960	105	11	11	4	\$1,091
5	960	105	11	11	4	\$1,091
6	960	105	11	11	4	\$1,091
7	1,120	110	11	11	4	\$1,256
8	1,280	110	11	11	4	\$1,416
9	1,440	110	11	11	4	\$1,576
10	1,600	110	11	11	4	\$1,736
11	1,760	110	11	11	4	\$1,896
12	1,920	110	11	11	4	\$2,056
13	2,080	110	11	11	4	\$2,216
14	2,240	110	11	11	4	\$2,376
15	2,400	110	11	11	4	\$2,536
16	2,560	110	11	11	4	\$2,696
17	2,720	110	11	11	4	\$2,856
18	2,880	110	11	11	4	\$3,016
19	3,040	110	11	11	4	\$3,176

Additionally, for each Summer session, the general fee will be \$105. Minimum tuition for each Summer session will be \$120 for in-district Texas residents, \$240 for out-of-district Texas residents, and \$480 for non-Texas residents and international students.

Remember, any student currently enrolled as of the official census date who subsequently enrolls in a Flex session course organized in the same semester will be assessed tuition and fees as though another class was being added to the student's current load.

### **CONTINUING EDUCATION TUITION AND FEES**

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- Adult vocational: \$2.10 to \$3.50 per instructional hour.
- Apprenticeship training (BAT) Programs: \$2 per instructional hour.
- Community service programs: \$1.50 to \$3.50 per instructional hour.
- Contract courses: Instructional costs plus all direct costs and indirect costs divided by minimum number of students needed.
- Insurance: \$1.
- Continuing education instructional technology-based courses: \$5 to \$20 per instructional hour (\$10 maximum per course).

For all types of programs, other direct and/or indirect costs of a particular course may be prorated and added to the basic fee.

### **ADDITIONAL TUITION FOR REPEATED COURSES**

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Contingent upon the passage of Senate Bill 531, filed in the 79th Legislature, and in order to compensate the District for the loss in formula funding effective the Fall semester of 2005, the tuition for students previously enrolled in the same course two or more times may be set at the non-Texas resident hourly rate upon the final passage of legislation authorizing such action by the District.

### **REFUNDABLE FEES**

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#### **AUDITING FEE**

For each class audited, a fee of \$11 is charged to students with permission from the appropriate department to audit a class. The fee is charged in addition to those stated elsewhere in the schedule of tuition and fees.

#### **COMPUTER USE FEE**

A laboratory fee, anywhere from \$2 to \$4, as appropriate, is charged for each course requiring the use of materials and machines furnished by the college. Any special fees required are charged at the rate of \$8 to \$25 per semester.

#### **LABORATORY FEE**

For each course with laboratory, studio, or required practice hours, there is a \$2 to \$24 fee for each such hour required per week.

#### **LIBRARY UPGRADE FEE**

An \$11 library upgrade fee is charged each semester and Summer session.

#### **READING LABORATORY FEE**

Every semester, an \$11 laboratory fee is charged for each reading course.

#### **REGISTRATION FEE**

The \$11 registration fee is charged for Fall and Spring semesters, and a \$6 registration fee is charged for each Summer session.

## STUDENT INSURANCE FEE

United States citizens and permanent resident alien students enrolling in academic courses are charged \$4 for each regular semester and \$1 per Summer session for accident insurance. Students enrolling in continuing education courses are charged \$1 per course enrollment. International students are charged \$66 per regular semester and \$22 per summer and mini-semester for accident and sickness coverage.

## ALLIED HEALTH FEES

- American Sign Language: For students enrolled in SLNG 2388, a \$10 fee is charged to provide for the personal protection of each student involved in practices and training at agencies.
- Child development: For students enrolled in CDEC 1164, 1165, 1480, 1481, 2280, and 2428, a \$24 fee is charged to provide for the personal protection of each student involved in practices and training at agencies.
- Dental assisting: A \$10 fee is charged to provide for the personal protection of each student enrolled in DNTA 2266 Practicum - Dental Assistant.
- Drug/alcohol abuse counseling: A \$10 fee per semester is charged to provide for the personal protection of each student enrolled in DAAC 2166 Practicum I and DAAC 2167 Practicum II.
- Emergency medical services: For students enrolled in EMSP 1260, 2260, and 2261, a \$10 fee is charged to provide for the personal protection of each student involved in clinical practices and training in medical facilities.
- Medical assisting: A \$10 fee per semester is charged to provide for the personal protection of each student involved in administrative and clinical practices and training in medical offices (MDCA 2167 Medical Office Administrative Practicum or MDCA 2267 Medical Assistant Practicum).
- Mortuary science: A \$10 fee per semester is charged to provide for the personal protection of each student enrolled in MRTS 1310 Funeral Service Clinical Orientation, MRTS 1386 Funeral Service Internship, MRTS 2386 Funeral Service Internship, MRTS 2432 Human Anatomy, MRTS 2445 Technical Procedures I, and MRTS 2447 Technical Procedures II.
- Nursing: A \$10 fee per semester is charged to provide for the personal protection of each student involved in clinical practices and training in medical facilities.

## APPLIED MUSIC FEE

Students enrolled in applied music pay the tuition charge in addition to the following fees:

- One hour lessons per week, per semester: \$95
- One hour or two half-hour lessons per week, per Summer session: \$21
- Class lessons, two lessons per week, per semester: \$25
- Private lessons, one half-hour lessons, per week, per semester: \$63
- Private lessons, 16 hours of lessons, per Summer session: \$95
- Private lessons, eight hours of lessons, per Summer session: \$63
- Class lessons, 30 hours of lessons, per Summer session: \$25

Students enrolled in applied music for credit may be required to practice at the College. College practice rooms are assigned upon payment of appropriate use fee.

## NON-REFUNDABLE FEES/FINES

### ADVANCED STANDING EXAMINATION FEE

A \$40 fee per credit hour with a \$120 minimum is charged for recording advanced standing recommendations on students' transcripts. Information regarding advanced standing examinations may be obtained from the Assessment Center (FAC 110). Information regarding departmental exams may be obtained at the respective department.



**CREDIT CARD CONVENIENCE FEE (PER TRANSACTION FOR VOICE/WEB)**

A \$4 credit card user fee is charged for each transaction. Remember, payments made by telephone/Web on the final payment day may not be approved until the following day, causing cancellation of classes.

**EXAMINATION FEES**

Examinees are charged a fee to cover administration, scoring, and interpretation of results of the tests and examinations listed in the following schedule:

<b>TYPE OF TEST</b>	<b>FEE</b>
General equivalency diploma (GED)	\$65
GED retest (per test if failed)	\$7
TASP alternative	\$15
Correspondence exam	\$10
Texas Securities (Austin)	\$10
College Level Examination Program (CLEP)	\$65

**FOREIGN STUDENT APPLICATION/REGISTRATION PROCESSING FEE**

A \$15 fee is charged for the processing of each foreign student application.

**ID CARD REPLACEMENT FEE**

A \$5 fee is charged for each student identification card replaced.

**INSTALLMENT PLAN FEE**

A \$25 administrative fee is charged to students electing to pay their tuition by the installment plan. The administrative fee will be assessed and collected in the initial registration payment. Additionally, a \$10 late fee is charged for each late payment.

**LATE REGISTRATION FEE**

A \$26 fee is charged for late registration.

**LIBRARY FINES**

For overdue books, a fine of \$.10 per day/per book is charged. For overdue reserve items, a fine of \$.50 is charged per hour/per item for two-hour library use only items and one- or two-day items.

**PARKING FEE (VEHICLE REGISTRATION)**

<b>DURATION OF PERMIT</b>	<b>FEE</b>
September 1 - August 31 (full year)	\$20
After January 1 (until August 31)	\$10
Summer session	\$7
Replacement permit	\$8

Review Campus Parking Regulations in section seven of this bulletin.

**PARKING FINES**

An \$11 fine is charged for each parking ticket. A \$17 fine is charged for each parking ticket not paid within 10 days.

**REGISTRATION RECEIPT COPY FEE**

A \$2 fee is charged for each additional copy of a registration receipt.

**RETURNED CHECK FEE**

A \$35 fee is charged for each unpaid returned check when the bank is not at fault. The amount of the returned check plus the fee must be paid in full before a student is readmitted to classes. Payment must be made in cash or by a cashier's check. If the fee is not paid by the end of the semester, the account will be turned over to a collection agency for processing.

**SCHEDULE CHANGE FEE**

A \$4 fee is charged for each change in the schedule of a student after registration has been completed. No fee is charged if the schedule change is processed via telephone/Web registration. The appropriate department chairperson may waive such fees if the schedule change is for class control or otherwise deemed necessary or advantageous by college officials.

**SPECIAL FEE**

A special fee of \$2 to \$100 may be charged per course. In special cases, this fee may exceed \$100. Students should check with their respective departments regarding any special fees that may be associated with a course.

**WORKSHOP FEE**

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

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## PAYMENT METHODS

Payment of tuition and fees may be made by check, money order, or major credit card. Checks and money orders should be made payable to San Antonio College. Payment is accepted on campus, via telephone (210/301-2520), or by Web ([www.accd.edu](http://www.accd.edu)). A \$4 credit card user fee is charged for each transaction. And, remember, payments made by telephone/Web on the final payment day may not be approved until the following day, causing cancellation of classes.

Students are not officially enrolled until all tuition and fees have been paid. It is strongly recommended that students pay their tuition and fees prior to the first class day of the semester. Failure to pay by the payment deadline will cause the student to be dropped from classes.

For additional information about the payment of tuition and fees, contact the Business Office (FAC 201).

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### PAYMENT OF TUITION IN INSTALLMENTS

In accordance with H.B. 2747, tuition and fees may be paid by one of two methods: (a) in full or (b) in three installments. The installment plan is available only for those students registered in 16-week classes. Listed below is information regarding payment of tuition in installments. For additional information and to request payment by installment, contact the Business Office (FAC 201) or call 210/733-2124.

- A student who chooses initially to pay by installments may later pay the entire bill. However, there is no refund of installment charges once an installment payment has been made. The following payment schedule applies to both tuition and fees:
  - 1) Make full payment of tuition and fees in advance of the semester.
  - 2) Make one-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and 11th class weeks.
- Students electing to pay by the installment plan will be charged an administrative fee of \$25. The administrative fee will be assessed and collected in the initial registration payment.

- The term “fees” is defined as all optional and one-time fees except parking and installment administrative fees. The parking and administrative fee is not subject to payment via the installment plan.
- All forms of financial aid (i.e., federal, state, and private) administered by the College to a student must be applied toward the unpaid balance of tuition, fees, and other charges.
- Second and third installment payments must be received in full by the due date, or the student will be placed on delinquency status. A delinquent student will be unable to register for subsequent semesters, receive grades and transcripts, and will not be allowed to add classes. Additionally, a student will owe late charges associated with each delinquent installment.
- A student making an installment payment after a billing due date shall pay late fees in accordance with the following schedule:
  - 1) If a student fails to make the second payment by the billing due date on the second payment, a late fee of \$10 will be assessed.
  - 2) If a student fails to make the third payment by the billing due date, a late fee of \$10 will be assessed.
  - 3) A student who fails to make timely second and third installment payments will pay a maximum of \$20 in late fees.
- The additional cost of adding courses will be payable under the same plan selected in the original registration.
- If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due and payable immediately. Students who fail to pay the amount due shall be considered delinquent and thus not eligible to register, receive grades, or receive an official transcript until the full amount is paid.
- The installment method may be used only for Fall and Spring semester 16-week courses. Installment payments may not be used for registration for shorter periods including workshops, mini-semester, or Summer sessions.
- Refunds for withdrawals are made in accordance with the regular refund schedule based upon total semester fees. Any remaining installment payments due are deducted from the refund amount. In other words, a student might withdraw during an eligible period and still owe money to the College because of remaining installments.
- Delinquent accounts will be turned over to a collection agency. The student will be responsible for any charges associated with the collection of delinquent amounts.

## CHECK REGULATIONS

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Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. In addition, a \$35 fee will be charged by the District. The District will not accept another check from a person from whom an insufficient funds check has been received previously.

Remember, stopping payment on tuition checks does not constitute an official withdrawal from the College. Official withdrawals must be processed at the Admissions and Records Office (FAC 216).

## DELINQUENT ACCOUNTS

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All delinquent accounts in the areas listed below will be turned over to a collection agency at the end of each semester for processing. All fees assessed by the collection agency will be the responsibility of the student.

- Installment balances
- NSF checks/stop payment/account closed
- Credit card charge backs

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## TUITION WAIVERS, REBATES, AND REFUNDS

### GRADUATE GUARANTEE

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If an Associate in Applied Science graduate or certificate completer whose course work began in the Fall 1993 semester or thereafter is judged by an employer to be lacking in technical job skills identified as exit competencies for their specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the college awarding the degree or certificate under the conditions of this policy.

The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. Conditions applying to this guarantee policy include:

- The graduate/completer must have earned the Associate of Applied Science Degree or certificate in a technical program published in the College's bulletin (or its addenda).
- The graduate/completer must have completed the Associate of Applied Science Degree or certificate with a majority (75 percent) of the credits being earned at the college awarding the degree within a four-year time span from initial enrollment. The last 15 semester hours of credit must be completed at the college awarding the degree and must include the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- The graduate/completer must be employed full time in an area directly related to the area of program concentration as certified by the College president or designee.
- The graduate/completer must commence employment within six months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry-level skills which were identified by the college awarding the degree or certificate as the program exit competencies as approved by the program's advisory committee. The employer must specify the areas of deficiency within 90 days of the graduate/completer's initial employment.
- The employer, graduate/completer, and representatives of the college will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within a calendar year from the time agreed upon for the educational plan.
- The graduate/completer and employer is responsible for the costs of books, insurance, uniforms, fees, and/or other course-related expenses.

### TUITION REBATE

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The Texas Education Code authorizes tuition rebates for students who complete Baccalaureate Degrees with no more than three credits in excess of those required for their degrees.

Eligible students must meet all four requirements:

- They must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
- They must be requesting a rebate for work related to a first Baccalaureate Degree received from a Texas public university.
- They must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree.
- And, they 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 bulletin of

which they graduated with. Hours attempted include transfer credits, course credit earned by examination, courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

### REFUND OF TUITION AND FEES (SUBJECT TO CHANGE WITHOUT NOTICE)

Students officially withdrawing from all courses at San Antonio College prior to the first class day of the semester/session will have their refund of tuition and refundable fees calculated according to the following schedules after the registration fee has been assessed:

#### **FALL AND SPRING SEMESTERS**

	<b>REFUND</b>
Prior to the 1st class day of the semester	100 percent
During class days 1 through 15	70 percent
During class days 16 through 20	25 percent
After the 20th class day	no refund

#### **SIX-WEEK SUMMER SESSIONS**

	<b>REFUND</b>
Prior to the 1st class day of the session	100 percent
During class days 1 through 5	70 percent
During class days 6 and 7	25 percent
After the 7th class day	no refund

#### **EIGHT-WEEK SUMMER SESSIONS, FLEX SESSIONS**

	<b>REFUND</b>
Prior to the 1st class day of the session	100 percent
During class days 1 through 8	70 percent
During class days 9 and 10	25 percent
After the 10th class day	no refund

#### **OPEN ENTRY/OPEN EXIT**

	<b>REFUND</b>
Prior to the 1st class day of session	100 percent
During class days 1 through 8	70 percent
During class days 9 and 10	25 percent
After the 10th class day	no refund

Refunds for other nonstandard length courses shall be made based on the table provided by the Texas Higher Education Coordinating Board (THECB).

Refund checks are issued within approximately two weeks after the end of the refund period. No refund is possible after the designated deadline, except in extraordinary circumstances as determined/approved by the vice president. For specific semester and session refund dates, please refer to the San Antonio College Class Schedule.

#### **CONTINUING EDUCATION TUITION AND FEE REFUND**

Request for a refund must be made in writing to the Continuing Education Registration Desk during normal working hours. A 100 percent refund is granted if withdrawal is made prior to the first class meeting, and an 80 percent refund is granted if withdrawal is made prior to the second class meeting. No refund is possible after the second class meeting. Refunds take approximately 30 days to process.



## **Section 4. Financial Aid**

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## STUDENT FINANCIAL SERVICES

The main purpose of federal and state student aid is to help you, the student, go to college even if you and your family do not have the financial means to afford tuition and fees. Of course, the first step is to see how much you and your family can afford. The Free Application for Federal Student Aid (FAFSA) Form, a federal designed and approved application, is necessary for this process. The information you provide in this application helps appropriate officials assess your ability to pay and determine a financial package to help you meet your needs. You may obtain the FAFSA at the Student Financial Services (SFS) Office, most high schools, or any public library. The FAFSA application can be ordered by calling 1-800-4FEDAID or it can be found on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The SFS Office is located in room 101 of the Fletcher Administration Center (FAC).

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## FINANCIAL AID PROCEDURES

### FINANCIAL AID ELIGIBILITY

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To be eligible to receive financial aid at San Antonio College, you must meet the following requirements:

- Complete the FAFSA Form and provide the Student Aid Report (SAR) to the SFS Office (FAC 101).
- Be enrolled in at least three semester hours as a regular student in an eligible program for pell grants or be enrolled at least halftime (six semester hours) at San Antonio College if applying for other types of aid.
- Be a U.S. citizen or eligible noncitizen.
- Have a high school diploma or a general equivalency diploma (GED) certificate.
- Not be in default on any student loan or owe a refund to a federal financial aid program.
- Make satisfactory progress in a declared course of study.
- Have an established need as determined by the federal need analysis methodology and institutional guidelines.

### CALCULATING FINANCIAL NEED

The information you report in the FAFSA FORM is used in a formula, established by Congress, that calculates your expected family contribution (EFC), an amount you and your family are expected to pay toward your education. For the Federal Pell Grant Program, if your EFC is below a certain number, you are eligible for a pell grant, assuming you meet all other eligibility requirements.

There is not a maximum EFC that defines eligibility for the campus-based programs and for need-based federal stafford loans. Instead, your EFC is used to calculate your financial need:

$$\text{Cost of education} - \text{expected family contribution} = \text{Financial need}$$

Your financial aid administrator takes the cost of education at your school and subtracts the amount you and your family are expected to pay toward that cost. If there is anything left over, you are considered to have financial need.

You can get a booklet describing the formula that produces the EFC by writing to: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044.

## CONSORTIUM AGREEMENTS

Students can only receive aid at one school per period of enrollment. Students who are enrolled at San Antonio College and another Alamo Community College District college for the same semester can receive financial aid at the College only if they are enrolled at least half time at the College and the majority of their hours of enrollment are at the College.

At no time will students be allowed to count enrollment at a non-District school towards their eligibility for financial aid at San Antonio College unless there is a consortium agreement.

## SPRING/SUMMER TRANSFER STUDENTS

Students transferring from another institution during the Spring semester or Summer sessions must make sure that their prior institution reports the cancellation of subsequent pell grant and stafford loan disbursements to the National Student Loan Database System (NSLDS). Failure to do so will prevent San Antonio College from awarding students any remaining funds for which they are still eligible from those programs. Students who plan to enroll at the College during summer sessions and then return to their home institution the subsequent Fall semesters are considered “transient” students and are therefore ineligible for financial aid at the College.

## FINANCIAL AID NOTIFICATION & VERIFICATION

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All notifications to students from the SFS Office are found on the student’s personal page via the [www.accd.edu](http://www.accd.edu) Web site. The SFS Office no longer sends out written notifications. The SFS Office will also use e-mails to contact students asking them to visit their page on the [www.accd.edu](http://www.accd.edu) Web site. Student acceptance of the award offer is activated only when the offer is accepted on this Web site. The SFS Office can assist students to navigate the Web site and can provide written instructions to the Web site should the need arise.

## FINANCIAL AID VERIFICATION

If students’ SAR indicates they are selected for verification, the following documents (if applicable to their file or situation) must be submitted:

- A signed copy of their 2004 income tax forms.
- A signed copy of their parents’ 2004 income tax forms.
- The verification worksheet (available at the SFS Office, FAC 101).
- Documentation that verifies benefits or untaxed income such as:
  - 1) Temporary Assistance for Needy Families (TANF), formerly AFDC.
  - 2) Veteran benefits.
  - 3) Other untaxed income and benefits.

## MAINTAINING SATISFACTORY PROGRESS

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Students must maintain satisfactory progress in their selected program of study to receive financial aid. Their academic history will be reviewed to ensure that a minimum of 2.0 grade point average (GPA) and completion of 65 percent of attempted hours has been met. This review includes course work attempted at all colleges, universities, and/or proprietary schools previously attended.

If students do not maintain satisfactory progress, they will be placed on financial aid probation for the following year. If students do not meet the requirements by the end of the second year, they will be suspended from receiving financial aid until they re-establish eligibility. Students have the right to appeal the suspension; however, they should do so only if extenuating circumstances have occurred. The satisfactory progress requirements for financial aid may be different from the academic requirements set by the College.

Students may obtain a copy of the Academic Progress Policy at the SFS Office (FAC 101).



## WITHDRAWING FROM CLASSES

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Students withdrawing from a class or classes before the census date force a “recalculation” of their financial aid award. Students may be required to immediately pay back all or part of financial aid including federal and state grants and federal student loans.

Students who withdraw from all courses before the completion of sixty percent of the semester may be required to repay all or some of the financial aid funds issued to them. Notification of the amount owed is sent to the student once a 100 percent withdrawal from classes occurs. Payment instructions will be included with this letter. Outstanding balances must be paid within 45 days of the notification letter. Failure to pay the balance will place the student in “default” of a Title IV account.

Defaulted accounts are transferred to the Department of Education (DOE) on the 46th day. In addition, students in default are ineligible to receive any financial aid funds. The student’s eligibility will be reinstated upon written notification from the DOE stating the account has been paid in full. Reinstatement occurs during the semester the letter from DOE is submitted to the SFS Office. All other financial aid requirements remain in effect.

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## SOURCES FOR FINANCIAL AID

San Antonio College participates in a variety of federal and state financial aid programs. Grants are financial aid funds you do not have to pay back. Work-study lets you work and earn money to help pay for school. Loans are borrowed funds that you must pay back with interest. The following is a list of the programs:

### FEDERAL FINANCIAL AID PROGRAMS

#### FEDERAL PELL GRANTS PROGRAM

Awards to eligible students are determined through the use of a payment schedule published annually by the DOE. Award amounts vary according to: the educational costs at the institution (the cost of attendance), the student’s enrollment status, annual appropriations and award maximums set by Congress, and the EFC on the student’s SAR.

Pell grant funds are awarded once per semester, and summer awards are made if the student’s annual eligibility has not been exhausted during the fall and spring semesters.

#### FEDERAL PLUS LOANS PROGRAM

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. PLUS loans can be made through almost any bank or credit union at a variable interest rate not to exceed 9 percent. Repayment for parent borrowers begins 60 days after disbursement of the loan.

The PLUS loan amount, together with all other financial aid, may not total more than the student’s cost of attendance at San Antonio College.

#### FEDERAL STAFFORD LOANS (SUBSIDIZED AND UNSUBSIDIZED) PROGRAMS

Stafford loans are low-interest student loans certified by San Antonio College and guaranteed by the federal government. These loans can be made through almost any bank or credit union. The interest rate varies between 2.77 and 8.25 percent.

For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time; unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle.

First-year students may borrow up to \$2,625 per year, while second-year students may borrow up to \$3,500. Because subsidized loans are based on financial need, the SFS Office establishes the amount students are eligible to borrow. Students must attend a counseling session concerning the loan, full repayment of which begins six months after the student leaves school or drops below half-time status.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS PROGRAM**

This program provides a \$200 to \$1,000 grant to an undergraduate student with the lowest EFC who is also eligible for a pell grant. These funds are awarded based on financial need.

### **FEDERAL WORK-STUDY PROGRAM**

The College Work-Study Program provides jobs for undergraduate students who need financial aid to pay for their educational expenses. At the least, pay will match the current federal minimum wage. The amount of work-study awarded depends on the student's need, the amount of funding the institution has for the program, and the amount of other aid the student receives.

## **STATE FINANCIAL AID PROGRAMS**

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### **CERTIFIED EDUCATIONAL AIDES EXEMPTION PROGRAM**

This exemption for tuition and mandatory fees other than class and laboratory fees is available to Texas residents with financial need who worked as an educational aide in a Texas public school district at least one out of the last five years preceding the semester or session for which the exemption is received, and who continue to be school employees serving in any capacity.

Enrollment in courses leading to a teacher certification at a Texas public institution of higher education is required. Students should complete the FAFSA Form and/or provide a copy of the most current income tax information to show financial need. Applications for the exemption can be obtained from the SFS Office (FAC 101).

### **EARLY HIGH SCHOOL GRADUATE PROGRAM**

Texas residents who complete grades 9-12 within 46 months at a public high school in Texas may qualify for tuition exemptions ranging from \$500 to \$2,000. A student's high school counselor must send a letter certifying his/her level of eligibility to the Texas Higher Education Coordinating Board (THECB), which is responsible for notifying the College and student of the awarded amount.

### **HAZELWOOD PROGRAM FOR TEXAS VETERANS**

The Hazelwood Act (Article 2654 B-I) aids veterans who have exhausted all of their Department of Veterans' Affairs (DVA) educational benefits. Veterans are exempt from payment of tuition and certain required fees when the applicant meets all of the following conditions:

- Served during a national emergency.
- Resided one year in Texas prior to entering the service from Texas, and, upon discharge from the service, continued residence in Texas.
- Served on active military duty (other than training) for more than 180 days.
- Applied and verified eligibility for such federal educational benefits as the pell grant.
- Must not be in default on a federal loan or grant program.

If the conditions listed above are met, the applicant must submit the following:

- A letter from the DVA stating that the applicant has no further educational entitlement under the G.I. Bill.
- A copy of the applicant's DD214.

- A FAFSA Form to pell processor for processing.
- A SAR for the academic year, along with other required documents to the SFS Office (FAC 101).

### **PUBLIC STUDENT INCENTIVE GRANTS PROGRAM.**

Public student incentive grants provide assistance to undergraduate students who demonstrate financial need as determined by the SFS Office. To be eligible, students must be Texas residents enrolled in at least six semester hours.

### **TEXAS PUBLIC EDUCATION GRANTS PROGRAM**

This program, which applies to Texas residents, nonresidents, foreign students, and continuing education students, provides a \$200 to \$2,000 grant to undergraduate students who demonstrate financial need as determined by the SFS Office. To be eligible, students must be enrolled in at least six semester hours.

### **TOWARDS EXCELLENCE ACCESS AND SUCCESS (TEXAS) GRANTS PROGRAM TEXAS GRANT I**

The TEXAS Grant I Program pays tuition and fees for students who meet the following program criteria:

- Maintain current Texas residency status.
- Graduate from an accredited Texas high school no earlier than Fall 1998.
- Complete a recommended or advanced high school curriculum.
- Apply and qualify for financial aid.
- Enroll at least three-quarters time in an Associate's Degree or certificate plan program.
- Enroll and receive the grant no later than the 16th month after graduating from high school or receiving a GED.
- Not be convicted of a felony or crime involving a controlled substance.

Awards can be renewed based on criteria set by THECB. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate's or Baccalaureate Degree.
- Maintain a 75 percent course completion rate in the most recent academic year.
- Maintain a 2.5 GPA or better.
- Receive a TEXAS grant I for no more than 90 credit hours.

### **TEXAS GRANT II**

The TEXAS Grant II Program pays tuition and fees for students who meet the following program criteria:

- Maintain current Texas residency status.
- Graduate from an accredited Texas high school.
- Apply for financial aid and have less than \$2,000 family contribution.
- Enroll at least as a half-time student.
- Be in the first 30 attempted hours of a first certificate or degree plan program.
- Not have been convicted of a felony or crime involving a controlled substance.
- Not be eligible for the TEXAS Grant I Program.

Awards can be renewed based on criteria set by THECB. In addition to the above requirements, students must meet the following renewal criteria.

- Not have earned an Associate's or Baccalaureate Degree.
- Maintain a 75 percent course completion rate in the most recent academic year.
- Maintain a 2.5 GPA or better.
- Receive a TEXAS grant II for no more than 75 credit hours.

## SCHOLARSHIPS

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Scholarships may be awarded from internal (College or District funds) or external agencies; they are available to students from a variety of sources, both private and public. A single common scholarship application for all College and/or District scholarships can be obtained at the SFS Office (FAC 101) or at our Web site at <http://www.accd.edu/sac>.

Below is a list of scholarships available through San Antonio College. For a complete listing, scholarship requirements, and an application form, contact the SFS Office (FAC 101) or visit our Web site.

### SCHOLARSHIP

#### APPLICATION CONTACT

#### MAJOR

#### DESCRIPTION

#### **ACCD BOOKSTORE SCHOLARSHIP**

Student Financial Services

All Majors

3.0 GPA/Academic Achievement/Financial Need

#### **ACCD FOUNDATION SCHOLARSHIP**

ACCD

All Majors

Academic Achievement/Financial Need

#### **ACCOUNTING-ACCD SCHOLARSHIP**

ACCD

Accounting Majors

Academic Achievement/Financial Need

#### **ACCOUNTING TECHNOLOGY SCHOLARSHIP**

Administrative Computer Technology Department

Accounting Technology Majors

Academic Achievement

#### **ALAMO CHAPTER FEDERAL CRIMINAL INVESTIGATION SCHOLARSHIP**

Protective Services Department/Criminal Justice Program

Criminal Justice Majors

2+2 Transfer Agreement with UTSA/2.7 GPA/Full-Time Status

#### **ALAMO CHAPTER TEXAS ASSOCIATION OF FINANCIAL AND TAX SPECIALISTS SCHOLARSHIP**

Administrative Computer Technology Department/Connianne Pugh

Accounting Technology Majors

3.0 GPA/Full-Time Status/Bexar County Resident

#### **ALLSTATE FOUNDATION SCHOLARSHIP**

Nursing Department/Judith Vallery

Nursing Majors

2.75 GPA

#### **AMERICAN ADVERTISING/LA PRENSA SCHOLARSHIP**

Visual Arts and Technology Department/Nancy Wood

Radio-TV-Film/Graphics Arts/Journalism Majors

2.0 GPA/Financial Need

#### **ANN P. BISSETT SCHOLARSHIP**

Student Financial Services

Nursing/Medicine Majors

Academic Achievement

**BEVERLY NIX COINER SCHOLARSHIP**

Student Financial Services  
Graphic Arts Majors  
Academic Achievement

**BEXAR COUNTY SHERIFF'S OFFICE SCHOLARSHIP**

Protective Services Department/Criminal Justice Program  
Criminal Justice Majors  
Bexar County/City Employee

**BLACK STUDENT ALLIANCE SCHOLARSHIP**

Psychology Department  
All Majors  
Black Student Alliance Member/2.75 GPA

**CHARLES WEICHERT MEMORIAL SCHOLARSHIP**

ACCD  
All Majors

**CHILD DEVELOPMENT ASSOCIATE (CDA) TRAINING SCHOLARSHIP**

Child Development Department  
Child Development Majors  
Academic Achievement

**CLUB SEMBRADORES DE AMISTAD SCHOLARSHIP**

Student Financial Services  
2+2 Majors  
3.0 GPA/Hispanic/Financial Need

**CONCEPTUAL MIND WORKS/DR. HAROLD G. LONGBOTHAM SCHOLARSHIP**

ACCD  
Math/Science Majors  
3.0 GPA/Academic Achievement/Financial Need/Sophomore Level/Full-Time Status

**CRIMINAL JUSTICE SCHOLARSHIP**

Protective Services Department/Criminal Justice Program/Marshall Lloyd  
Criminal Justice Majors  
3.0 GPA

**C.R. NAIL SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**DAGEN BELA SCHOLARSHIP**

Visual Arts and Technology Department/Susan Witta-Kemph  
Visual Arts Majors  
Academic Achievement/Financial Need

**DATA MARIE MCCABE SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**DIAMOND SHAMROCK SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**DISTINGUISHED STUDENT SCHOLARSHIP**

Alumni Relations/Mary Gomez Curl  
All Majors  
Academic Achievement

**DR. JAMES P. HOLLERS SCHOLARSHIP**

Allied Health Department/Dental Assisting Program Coordinator  
Dentistry Majors  
Academic Achievement/Financial Need

**DR. KELLY/CELEBRATING WOMEN'S HISTORY SCHOLARSHIP**

Women's Center  
All Majors  
Academic Achievement/Financial Need

**ELMA A. NEAL SCHOLARSHIP**

Student Financial Services  
Elementary Education Majors  
Academic Achievement/Financial Need/SAISD Graduate

**EVELYN WOOLEY SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors

**GAFFNEY MEMORIAL REAL ESTATE SCHOLARSHIP**

Business Department/Real Estate Program/Johnnie Rosenauer  
Real Estate Majors  
Academic Achievement/Financial Need

**GAMBRINUS SCHOLARSHIP**

Student Financial Services  
All Majors  
High School 75-85 GPA/2+2 Program/Financial Need

**GEORGE OZUNA JR. SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement

**GOOD NEIGHBOR SCHOLARSHIP**

Foreign Language and English as a Second Language Department  
All Majors  
Eligible F-1 Student Visa Status/2.0 GPA

**GREADY, WOODWARD, HATTON & VESTOR SCHOLARSHIP**

ACCD  
All Majors  
2.5 GPA/Financial Need

**G. W. BRACKENRIDGE FOUNDATION SCHOLARSHIP**

ACCD  
All Majors  
Academic Achievement

**HARP & SHAMROCK SCHOLARSHIP**

Visual Arts and Technology Department/Susan Witta-Kemph  
Visual Arts Majors  
Academic Achievement/Financial Need

**HECTOR HUGO GONZALEZ SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors  
Academic Achievement/Financial Need

**HEDWIG KNIKER SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**HENRY B. GONZALES FOR PUBLIC SERVICE SCHOLARSHIP**

Business Department/Public Administration Program/Sylvia DeLeon  
Public Administration Majors  
Academic Achievement

**HUMANA NURSING SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors  
Academic Achievement/Financial Need

**IDA HOLLAND SCHOLARSHIP**

Administrative Computer Technology Department/Bill Timberlake  
Administrative Computer Technology Majors  
Academic Achievement/Financial Need

**IOLTA TRUST SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement

**JACQUELINE ROSSETT RN SCHOLARSHIP**

Nursing Department  
Nursing Majors  
2.0 GPA/Financial Need

**JEAN DUDNEY AND NELDA DRURY SCHOLARSHIP**

Kinesiology Department  
Kinesiology and Dance Majors  
2.0 GPA/Full-Time Status

**JOSEPH CARNEY SCHOLARSHIP**

ACCD  
All Majors  
Academic Achievement/Financial Need

**JOSEPH SUAREZ SCHOLARSHIP**

ACCD  
Public Administration Majors  
Academic Achievement/Financial Need

**KCI NURSING SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors  
Academic Achievement/Financial Need

**KING WILLIAM ASSOCIATION SCHOLARSHIP**

ACCD  
All Majors  
King William Association High School Student

**KIRK DAVID RUMMEL SCHOLARSHIP**

Radio-TV-Film Department  
Radio-TV-Film Majors  
Academic Achievement/Financial Need

**KZEP RADIO-TV-FILM SCHOLARSHIP**

Radio-TV-Film Department  
Radio-TV-Film Majors  
2.5 GPA/Financial Need/Full-Time Status

**LEE A. CHRISTY SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**LILLIAN TAUBERT SCHOLARSHIP**

Nursing Department/Trina Horvath  
Nursing Majors

**LOFTIN MEMORIAL SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**LYNDON BAINES JOHNSON SCHOLARSHIP**

Student Life  
All Majors  
Academic Achievement

**MAJORIE WALTHALL SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors

**MARY E. CROW/SPEECH SCHOLARSHIP**

Theatre and Speech Communication Department  
Theatre and Speech Communication Majors  
Academic Achievement/Financial Need

**MCARTHUR/FRIENDS COMMUNICATIONS SCHOLARSHIP**

Radio-TV-Film/Journalism-Photography/Theatre-Speech Communication Departments  
Mass Communications Majors  
Academic Achievement/Financial Need

**MILLER BREWING TOOLS FOR SUCCESS SCHOLARSHIP**

ACCD  
Professional and Technical Education Majors  
Academic Achievement/Financial Need/Essay

**MONTEZ-CROW/MERRITT SCHOLARSHIP**

Music and Humanities Department  
Music Majors  
Academic Achievement

**MORRIS R. PITTMAN SCHOLARSHIP**

ACCD  
Business/Engineering Majors  
2.0 GPA/Financial Need

**MUSIC SCHOLARSHIP**

Music Department  
Music Majors  
Music Courses Required

**MYRA STAFFORD PRYOR SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement

**NITA O'BRIAN MEMORIAL OFFICE SYSTEMS TECHNOLOGY SCHOLARSHIP**

Administrative Computer Technology Department/Bill Timberlake  
Administrative Computer Technology Majors  
Academic Achievement/Financial Need/Sophomore Level

**OSCAR GRUNWALD SCHOLARSHIP**

Student Financial Services  
Professional and Technical Education Majors  
Academic Achievement/Financial Need



**OCCUPATIONAL AND TECHNICAL CAREERS SCHOLARSHIP**

Department of Counseling and Student Development/Dr. Jim Luchelli  
Professional and Technical Education Majors  
High School 3.0 GPA/Full-Time Status

**PARENT AND CHILD SCHOLARSHIP**

ACCD  
All Majors  
Parenting Program

**P.E.O.P.L.E. SCHOLARSHIP**

disABILITY Support Services/Richard Rodriguez  
All Majors  
P.E.O.P.L.E. Member/3.0 GPA

**PRESIDENT AMBASSADOR SCHOLARSHIP**

English Department/Sharon Argo  
All Majors  
Community Service

**RADIO-TV-FILM SCHOLARSHIP**

Radio-TV-Film Department  
Radio-TV-Film Majors  
Academic Achievement/Financial Need

**RANDOLPH D. NELSON MEMORIAL SCHOLARSHIP**

Student Financial Services  
Electronics Majors  
Academic Achievement/Financial Need/Sophomore Level

**RAUL MURGUIA PRESIDENTIAL HONORS SCHOLARSHIP**

English Department/Michael Burton  
Liberal Arts Majors  
Academic Achievement

**REA AND BARBARA HINRICHS SCHOLARSHIP**

American Sign Language & Interpreter Training Department/Lauri Metcalf  
Interpreter Training/Deaf Support Specialist Majors  
3.0 GPA

**REY FEO SCHOLARSHIP**

ACCD  
Business Majors  
3.0 GPA/Financial Need

**ROBERT AND LAURA FAINTER SCHOLARSHIP**

Visual Arts and Technology Department  
Visual Arts Majors  
Academic Achievement

**ROGER B. BAILEY SCHOLARSHIP**

English Department  
English/Teaching Majors  
3.0 GPA

**ROGER SMITH SCHOLARSHIP**

Engineering Technologies Department/Electronic Technologies Program/Phillip Strottner  
Electronics Majors  
SAISD Graduate/2.0 GPA

**RON LUCKE/SPEECH AND DRAMA SCHOLARSHIP**

Theatre and Speech Communication Department  
Theatre and Speech Communication Majors  
Academic Achievement/Financial Need

**ROY KARSCH SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement

**SAM AND FLORENCE GRANATA SCHOLARSHIP**

Student Financial Services  
Engineering Majors  
Academic Achievement/Financial Need

**SAN ANTONIO COLLEGE GENERAL SCHOLARSHIP**

Student Financial Services  
All Majors  
Academic Achievement/Financial Need

**SAN ANTONIO COLLEGE NON-TRADITIONAL SCHOLARSHIP**

ACCD  
Professional and Technical Education Majors  
2.0 GPA/Completed 12 Semester Hours

**SAN ANTONIO EDUCATION PARTNERSHIP SCHOLARSHIP**

ACCD  
All Majors  
2.0 GPA/Full-Time Status/SAEP High School Student

**SAN ANTONIO LIGHT-END SCHOLARSHIP**

Journalism/Photography Department  
Journalism/Photography Majors  
Academic Achievement/Financial Need

**SAN ANTONIO LIVESTOCK EXPOSITION SCHOLARSHIP**

ACCD  
Agriculture Majors  
2.0 GPA/Full-Time Status

**SAN ANTONIO SAVINGS ASSOCIATION SCHOLARSHIP**

Student Financial Services  
All Majors  
3.0 GPA/Full Time Status/Financial Need

**SCHULMAN, WALHEIM & HEIDELBURG, INC. STUDENT COMMUNITY SERVICE SCHOLARSHIP**

ACCD  
All Majors  
Community Service

**SINGLE PARENT SCHOLARSHIP**

Student Financial Services  
All Majors  
3.0 GPA/Full-Time Status/Financial Need

**SOUTH TEXAS CENTRAL LIONS CLUB SCHOLARSHIP**

ACCD  
All Majors  
Academic Achievement/Financial Need

**SOUTH TEXAS WOMEN'S HOSPITAL SCHOLARSHIP**

Nursing Department/Judith Vallery  
Nursing Majors  
Academic Achievement/Financial Need

**SOUTHWEST GEM AND MINERAL SCHOLARSHIP**

Chemistry, Earth Sciences, and Astronomy Department  
Geology Majors  
Academic Achievement

**SUSANNA SOLER SCHOLARSHIP**

Visual Arts and Technology Department/Susan Witta-Kemph  
 Visual Arts Majors  
 Academic Achievement

**STOCKER FOUNDATION SCHOLARSHIP**

Women's Center  
 All Majors  
 Academic Achievement

**STUDENT COMMUNITY SERVICES SCHOLARSHIP**

ACCD  
 All Majors  
 Letters of Recommendation

**SYLVIA YOLANDA GARZA MEMORIAL NURSING SCHOLARSHIP**

Nursing Department  
 Nursing Majors  
 Academic Achievement/Financial Need/Full-Time Status

**TEXAS ASSOCIATION OF CHICANOS IN HIGHER EDUCATION SCHOLARSHIP**

Business Department/Public Administration Program/Sylvia Deleon  
 All Majors  
 2.5 GPA/Community Service

**TEAM CMI FUTURE SCHOLARSHIP**

ACCD  
 Natural and Physical Science Majors  
 South San Antonio High School Graduate/ 2.5 GPA/Financial Need

**TESORO PETROLEUM SCHOLARSHIP**

Student Financial Services  
 All Majors

**TIME WARNER SCHOLARSHIP**

ACCD  
 All Majors  
 Academic Achievement

**VIRGINIA CHILDRESS SCHOLARSHIP**

Student Financial Services  
 All Majors  
 Academic Achievement/Financial Need

**WALTER MCALLISTER JR. SCHOLARSHIP**

Student Financial Services  
 All Majors  
 Academic Achievement

**WALTER PRICE HARLAN SCHOLARSHIP**

ACCD  
 Biology Majors  
 Academic Achievement/Financial Need

**WAYLAND MOODY SCHOLARSHIP**

Student Financial Services  
 All Majors  
 Academic Achievement/Financial Need

**WOMEN IN TRANSITION SCHOLARSHIP**

Women's Center  
 All Majors

**OTHER SCHOLARSHIP SOURCES AT SAN ANTONIO COLLEGE INCLUDE:**

- Presidential Honors Program at San Antonio College.
- Scholarship Societies at San Antonio College.

A black and white photograph of a multi-story building with a grid-like facade of windows. The building is partially obscured by trees on the right side. In the foreground, there is a covered walkway with a brick pillar and a person standing near a sign. A metal railing is visible in the bottom right corner.

SAN ANTONIO  
COLLEGE

**Section 5.  
Academic  
Policy and  
Performance  
Standards**

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## GRADES

Permanent grades are recorded only at the end of the semester. The grades used are as follows: A (excellent), B (good), C (average), D (below average/pass), F (failure), I (incomplete), IP (in-progress), W (withdrew), and AU (audit).

Grades are available through the Web at [www.accd.edu/sac](http://www.accd.edu/sac) after the grade submission deadline, approximately one week after the last day of finals. To access their grades, students may use the computers located in the Internet Skills Center in room 400B of the Moody Learning Center (MLC) or the Web Center in room 209 of the Fletcher Administration Center (FAC), or students may call the registration information line at 210/301-2520.

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### WITHDRAWAL GRADES

If a student officially drops from a course before the census date of any semester, the course is not recorded on the student's record. Students withdrawing after the census date will receive a grade of "W."

During the Fall and Spring semesters "W's" are assigned within a period following the census date that extends from the 13th day of the semester to the end of the 14th week of classes. An instructor may also assign a "W" during this period if the student is dropped for excessive absences. Following the 14th week, performance grades ("A," "B," "C," "D," "F," "I," or "IP") are assigned by the instructors.

Summer and Flex sessions of eight weeks have differing census dates. Official recording dates for "W's" are listed in section one of this bulletin.

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### INCOMPLETE GRADES

The grade of "I" is assigned only when the student has a passing average on all completed work, but for a justified reason (such as illness or death in the family) has failed to take the final examination or to complete other required work. This "I" becomes an "F" in 120 calendar days unless certain conditions are met. To resolve an "I," the student must complete the work within those 120 days after the end of the term in which the "I" is issued. Re-enrollment in the course will not resolve the "I."

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### IN-PROGRESS GRADES

The in-progress ("IP") status may be assigned only in developmental courses. To qualify for an "IP," the student must show substantial progress. The department offering the developmental course will determine the specific criteria for the "IP," subject to the approval of the dean of the Arts and Sciences Division. The "IP" may be assigned if, in the judgement of the instructor, the student has met the departmental criteria for an IP.

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## ACADEMIC PERFORMANCE STANDARDS

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### GRADE POINT AVERAGE

Grade point averages (GPA) are computed by assigning values to each grade as follows:

- A - 4 points per semester hour.
- B - 3 points per semester hour.
- C - 2 points per semester hour.
- D - 1 point per semester hour.

F - 0 points.

I - to be computed upon completion of required work.

AU, CR - not used in GPA.

IP - in progress. (For developmental courses only; not computed in GPA.)

W - is not used in grade point average.

The average is found by dividing the total number of points by the total number of semester hours for which grades have been received.

### CALCULATING THE GPA

- Multiply the number of semester hours each course is worth by the quality points earned.
- Add these values.
- Divide this sum by the number of semester hours attempted.

	SEMESTER HOURS	QUALITY POINTS	GRADE POINTS
BIOL 1406	4	3 (B)	12
ENGL 1301	3	2 (C)	6
SPAN 1411	4	4 (A)	16
SDEV 0170	1	4 (A)	4
PSYC 2301	3	3 (B)	9
	<b>15</b>		<b>47</b>

$$\text{GPA} = 47/15 = 3.13$$

### EXAMINATIONS

While other examinations are given at the discretion of the instructor, a written comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

Students who must be absent from a final examination should petition their instructor for permission to postpone the examination. Students absent without permission from a final examination is graded "F." Postponed examinations result in a grade of "I." The final examination must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F."

### GRADE CHANGES

Students have a maximum of three years from the end of the semester in which a grade was earned to request a review of the grade or petition for a change of grade. The grade change requires the approval of the instructor and respective department chairperson.

### REPEATING A COURSE

Grades made in courses originally taken and repeated at San Antonio College will not be used to calculate students' GPAs; only students' most recently made grades will apply toward their GPAs. Additionally, repeated courses will not change scholastic standing history as recorded in past semesters on students' official College transcripts.

Students planning to transfer to another college or university should check with that institution to determine its repeat policy for admissions criteria.

## ACADEMIC HONORS LISTS

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Honors lists are comprised of students who earn a minimum cumulative GPA of 2.0 in addition to a non-cumulative 3.5 GPA or more on their Fall or Spring semester grades. Grades earned during the Summer sessions or for developmental education courses beginning with the number zero are not considered in honors list calculations. One honors ceremony is held each year to recognize students who earned honors during the previous Fall and Spring semesters.

### HONORS CATEGORY DEFINITIONS

- The President’s Honors List is comprised of students who are enrolled in 12 or more hours of college-level work and who earn a 4.0 GPA as well as a cumulative GPA of 2.0 for San Antonio College coursework.
- The President’s Part-Time Honors List, dedicated to the memory of Mike Hernandez, Jr., late assistant dean of Extended Services, is comprised of students who are enrolled in six to 11 hours of college-level work and who earn a 4.0 GPA on their semester grades as well as a cumulative GPA of 2.0 for San Antonio College coursework.
- The Honors List is comprised of students who are enrolled for 12 or more hours of college-level work and who earn a 3.5 to 3.99 GPA as well as a cumulative GPA of 2.0 for San Antonio College coursework.
- The Part-Time Honors List is comprised of students who are enrolled in six to 11 hours of college-level work and who earn a 3.5 to 3.99 GPA for the semester as well as a cumulative GPA of 2.0 for San Antonio College coursework.

Keep in mind that the appropriate honors notation appears on the student’s transcript. Students may request their transcripts from the Admissions and Records Office (FAC 216).

## SATISFACTORY ACADEMIC PROGRESS

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To meet the required academic and progress performance standards of San Antonio College, students should consider the following guidelines:

Students must maintain a 2.0 cumulative GPA and be making satisfactory academic progress to be in good academic standing. For graduation from San Antonio College, a cumulative 2.0 GPA as well as good academic standing in the final semester is required.

Good academic standing is defined as the absence of scholastic probation, continued scholastic probation, progress probation, continued progress probation, permanent progress probation, enforced scholastic withdrawal, or enforced progress probation. Student status is evaluated after each semester and Summer session.

Students must meet the minimum academic (2.0 GPA) standards for each semester and Summer session. Advanced placement credit is not considered in the determination of academic standing. All grades — excluding “I,” “IP,” “W,” and “AU” — are counted in academic performance evaluations. In addition to the GPA standards listed above, a student must complete more than 50 percent of attempted classes for two consecutive semesters.

Students placed on enforced scholastic withdrawal will receive written notification from the College.

And, remember, students are responsible for knowing the College’s minimum academic performance standards which determine scholastic eligibility. If ineligible students register in the College, they will be withdrawn. Ignorance of the academic performance standards does not constitute a basis for special consideration.



**VETERANS AND THEIR DEPENDENTS**

San Antonio College students receiving Department of Veterans Affairs (DVA) educational benefits must meet the following minimum academic standards:

Students receiving DVA educational benefits must maintain 2.0 cumulative GPA to be considered as making satisfactory progress.

Students failing to maintain 2.0 cumulative GPAs will be placed on probation for one semester. If students maintain at least a 2.0 GPA during this probationary period but do not meet the required 2.0 cumulative GPA, they may be placed on probation for another semester.

Students failing to maintain a 2.0 semester GPA at the end of the first probationary period will be reported to the Department of Veterans Affairs Regional Office (VARO) as making unsatisfactory progress.

Students failing to maintain their required 2.0 cumulative GPAs at the end of a second consecutive probationary period will be reported to the VARO as making unsatisfactory progress.

The last activities recorded in the instructor's record book will be reported by the DVA as the last date of attendance.

**ACADEMIC PROBATIONARY ACTION****PROGRESS PROBATION**

Students who withdraw from 50 percent or more of their classes for two consecutive semesters are placed on progress probation, regardless of their GPAs. A student placed on progress probation may re-enroll at San Antonio College for the following semester after meeting with a counselor.

**CONTINUED PROGRESS PROBATION**

After the first semester following progress probation status, students may re-enroll at San Antonio College on a continued progress probation status as long as they complete 100 percent of courses attempted each semester or Summer session. The progress probation is removed when students have completed 100 percent of courses attempted for two consecutive semesters. Progress probation status will be reinstated after any semester in which students withdraw from 50 percent of courses attempted during any subsequent semester or Summer sessions.

**PERMANENT PROGRESS PROBATION**

Students placed on progress probation a third time will remain on permanent progress probation but will be re-evaluated during the semester in which they become eligible to graduate.

**SCHOLASTIC PROBATION**

Students who fail to maintain a cumulative GPA of 2.0 or higher are placed on scholastic probation. Students on scholastic probation may re-enroll at San Antonio College for one semester or Summer session after meeting with a counselor. Student status is evaluated after each semester and Summer session. The scholastic probation status is removed when students have earned both a current and a cumulative 2.0 GPA; otherwise students' enrollment status will be continued scholastic probation, which will be reevaluated during the semester in which they become eligible to graduate.

**CONTINUED SCHOLASTIC PROBATION**

After the first semester following scholastic probation status, students may re-enroll at San Antonio College on a continued scholastic probation status after meeting with a counselor. Student status is evaluated after each completed semester and Summer session. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester and Summer session. The continued scholastic probation status is removed when students have earned a current and a cumulative 2.0 GPA, but it will be reevaluated during the semester in which they become eligible to graduate. If students do not meet the minimum academic standards (2.0 GPA) each semester and Summer session, they are placed on enforced scholastic withdrawal.

**ENFORCED SCHOLASTIC WITHDRAWAL OR ENFORCED PROGRESS WITHDRAWAL**

If students on scholastic probation, continued scholastic probation, any subsequent progress probation, or continued progress probation fail to earn a GPA of 2.0 in the next semester or Summer session and/or fail to achieve 100 percent completion within the subsequent two semesters, they will be placed on enforced scholastic withdrawal or enforced progress withdrawal, whichever is applicable, and will not be allowed to enroll in any classes during the next semester.

Students placed on scholastic probation or enforced scholastic withdrawal will receive written notification from the College.

**FIRST OR SECOND ENFORCED SCHOLASTIC OR ENFORCED PROGRESS WITHDRAWAL STATUS**

Transfer or returning students who fail to meet the academic or progress criteria stated in this bulletin must complete the following procedures:

- Students placed on their first or second enforced scholastic withdrawal or on enforced progress withdrawal are required to remain out of college for one semester (Fall, Spring, or Summer session).
- After remaining out for one semester, students may re-enter on scholastic or progress probation only after receiving advisement and assistance from a counselor. The counselor will stipulate course(s) to be taken.
- Students will be required to complete SDEV 0171 Strategies for Success.
- Students re-admitted must make a “C” or better in each course attempted and complete all courses attempted.
- Students may petition the Strategies for Success Program for an exemption to provision of this procedure. The basis for considering such exemptions will be the following:
  - 1) Health-related problems.
  - 2) Extreme family emergencies (death of a close relative: father, mother, brother, sister, husband/wife, child, grandparent).
  - 3) Other personal problems of an extreme nature that interfered with successful completion of the previous semesters’ coursework.
- If readmitted, students will enter on scholastic or progress probation. The program counselor will stipulate the course(s) to be taken. Students readmitted must make a “C” or better in all coursework attempted and complete 100 percent of credit hours attempted or remain out for the following semester.

**THIRD OR SUBSEQUENT ENFORCED SCHOLASTIC OR ENFORCED PROGRESS WITHDRAWAL STATUS**

Transfer or returning students who fail to meet the academic or progress criteria stated in this bulletin must complete the following procedures:

- Students placed on third or subsequent enforced scholastic or enforced progress

withdrawal status must remain out of college at least one full calendar year (Fall, Spring, and Summer) after which a petition may be made through the appropriate dean for readmission. When students contact the appropriate dean, they will be advised as to the procedure necessary for readmission.

- After remaining out one calendar year, students will petition for readmission through the appropriate dean by the following deadlines:

**READMISSION IN THE:**

Fall semester  
Spring semester  
Summer session

**LAST DATE TO APPLY:**

July 1  
Nov. 1  
April 1

Petitions will be reviewed by a readmission committee. Petitions will be accepted in the appropriate dean's office any time during the semester preceding students' anticipated re-entry, but those petitions submitted later than the dates indicated may not be considered by the committee.

The committee will make a recommendation to the appropriate dean. If the committee's recommendation is approved by the dean, students will be readmitted under scholastic or progress probation. The dean will stipulate the course(s) to be taken. If readmitted, students must make a "C" or better in all coursework attempted and complete 100 percent of all course work attempted.

**RE-ENROLLMENT ELIGIBILITY**

After having been placed on enforced scholastic or enforced progress withdrawal, students re-enroll under an automatic status of scholastic or progress probation unless San Antonio College's minimum academic and/or progress standards have been met at another accredited college or university during the period of enforced withdrawal. All students re-enrolling either under an exemption or after remaining out for one semester must enroll in and successfully complete (earn a "C" or better) SDEV 0171 Strategies for Success.

Students having more than three enforced scholastic or enforced progress withdrawals must petition through the appropriate dean for a special review of his/her scholastic record. The petition may be submitted only after a lapse of at least one calendar year. When the student contacts the appropriate dean, he/she will be advised as to the procedure necessary for readmission.

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## ACADEMIC COURSE CREDIT

### TRANSFER CREDIT

**TRANSFER CREDIT POLICY**

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to San Antonio College from colleges and universities regionally accredited by one of the following associations:

- Middle States Association of Colleges and Schools.
- New England Association of Colleges and Schools.
- North Central Association of Colleges and Schools.
- Northwest Association of Colleges and Schools.
- Southern Association of Colleges and Schools.
- Western Association of Colleges and Schools.

Only those courses in which a productive grade, a “D” or better, has been earned may be applied to meet the requirements in the core curriculum, and only those courses in which a “C” or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans.

Credit from institutions not regionally accredited by one of the above associations is not accepted at San Antonio College. The Admissions and Records Office is responsible for verifying an institution’s regional accreditation status and for evaluating the official transcripts.

Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. There is no limit on the number of semester hours that may be transferred; however, a minimum of 25 percent of semester hours must be completed at San Antonio College to meet graduation requirements.

Transferred credit may meet graduation requirements if equivalent to San Antonio College courses; such equivalencies are determined by the Admissions and Records Office. Transfer work from military education is accepted based on the American Council on Education (ACE) Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System (AARTS) or the Sailor/Marine American Council on Education Registry Transcript (SMART).

### TRANSFER DISPUTE RESOLUTION

The following procedures, established by the Texas Higher Education Coordinating Board (THECB), shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- If San Antonio College does not accept course credit earned by students at a regionally accredited institution of higher education, San Antonio College shall give written notice to the students and to the sending institution that transfer of the course credit is denied. San Antonio College 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.
- Students who receive notice as specified in the previous paragraph may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. The designated official for San Antonio College is the executive vice president or his/her designee.
- The two institutions and the students shall attempt to resolve the transfer of the course credit in accordance with the THECB rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the students received written notice of denial, San Antonio College shall notify the commissioner of the THECB of its denial and the reasons for the denial.
- The commissioner, or the commissioner’s designee, shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved students and institutions.

The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner’s designee.

If San Antonio College has cause to believe that a course being presented by students for transfer from a regionally accredited 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 THECB may discontinue funding for the course.

## NON-TRADITIONAL CREDIT

San Antonio College, in accordance with Alamo Community College District policy, provides students the opportunity to receive equivalent college credit earned through non-traditional sources. The Admissions and Records Office, with appropriate departmental guidelines, reserves the right to determine the acceptable transfer credit to a maximum of 32 semester hours once the student has earned six college-level credits at San Antonio College.

Credit hours earned by examination will not be included in a student's GPA computation; however, the semester hours are counted for graduation. Advanced placement may not be awarded once a grade has been earned. The guidelines for receiving such credit may be obtained from the Assessment Center (FAC 110).

### INTERNAL PROFICIENCY EXAMINATIONS (ADMINISTERED BY SAN ANTONIO COLLEGE)

Course credit may be gained by passing proficiency examinations. Examinations for credit hours are not administered in all departments. Contact the Assessment Center (FAC 110) for a list of available examinations. The following procedures should be followed:

- Complete a minimum of six college-level semester hours credit at San Antonio College prior to the examination credits being posted on the permanent records.
- Seek appropriate departmental requirements in order to take departmental exams.
- Pay the examination fee at the Business Office (FAC 201).
- Take the examination(s) for credit.
- Earn an exam grade of at least a "C" or equivalent to receive course credit (departmental grade requirement may be higher).

Students enrolled in a classroom course must take the examination before the official census date and drop the course by the census date. Students enrolling in but not completing a course in a previous semester/session are eligible for credit by examination in the non-completed course provided a minimum of six months has elapsed since the specific semester ended.

### EXTERNAL STANDARDIZED EXAMINATIONS

The following procedures should be followed:

- Applicants must submit official test score reports from testing agencies—College Entrance Examination Board (CEEB), College Level Examination Program (CLEP), etc.—to the Assessment Center (FAC 110) for evaluation.
- Applicants must submit official transcripts to the Admissions and Records Office (FAC 216) if credit by examinations was earned at other regionally accredited institutions. The grade of "CR" will apply to all transferred advanced placement grades.
- Applicants must complete a minimum of six college-level semester credit hours at San Antonio College prior to the examination credits being posted on the permanent records.

### MAXIMUM CREDIT EARNED VIA EXAMINATIONS

Persons enrolled at San Antonio College may satisfy some of the Associate's Degree requirements through examination credit(s). Credit allowances may vary with specific departments and the individual examinations. The maximum credits allowed (through any combination of examinations) is 32 semester hours.

The only non-traditional credit accepted by San Antonio College is validated by standardized examinations as follows:

- ACT Proficiency Examination Program (PEP), 32 semester hours.
- Certified Professional Secretary Program, 21 semester hours.
- CLEP, Defense Activity for Non-Traditional Education Support (DANTES), and United States Armed Forces Institute (USAFI) subject examinations, 32 semester hours.
- College Board Advanced Placement Program, 32 semester hours.
- Departmental examinations, 32 semester hours.
- Professional Legal Secretary Programs, 27 semester hours.
- Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), 20 semester hours.

## NON-TRADITIONAL CREDIT: FIELDS OF STUDY

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Credit awarded or accepted by San Antonio College applies to its programs of study. Such credit may transfer to other institutions according to the policies of the receiving institution. Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

### CREDIT FOR CHILD DEVELOPMENT

Credit toward an Associate in Applied Science Degree or certificate in Child Development may be awarded upon successful completion of the Child Development Associate (CDA) Credential Certificate from San Antonio College. Contact the Child Development Department for course substitution information.

Credit toward an Associate in Applied Science Degree or certificate in Child Development may be awarded upon successful completion of the CDA credential from training sources other than San Antonio College. To receive advanced standing credit, the applicant must:

- Earn nine hours of child development credit at San Antonio College.
- Provide the original credential to the chairperson of the Child Development Department indicating successful completion of the assessment for the CDA credential. A copy will be maintained by San Antonio College for documentation. The credential must be valid at the time of application to the College.

### CREDIT FOR CRIMINAL JUSTICE, FIRE SCIENCE, OR EMERGENCY MEDICAL SERVICES CERTIFICATION

Credit towards an Associate in Applied Science Degree in Criminal Justice, Fire Science, or Emergency Medical Services may be awarded upon successful completion of the appropriate certification process as listed below. To be eligible for advanced standing credit, protective services majors must be currently enrolled at San Antonio College, in good academic standing (not on scholastic probation, enforced scholastic probation, etc.).

To receive credit applicants must:

- Provide TCLEOSE, Texas Commission on Fire Protection (TCFP), Texas Department of Health (TDH), or approved equivalent certifications to the program director indicating successful completion of all requirements for certification. The program coordinator will forward all documentation to the director of the Admissions and Records Office through appropriate channels.
- An advanced standing examination may be required for those courses in which the advance standing credit is being sought. This is at the discretion of the program coordinator.

**CRIMINAL JUSTICE**

Successful completion of the TCLEOSE examination for basic peace officer certification may result in credit being awarded for specific courses. To receive these course credits the student must be currently enrolled as a criminal justice student at San Antonio College and have completed the seven core courses with the grade of “C” or better. Credit for these course hours will not be awarded following two years of completion.

- CJLE 1506 Basic Peace Officer I, 5 semester hours.
- CJLE 1512 Basic Peace Officer II, 5 semester hours.
- CJLE 1518 Basic Peace Officer III, 5 semester hours.
- CJLE 1524 Basic Peace Officer IV, 5 semester hours.

A student may receive credit for the LE-Basic Jail course upon successful completion of the course. The student must be currently enrolled in the Criminal Justice Program at San Antonio College, must have completed with the grade of “C” or better the seven core courses in either the Associate of Applied Science Degree in Criminal Justice Law Enforcement or Criminal Justice Correctional Science Programs. These credits will not be awarded after two years following completion of the basic jail course.

- CJCR 1300 LE-Basic Jail Course, 3 semester hours.

**FIRE SCIENCE**

Successful completion of a TCFP-approved basic firefighter certification course may result in credit being awarded in the following courses:

- FIRS 1301 Firefighter Certification I, 3 semester hours.
- FIRS 1319 Firefighter Certification IV, 3 semester hours.
- FIRS 1407 Firefighter Certification II, 4 semester hours.
- FIRS 1413 Firefighter Certification III, 4 semester hours.
- FIRS 1423 Firefighter Certification V, 4 semester hours.
- FIRS 1429 Firefighter Certification VI, 4 semester hours.
- FIRS 1433 Firefighter Certification VII, 4 semester hours.

**EMERGENCY MEDICAL SERVICES**

Successful completion of a TDSHS-approved course in EMT-basic or paramedic may result in credit being awarded in the following courses:

- EMSP 1260 Clinical-Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 1338 Introduction to Advance Practice, 3 semester hours.
- EMSP 1355 Trauma Management, 3 semester hours.
- EMSP 1356 Patient Assessment and Airway Management, 3 semester hours.
- EMSP 1401 Emergency Medical Technician - Basic, 4 semester hours.
- EMSP 2143 Assessment Based Management, 1 semester hour.
- EMSP 2260 Clinical Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 2261 Clinical Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 2434 Medical Emergencies, 4 semester hours.
- EMSP 2438 Emergency Operations, 4 semester hours.
- EMSP 2444 Cardiology, 4 semester hours.

**CREDIT FOR LCDC/CADAC (MENTAL HEALTH TECHNOLOGIES, ADDICTION STUDIES)**

Credit toward an Associate of Applied Science Degree in Mental Health Technology, Addiction Studies, may be awarded to individuals who have completed the requirements for licensure as chemical dependency counselors as required by the Texas Department of State Health Services (DSHS) or are certified alcohol and drug abuse counselors through the International Certification Reciprocity Consortium (IC&RC)/Alcohol and Other Drug Abuse (AODA) testing requirements.

In order to receive credit, applicants must:

- Be enrolled in the College's Associate of Applied Science Degree in Mental Health Technology Addiction Studies Program.
- Successfully complete at least six college-level semester hours with a minimum grade of "C."
- Provide a copy of their current license, license renewal award letter, or appropriate certification documentation, which indicates they are current and in good standing to the coordinator of the Mental Health Technology Program.
- Pass a check for DSHS, Texas Association of Addiction Professionals (TAAP), and other certifying agencies' sanction status, which may be reviewed by the College to determine applicants' standings.

Individuals who meet the requirements can receive credit for the following courses:

- DAAC 1304 Pharmacology of Addiction, 3 semester hours.
- DAAC 1307 Addicted Family Intervention, 3 semester hours.
- DAAC 1309 Assessment Skills/Alcohol and Other Drug Addictions, 3 semester hours.
- DAAC 1314 Dynamics of Group Counseling, 3 semester hours.
- DAAC 1317 Basic Counseling Skills, 3 semester hours.
- DAAC 1319 Introduction to Alcohol & Other Drug Addictions, 3 semester hours.

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## GRADUATION

### EXIT COMPETENCIES

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San Antonio College requires students to demonstrate exit competencies in:

- 1) Writing skills
- 2) Oral communication skills
- 3) Mathematical skills
- 4) Computer skills
- 5) Reading skills

Students may demonstrate these competencies by successfully completing skill-dedicated and/or skill-intensive courses.

### SKILL-DEDICATED COURSES

A skill-dedicated course is a course devoted exclusively to teaching a certain skill. Freshman composition, for example, is a writing-dedicated course because it is devoted exclusively to teaching grammatical and compositional skills while awarding college credit for these skills. Skill-dedicated courses are offered at both the pre-college (developmental) and college levels.

### SKILL-INTENSIVE COURSES

A skill-intensive course is a college-level course of instruction requiring students to employ a designated skill such as speech, mathematics, or writing to earn a significant portion of their grade. Such courses provide students the opportunity to reinforce, apply, and polish skills previously acquired in skill-dedicated courses.

Skill-intensive courses are indicated in the San Antonio College Class Schedule by the inclusion of WI (writing-intensive), SI (speech-intensive), MI (math-intensive), CI (computer-intensive), and they are indicated in the same manner on student transcripts.



## REQUIREMENTS FOR GRADUATION

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San Antonio College grants numerous certificates and the following degrees: Associate of Arts, Associate of Science, Associate of Arts in Teaching, and Associate of Applied Science. A student may earn concurrent degrees and certificates to include an Associate of Arts, Associate of Science, Associate of Arts in Teaching, and multiple Associate of Applied Science Degrees with the stipulation that the requirements for each degree/certificate is met.

Good academic and financial standing in the final semester is required for graduation from San Antonio College. Transcripts from all colleges attended must be on file in the Admissions and Records Office (FAC 216) prior to graduation.

## REVERSE TRANSFER DEGREE

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Students who transfer to a Texas university may qualify for an Associate's Degree. This program is designed for students who have accumulated 30 college-level hours at San Antonio College and who have received a Baccalaureate Degree from a Texas university. Once a transcript is received indicating the Baccalaureate Degree the student will be notified of the program, and once approved the degree will be awarded. Contact the director of Admissions and Records (FAC 216) for further information.

## APPLICATION FOR GRADUATION

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Graduation applications are accepted after the completion of 30 college-level hours and at least 15 hours at San Antonio College. An Application For Graduation Form must be submitted to the Admissions and Records Office by the following deadlines:

- Oct. 1 for December graduation.
- Feb. 1 for May graduation.
- July 1 for August graduation.

Applications submitted after these dates are processed with the next graduating class, and diplomas/certificates reflect that date. It is the responsibility of the student to request preparation of a degree plan after the completion of 30 semester hours toward that specific degree by filing an Application For Graduation Form with the Admissions and Records Office (FAC 216). Students seeking certificates requiring fewer than 60 hours should file an Application For Graduation Form after completing half of the certificate requirements. All candidates should list the bulletin under which graduation is requested when completing the Application For Graduation Form .

## CHOOSING A BULLETIN

A student has the option of meeting the degree requirements as outlined in the College bulletin in effect the date of first enrollment in degree required courses at San Antonio College or as outlined in any bulletin subsequent to the first enrollment date at San Antonio College. Degree requirements must be completed within five academic years from the date of the bulletin chosen. Prior to graduation evaluation, applicants must provide all transcripts reflecting their complete college record. Candidates need not be enrolled during the semester that the Application For Graduation Form is submitted nor during the semester in which the degree is conferred.

## COMMENCEMENT

All candidates for degrees and certificates in May and August are encouraged to be present at the commencement exercises, though attendance at the exercises is not mandatory. Such participation is ceremonial only and confers on a student no rights to a degree. No formal commencement is held in August or December, but graduates are invited to participate in the May ceremony. There are no graduation, diploma, or cap and gown fees.

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## TRANSFER SERVICES

Many students who enroll at San Antonio College plan to transfer to a college or university with upper division or junior standing. During their enrollment at San Antonio College, students are advised to fulfill the lower division requirements for the college or university selected for their continued education. To aid students in their transfer curriculum planning, students should obtain a bulletin of the college to which they plan to transfer and consult with the Counseling Center (MLC first floor).

Students planning to transfer to a four-year college or university should make certain they take courses at San Antonio College that will be accepted by the institution they wish to attend. In general, Arts and Science Division courses with a first number of one or two (for example, PSYC 2301, BIOL 1406) are accepted by senior institutions as fully transferable. Courses beginning with a zero (for example ENGL 0301) are generally not accepted for transfer by four-year colleges or universities. Professional and Technical Education Division courses may or may not be accepted for transfer, depending on the requirements of the senior institution.

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

## ARTICULATION AGREEMENTS

San Antonio College has developed articulation agreements with a number of universities, including many universities in San Antonio. These agreements describe a partnership to facilitate the transfer process and may include: joint admission agreements, 2 + 2 degree plans, transfer guides for specific majors, core curriculum equivalences, and course equivalency tables. These materials allow students to identify which courses may be taken at San Antonio College to complete freshman and sophomore requirements at a particular university. Students are encouraged to visit the Transfer Center to find out which universities have these agreements and to gather information about institutions to which they intend to transfer. Information about scholarship resources and university admissions representative visits are also available.

The College makes every effort to assist students wishing to transfer. However, the student must consult with the senior college or university to ensure appropriate courses are taken at San Antonio College. The Transfer Center is located in the Juan M. Balditt Complex on the first floor of the MLC. Call 210/733-2099 for more information.



## **Section 6. Student Services**

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## STUDENT LIFE

### STUDENT ACTIVITIES

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The Office of Student Life provides entertainment and academic enrichment through daily live performances in the Loftin Student Center (LSC), music series, nationally known lecturers, and fine arts programs, and special events such as Octoberfest, talent shows, cultural awareness programs, off-campus trips, travel for credit courses, recreational sports programs, and community service referrals.

### RECREATIONAL SPORTS

The Recreational Sports Program (LSC 256) encompasses a wide variety of intramural and extramural events. These include both individual and team competition in intramurals, and extramural teams include women's volleyball, fencing, men's softball, and men's basketball.

### STUDENT ORGANIZATIONS

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The Office of Student Life sponsors a diverse number of departmental, special interest, religious, and honorary student clubs and organizations. Active clubs and organizations are open to students in good standing and offer opportunities for community service, social activities, retreats, and leadership training. For information on active clubs and organizations or guidance on starting a new club or organization, contact the Office of Student Life (LSC 152) at 733-2680.

### STUDENT REPRESENTATIVE COMMISSION

The student body is comprised of all registered students in San Antonio College. The student body is served by the Representative Commission, which provides direct student advisory input into areas of the College which are of concern to students. Four students, one faculty member, and one administrator serve on the following commissions: instruction and curriculum, student services, campus operations, student activities, and public relations. The chairperson of each commission, the president of the College, and the president of the Faculty Senate are the members of the Commission Council.

Student commissioners generally carry 12 semester hours at all times, must maintain a 2.25 grade point average (GPA), and have the endorsement of 50 students. In addition, commissioners carrying six to 11 hours must have completed 18 semester hours at San Antonio College. The president and secretary must have the endorsement of 100 students. In addition, all members must be in good standing with the College. More information and applications may be picked up at the Office of Student Life (LSC 152).

### SCHOLARSHIP SOCIETIES

- The Beta Nu Chapter of Phi Theta Kappa, National Junior College Honorary Scholarship Fraternity, was chartered April 27, 1932. The object of the society is to promote excellence of scholarship by recognizing outstanding academic achievement and by holding its members to a high standard of performance. For details consult the Office of Student Life (LSC 152).
- The San Antonio College Chapter of Delta Psi Omega, National College Dramatic Fraternity, was chartered April 4, 1949. This honor fraternity is designed to further the ideals of drama among students of outstanding ability.
- The Texas Sigma Chapter of Phi Rho Pi, National Honor Society for Forensics, was chartered January 10, 1969. This honor society has the dual purpose of recognizing the achievement of students who have earned distinction in public speaking and promoting interest and excellence in public speaking activities.

- The San Antonio College Chapter of the Society of Professional Journalists was chartered October 6, 1992. The organization, founded in 1909 as Sigma Delta Chi, provides educational activities outside the classroom for students interested in mass media. The San Antonio College chapter was the first in the nation's two-year colleges.

### SERVICE AND INTEREST CLUBS

- Religious organizations include:
 

Baptist Student Union	Catholic Student Center
Church of Christ Student Center	Methodist Student Center
Latter Day Saints	
- Honorary organizations include:
 

Delta Psi Omega	Epsilon Delta Psi
Phi Rho Pi	Phi Theta Kappa
Sigma Delta Mu	
- Departmental and special interest clubs include:
 

Alpha Epsilon Rho	Alpha Omega
American Advertising Federation	American Chemical Society
American Society of Certified Engineering Technicians (ASCET)	Architecture Student Association
Black Student Alliance	Art Students Guild
Chicanos in the Arts	Business Students Association
Collegiate Coalition	College Republicans
Criminal Justice Student Association	Collegiate Secretaries International
Future Court Reporters of America	Dental Assisting Association
International Students Organization	Information Technology Professionals Association
Medical Assistants of America	Mexican American Engineering Students (MAES)
Mortuary Science	Physical Education Club
P.E.O.P.L.E.	Radio and Television Film Students (RATS)
Psychology Club	Texas Nursing Students Association
Society of Professional Journalists	Young Democrats
Student Representative Commission	
United Mexican American Students (UMAS)	

### STUDENT MEDIA

- The Ranger, the weekly newspaper, provides a realistic experience in newspaper work for journalism students.
- The Fourth Write, the College news feature magazine supplement to The Ranger, provides experience in writing and editing for students enrolled in journalism courses.
- Both publications are advised by the San Antonio College Student Publications Board. Voting student membership on the board include editors-in-chief of The Ranger and The Fourth Write, a representative of student government, faculty representatives from the Arts and Sciences and Professional and Technical Education Divisions, a journalism professor, a professional journalist, and a representative from the College administration.
- KSYM, 90.1 FM, is one of the oldest community college radio stations in Texas. It broadcasts to metropolitan San Antonio 24 hours per day, seven days a week at 5,700 watts. It is operated by students of the Radio-Television-Film Program under faculty supervision.

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## SUPPORT SERVICES

The College affirms a continuing commitment to the provision of student support services. These support services are provided by:

Admissions and Records	Assessment Services
Career Planning Center	Counseling
Day Care Services	disABILITY Support Services
Extramurals	Financial Aid
Foreign Student Services	Health Services
Intramurals	Job Placement
Scobee Planetarium	Special Services
Student Activities	Student Assistance Program/FIPSE
Student Development	Student Support Services
Transfer Center	Tutoring Services
Veterans' Affairs	Women's Center

## STUDENT RESOURCES AND SERVICES

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### ASSESSMENT CENTER

The Assessment Center provides a broad range of testing services to meet the needs of its diverse student population: college placement, English as a second language (ESL) placement, general equivalency diploma (GED) testing, credit by exam, correspondence exams, and certification and licensure exams. The center also provides special accommodation testing for students in conjunction with disABILITY Student Services. A computerized database for placement test scores is also maintained.

Students entering college for the first time without SAT/ACT scores or scores older than three years must take the Accuplacer test. Students with ACT composite scores below 21 or SAT total scores below 970 must take the reading comprehension portion of the Accuplacer. Other tests are administered by referral.

Students are encouraged to test as early as possible before seeing a counselor or faculty advisor. Students are processed on a first-come, first-serve basis. Please report to the Assessment Center, in room 110 of the Fletcher Administration Center (FAC), or call 210/733-2305 for current testing times.

### CHILD CARE SERVICES

The Child Development Department provides a laboratory facility for child development students. The laboratory is accredited by the National Association for the Education of Young Children (NAEYC) and provides quality care for children from six weeks to four years of age. Students are encouraged to apply for subsidized child care through either dependent child care services or c-campus grants. The laboratory is located at 210 West Ashby. The hours of operation are from 7:30-4:30 p.m., and the lab serves approximately 85 children.

### DEAF AND HARD OF HEARING SERVICES

At San Antonio College, deaf and hard of hearing students have a unique academic support environment. Services are offered by the Department of American Sign Language and Interpreter Training, where students are accepted as a linguistic and cultural minority.

Students with a current documented hearing loss are eligible to receive accommodations at San Antonio College. Services may involve notetakers, interpreters for the deaf, assisted listening devices, adaptive furniture, or testing accommodations. In addition, student orientation and basic skills reading and mathematics classes are taught in American Sign Language by deaf faculty. For more information please call 210/785-6084 (voice) or 210/785-6085 (tty).

### DEPARTMENT OF PUBLIC SAFETY

The Alamo Community College District's Department of Public Safety (DPS) was organized and commissioned for the safety and protection of the College community; to ensure its orderly day to day operation; to render aid, assistance, and service to its people; and in general, to strive to maintain conditions conducive to the pursuit of learning. Campus police are on duty 24 hours a day, 365 days a year. They are uniformed, armed, and while patrolling, whether in a marked vehicle or on foot, are equipped with a two-way radio and other necessary equipment to efficiently do their job. The DPS also has bike patrols assigned to all campuses between the hours of 6 a.m. and 10 p.m. The bike officers patrol the interior of all campuses as well as the parking lots.

The primary objective of the patrol officers is to provide a safe environment for the students, employees, and the community. Police duties include but are not limited to the following:

- Responding to calls for service.
- Providing escorts.
- Non-emergency requests.
- Community relations.
- Crime prevention activity.

In addition to the patrol officers, there are 15 emergency phones located throughout the campus and in campus parking lots. The emergency button on the phones is a direct line to the district DPS Dispatch Office. The phones, which should be used in emergency situations only, include a speaker to communicate with the dispatcher and a blue strobe light to help officers locate the call. The emergency telephone number is 210/222-0911.

If assistance is needed for battery failure, locked keys, or a low tire, a courtesy patrol is available for service by calling dispatch at 210/208-8099 or 210/225-3415. And, for information on College closures due to inclement weather or other emergencies, dial 210/208-8189.

### DISABILITY SUPPORT SERVICES

San Antonio College has a strong institutional commitment to the principle of diversity in all areas. In that spirit, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College, or be subjected to discrimination by the College, as required by the American with Disabilities Act of 1990.

The Office of disABILITY Support Services (dSS) at San Antonio College assists students with documented disabilities to independently achieve their educational goals by providing reasonable and appropriate accommodations. dSS facilitates access to College programs, services, and activities in the most integrated setting appropriate.

In order to qualify for services, a student must provide dSS with up-to-date verification of the disability. An interview with a dSS counselor begins the process. dSS coordinates such services as registration assistance, testing accommodations, interpreters for the deaf,

notetakers, readers, scribes (writers), and an on-site computer lab with adaptive technology. dSS counselors also teach specialized sections of SDEV 0370 Personal and Academic Success for students with specific disabilities.

The staff and faculty of dSS are dedicated to providing counseling, advisement, reasonable accommodations, and services in order to allow equal access to educational, vocational, social, and personal opportunities for persons with disabilities. Counselors are available 7:30-5 p.m Monday through Thursday and 7:30-noon.Friday in room 124 of the Chance Academic Center (CAC). Services are provided on the basis of signing in. After hours appointments are available.

dSS also sponsors The Student Assistance Program (TSAP) and the Peer Educators Program. The purpose of TSAP is to assist students with personal problems and concerns of any kind. Students, their families, and/or their significant others may call 210/733-2347 to speak to a TSAP counselor. These services are provided at no cost and are totally anonymous and confidential. The Peer Educators Program trains students to make presentations in the classroom and perform other functions involving alcohol and other drug prevention, HIV/AIDS awareness, and violence prevention. Students interested in joining other students in the program should call 210/733-2175 and ask for the peer educator information.

### **E-PORTAL**

The District e-PORTAL is a gateway to communication for students, faculty, and staff. Upon enrolling in San Antonio College, students are assigned an e-PORTAL user account, which they can access at [www.accd.edu/portal.htm](http://www.accd.edu/portal.htm).

e-PORTAL provides students with personalized and dynamic information to College resources and enterprise-wide application systems, including access to Web-based e-mail, WebCT, online applications, course schedules and registration, grades, financial aid information, and much more. For more information, visit the e-PORTAL Web site at [www.accd.edu/portal.htm](http://www.accd.edu/portal.htm)

### **FOOD SERVICES**

The cafeteria is located in the LSC and is available to all students, staff, and faculty at San Antonio College. Its hours of operation during the Fall and Spring semesters are from 7 a.m.-7 p.m. Monday through Thursday and 7-2 p.m. Friday. The cafeteria offers fast food, prepared meals, snacks, and beverages. The cafeteria also provides catering services for student clubs and organizations. The cafeteria accepts Visa, Master Card, and Discover.

### **INSTRUCTIONAL TECHNOLOGIES**

The Instructional Technologies and Innovation Center administers the San Antonio College eSurvey for online faculty and course evaluations. The eSurvey is an anonymous online evaluation available for faculty members teaching online courses. The evaluation is offered to students at the end of each semester to evaluate the effectiveness of the instructor and the course.

The San Antonio College eSurvey Web site may be accessed at <http://www.accd.edu/sac/iic/esurvey>. This site includes the dates for the current semester's eSurvey, links to the eSurvey login screen, detailed login assistance, and examples of the survey questions and other resources.

Students, faculty, and chairpersons needing information about the eSurvey or assistance logging onto the eSurvey, may call 210/733-2189 or send an e-mail message to [cwolf@accd.edu](mailto:cwolf@accd.edu).



### **INTERNATIONAL STUDENTS OFFICE (ISO)**

The International Students Office (ISO) serves as official liaison between San Antonio College and the Department of Homeland Security (formerly known as the Immigration and Naturalization Service). The counselors and staff focus on education and support services including information on documentation, processing of materials, as well as academic, personal, and career counseling. The ISO can provide answers to questions such as: How do I maintain my status with the Immigration Service and San Antonio College? Can I work on or off campus? Can I transfer to another college or university? The ISO is located in room 142 of the Moody Learning Center (MLC).

### **LABORATORIES**

San Antonio College has laboratories to meet the requirements for standard work in architecture, biology, chemistry, child development, computer information systems, dental assisting, electronics, geology, interpreter training, journalism, medical assisting, mortuary science, nursing, photography, physics, radio/television/film, visual arts and technology (graphic arts, fine arts, animation graphics,), and zoology.

There are also well-equipped laboratories for courses in business, music, speech, drama, English, foreign languages, and engineering drawing. Provision has been made for use in the classroom of audiovisual aids, including films, tape recordings, phonograph records, and slides. Foreign languages use the oral-aural method. Courses in speech and drama make extensive and practical use of video, lighting, sound, and recording equipment. In addition, a fully equipped scene shop is used for set construction.

### **LIBRARY AND MEDIA SERVICES**

Library and Media Services, located in the MLC, is a vital technologically advanced center of learning and exploration for students, staff, faculty, and the community. The department collection includes materials in paper, microform, electronic, and other media formats.

Informational resources owned by the library, as well as the other District college libraries, are listed in the online catalog. The catalog is accessible from the department's homepage, <http://www.accd.edu/sac/lrc>, as are additional resources. These include the World Wide Web and numerous databases and indexes, many of which provide full-text access to magazine, journal, and newspaper articles. The facility provides access to computer workstations where users may access these resources. San Antonio College students, staff, and faculty may also access all Web-based databases and indexes off campus through the library's proxy server.

Also available through the department's homepage are electronic forms that allow users to request interlibrary loan materials and seek reference assistance through the Ask a Librarian service. Services and resources for distance education students and faculty are also available and may be found on the library's distance learning Web page. Remote access to the catalog, Web-based databases and indexes, interlibrary loan, and online reference assistance enhances learning opportunities for all library users and is vital for distance education students.

The facility is equipped with two state-of-the-art electronic classrooms where librarians teach students search strategies and techniques for finding relevant information using print materials, the online catalog and databases, and the World Wide Web. The Audiovisual Center supports classroom instruction and campus activities through its equipment circulation, graphic and photographic services, and audiovisual repair. The Student Multimedia Lab, located in the Audiovisual Center, provides a multimedia facility where students can develop multimedia materials for use in their classrooms. The facility provides fee-based scanning, fax, copying, and color printing services. It also circulates laptop

computers and video and digital cameras to San Antonio College students for class projects. The Educational Multimedia Center provides a contemporary studio, classroom video recordings, teleconferencing services, an editing station, and the means to broadcast videocourses directly to students' homes.

Through individual and group instruction, librarians strive to reduce "library anxiety," increase student opportunities for success, and ensure that each student becomes an independent and life-long learner.

### **LOFTIN STUDENT CENTER**

The LSC houses the cafeteria which features a wide variety of foods, a game room and Cyber Café on the second floor, two large screen televisions, and facilities available for extracurricular activities, including variety performers, concerts, fiestas, films, speakers, special programs, and game tournaments. There are lounging, programming, and recreation areas, as well as offices for the Office of Student Life, the Student Government Association, the campus newspaper and magazine, and the Department of Journalism and Photography. Students may pick up buscard applications in the Office of Student Life (LSC 152) for discounts on bus fares to and from College, as well as getting approval to post flyers/posters on bulletin boards located throughout the campus.

### **LOST AND FOUND**

The lost and found office is located in the DPS Office . Every effort is made to return items to the owners, but the DPS Office accepts no responsibility for lost items.

### **SAN ANTONIO COLLEGE BOOKSTORE**

The San Antonio College Bookstore is located in the basement of the LSC. It compiles the official College booklists and offers the additional books, supplies, and educational aids requested by teachers as well as sundry items.

### **STUDENT HEALTH SERVICES**

Student Health Services is staffed by a registered nurse (RN) and a licensed vocational nurse (LVN) during the day and an LVN during the evening and Saturday hours and offers the following services:

- For the ill and injured: basic first-aid and emergency care, over-the-counter medications for minor ailments, a physicians referral system, and student accident/illness insurance information.
- For the well: relaxation rooms, health counseling, blood pressure monitoring, and printed information on a variety of health-related topics. Any student with a chronic health problem or disability is encouraged to come to the Student Health Center at the beginning of the semester.

The hours of operation are 8 a.m.-9 p.m. Monday through Thursday, 8-5 p.m. Friday, and 9-noon Saturday. Student Health Services is located in CAC 119.

### **IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS**

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast—so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

**What are the symptoms?**

- High Fever.
- Rash or purple patches on skin. (These are caused by bleeding under the skin and can occur anywhere on the body.)
- Light sensitivity.
- Confusion and sleepiness.
- Lethargy.
- Severe headache.
- Vomiting.
- Stiff neck.
- Nausea.
- Seizures.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

**How is bacterial meningitis diagnosed**

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

**How is the disease transmitted?**

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

**How do you increase your risk of getting bacterial meningitis?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

**What are the possible consequences of the disease?**

- Death (in 8 to 24 hours from perfectly well to dead).
- Permanent brain damage.
- Kidney failure.
- Learning disability.
- Hearing loss, blindness.
- Limb damage (fingers, toes, arms, legs) that requires amputation.
- Gangrene.
- Coma.
- Convulsions.

**Can the disease be treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:

Those living in close quarters

College students 25 years old or younger

- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-4 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.

**How can I find out more information?**

- Contact your own health care provider.
- Contact your Student Health Center.

- Contact your local or regional Texas Department of Health office.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

### **VISUAL ARTS GALLERY**

The two-story art gallery housed in the Visual Arts and Technology Center (VATC) provides a format for a continuous program of professional and student art exhibits selected and installed by visual arts faculty. The exhibits make examples of quality works in a variety of media directly available for visual arts students. The gallery is open to the public 7 a.m.-10 p.m. Monday through Thursday and 7-5 p.m. Friday.

### **WOMEN'S CENTER**

The San Antonio College Women's Center provides information, referral, and comprehensive support services for women, including displaced homemakers, women-in-transition, students in non-traditional careers, and single parents in order to assist them to realize their potential and capabilities. A special focus of the center is the "re-entry woman," who may benefit from information, assistance, and support in her back-to-school/work transition. The Women's Center, through its Adult Re-entry Program, is also the designated point of entry for welfare-to-work participants at San Antonio College. The Women's Center is located in MLC 177B

Services include academic, personal, and career counseling and free workshops addressing personal development, occupational and career/life planning, and study skills. Financial aid advisement, including financial aid and resources identification, is available. Additional support services are available to occupational/technical students meeting eligibility criteria. Men are welcome participants in all Women's Center programs.

## **COUNSELING AND CAREER SERVICES**

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### **ACADEMIC ADVISING**

San Antonio College offers academic advising to assist students in planning their educational and career goals. Academic advising is provided by both counseling faculty and instructional faculty throughout the academic year. Students should consult the current San Antonio College Class Schedule or contact personnel in the Counseling Center (MLC first floor) for specific information pertaining to academic advising.

### **BASIC SKILLS ENRICHMENT PROGRAMS**

Basic Skills Enrichment Programs (BSEP) helps developmental students upgrade their skills in English, mathematics, and reading. The non-credit program incorporates a variety of teaching methods including self-paced study. BSEP accepts students at their present skill level and helps them reach their individual academic goals. BSEP is located in MLC 712

Those who are eligible to participate in BSEP offerings include:

- Students who have failed the same developmental mathematics course twice.
- Students who need to review before starting college-level courses.
- Students preparing for standardized testing required for teacher certification programs.
- Students who need an Accuplacer test math score of 76 for program completion or graduation.

### **CAREER PLANNING CENTER**

Moody Learning Center — First floor

Phone: (210) 733-2144

Fax: (210) 785-6129

Web address: [www.accd.edu/sac/students/cpc.htm](http://www.accd.edu/sac/students/cpc.htm)

The Career Planning Center is located in the Counseling Center on the first floor of the MLC. Students are welcome to meet individually with a counselor to discuss career options and College majors. To aid in this exploration, career workshops are offered each semester on the career planning process and on specific career fields and College majors.

The Career Planning Center has a computer laboratory where several career exploration programs are available for use by students with a counselor's referral. They include:

- **TypeFocus:** an Internet-based personality style inventory that identifies and explains how personal characteristics relate to specific careers, the world of work, and communication styles in the workplace.
- **Discover:** an Internet-based career exploration program that assesses interests, abilities, and values. It contains a database of more than 700 careers with continually updated information about salaries, working conditions, training requirements, and employment outlook.
- **Self-Directed Search:** an interest inventory that identifies possible occupations and College majors and suggests leisure time activities.

In addition, links are maintained to several major national career information Web sites. These are available to all students on a walk-in basis for individual career research and completion of class projects.

### COUNSELING CENTER

Counseling Center faculty and staff are committed to offering services and programs to each individual student to enhance his or her ability to define and attain academic, career, and personal goals.

Counselors are available 7 a.m.-8 p.m. Monday through Thursday, 7-5 p.m. Friday, and 8:30-12:30 p.m. Saturday, in the Juan M. Balditt Complex on the first floor of the MLC. Services are provided to students on a first-come, first-serve basis. Alphabet sequencing to receive counselor assistance may be imposed during certain registration periods. Students should refer to the current San Antonio Class Schedule to determine dates when alphabet sequencing is being initiated.

The Counseling Center provides the following services, among others, which students can learn more about by visiting or contacting the Center during office hours:

- College Access Project for the Corporate & Business Community (CAPC&B).
- College Access Project for High School Seniors (CAPHSS).
- Graduation Plus Project.
- San Antonio College/San Antonio Education Partnership (SAEP) Retention Program.

Counseling in academic, career, and personal areas includes:

- Educational planning (course selection, choosing a major, degree planning, transfer information), developing an awareness of school policies and procedures, referrals for tutoring and financial aid, and assistance with academic problems such as study skills, test-taking, probation, or enforced scholastic withdrawal.
- Career planning, career testing, choosing a career, job readiness, occupational descriptions, computer programs — designed to match the student's desires with occupations and personality analysis — videos and books on various work-related topics and occupations, and referrals for job placement.

- Counseling for personal issues and referrals for legal matters, medical services, and psychological counseling.

### **JOB PLACEMENT CENTER**

The Job Placement Center provides leadership in career development and employment outcomes for graduates, currently enrolled students, and former students by providing valuable job search advisement and counseling, along with a multitude of other ancillary services supporting students' job searches. The main object of the Job Placement Center is to assist students in finding immediate employment, to encourage educational enhancement by providing additional financial resources to help them with living and school needs, and to guide students in a career path that is both rewarding and fulfilling. The center coordinates efforts among students, faculty, administration, and community employers.

Additional services provided to students include Internet resources to job banks and career opportunities. Access to the student job bank can be found at <http://www.accd.edu/sac/students/jpp.htm>. The Job Placement Center is located on the first floor of the MLC.

### **STUDENT LEADERSHIP INSTITUTE**

The District's Student Leadership Institute (SLI) is a District-wide program that provides free, intensive instruction and overviews of issues that are important to effective leadership in any environment. Beginning each Fall, SLI scholars, selected via an application process from all District campuses, will be given the opportunity to reach levels of personal and public accomplishments and leadership within a climate that recognizes and respects diversity. This year-long commitment provides training in skills that enables district representatives to lead a group or work in collaboration with other leaders to accomplish organizational objectives.

The students will be able to meet various successful community leaders, use lab models, case studies, and participate in field studies, while drawing upon the expertise of those who have held leadership roles in all sectors of the economy. Students selected to participate in the District SLI will become SLI scholars and recipients of a scholarship and will have opportunities to travel to Washington, D. C., thus utilizing the skills and knowledge acquired throughout the year in meetings and presentations with officials from private, non-profit, and government sector headquarters. For applications or further information, please contact the the SLI Office at 210/220-1656.

### **STUDENT LEARNING ASSISTANCE CENTER**

The Student Learning Assistance Center (SLAC) supplements classroom instruction by offering learning strategies which enhance the success potential of traditional and non-traditional students in the College environment. The goal of the SLAC is to enable students to be independent and resourceful learners by providing learning strategies appropriate to non-traditional students and students with diverse learning styles. We will develop independent learners by teaching students how to learn rather than merely giving them quick answers. The learning strategies offered through the SLAC include: tutoring, computer-assisted instruction, video-based instruction, CD ROM-assisted (multimedia) instruction, study skills and note-taking skills, and computers for word processing.

Tutoring services are offered through the SLAC. All tutors have been recommended by faculty members and have undergone training programs prior to working with students. Call 210/733-2106 to see if tutors are available for your specific class(es).

The SLAC has several computer software programs for student use on portable computers, which are available on a first-come, first-serve basis. On occasion, a teacher will bring a class into the SLAC for a demonstration of a specific software package which may require several computers to be reserved for the class period. Call 210/733-2106 to confirm when the SLAC is open for your on-campus computer needs. The SLAC is located in MLC 726.

### **STUDENT SUPPORT SERVICES PROJECT**

The Student Support Services Project (SSSP) is an educational program funded by the United States Department of Education (DOE) to serve disabled and first generation college students from low-income families. SSSP offers tutoring assistance; supplemental out-of-class instruction in mathematics, writing, and reading; personal and academic counseling; and any other support services which encourages the student to graduate or transfer to a four-year institution. The office is located in MLC 741. Hours of operation are 8-5:30 p.m.

### **SUPPLEMENTAL INSTRUCTION (SI)**

Supplemental instruction (SI) is an academic support program that utilizes peer-assisted study sessions. SI targets historically difficult academic courses and offers to all enrolled students regularly scheduled, out-of-class review sessions. SI study sessions are informal seminars in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and reasoning skills. The SI sessions are directed by "SI leaders," usually students who have previously and successfully taken the "high-risk" course and who then sit through the course again. The SI leader acts as a model student of the discipline. Students interested in finding out more about SI should visit MLC 712 or contact the BSEP/Academic Development at 210/733-2834.

### **TRANSFER CENTER**

The goal of San Antonio College is to provide educational resources that will assist students in reaching their career goals. These resources might include a course to upgrade skills, an Associate in Applied Science (Professional/Technical Education Division) Degree or certificate that provides training to enter the workforce, and/or a two-year Associate in Arts or Associate in Science (Arts and Science Division) Degree that may lead to a Baccalaureate Degree. The Transfer Center provides the materials, information, and personnel to assist the student in obtaining their goal.

Degree plans for Associate's Degrees and certificates, in addition to transfer degrees, are available in the Transfer Center. Counselors, professional staff, and student workers guide students to appropriate information. University recruiters visit the campus on a regular basis to talk one-on-one with students. The Transfer Center also sponsors a transfer fair in the Fall and Spring semesters.

To acquire more information, or to access materials, come by the first floor of the MLC, or call 210/733-2099. No appointment is necessary.

## **SAN ANTONIO COLLEGE FACILITIES**

**BENNETT ESTATE (1974)**, Dewey and Belknap Streets. The three buildings on the Bennett Estate were renovated and assigned to the Department of Music and Humanities and San Antonio College Custodial Services. The main house (Music Hall) is used for faculty offices, teaching studios, and practice rooms for the Department of Music. The guest house and the carriage house provides space for Custodial Services.

**CHANCE ACADEMIC CENTER (1992)**, 1300 San Pedro Avenue. The Chance Academic Center (CAC) houses laboratories, classrooms, the Student Health Center, dSS, and the Departments of Biological Sciences, Economics, Engineering Technologies, Political Science, History, Physics/Engineering/Architecture, Sociology, and Protective Services.

**CANDLER PHYSICAL EDUCATION CENTER (1951)**, 1300 San Pedro Avenue. The Candler Physical Education Center (CPEC) contains two regulation basketball courts, an indoor swimming pool, ten racquetball courts, eight tennis courts, a dance studio, weight room, physical conditioning room, classrooms, and offices.

**CHEMISTRY AND GEOLOGY BUILDING (1961)**, 1300 San Pedro Avenue. The Chemistry and Biology Building (CG) contains laboratories including a nuclear chemistry laboratory, classrooms, department and maintenance offices, and the Earth Sciences Museum.

**CHILD DEVELOPMENT BUILDING (1993)**, 210 W. Ashby. The Child Development Building (CHDB) provides classrooms, laboratories, and office space for the Child Development Department and also houses the Child Development Center.

**DEPARTMENT OF PUBLIC SAFETY BUILDING (1973)**, 1601 N. Main Avenue. The Department of Public Safety (DPS) Building houses the offices for patrol officers of the DPS Division. The administrative office (210/733-2212) is open 7 a.m.-7 p.m. Monday through Thursday and 7-5 p.m. Friday. The emergency telephone number is 210/222-0911. The dispatch non-emergency number is 210/208-8099.

**FACILITIES BUILDING (1979)**, 201 W. Dewey. The Facilities Building houses campus maintenance and housekeeping management as well as the District facilities staff and moving crew.

**FLETCHER ADMINISTRATION CENTER (1972)**, 200 W. Dewey. The Fletcher Administration Center (FAC) houses the offices for the President, Vice President, Deans, Continuing Education Training Network, Admissions and Records, Student Student Financial Services, Communications Services, the Assessment Center, and other administrative offices.

**JEAN LONGWITH RADIO, TELEVISION, AND FILM BUILDING (2005)**, W. Courtland and Howard Streets. The Jean Longwith Radio, Television, and Film Building (LRTF) is the newest building on the campus of San Antonio College. It is a state-of-the-art facility which houses classrooms, laboratories, two television studios, a multi-track recording studio, a newsroom lab, a lecture theater, a large conference room and faculty offices for the Radio, Television & Film Department, and also KSYM-FM the San Antonio College radio station.

**KOEHLER CULTURAL CENTER (1973)**, 310 West Ashby Place. The Koehler Cultural Center, a gift to the College for enhancement of education in the fine arts, is designated as a Texas historical landmark by the Texas State Historical Commission. It houses the ceramics, art metals, and jewelry design studios of the Visual Arts and Technology Department and is also used as a conference and meeting location.

**LAW ENFORCEMENT TRAINING CENTER**, 1014 San Pedro. The Law Enforcement Training Center houses the Law Enforcement Academy and administrative offices.

**LAW ENFORCEMENT TRAINING CENTER (ANNEX)**, corner of Park and Maverick. The Law Enforcement Training Center (Annex) houses the alcohol breath test training laboratory and classrooms.



**LOFTIN STUDENT CENTER (1954)**, between Myrtle and Dewey. The Loftin Student Center (LSC) houses the bookstore, classrooms and offices of the Department of Journalism and Photography, conference rooms, an employee lounge, a student lounge, a cafeteria, the Student Representative Commission Office, Office of Student Life, and student publications.

**M.C. GONZALES HALL (1950)**, 1300 San Pedro Avenue. M.C. Gonzales Hall (GH) houses laboratories, classrooms, and offices of the Department of English.

**MCALLISTER FINE ARTS CENTER (1956)**, 1400 San Pedro Avenue. McAllister Fine Arts Center (MCFA) contains a 1000-seat auditorium, classrooms, offices, studios for dramatic and musical arts, Speech, audio and television studios, practice rooms, and two reception areas.

**MCCRELESS HALL (1950)**, 1300 San Pedro Avenue. McCreless Hall (MCCH) houses McCreless Theater, the Mathematics and Computer Science Department, and the Reading and Education Department.

**MOODY LEARNING CENTER (1968)**, 1001 Howard Street. The Moody Learning Center (MLC) contains the Library and Media Services, language laboratories, individual instruction laboratories, tutorial services, the SSP, the Office of Student Development, the Counseling Center, Department of Veterans' Affairs, Transfer Center, Job Placement Center, Women's Center, Career Planning Center, ISO, SLAC, and the Departments of Foreign Languages, Philosophy, Psychology, and Business. The center also houses the Technology Center, the Instructional Innovation Center, and the Videoconferencing Center.

**MOTOR POOL BUILDING (1978)**, 1727 North Main Avenue. The Motor Pool Building houses the District Motor Pool and the campus grounds crew.

**NAIL TECHNICAL CENTER (1966)**, 1300 San Pedro Avenue. The Nail Technical Center (NTC) provides classrooms, laboratories, and office space for the following departments: Administrative Computer Technology, Allied Health, Computer Information Systems, Engineering Technologies, American Sign Language/Interpreter Training, and Mortuary Science. Office space is also provided for nursing faculty.

**NURSING EDUCATION BUILDING (1972)**, 1300 San Pedro Avenue. The Nursing Education Building (NEB) houses the Department of Nursing Education, its laboratories, classrooms, and most faculty offices.

**SCOBEE PLANETARIUM (1961)**, adjacent to the Chemistry and Geology Building. The Scobee Planetarium provides the accumulated knowledge of astronomy and space science to educational institutions and the community.

**SPECIAL PROJECTS CENTER**, 218 W. Ashby.

**SUSAN R. OPPENHEIMER EDUCATION AND TRAINING CENTER (1990)**, 1801 N. Main Avenue. The Susan R. Oppenheimer Education and Training Center provides office space and classrooms for the Continuing Education Training Network. Also included are laboratories for the division's Allied Health, Environmental Technology, Office Skills, and Computer Training Programs.

**VISUAL ARTS AND TECHNOLOGY CENTER (1991)**, 950 Lewis Street. The Visual Arts and Technology Center (VATC) houses visual arts studios, a lecture theater, electronic multimedia studios, a visual resource library, and a large conference room. In the center of the building is a two-story instructional gallery displaying changing exhibits by professional artists, graphic designers, faculty, and art students featuring drawings, painting and sculpture, jewelry, lithography, and photography.



**Section 7.  
Student Policies  
and Responsibilities**

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## SAN ANTONIO COLLEGE STUDENT POLICIES AND RESPONSIBILITIES

Enrollment at San Antonio College is not compulsory. The philosophy of the institution protects the equality of opportunity of all persons qualified to attend.

The enrollment of a student in the College is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes, and functions.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of pursuits of the institution. The College, on the other hand, pledges to uphold fundamental concepts of fair play and justice.

A student does not surrender rights as a citizen upon enrollment in this institution; rights and freedoms, however, like those of any other citizen, are not unlimited. The College has an obligation not to submit to intimidation, violence, or disruptive behavior.

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### POLICIES, PROCEDURES, & REGULATIONS

#### ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to cheating on exams, tests, quizzes, plagiarism, and collusion. See the Student Code of Conduct in this section of the bulletin.

#### ACCD POLICY PROHIBITING SEXUAL HARASSMENT

Sexual harassment is against the law. Sexual harassment shall be prohibited against all persons seeking benefits from the Alamo Community College District, including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of college activities.

Trustees, administrators, faculty, staff, students, and other agents of the District shall not engage in conduct constituting sexual harassment. The disciplinary action, including dismissal, against employees who engage in sexual harassment, is subject to appropriate procedural and due process requirements. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment as defined in the policy. Engaging in sexual conduct with students or other employees where there is a professional responsibility to the student or employee may lead to allegations of sexual harassment and is therefore discouraged.

#### ADMINISTRATIVE HOLD

Administrative holds result when a student fails to comply with the College's administrative policies, such as failing to maintain a 2.0 grade point average (GPA). Such violations result in registration being delayed until they're corrected.

#### AIDS/HIV POLICY

AIDS/HIV educational literature is available to students at the Student Health Center (CAC 119). Information that a student has or has not been tested, or has or does not have AIDS or HIV infection, may be released only to the college's President or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the student's health and welfare. Release of this information to others must be based on written authorization by the student (if the student is over 18 years of age) or by the student's parents (if the student is a minor), and must specify

the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

### **CAMPUS PARKING REGULATIONS**

Registration and identification of vehicles owned, operated, or parked by students, faculty, and staff on the campus, day or evening, must be on file in the Department of Public Safety (DPS) Office in accordance with state statutes and board regulations for the general welfare and safety of all persons at the College. Permits may be purchased in the Business Office, located in room 201 of the Fletcher Administration Center (FAC).

The purchase of a parking decal does not guarantee a parking space on the campus; however, it does authorize parking if space is available in designated parking areas under control of the District. Decals are not transferable and the following fees apply:

September 1 to August 31:	\$20
After January 1:	\$10
Summer session(s) only:	\$7
Replacement:	\$8

Information required for registration includes the person's name, address, telephone number, social security number, student or faculty identification card, and valid state driver's license. A brochure, San Antonio College Parking and Traffic Regulations, is issued to each person at the time of vehicle registration.

Enforcement of state laws and institutional policies is delegated by the board and the administration to campus police who are commissioned state peace officers vested with the power and authority to issue traffic tickets and summons, to arrest, and to file charges, if necessary, in the city court or justice of peace court. Violations, including fines, not cleared may result in disciplinary action on campus. (See Non-refundable Fees/Fines in section three for applicable fines.)

### **CHILDREN ON CAMPUS POLICY**

In order to prevent children from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities of other students, the following policy is currently in effect: Students are urged not to bring children to either a class or a lab. Minors under the age of 12 must not be left unattended on campus.

Individual instructors may include additional restrictions or waivers for their particular classrooms or labs, which will be included in the instructors' syllabi.

### **COMMITMENT TO INSTITUTIONAL EFFECTIVENESS**

The institutional effectiveness process is a comprehensive approach to planning and evaluating, or verifying, the effectiveness of the College in achieving its local and statutory missions. Systematic use of evaluation results to continuously improve institutional performance and programs is a commitment San Antonio College makes to its constituencies.

### **CONTACTING SAC STUDENTS IN AN EMERGENCY**

With an enrollment of more than 22,000 students, it is not possible for San Antonio College staff to contact students on campus except in cases of emergency. If it is necessary for someone to reach a student, they should contact the campus police at 210/208-8099.

## CRIMINAL OFFENSES

All of the general and criminal laws of Texas are declared by the District Board of Trustees to be in full force on the campus. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on this campus is subject to administrative disciplinary action by the appropriate dean, vice president, and/or the president of the College; action by a student-faculty disciplinary review committee; or possible arrest and charge by authorized campus or other peace officers of the city or state.

A student may be requested or required to withdraw with or without public statement of charges by the College administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Student Code of Conduct.

## DRUG-FREE CAMPUS

San Antonio College is committed to full compliance with both Drug-Free Workplace and the Drug-Free Schools and Communities Act. The District has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students on District property or at any District-sponsored event. The District recognizes the importance of awareness about alcohol and other drug abuse. For the benefit of students and District employees, there are standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol.

Students or employees found violating any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate District disciplinary action. Information about the District disciplinary process is available in the Alamo Community College District Administrative Policy Manual.

## ELECTRONIC DEVICES IN CLASSROOM

Students are required to silence all electronic devices (pagers, cellular phones, etc.) when in classrooms, laboratories, the library, or other areas where such devices would interfere with instruction and learning.

## FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

Under provisions of state and federal laws, educational institutions receiving state and/or federal funds are obligated to release or restrict access to students' records in a manner established by those laws. San Antonio College proposes to fulfill its responsibility regarding release of student information by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the Texas Open Records Law. All educational student records are maintained in accordance with this act and law.

Student records are maintained in several areas of the College. Academic records are in the Admissions and Records Office, department and faculty offices, and the Continuing Education Training Network Office. Student services records are in the Counseling Center, the Assessment Center, the Student Health Center, and the Student Activities Office. Financial records are in the Business Office and the Financial Aid Office.

Students may review their records upon request to the appropriate office. Students desiring to challenge the accuracy of their records should request an informal review with the appropriate office. A formal review should be requested if the question is not clarified by the informal review.

FERPA allows the College to release “directory information” to the public without the consent of the student. A student may request that all or any part of this information be withheld from the public by making a written request to the Admissions and Records Office during the first 12 class days of a Fall or Spring semester, or the first four class days of a Summer session. It is the student’s responsibility to review the request for non-disclosure.

San Antonio College will provide under FERPA only the following directory information: name, major, dates of attendance, enrollment status, degrees and awards received, and previous education agencies/institutions attended.

San Antonio College will release a student’s current address and telephone listing only to other educational institutions, branches of the military, and government agencies. Unofficial copies of students’ records will be released to the following personnel upon their request: administrators, department chairs, program coordinators, counselors, and instructors of courses in which students are currently enrolled.

### **FREE SPEECH**

San Antonio College supports the first amendment rights of every individual. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. For complete information on free speech policy and procedures, contact the Office of Student Life at 210/733-2680.

### **PLAGIARISM**

Plagiarism is defined as the taking and using of ideas, passages, etc. from someone else’s work and representing them as your own. Plagiarism is an academic dishonesty and will result in disciplinary action. (See the Student Code of Conduct in this section of the bulletin.)

### **PRINCIPLE OF EQUAL OPPORTUNITY**

No person shall, on the basis of race, national origin, religion, sex, disability, age, or color be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by San Antonio College. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

### **SMOKING POLICY**

Beginning August 22, 2005, San Antonio College will be a completely smoke-free campus. For the past year, administrators have initiated phase I of the project, limiting smoking to a few designated areas, and now, starting in the Fall 2005 semester, administrators will initiate phase II, which calls for San Antonio College to be smoke free. Smoking will not be permitted beyond the parking lots.

The decision to prohibit smoking on campus followed 18 months of discussions among San Antonio College administrators, faculty, staff, and students, in which a consensus emerged to restrict smoking at the College. This decision is consistent with San Antonio College’s institutional belief in the importance of integrating wellness into one’s lifestyle.

### **STUDENT ACADEMIC GRIEVANCE PROCEDURES**

From time to time, conflicts and disagreements may arise between students and their instructors; the intent of these procedures is to provide equitable and expeditious resolutions. Keeping in mind that instructors are in charge of classroom management, teaching, strategies, testing, and the evaluation of student performance, students are encouraged to use these

procedures only when there is clear and convincing evidence that the instructor has treated the student unfairly, arbitrarily, or capriciously. The student may ask his or her instructor to review the grievance and may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean. For complete grievance procedures see the San Antonio College Student Handbook.

### **STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES**

San Antonio College acknowledges the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a College employee. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's education progress. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or those pertaining to academic matters.

Prior to initiating a formal grievance the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance. If the complaint is not resolved to the student's satisfaction, a formal grievance procedure can be initiated. For complete grievance procedures, see the San Antonio College Student Handbook.

## **STUDENT CODE OF CONDUCT**

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(Revised and Approved March 1998)

### **GENERAL PROVISIONS**

#### **I. PROVISIONS**

- A. Students of San Antonio College are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship. They are expected to obey both the penal and civil statutes of the State of Texas and Federal government, and the policies of the Board of Trustees, College policies and regulations and administrative rules.
- B. This code contains regulations for dealing with alleged student violations of College standards of conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

#### **II. APPLICATION**

- A. This Code applies to individual students and states the role of students, faculty and administrative staff members of the College in disciplinary procedures.
- B. The College has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated a Board rule, College policy or regulation, or administrative rule and violated said Board rule, College policy or regulation or administrative rule on the College campus and/or in attendance at official District functions.

#### **III. DEFINITIONS/VIOLATIONS**

- A. Definitions - In this Code, unless the context requires a different meaning, the following applies:
1. Administration: any administrative position, from the level of Dean through College President.



2. Board: the Board of Trustees of the Alamo Community College District.
3. Campus: the "campus" of the College is deemed as all real property over which the College has possession and control.
4. Class Day: a day or evening on which classes are scheduled or final examinations are given.
5. Committee: the Student Disciplinary Hearing Committee for San Antonio College.
6. District: the Alamo Community College District.
7. Formal Complaint: a written summary of the essential facts constituting a violation of Board rules, College policies and regulations or administrative rules.
8. President: the President of San Antonio College, or designated representative.
9. Student: a person who is currently enrolled or who has been accepted for admission or readmission to the College.
10. Vice President: the Vice President of the College, or designated representatives.

B. Student Conduct - Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to any and all activities prohibited by law, the following is a nonexclusive list of expressly prohibited behavior:

1. Academic Dishonesty - College personnel with administrative authority (i.e., chairs, directors, deans) may initiate disciplinary proceedings against a student accused of "Academic Dishonesty" which includes, but is not limited to, cheating on a test, plagiarism and collusion
  - a. Definitions of Terms
    - (1) "Cheating on a test" includes, but is not limited to:
      - (a) Copying from another student's test paper;
      - (b) Using materials during a test which are not authorized by the person giving the test;
      - (c) Collaborating with another student during a test without authority;
      - (d) Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without consent of the instructor;
      - (e) Substituting for another student, or permitting another student to substitute for one's self to take a test;
      - (f) Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor;
      - (g) Reporting fraudulent research results.
    - (2) "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own work offered for credit.
    - (3) "Collusion" means the unauthorized collaboration with another person in preparing any scholastic work offered for credit or non-credit.

b. Penalties for Academic Dishonesty

Students found guilty of an act of academic dishonesty may be subject to:

- (1) Academic penalty including one or more of the following when not inconsistent:
  - (a) A requirement to perform additional academic work not required of other students in the course;
  - (b) A reduction in grade;
  - (c) Assignment of a grade of "F" in the course.

- (2) Disciplinary penalty including any penalty which may be imposed in a student disciplinary hearing pursuant to this Code of Conduct.
- c. Procedures in Cases of Academic Dishonesty
  - (1) Initiation of Action: When any member of the faculty determines that a student in a course taught by the faculty member or taking an examination given or supervised by the faculty member, or performing other academic work under his/her supervision has committed an act of academic dishonesty, the faculty member shall summon the student verbally or in writing to a private conference.
  - (2) Faculty Disposition: If, after presenting the student with evidence of academic dishonesty and allowing the student an opportunity to respond, the faculty member is convinced that an act of academic dishonesty did occur, he/she shall advise the student in writing of such fact and the penalty to be imposed.

The student may appeal the decision through appropriate administrative channels which will include the department chair and the appropriate Dean prior to taking action pursuant to the Student Code of Conduct (See IV. A. for Appeal Procedure)

When disciplinary action is taken by the faculty member and the student registers an appeal, the department chair should report the incident to the appropriate Dean.

Additionally, the faculty member may refer the case to the Vice President for additional disciplinary action pursuant to the Student Code of Conduct. (See IV. A)

- 2. Gambling - Gambling, as described by the Texas Penal Code, is forbidden.
- 3. Alcohol and Narcotics

- a. The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the College. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.
- b. No student shall possess, use, transmit or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on campus or off-campus premises at a District-sponsored activity, function or event at all times:
  - (1) Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
  - (2) Alcohol or any alcoholic beverage.
  - (3) Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- c. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.
- d. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.
- e. Lockers and cars parked on College campus or on premises leased or used for District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain alcohol and/or narcotics.

4. Disorderly Conduct - Disorderly conduct shall include, but is not limited to, any of the following activities occurring at any time on property owned or controlled by the College or at College sponsored functions:

- a. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- b. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- c. Violent and forceful behavior, such that there is a clear and present danger that free movement of other persons will be impaired.
- d. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- e. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- f. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- g. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or any other passageway in a District building or off-campus premises at any District-sponsored activity, function or event, to such an extent that students, employees, officers, or other persons, including visitors, having business with the District are denied entrance, exit or free passage in such buildings

5. Disruptive Activities and Disruption of Lawful Assembly - No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any College in the District or off-campus at any District-sponsored activity, function or event. Disruptive activity means:

- a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the College.
- b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity.
- c. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
- d. Disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress.
- e. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the College.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

6. Demonstrations - Student demonstrations and similar activities may be prohibited when there is evidence that the activity may reasonably lead College authorities to forecast substantial disruption of, or material interference with, normal College operations or approved College activities. Students who, once informed of the prohibition of a demonstrative activity, continue to participate in such activity, are subject to disciplinary action. All student demonstrations and similar activities shall

- be pre-cleared through the Vice President, and shall adhere to the guidelines for student expression and demonstration available in the Office of the Vice President.
7. Falsification of Records of Information - Intentionally falsifying any official College record or giving false information in response to requests by the College or College officials.
  8. Financial Transactions with the College
    - a. Refusing to pay or failure to pay a debt, such as loans, fines, or other charges, owed to the College.
    - b. Giving the College an "insufficient funds" check or draft or stopping payment on a check or draft.
    - c. Failure to pay the College the amount due on a check, draft or order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order constitutes prima facie evidence that the student intended to defraud the College.
    - d. Acting as representative of the College in an attempt to legally bind the College without authorization.
    - e. Making or attempting to make personal use of College or District property.
    - f. As a student employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same within the subsequent pay period.
    - g. Students who default on student direct loans shall be subject to those additional requirements and may avail themselves of those defenses relevant to Federal and State law and regulations governing such loans.
  9. Weapons - Entering District premises or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the College.
    - a. This prohibition shall not normally apply to instructional supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.
    - b. Weapons shall include, but not be limited to, the following:
      - (1) Explosive weapons
      - (2) Firearms
      - (3) Firearm ammunition
      - (4) Switchblades or other illegal knives
      - (5) Martial arts weapons
      - (6) Chemical-dispensing devices
      - (7) Fireworks
      - (8) Straight razors
      - (9) Clubs and other weapons as more specifically defined in the Penal Code of the State of Texas and the City Code of the City of San Antonio, Texas.
    - c. Lockers and cars parked on college campus or on premises leased or used for official District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain weapons.
  10. Hazing - Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College. The term includes, but is not limited to:
    - a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm of which adversely affects the mental or physical health or safety of the student;
- d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection;
- e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

11. Assault - includes:

- a. Intentionally, knowingly, or recklessly causing bodily injury to another,
- b. Intentionally, or knowingly threatening another with imminent bodily injury,
- c. Intentionally, or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.

12. Intentionally, knowingly or recklessly endangering the health or safety of members of the District community or visitors to the campus.

13. Intentionally, knowingly or recklessly damaging, defacing or destroying College property.

14. Forging, altering or misusing College documents, records or ID cards.

15. Violating College policies or regulations concerning traffic, parking and the use of College facilities.

16. Failing to comply with lawful directions of College or District employees acting in performance their duties.

17. Failing to comply with the College attendance policy or classroom academic requirements of the faculty.

18. Failing to comply with the rules and regulations of the Board, College and administration.

19. Committing an act which violates State or Federal law while on campus.

C. Any student violating the foregoing (Items 1-19 above) shall be subject to discipline, including suspension or expulsion.

D. Authorized Disciplinary Penalties

1. Nature of Penalties. The following penalties comprise the range of official college actions which may be taken when a student engages in prohibited conduct. These penalties are not exclusive but may be imposed together with other penalties. They are not listed in priority or sequential order.

- a. Admonition: a written reprimand from the Vice President to the student on whom it is imposed.
- b. Warning Probation: indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time, up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.
- c. Disciplinary Probation: indicates that further violations may result in suspension.

- Disciplinary probation may not be imposed for longer than one (1) calendar year.
- d. Withholding of Transcript or Degree: imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
  - e. Bar against Readmission: imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
  - f. Restitution: reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
  - g. Suspension of Privileges: a penalty which may impose limitations or restrictions to fit the particular case.
  - h. Suspension of Eligibility for Official Co-Curricular Activities: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time, up to one calendar year.
  - i. Denial of Degree: may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, up to and including permanent denial.
  - j. Suspension from the College: prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization, from entering the College campus except in response to an official summons and from registering either for credit or for non-credit courses or other scholastic work through the College.
  - k. Expulsion: permanent severance from the College and/or District. Expulsion from the District may be imposed only with the concurrence of the Chancellor of the District.
  - l. Sustain the Penalty Imposed by a Faculty Member for Academic Dishonesty: original penalty imposed by the faculty member may be upheld.

#### E. Faculty Initiation of Disciplinary Action for Disorderly Conduct

1. Initiation of action: When any member of the faculty is confronted with a student involved in disorderly conduct of a threatening or disruptive nature in or out of the classroom, the faculty member may ask the student to leave. If necessary the faculty member may request that the Department Chairperson and/or Campus Security aid in the removal of the student
2. Faculty disposition: If the Department Chairperson is not aware of the student's removal, the faculty member should report the action, in writing, to the Chairperson as soon as possible. The faculty member and the chairperson may attempt to resolve the conflict with the student.

Additionally the faculty member may refer the case to the Vice President for additional disciplinary action pursuant to the Student Code of Conduct. (See IV. A.)

#### IV. INVESTIGATION

- A. When the Vice President receives information that a student has allegedly violated a law, Board policy or College regulation, the Vice President or a designated representative shall investigate the alleged violation. After completing the preliminary investigation, the Vice President may:
  1. Dismiss the allegation as unfounded;
  2. Summon the student for a conference for further evaluation of the severity of the

allegation, and, if the facts of the alleged violation or the administrative decision are not disputed by the student, proceed administratively

3. Summon the student for a conference for further evaluation of the severity of the allegation, and, if the alleged allegations and/or the administrative decision are disputed by the student, prepare a formal complaint based on the allegation for use in disciplinary hearings, along with a list of witnesses and documentary evidence supporting the allegations.

- B. The President of the College may take immediate interim disciplinary actions, including suspending the right of a student to be present on the campus, if it is determined that an emergency exists which requires immediate action to preserve the educational environment.

#### **V. SUMMONING STUDENT**

- A. In connection with an alleged violation, a student may be summoned to appear by certified letter, addressed to the student at his/her address as it appears in the records in the Office of Admissions and Records or by other such means as are available and appropriate.
- B. The summons shall direct the student to appear at a specified time and place not less than five class days after the date reflected on the letter. The letter shall also contain a brief description of the alleged violation.
- C. The Vice President may place on disciplinary probation a student who fails, without good cause, to comply with a certified letter of summons, or the Vice President may proceed against the student under Paragraphs VI and VII below.

#### **VI. ADMINISTRATIVE DISPOSITION OF A VIOLATION**

- A. When the facts are undisputed by the student, the Vice President may administratively dispose of the violation if:
  1. It is in the best interest of the College and the student concerned, and
  2. The student concerned consents in writing to administrative disposition and signs a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed, and the waiver of the right to appeal.
- B. At a conference with a student in connection with an alleged violation, the Vice President shall advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.
- C. In administratively disposing of a violation, the Vice President may impose any disciplinary action authorized under this code.
- D. A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process and a hearing under Paragraph VII below.
- E. The Vice President shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student and to the parents or guardian of an unmarried student who is under eighteen (18) years of age (with the exception of emancipated minors) and to appropriate administrative personnel.

#### **VII. DISCIPLINARY HEARING COMMITTEE**

- A. When a student refuses administrative disposition of a violation, he/she is entitled to due process and a hearing before a Disciplinary Hearing Committee. This request to the Vice

President must be made in writing and in the Office of the Vice President on or before the fifth class day following the administrative disposition.

- B. The Disciplinary Hearing Committee shall be selected by the College President or designee and shall consist of five (5) members, as follows:
  - 1. Two students chosen from the student government or campus organization officers.
  - 2. A faculty member.
  - 3. A staff member.
  - 4. An administrative officer.
- C. The College President shall appoint one of the Disciplinary Hearing Committee members to chair the Disciplinary Hearing Committee.
- D. The Vice President shall represent the College before the Disciplinary Hearing Committee and present evidence to support any allegations of violations of Board rules, College regulations, and/or administrative rules. The Vice President may be assisted by legal counsel when, in the opinion of the Vice President, the best interests of the student or the College would be served by such assistance.

### VIII. NOTICE

- A. The Vice President shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than ten (10) class days after the date of the letter. The ten day notice requirement may be altered by mutual agreement of the Vice President and the student. An opportunity for hearing shall precede suspension or expulsion of a student unless a student's presence on the campus poses a danger to persons, property or the academic process. If interim suspension is necessary before a hearing can be provided, the President, the Vice President, or their designee must make a reasonable attempt to meet with the student, discuss the charges and evidence, and allow the student the opportunity to respond so as to have the opportunity to correct any mistakes in the factual record. A hearing before the Disciplinary Hearing Committee, in compliance with the requisites of this Code, shall then be held as soon as practicable thereafter, which in no event shall take place later than five (5) class days after the date of the suspension or expulsion.
- B. The notice under A above shall:
  - 1. Be in sufficient detail to apprise the student of what he/she is charged with and the potential punishment for that charge and to enable the student to prepare a defense.
  - 2. Direct the student to appear on the date and at the time and place specified.
  - 3. Advise the student of his rights as outlined below:
    - a. To a private hearing.
    - b. To appear in person and with a representative or legal
    - c. To know the identity of each witness who will testify for the District.
    - d. To call witnesses and ask for copies of evidence in the District's possession in advance of the hearing and to offer evidence and argue in his own behalf at the hearing.
    - e. To have the hearing recorded verbatim and have a stenographic digest made of the recording and/or make a transcript of the hearing, at the student's expense.
    - f. To cross-examine each witness who testifies against the student.
    - g. The right to appeal.
    - h. To have his/her parents or legal guardian present at the hearing, if he/she is a minor.
  - 4. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.



5. Contain a copy of the complaint.
6. Notify the student that the Vice President may be represented by counsel and that the Vice President or counsel may cross-examine a student witness testifying on the student defendant's behalf, or the student defendant, if the student testifies in own behalf.

C. Failure to Comply with Notice - the Vice President may, on behalf of the District and at his discretion, elect to proceed with the hearing in the student's absence.

## IX. PROCEDURE

- A. The College may be represented by staff members of the Vice President's office, legal counsel or other persons designated by the Vice President of the College. The Chairperson shall provide reasonable opportunities for witnesses to be heard.
- B. The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:
1. The Vice President reads the complaint.
  2. The Vice President presents the College's case.
  3. The student presents his/her defense.
  4. The Vice President and the student present rebuttal evidence and argument.
  5. The Disciplinary Hearing Committee shall make its decision strictly upon the evidence presented at the hearing.
  6. All evidence shall be offered to the Disciplinary Hearing Committee during the hearing and made part of the hearing record.
  7. A student may not be compelled to testify against himself/herself.
  8. Disciplinary Hearing Committee members may, if necessary, question witnesses, but are encouraged to allow the participants to conduct the examinations.
  9. The Disciplinary Hearing Committee will vote the issue of whether or not there has been a violation of Board rule, College regulations or administrative rule. If the Disciplinary Hearing Committee finds the student has violated a Board rule, College regulation or administrative rule, the Disciplinary Hearing Committee will recommend an appropriate penalty, as stated herein.
  10. The Disciplinary Hearing Committee shall date in writing each finding of a violation of a Board rule, College regulation, or administrative rule and the penalty recommended. Each Disciplinary Hearing Committee member concurring in the finding and recommendation shall sign the statement. The Disciplinary Hearing Committee shall include in the statement its reasons for the finding and recommendation.
  11. The Vice President, acting on behalf of the Disciplinary Hearing Committee, informs the student of the decision and penalty, if any.

## X. EVIDENCE

- A. Legal rules of documentary evidence do not apply to hearings before the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will admit evidence that possesses probative value with respect to the alleged violation. The Disciplinary Hearing Committee shall exclude irrelevant, immaterial and unduly repetitious evidence.
- B. The Disciplinary Hearing Committee shall recognize as privileged communications between a student and a member of the professional counseling staff, where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential.
- C. The administration has the burden of proving its case by a preponderance of the evidence. Preponderance of the evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.

D. A student may not be compelled to testify in his/her own behalf. If the student chooses not to testify, no inference may be drawn from the failure to testify. If the student does testify, he/she may be fully cross-examined.

### **XI. HEARING RECORD**

A. The hearing record shall include:

1. A copy of the notice required herein;
2. All documentary and other evidence offered or admitted in evidence;
3. Written motions, pleas, and any other materials considered by the Disciplinary Hearing Committee; and
4. The Disciplinary Hearing Committee's findings and conclusions;
5. The Disciplinary Hearing Committee's decision;
6. A transcript or electronic record of the hearing (at the student's expense) if any.

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

### **XII. PETITION FOR ADMINISTRATIVE REVIEW**

A. A student is entitled to appeal to the President of the College.

B. The President of the College shall automatically review every expulsion.

C. In order to reverse the decision of the Disciplinary hearing Committee, the President must find the following:

1. Procedural error;
2. Arbitrary or capricious treatment of the student; or
3. Substantial evidence supporting reversal.

D. The petition on appeal shall contain the record required by Paragraph XI above. A student shall file the petition for appeal in the office of the President of the College within ten (10) calendar days of the date the Disciplinary Hearing Committee announces the decision. The petition shall specifically point to the procedural error, arbitrary or capricious treatment alleged, or the substantial evidence supporting a reversal of the Disciplinary Hearing Committee below.

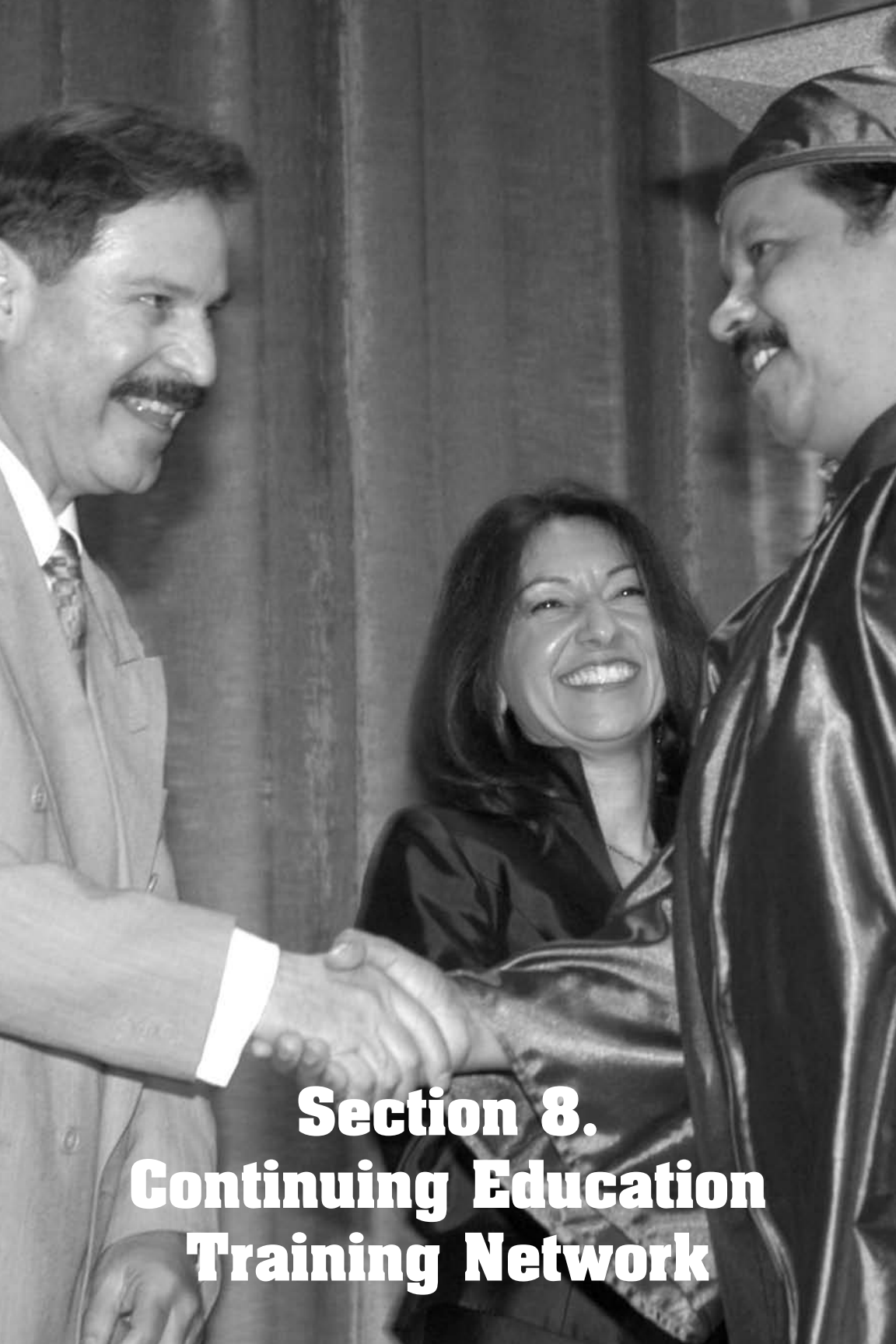
E. In the appeal or review process, the President may take any action that the Vice President is authorized to take under Paragraph XIII below. The President may receive written briefs and hear real arguments during the review or request additional evidence. The decision of the President shall be issued within 30 days of the date of appeal, or, in the case of expulsion, 30 days from the date of the Disciplinary Hearing Committee's decision, whichever is later.

### **XIII. AUTHORIZED DISCIPLINARY PENALTIES**

The President, Vice President, or the Disciplinary Hearing Committee may impose one or more of the penalties listed under III. D. 1. for violation of a law, Board Policy, or College regulation or rule.

XIV. Maintaining Campus Order During Declared Periods of Disruption

See "Guidelines for Maintaining Campus Order During Declared Periods of Disruption," available in the Office of the Vice President.



**Section 8.  
Continuing Education  
Training Network**

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## CONTINUING EDUCATION TRAINING NETWORK OVERVIEW

Within the framework of the college philosophy, mission, and goals, the Continuing Education Training Network works with departments and divisions and with experts within the community to develop nontraditional educational responses to identified needs. The Continuing Education Training Network assists departments and divisions by serving as an outreach mechanism for channeling interested students into appropriate credit programs within the college. Other-than-credit courses and activities are offered on campus and throughout the community with dates and times arranged for the convenience of the students.

Occupational and technical short courses are offered for business, industry, government, and professional groups. Seminars and workshops are developed to complement and supplement in-house training and staff development programs.

Certification programs are offered for managers, secretaries, law enforcement officers, private security guards, emergency medical technicians, real estate agents, insurance agents, executive housekeepers, and health care personnel.

Community service programs include: conversational languages, personal development and life skills courses, Summer courses for children, and planetarium programs for the general public.

Avocational programs include classes in general equivalency diploma (GED) and English as a second language (ESL) training for persons lacking high school diplomas or language skills.

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## CUSTOMIZED TRAINING

The Continuing Education Training Network plays an important role in helping local employers with their training needs. The division has delivered contracted instruction to local employers, professional associations, and other governmental agencies in our four-county service area since 1969. This service has been provided on and off campus in varying depth and breadth using a variety of methodologies, but it is always geared to the particular needs of the organization requesting the service. This tradition will continue but with more emphasis on the application of new skills to the workplace and follow-up study, where applicable, to determine employee efficiency and productivity. The goal will be to demonstrate a return on investment for our clients.

The Continuing Education Training Network's customized training service will also endeavor to:

- Expand its business and governmental partnerships.
- Support small business growth and entrepreneurship.
- Work with economic development agencies to attract new businesses.
- Provide entry-level training or retraining for new enterprises.
- Seek special funding to upgrade workplace skills of the local labor force.

The Continuing Education Training Network reflects the college's expanded commitment to support local employers through workforce education and training. A new delivery system now allows the division to be a more efficient, customer-oriented enterprise committed to quality instruction.

The new structure is comprised of five centers, two academies, one institute, and the only planetarium in south Texas. It includes:

### CENTER FOR CAREER PROGRAMS

The Center for Career Programs offers occupational and technical short courses for business, industry, government, and professional groups in facilities management, food service, dietetic food service supervising, real estate, substance abuse, substitute teacher training, floral design, photography, and teacher aide training.

### CENTER FOR LIFE STUDIES

The Center for Life Studies provides such community service programs as GED training, ESL training, child care training, foreign language courses, College for Kids, and the Intensive English Institute.

### CENTER FOR EDUCATOR PREPARATION

The Center for Educator Preparation offers an alternative teacher certification program in mathematics and science for degreed professionals wanting to teach in the public school system. See Workforce Education Certificate Programs in this section of the bulletin.

The center currently certifies applicants in science and mathematics to teach in middle school grades 4-8 and high school grades 8-12. Apply now to become a certified teacher in one of these critical shortage areas. To qualify, you must possess a minimum of a Baccalaureate Degree in Science or Mathematics; however, other academic majors are considered. The center assists in obtaining probationary teaching certificates.

Classes are conveniently held in the evening and on some Saturdays allowing the applicant to continue teaching during the day while attending certification classes in the evening. The program includes an internship component. All internship positions are paid at the first-year teacher rate.

For additional information and to apply, contact the Center for Educator Preparation at 210/785-6221.

### CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development offers management, leadership, supervision, and other professional certification and licensure programs in payroll, insurance, purchasing, banking, training, customer service, and human resource development.

### CONTINUING NURSING EDUCATION CENTER

The Continuing Nursing Education Center offers professional updates for registered nurses on pharmacology, pathophysiology, skills refresher, and intravenous therapy; certification programs for dialysis and ECG monitor professionals; type I nursing contact hours; nursing re-entry preparation courses; and medical practice management training.

### EMS TRAINING & HEALTH PROFESSIONS ACADEMY

The EMS Training & Health Professions Academy offers professional certification programs in EMT/paramedic, pharmacy technician, industrial safety, hazardous materials, and CPR. The academy also offers courses in medical technology and other allied health occupations.

## LAW ENFORCEMENT TRAINING ACADEMY

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The Law Enforcement Training Academy offers professional certification for basic peace officer, jailer/corrections/probation officer, and private security officer. The academy also offers law enforcement in-service courses.

## COMPUTER TRAINING INSTITUTE

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The Computer Training Institute offers a full complement of computer courses to include basic computer knowledge for the beginner as well as advance-level instruction in operating systems, Microsoft office, hardware/software setup, computer graphics/multimedia, programming, computer-aided drafting, and online computer instruction.

## SCOBEE PLANETARIUM

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The Francis "Dick" Scobee Planetarium contains the modern star projector and is used to offer educational programs not only to college students but also to area school students from kindergarten - high school. Programs are also offered weekly to the general public. Located adjacent to the planetarium is the college observatory, which houses a 14-inch telescope.

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## INSTRUCTIONAL PROGRAMS

These units (described above), working in a coordinated fashion, are in direct response to the unique and diverse needs of the community. They provide programs ranging from professional certification and occupational licensure to a wide range of workforce development programs for the employed, underemployed, and unemployed adults in the community. Our expanded delivery system also provides for customized training to local employers and includes special service to the many constituencies in search of basic skills, enrichment, and personal development programs. Our network is comprised of the following units and instructional programs:

### WORKFORCE EDUCATION CERTIFICATE PROGRAMS

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Workforce education programs provide students the opportunity to develop marketable skills proficiency or to meet a self-defined educational objective. Program courses result in the student receiving an institutional, state, or agency certificate. The programs listed below represent a formal sequence of courses that have been approved by the State Board for Educator Certification (SBEC) and the Texas Higher Education Coordinating Board (THECB).

### EMT PARAMEDIC PROGRAM

This 10-course program covers the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations, the assessment of patients with medical emergencies, emergency scene management, and the assessment and management of patients with cardiac emergencies. The program concludes with a capstone course designed to provide instruction on teaching and evaluating comprehensive, assessment-based patient care management as well as ambulance and hospital clinical experience. Successful completion entitles students to take the state certification exam for EMT-paramedic status. Students are eligible to receive college credit toward the Associate of Applied Science Degree in Emergency Medical Services upon successful completion of this program and upon meeting the college admissions requirements.

#### REQUIRED COURSES

	CONTACT HOURS
EMSP 1038 Introduction to Advanced Practice	64
EMSP 1056 Patient Assessment & Airway Management	64
EMSP 1055 Trauma Management	64

EMSP 2060 Clinical-Emergency Medical Technology	86
EMSP 2044 Cardio	80
EMSP 2034 Medical Emergencies	80
EMSP 2030 Special Populations	48
EMSP 2038 EMS Operations	48
EMSP 2043 Assessment Based Management	32
EMSP 2061 Clinical-Emergency Medical Technology/Technician - Advanced	192
<b>TOTAL HOURS: 758</b>	

### PHARMACY TECHNICIAN PROGRAM

Offerings in the Pharmacy Technician Program are designed to prepare students for the Pharmacy Technician Certification Board (PTCB) Examination. The exam certifies the competency of those individuals who demonstrate the knowledge required to practice as a pharmacy technician. Courses cover the broad knowledge of pharmacy practice, skills, and techniques required to order, stock, package, and prepare medications. These are non-college credit courses.

REQUIRED COURSES	CONTACT HOURS
PHRA 1001 Introduction to Pharmacy	48
PHRA 1071 Office Practices for Pharmacy Tech	16
PHRA 1072 Anatomy and Physiology for Medical Assistants	32
PHRA 1073 Pharmaceutical Mathematics I	48
PHRA 1009 Drug Classification	48
PHRA 1013 Community Pharmacy Practice	48
PHRA 1049 Institutional Pharmacy Practice	48
PHRA 1045 Intravenous Admixture & Sterile Compounding	48
HPRS 2000 Pharmacology for Health Professions	48
PHRA 1060 Community Clinical	112
PHRA 2060 Institutional Clinical	112
<b>TOTAL HOURS: 608</b>	

### RESERVE PEACE OFFICER PROGRAM

The Reserve Peace Officer Program prepares students to take the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) Examination for basic peace officer certification. Courses cover the broad knowledge and skills required to serve as a licensed peace officer in Texas. Students will participate in weapons training and the professional police-driving lab and receive full peace officer certification upon successful completion of this program.

REQUIRED COURSES	CONTACT HOURS
CJLE 1005 Basic Reserve Peace Officer Part 1	114
CJLE 1008 Basic Reserve Peace Officer Part 2	114
CJLE 2023 Intermediate Reserve Officer Part 1	95
CJLE 2024 Intermediate Reserve Officer Part 2	95
CJLE 2043 Advanced Reserve Officer Part 1	71
CJLE 2044 Advanced Reserve Officer Part 2	71
<b>TOTAL HOURS: 560</b>	

### SUBSTANCE ABUSE/DRUG & ALCOHOL ABUSE COUNSELING PROGRAM

The Substance Abuse/Drug and Alcohol Abuse Counseling Program is designed for individuals wishing to obtain a certificate. The Texas Department of State Health Services (DSHS) has approved this program, which prepares individuals to become "counselor interns." Enrollment in this program is at the discretion of the program coordinator. The prerequisite includes an Associate's Degree or higher in a related field.

**REQUIRED COURSES****CONTACT HOURS**

DAAC 1004 Pharmacology of Addiction	48
DAAC 1007 Addicted Family Intervention	48
DAAC 1009 Assessment and Procedures	48
DAAC 1011 Counseling Theories	48
DAAC 1014 Dynamics of Group Counseling	48
DAAC 1017 Counseling Skills	48
DAAC 1019 Introduction to Alcohol and Other Drug Addictions	48
DAAC 1043 Current Issues	48
*DAAC 2066 Practicum I: Alcohol/Drug Abuse Counseling	150
DAAC 2071 Core Functions	32
*DAAC 2067 Practicum II: Alcohol/Drug Abuse Counseling	150
DAAC 2072 Case Presentation Method	32

**TOTAL HOURS: 448-748**

**\*150 practicum hours may not be required for all students.**

**NOTE: DSHS and the Licensed Professional Examiners Board of Examiners will allow 45 continuing education hours for licensure renewal from any of the 48 contact-hour courses listed above.**

## PROFESSIONAL CERTIFICATION & LICENSURE TRAINING

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The Continuing Education Training Network offers training sanctioned by appropriate state and national associations and state licensure boards. Some areas of training are:

Alcohol Breath Test Certification	Certified Professional Secretary
Correctional Officer	CPR
Dietetic Food Service Supervisor	EMT Basic through Paramedic
Environmental Technology	Executive Housekeeping
Fitness Trainer	Food Protection
Insurance Licensure	Law Enforcement Licensing
Nurse Aide	Occupational Health & Safety
Professional Nurse Education	Purchasing Management
Real Estate Sales/Inspection	

## ENRICHMENT PROGRAMS

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The Continuing Education Training Network provides enrichment to special populations. Adults may take advantage of a limited number of social-, cultural-, physical-, and leisure-related activities. Special programs are also offered on weekends and during the Summer for children ages nine to 14 to enhance their regular classroom curriculum.

## INTERNATIONAL PROGRAMS

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The Continuing Education Training Network endeavors to facilitate international initiatives on behalf of the institution. In recent years, the division provided customized conversational English courses to students from technical universities in the eastern part of Mexico. Additionally, the division provides ESL training to students participating in vocational programs sponsored by the Central Intercultural Educational Development (CIED) Program. These participants come from Haiti, Jamaica, El Salvador, Guatemala, Honduras, and the Dominican Republic. The division is currently affiliated with the International Consortium for Education and Economic Development representing post-secondary institutions from Canada, United States, and Mexico.



# Section 9. Academic Programs



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## DIVISION OF ARTS AND SCIENCES

San Antonio College offers a comprehensive liberal arts curriculum designed to satisfy the requirements of the first two years of a Baccalaureate Degree. The Associate in Arts (AA), Associate in Science (AS), and Associate of Arts in Teaching (AAT) Degrees are awarded for the successful completion of these two years of academic work. These general and transfer Arts and Science Division courses and degrees are offered in the following areas:

### ARTS AND SCIENCE DIVISION DISCIPLINES

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Accounting	American Sign Language (AA)
Anthropology	Architecture (AA)
Astronomy	Biology
Business Administration (AA)	Chemistry
Child Development	Communication
Computer Science	Criminal Justice (AA)
Drama (AA)	Economics
Education	Engineering (AS)
English (AA)	English as a Second Language
Fine Arts (AA Degree)	Foreign Languages
Geographic Information Systems (AA)	Geography
Geology	Government (AA)
History	Humanities
Interdisciplinary Studies	International Studies (AA)
Journalism (AA)	Kinesiology
Mathematics (AS)	Music (AA)
Philosophy	Photography (AA)
Physics	Psychology
Reading	Social Work (AA)
Sociology (AA)	Speech (AA)
Student Development	Teacher Education (AAT)

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## DIVISION OF PROFESSIONAL AND TECHNICAL EDUCATION

Associate of Applied Science (AAS) Degrees and certificates in the Professional and Technical Education Division are provided for the purposes of job or career entry, career development and change, industry/business start-up and development, transfer to four-year degree programs, and technical services to industry. All of the degrees/certificates are linked with the employing community through active advisory committees, cooperative or part-time work experience, direct placement, and career development activities, as well as the sharing of work-site laboratories and equipment. San Antonio College awards AAS Degrees and certificates for meeting the curriculum requirements established by the division's departments:

### PROFESSIONAL & TECHNICAL EDUCATION DIVISION DEPARTMENTS

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#### DEPARTMENTS PROGRAMS

#### AWARDS

#### ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

Accounting Computer Applications	Certificate
Accounting Technology	AAS, Certificates
Administrative Assistant (Tech Prep Program)	AAS

Administrative Systems Technology	Certificate
Business Communications	Certificate
Computer Assistant	Certificate
Computer Data Entry Technician	Certificate
Computer Help Desk	AAS, Certificate
Court Reporting	AAS, Certificates
Customer Services Specialist	Certificate
Human Resources	Certificates
Legal Administrative Assistant/Secretary (Tech Prep Program)	AAS
Medical Transcription Specialist	Certificate
Paralegal Studies	AAS
Paralegal Studies: Nonlawyer Advocacy	AAS
Records Management	AAS, Certificate
Software Specialist	Certificate
Voice Recognition Systems Technician	Certificate

**ALLIED HEALTH DEPARTMENT**

Dental Assisting	AAS, Certificates
Medical Assisting	AAS, Certificate
Medical Office Administrative Assistant	Certificate

**AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT**

American Sign Language: Deaf Support Specialist	AAS
American Sign Language: Sign Language Interpreter	AAS, Certificate

**BUSINESS DEPARTMENT**

Administrative Design Management	Certificate
Banking	AAS, Certificates
Budgeting in the Public Sector	Certificate
Business Management	AAS, Certificate
Financial Analysis	Certificate
Financial Management	AAS, Certificate
Financial Services Industry	Certificates
Human Resources Management	AAS, Certificate
International Business	AAS, Certificate
Labor Studies	Certificate
Leadership in Public Service	Certificate
Marketing Management	AAS, Certificate
Mortgage Banking	AAS, Certificates
Mortgage Finance	Certificates
Mortgage Management	Certificates
Operations Management	Certificate
Public Administration	AAS
Real Estate Management	AAS, Certificate
Small Business Management	Certificate

**CHILD DEVELOPMENT DEPARTMENT**

Child Care Administration	Certificate
Child Development	AAS, Certificate
Child Development Associate Training	Certificate
Infant and Toddler Care	Certificate
Teacher Assistant	Certificate

**COMPUTER INFORMATION SYSTEMS DEPARTMENT**

Computer Databases	AAS, Certificates
Computer Desktop Support Technician	Certificate
Computer Network Administration	AAS
Computer Programming	AAS, Certificate
Computer Security Administration	AAS, Certificate
Information Technology Security	Certificate

**ENGINEERING TECHNOLOGIES DEPARTMENT**

Computer-Aided Drafting and Design Technology (Tech Prep Program)	AAS
Computer-Aided Drafting and Design Technology: Engineering	AAS
Computer-Aided Drafting and Design Technology	Certificates
Computer-Aided Drafting Operations	Certificate
Construction Technician	Certificate
Disaster Response	Certificates
Electronics Technology (Tech Prep Program)	AAS, Certificates
Engineering Drafting Technician I	Certificate
Engineering Technology	AAS, Certificate
Facility Management	Certificate
Geographic Information Systems	AAS, Certificate
Industrial Electronics	Certificate
Occupational Safety and Health	AAS, Certificates
Surveying Engineering Technology	AAS, Certificates

**MORTUARY SCIENCE DEPARTMENT**

Funeral Director	Certificate
Mortuary Science	AAS

**NURSING DEPARTMENT**

Nursing: Career Mobility - LVN to RN	AAS
Nursing: Generic	AAS

**PROTECTIVE SERVICES DEPARTMENT**

Chemical Dependency Counseling: Correctional Science	AAS
Criminal Justice: Correctional Science (Tech Prep Program)	AAS
Criminal Justice: Law Enforcement (Tech Prep Program)	AAS
Emergency Management	AAS
Emergency Medical Services	AAS, Certificates
Fire and Arson Investigation	AAS, Certificate
Fire Science	AAS, Certificates
Forensics: Criminal Justice	AAS, Certificate
Law Enforcement	Certificate

**PSYCHOLOGY DEPARTMENT**

Addiction Studies	AAS
Drug and Alcohol Abuse Counseling	AAS, Certificate
Substance Abuse Counseling	Certificate

**RADIO-TV-FILM DEPARTMENT**

Radio-Television-Broadcasting	AAS
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**SOCIOLOGY DEPARTMENT**

Gerontology

AAS, Certificates

**VISUAL ARTS & TECHNOLOGY DEPARTMENT**

Graphic Arts

AAS

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## DIVISION OF EVENING, WEEKEND, AND DISTANCE EDUCATION

The Distance Education Center at San Antonio College provides innovative instructional delivery methods affording students access to college through flexible scheduling. Within the framework of the college mission and goals, the center works with all academic departments, with the local business community, and with the cities of Seguin, New Braunfels, and Kerrville to develop educational responses to newly identified needs.

Traditional courses, as well as videocourses (courses broadcast by television), Internet courses, and blended courses (see below), are available to students in and out of Bexar County. These innovative instructional delivery methods are used to respond to the non-traditional educational needs within our community. The Distance Education Center offers college courses at area high schools, military bases, Citicorp, and in the cities of Seguin, New Braunfels, and Kerrville. Internet courses are available to local and out-of-state students through online registration.

### CONTRACT TRAINING

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College credit and developmental education courses are available to business, industry, and labor through on-site contract training. Companies enjoy the convenience of on-site training, cost savings, and employee satisfaction.

### DUAL CREDIT PROGRAM

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The Dual Credit Program allows eligible high school students to earn college credit while they are completing their high school requirements. Dual credit courses are offered in participating high schools during the normal scheduling of classes. A dual credit agreement is developed between a high school and the college for each course. Curriculum content addresses the competencies of the college course as well as the secondary essential elements. In addition, the student must meet the following requirements:

- Pass the Texas Assessment of Knowledge and Skills (TAKS) while in the 10th or 11th grade.
- Demonstrate appropriate test placement scores for college-level reading, writing, and mathematics on approved achievement tests.
- Submit a Dual Credit Student Data Form, residency form, tracking survey, and an official copy of the high school transcript. Contact your high school counseling office for information and forms.
- Maintain enrollment that is limited to two dual credit courses per semester.
- Keep in mind: all tuition and fee charges are waived for eligible dual credit students.

**NOTE: Students planning to transfer to other institutions should check with the institutions concerning their transfer policy.**

## EVENING AND WEEKEND CLASSES

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Evening course offerings include regular academic courses leading to college degree and certificate programs, developmental education courses, and other courses planned to be of community service and vocational interest to adults. Courses are offered if there is sufficient demand. Late afternoon, evening, weekend, and distance education classes (off-campus courses and videocourse/Internet/interactive courses) are scheduled for the convenience of students.

## INTERNET COURSES

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Internet courses allow students to access courses by computer through the Internet. Course requirements vary. Students are required to attend an on-campus or online orientation on how to take an Internet course. Internet courses transfer the same and cost the same as on-campus courses. See the current San Antonio College Class Schedule for Internet course offerings. For a preview of our Internet courses click on: <http://www.accd.edu/sac/online>. Students are encouraged to click on the course syllabus to preview course requirements before enrolling.

## ASSOCIATE OF ARTS AND ASSOCIATE OF APPLIED SCIENCE DEGREES ONLINE

San Antonio College offers 187+ college credit Internet courses that meet the core curriculum requirements for online Associate of Arts and Science Degrees and online Associate of Applied Science Degrees. Currently, students can obtain an online Associate in Science Degree in Mathematics and an online Associate in Applied Science Degree in Criminal Justice. All online degrees are approved by the Southern Association of Colleges and Schools (SACS). For specific section numbers and course offerings, see the San Antonio College Online Web site at [www.accd.edu/sac/online](http://www.accd.edu/sac/online) or the current San Antonio College Class Schedule.

## DISTANCE EDUCATION THROUGH VIRTUAL COLLEGE OF TEXAS (VCT)

Students at any Texas community college can enroll at San Antonio College by enrolling as Virtual College of Texas students. For more information, email Dr. Dawn Elmore-McCrary at: [delmorem@accd.edu](mailto:delmorem@accd.edu) or call 210/733-2045.

## BLENDED COURSES

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Blended courses are classes in which at least 25 percent of the course is being offered in an online setting. However, the course still retains elements of traditional teaching methods, including:

- Lectures
- Discussions
- Group work
- In-person activities

Blended courses are not recommended for those students who have a tight work schedule, who do not have the ability to attend on-campus classes (at the San Antonio College main campus), and/or who live out-of-state or out-of-country. See the San Antonio College Online Web site at [www.accd.edu/sac/online](http://www.accd.edu/sac/online) or the current San Antonio College Class Schedule for blended course offerings.

## VIDEOCOURSES

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Videocourses are college credit courses that are broadcast by television. Students attend an on-site orientation, watch televised or taped broadcasts, attend several on-campus review sessions, and take exams on campus. Most of the course assignments are completed by the student independently. Videocourses provide flexibility for students who work and want to study at a time convenient to them. Lessons are broadcast on KLRN channel 9 and Time Warner channel 19. Videocourses are taught by experienced faculty. Videocourses carry the same credit and cost the same as on-campus courses. See the San Antonio College Online Web site at [www.accd.edu/sac/online](http://www.accd.edu/sac/online) or the current San Antonio College Class Schedule for videocourse offerings.

## DISTANCE EDUCATION AT MILITARY BASES

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San Antonio College offers distance education courses at Randolph Air Force Base. Students can enroll in on-Site, video, Internet, and blended courses.

## SAC DISTANCE EDUCATION CENTER & SAC ONLINE

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Helen Torres, director of Distance Education

For off-campus course information call 210/733-2045. For videocourse/Internet/blended course information call 210/733-2181 or visit San Antonio College Online at [www.accd.edu/sac/online](http://www.accd.edu/sac/online).

### SAC DISTANCE EDUCATION OFF-CAMPUS COORDINATORS:

Richard Delgado, 210/227-5739

Fort Sam Houston

Education Center, Bldg. 2248, Rm. 204

Fort Sam Houston, Texas

Cindy Rose, 210/659-1096

Randolph Air Force Base

Education Center, Bldg. 208, Rm. 10

San Antonio, Texas

Mike Fitsko

Central Texas Technology Center (CTTC), 830/609-2104

New Braunfels ISD Learning Center, 830/629-2647

Seguin ISD, 830/303-1195

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## SPECIAL ACADEMIC PROGRAMS

### DEVELOPMENTAL EDUCATION PROGRAM

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The Developmental Education Program exists to identify academically under-prepared students, to prescribe appropriate developmental course work, to offer alternative delivery methods, and to assure adequate support services for students in the program.

Placement in the program is accomplished through a formal assessment of each student's academic abilities. Interpretation of test results and subsequent methods of study are determined by a counselor or faculty advisor.

Courses with a course number beginning with the number zero are developmental level courses and as such do not fulfill any requirements for degrees offered at San Antonio College. They are not considered in honors list calculations and are not transferable to a senior college. Other developmental options are offered through the Basic Skills Enrichment Program (see section six in this bulletin) and academic departments.

One important program objective is to assist students in the acquisition of skills and knowledge necessary for successful completion of college work. The director of Academic Development coordinates the program on and off campus and conducts ongoing assessment of the program.

## ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

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The English as a Second Language (ESL) Program exists to provide basic competence in the English language. The program provides options such as:

- Attaining sufficient English competence for success in academic credit programs.
- Achieving English competence for success in technological or job training programs.
- Acquiring functional English literacy.

The purpose of the program is to provide sufficient communication skills to enable students to function in United States society and to maximize their benefits from educational opportunities available as competent speakers of English.

The ESL Program consists of four levels. All five courses in a single level should be taken concurrently. Each of the levels of the program emphasizes the basic elements of communication: listening, speaking, reading, writing, grammar, and vocabulary.

Courses with a course number beginning with the number zero are developmental level courses and as such do not fulfill any requirements for any degrees offered at San Antonio College, and they are not considered in honors list calculations.

Additionally, the courses may not necessarily be transferable to a senior college. Transferability depends upon the requirements of the specific institution. A student development course designated for non-native speakers is suggested at level four of ESL or at completion of ESL.

Placement in the appropriate level of the program includes both oral and written testing. Advancement to college-level English, reading, and mathematics courses is determined by achieving certain scores on further testing.

## LEARNING IN COMMUNITIES (LINC)

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Learning In Communities (LinC) is a program funded by a Title V grant, offering students the chance to take their courses in a new and exciting way. LinC is a model in which a group of students is enrolled into two or three of the same courses. The courses are linked by a theme, common assignments, or a historical period. LinC faculty may create some, or a great deal, of connections between classes.

Students benefit by participating in the program for several reasons. First, students begin to feel a connection with San Antonio College and their courses because they have the same group of peers in at least two of their courses. Second, students enjoy taking classes this way because there is an overlap between the courses which helps them to understand the material better. Finally, research shows that the Learning In Communities Program increases students' retention, their grade point averages, and degree completion.

Contact Benjamin Jimenez in room 129C of McCreless Hall or via phone, 210/733-2989, for more information on the program and to see which classes will be offered as part of the Learning In Communities Program.



## MILITARY SCIENCE PROGRAM/ARMY RESERVE OFFICER TRAINING PROGRAM

To obtain a commission in the U.S. Army, students must complete the basic and advanced courses in military science and receive a Baccalaureate degree. The basic course of Army ROTC (military science) is offered at San Antonio College to prepare students to transfer to a four-year school to complete the advanced course portion of the military science course work. Upon completion of the advanced courses and receipt of their Baccalaureate degree, students may be commissioned in the U.S. Army. San Antonio College students may enroll in military science courses, with no military obligation, to develop and enhance their leadership and management skills. These courses are considered electives. Credits may transfer to four-year institutions for credit toward that specific institution's military science requirement.

San Antonio College offers the four military science courses listed below:

- MSC1 1101 Fundamentals of Leadership Management I.
- MSC1 1102 Fundamentals of Leadership Management II.
- MSC1 2201 Applied Leadership and Management I.
- MSC1 2202 Applied Leadership and Management II.

Course descriptions can be found in section 11 of this bulletin under the course prefix MSC1.

Laboratory hours in each course provide the opportunity to acquire leadership skills and hands-on experience to enhance each student's ability to perform as an Army officer.

Although students taking military science courses at San Antonio College incur no military obligation, all students enrolled in Army ROTC classes will be required to participate in physical fitness training and take the Army physical fitness test each semester. Students will be furnished free of charge complete uniforms, physical fitness tests, and necessary equipment.

For additional information about the military science courses offered at San Antonio College or the Army Reserve Officer Training Program, call or visit the ROTC Military Science Office at 218 W. Ashby, 210/785-6420.

## OPEN ENTRY/OPEN EXIT

Open-entry/open-exit (OE/OE) courses are offered through the Administrative Computer Technology (ACT) Department. The OE/OE Learning Center provides 40 computer workstations in a classroom/laboratory located in room 207 of the Nail Technical Center (NTC). OE/OE classes are offered in an unstructured setting where the student works independently adhering to regular weekly attendance and following predetermined and definite due dates for assignments and tests. The OE/OE classroom/laboratory is available approximately 55 to 65 hours each week. There are 23 different software applications courses available through the OE/OE environment. An instructor is available to assist students at all times the facility is available. Students are required to attend class the first week for orientation and admissions processing. Penalties are assessed for late work and for tests not taken by scheduled due dates. Depending upon the course(s), a specific number of hours each week must be completed in the classroom/laboratory. Classes offered in an eight-week session require one to three hours per week attendance depending upon the specific course requirements. Classes offered in a 16-week session require three to four hours per week attendance depending upon the specific course requirements. A student may attend extra time and may complete the course and final examination ahead of schedule. The teacher of record is in the classroom/laboratory during designated times and is available for

assistance and/or conferences during office hours. Instructors of selected Internet courses use the OE/OE Learning Center as the testing site for the Internet courses.

For further information, contact the ACT Department personnel at 733-2294 or see the special section Open-Entry/Open-Exit Learning in the current San Antonio College Class Schedule.

## THE RAUL S. MURGUIA PRESIDENTIAL HONORS PROGRAM

The Raul S. Murguia Presidential Honors Program at San Antonio College is a scholarship program for highly motivated students with strong academic potential. The two-year program provides selected students an opportunity to develop a solid academic foundation for upper division and graduate success in a wide range of majors. The benefits of the program include: a broad liberal education, highly experienced and dedicated teachers, small and challenging classes, academically talented peers, and a scholarship covering the cost of tuition, fees, and books.

### GENERAL STIPULATIONS

The following stipulations are required:

- Eight hours of a natural science requiring laboratory work.
- Three hours of MATH 1314 College Algebra or higher level.
- And an additional course in either mathematics, science, computer science, or logic.

**NOTE: San Antonio College recommends its presidential honors students take 12 hours of college-level foreign language.**

### HONORS CURRICULUM

The Raul S. Murguia Presidential Honors Program curriculum consists of a combination of honors courses, regular courses, and honors contract courses to total some 66 hours toward an Associate degree from San Antonio College.

Honors courses offered in science are not required by the program but are recommended for honors students majoring in science, medicine, or engineering and may be used to satisfy the contract requirement.

Students are selected for the program in the fall or the spring of the freshman year. Students not selected for the program may enroll in sophomore honors courses with permission from the instructor if space allows.

Students in the program must maintain a 3.0 semester grade point average (GPA), successfully complete 12 hours each Fall and Spring, and may not drop honors courses.

The current honors curriculum includes:

- ENGL 1301 Freshman Composition I.
- ENGL 1302 Freshman Composition II.
- ENGL 2328 American Literature: Realism to Present.
- GOVT 2302 American Government: Problems and Policies.
- HIST 1302 History of the United States, Part II.
- HIST 2311 Western Civilization to the 17th Century.
- HIST 2312 Western Civilization Since the 17th Century.
- PHIL 1301 Introduction to Philosophy.
- SDEV 0170 Orientation to College.
- SPCH 1311 Fundamentals of Speech.

For additional information call 210/733-2541, or visit the Web site at:  
<http://www.accd.edu/sac/honors/main/basefr.htm>.

### SERVICE-LEARNING PROGRAM

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San Antonio College, through its Service-Learning Program, offers students the opportunity to serve the community in a wide variety of settings in the areas of environment, education, public safety, government, and social agencies.

Service-learning is a teaching method which utilizes service to the community as a form of hands-on learning for students. Service is usually curriculum-based and must be completed at a non-profit, government, or state-funded agency. Faculty members use service and reflective activities as a way to instruct students in a more meaningful way. The Service-Learning Office has contacts and relationships with more than 100 non-profit service-learning (volunteer) sites. For more information on service-learning, contact the Service-Learning Office at 210/785-6044 or 210/785-6146, or visit the Web site at [www.accd.edu/sac/service](http://www.accd.edu/sac/service).

### SERVICEMEMBER'S OPPORTUNITY COLLEGE PROGRAM

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San Antonio College offers the Associate in Arts Degree in Liberal Arts, the Associate in Science Degree in Pre-Professional Studies, and the Associate in Applied Science Degree in Criminal Justice, Computer Information Systems, and Management to active duty military personnel through the college's affiliation with the Servicemember's Opportunity College Associate Degree (SOCAD) Program. SOCAD provides the opportunity for service members to attain their educational goals while fulfilling their military commitments. Additional information may be obtained by contacting the Department of Veteran's Affairs (DVA), located on the first floor of the Moody Learning Center (MLC), at 733-2313.

### TECH PREP PROGRAM

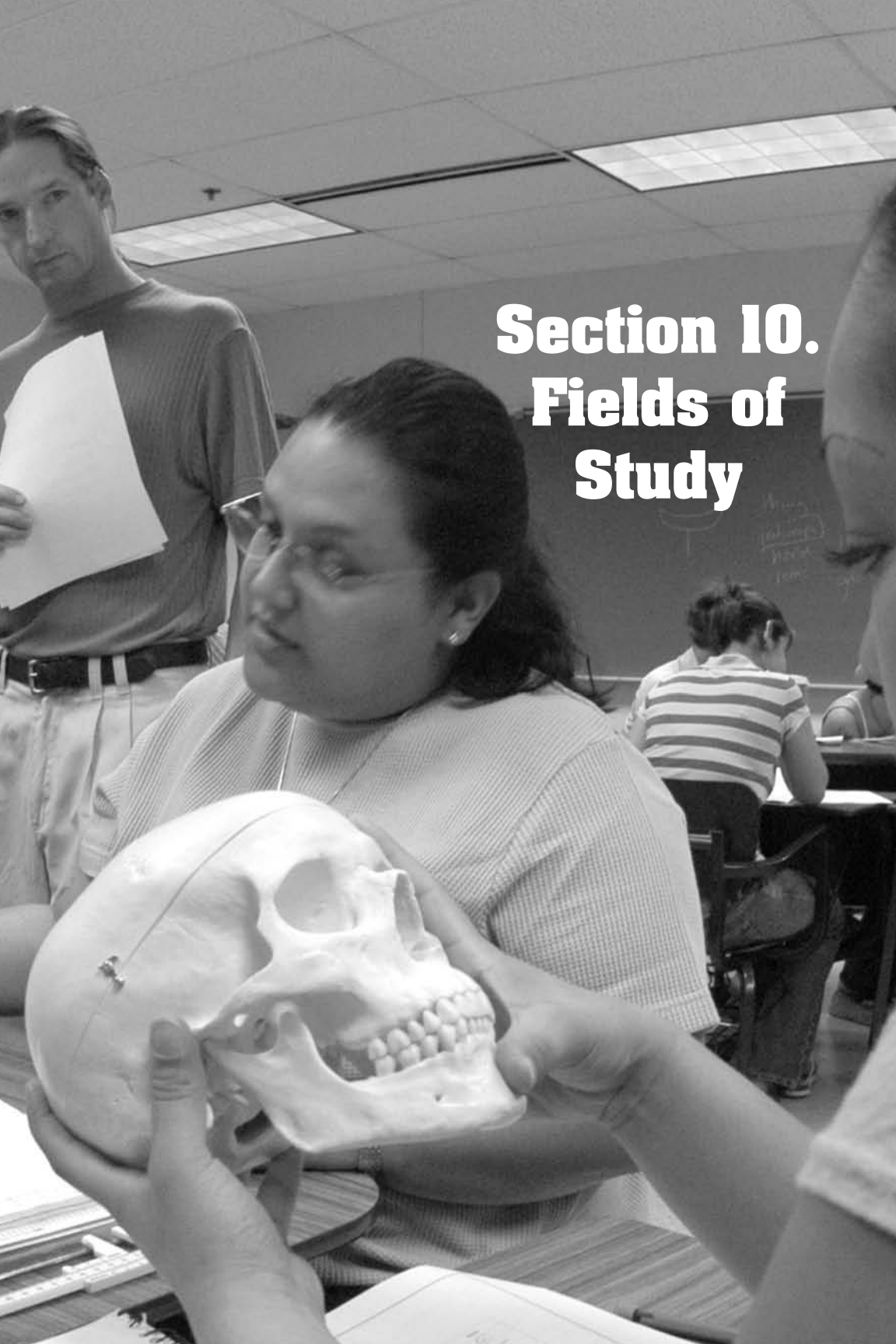
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San Antonio College is engaged in major technical and professional career preparation by providing continuity of learning and quality educational opportunities for all students. The Tech Prep/Associate Degree Program is a significant component of this concept providing educational and career preparation in technical fields to high school students who will be the workforce of the future.

The concept of the Tech Prep Program involves a sequence of knowledge and skills acquisition, beginning in elementary school, linked with a guided, integrated high school plan of academic and technical subjects which connects the student to the community college and the university. Articulation provides the avenue for high schools and community colleges to share a jointly developed, competency-based, industry-validated curriculum without duplication or repetition. The program's curriculum in high school and colleges represents a rigorous body of knowledge and skills which will prepare a better-educated worker with advanced skills and the ability to apply these skills as the world of technology changes.

San Antonio College has developed with area independent school districts, and presented for approval by the Texas Higher Education Coordinating Board (THECB), Tech Prep Associate Degrees in: Child Development, Computer-Aided Drafting and Design, Criminal Justice, Dental Assisting, Electronics, Medical Assisting, and Administrative Assistant.

For additional information, contact the Tech Prep Office at 210/587-4436 or 800/869-0982.



**Section 10.  
Fields of  
Study**

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## ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

### CHAIRPERSON

Connianne Pugh, Professor,  
M.B.Ed., Indiana University

The programs in the Administrative Computer Technology (ACT) Department are designed to provide students the opportunity to acquire the skills and knowledge necessary to function in positions in accounting technology, court reporting, legal assistance, office systems, and records management.

The ACT Department offers short-term Marketable Skills, Level I, and Level II Certificates which serve as the foundation for Associate in Applied Science (AAS) Degrees. The AAS Degree may serve as the two-year technical component of an inverted degree leading to a Baccalaureate Degree.

### COURT REPORTING

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The Court Reporting Program offers a “conflict-free,” computer-compatible theory. This program provides students with the opportunity to attain the proficiencies needed to pass the certification examination administered by the Court Reporter Certification Board (CRCB) of Texas and the Registered Professional Reporter (RPR) examination administered by the National Court Reporters Association (NCRA).

A court reporter makes a verbatim record of legal proceedings in a courtroom or deposition setting and provides a certified transcript for use by the legal profession. Conferences also may be reported and transcribed.

Texas state certification is required for court reporters. Some states do not require certification. Texas state law requires that shorthand reporters be certified in order to work in the courts or as freelance reporters. Persons not certified may work in business, civil service, or medical transcription using their machine shorthand skills. Those with excellent machine shorthand skills may caption for television or write realtime for the hearing impaired and in the classroom setting.

An Accuplacer score of 80 or higher in English is required before entering the Court Reporting Program.

### PARALEGAL STUDIES

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The Paralegal Studies Program curriculum is designed to provide paraprofessional education to qualify a person as an assistant or aide to lawyers. The need for assistance in the legal profession has expanded greatly as our population increases and with growing demands for legal services in both civil and criminal matters. The qualified legal assistant works at all times under the direct supervision of a lawyer.

### CREDIT GIVEN FOR CERTIFICATION

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The number of course credits that will apply toward graduation will vary depending on the particular curriculum. To receive credit, the applicant must:

- Request direct notification be given to the College’s director of Admissions and Records Office by the Institute for Certifying Secretaries (for \*CPS), the Certifying Board of the National Association of Legal Secretaries (\*\*PLS), or the Institute for Certifying Records Managers (\*\*CRM) that the applicant has passed all sections of the examination and the dates the examination was administered.

- Earn 12 hours of credit for courses at San Antonio College before the advanced standing credit is posted on the applicant's record.

### \*CREDIT GIVEN FOR CERTIFIED PROFESSIONAL SECRETARY (CPS) CERTIFICATION

Credit toward an AAS Degree in Administrative Computer Technology may be awarded upon successful completion of all parts of the CPS examination. Effective with the 1994 examination, the courses for which credit may be granted are:

- ACNT 1403 Introduction to Accounting I.
- HRPO 1371 Issues in the Workplace.
- HRPO 1311 Human Relations.
- POFT 1301 Business English/Communications I (WI).
- POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General.

### \*\*CREDIT GIVEN FOR PROFESSIONAL LEGAL SECRETARY (PLS) CERTIFICATION

Credit toward an AAS Degree in Administrative Computer Technology may be awarded upon successful completion of all parts of the PLS certification examination. The courses for which credit may be granted are:

- ACNT 1403 Introduction to Accounting I.
- HRPO 1371 Issues in the Workplace.
- HRPO 1311 Human Relations.
- LGLA 2305 Interviewing and Investigating.
- POFT 1301 Business English/Communications I (WI).
- Students Must Choose One From:
  - LGLA 2388 Internship-Paralegal/Legal Assisting
  - POFT 2380 Cooperative Education-Administrative Asst./Secretarial Science, General

### \*\*\*CREDIT GIVEN FOR CERTIFIED RECORDS MANAGER (CRM) CERTIFICATION

Credit towards a Records Management Certificate or an AAS Degree in Records Management may be awarded upon successful completion of all parts of the CRM examination. Effective with the 1997 examination, the courses for which credit may be granted are:

- POFT 1319 Records and Information Management I.
- POFT 1359 Records and Information Management II.
- POFT 2359 Records and Information Management III.
- Students Must Choose One From:
  - HRPO 1371 Issues in the Workplace or POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General
  - POFT 1301 Business English/Communications I (WI)

### DEGREES/CERTIFICATES OFFERED

- Accounting Computer Applications (Marketable Skills Certificate) **See page 352.**
- Accounting Technology (AAS Degree) **See pages 353-354.**
- Accounting Technician (Level I Certificate) **See pages 352-353.**
- Accounting Technology (Marketable Skills Certificate) **See pages 354-355.**
- Administrative Assistant, Tech Prep Program (AAS Degree) **See pages 355-356.**
- Administrative Systems Technician (Level I Certificate) **See page 357.**
- Business Communications (Marketable Skills Certificate) **See page 368.**
- Computer Assistant (Level I Certificate) **See pages 375-376.**
- Computer Data Entry Technician (Level I Certificate) **See page 383.**
- Computer Help Desk Specialist (AAS Degree) **See pages 384-385.**
- Computer Help Desk Technician (Level I Certificate) **See pages 385-386.**
- Court Reporting: Computer-Aided Transcription Technology (AAS Degree and Enhanced Skills Certificate) **See pages 391-393.**

- Court Reporting: Rapid-Text Entry (Level I Certificate) **See pages 394-395.**
- Court Reporting: Realtime Medical Reporting (Level I Certificate) **See page 395.**
- Court Reporting: Transcriptionist/Scopist (Level I Certificate) **See page 396.**
- Court Reporting (Level II Certificate) **See pages 393-394.**
- Customer Services Specialist (Marketable Skills Certificate) **See page 401.**
- Human Resources Technician (Level I Certificate) **See pages 443-444.**
- Human Resources Assistant (Marketable Skills Certificate) **See page 441.**
- Human Resources Benefits and Compensation Coordinator  
(Marketable Skills Certificate) **See page 441.**
- Human Resources Employment Specialist  
(Marketable Skills Certificate) **See pages 441-442.**
- Human Resources Training Specialist (Marketable Skills Certificate) **See page 444.**
- Legal Administrative Assistant/Secretary, Tech Prep Program  
(AAS Degree) **See pages 454-455.**
- Medical Transcription Specialist (Level I Certificate) **See pages 461-462.**
- Paralegal Studies (AAS Degree) **See pages 476-477.**
- Paralegal Studies: Nonlawyer Advocacy (AAS Degree) **See pages 477-478.**
- Records Management (AAS Degree) **See pages 486-487.**
- Records Management (Level I Certificate) **See page 488.**
- Software Specialist (Marketable Skills Certificate) **See pages 489-490.**
- Voice Recognition Systems Technician (Level I Certificate) **See page 498.**

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## ALLIED HEALTH DEPARTMENT

### CHAIRPERSON

Stella Lovato, Professor,  
M.S.H.P., Southwest Texas State University,  
M.A., University of Texas of San Antonio

The Allied Health Department consists of two programs: Dental Assisting and Medical Assisting. Each program offers an Associate in Applied Science (AAS) Degree and a certificate.

### DENTAL ASSISTING PROGRAM

The mission of the Dental Assisting Program is to provide for and support competency-based learning for a multicultural community. As one of seven accredited Dental Assisting Programs in Texas, the program is committed to excellence in helping to meet the diverse needs of both traditional and nontraditional students. The program seeks to provide each student with the essential knowledge and skills necessary to become a functional dental team member and meet the requirements of the national examining entity.

The Dental Assisting Program prepares individuals with the knowledge, skills, and techniques to become a vital member of the dental health care team. Students accepted into the program attend specialized classes in dental assisting, as well as classes in general education. The knowledge is then applied in a clinical setting.

San Antonio College, in cooperation with the San Antonio District Dental Society and the San Antonio Dental Assistants Organization, offers an AAS Degree in Dental Assisting, a Dental Assisting Certificate, and an Enhanced Skills Certificate. The Dental Assisting Program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation.

The Dental Assisting Program also offers a Tech Prep Degree that consists of a combination of San Antonio College courses and training courses offered by the US Navy. For more information about this degree contact the Dental Assisting Program at 210/733-2572.

## COMMISSION ON DENTAL ACCREDITATION

### POSTING FORM FOR POLICY ON THIRD PARTY COMMENTS

The Commission currently publishes in its accredited lists of programs the year of the next site visit for each program it accredits. In addition, the Commission publishes in its Spring and Fall newsletter, Communications Update, those programs being site visited January through June or July through December. Developing programs submitting accreditation eligible applications may be scheduled for site visits after the publication of Communication Update; thus, the specific dates of these site visits will not be available for publication. These programs will be listed in Communications Update with a special notation that the developing programs have submitted accreditation eligible applications and may or may not be scheduled for site visits. Parties interested in these specific dates (should they be established) are welcomed/encouraged to contact the Commission office. The United States Department of Education (USDOE) procedures now also require accrediting agencies to provide an opportunity for third-party comment, either in writing or a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the department's requirement on the use of third-party comment regarding program's qualifications for accreditation or pre-accreditation, the following procedures have been developed:

#### WHO CAN SUBMIT COMMENTS

Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, Commission consultants, specialty and dental related organizations, patients, and/or consumers.

#### HOW COMMENTS CAN BE SOLICITED

The Commission will request written comments from interested parties in the Spring and Fall issues of Communications Update. In fairness to the accredited programs, all comments relative to the programs being visited will be due in the Commission office no later than 60 days prior to each program's site visit to allow time for the program to respond. Therefore, programs being site visited in January through June will be listed in the fall issue of CU of the previous year and programs scheduled for a site visit from July through December will be listed in the Spring issue of the current. Any unresolved issues related to the program's compliance with the accreditation standards will be reviewed by the site visit team while on-site.

Those programs scheduled for review are responsible for soliciting third-party comments from students and patients by publishing an announcement at least 90 days prior to their site visit. The notice should indicate the deadline of 60 days for receipt of third-party comments in the Commission office and should stipulate that comments must pertain only to the standards of the particular program or policies and procedures used in the Commission's accreditation process. The announcement may include language to indicate that a copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1/800-621-8099, extension 4653.



**TYPES OF COMMENTS CONSIDERED**

All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests can be made to the Commission office for receiving standards and/or the Commission's Evaluation Policies and Procedures (EPP).

**MANAGEMENT OF COMMENTS**

All relevant comments will be referred to the program at least 50 days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the site visit team 15 days prior to the site visit. Adjustments may be necessary on the site visit schedule to allow discussion of comments with proper personnel.

Adopted: (7/95)

Revised (1/97)

**INSTITUTION:** San Antonio College

**PROGRAM(S) TO BE REVIEWED:** Dental Assisting Program

**SITE VISIT DATE:** November 17 and 18, 2005

**60-DAY DEADLINE FOR RECEIPT OF COMMENTS**

**IN THE COMMISSION OFFICE:** September 17, 2005

(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)

**MEDICAL ASSISTING PROGRAM**

The mission of the Medical Assisting Program is to train students to perform routine medical assisting administrative and clinical tasks, primarily in a physician's office, hospital outpatient clinics, and other health care facilities. Medical assistants work under the direct supervision of a physician, and although their duties may be similar, or even overlap, they are not nurses. The duties of medical assistants vary from office to office and/or practice to practice. Administrative duties often include answering telephones, greeting patients, making appointments, performing transcription, initiating and maintaining medical records, and managing the financial records of a practice, as well as performing duties in billing, coding, and collections.

Clinical skills include assessing vital signs, positioning and preparing patients for examinations, and assisting the physician with a variety of medical and surgical training procedures, which includes collecting and analyzing specimens. Medical assistants also prepare and administer medications, dispose of contaminated supplies, and decontaminate and sterilize instruments, performing phlebotomy and routine blood and urine tests. Medical assistants may take electrocardiograms, perform diathermy, remove sutures, perform dressing changes, and assist with the application of casts. An important aspect of their occupation is patient education and instruction of patients concerning medications, diets, and regimes pertinent to the patient's condition.

The Medical Assisting Program offers a choice of two certificates or a two-year program of training that leads to an AAS Degree in Medical Assisting. Both the one-year Medical Assisting Level II Certificate and AAS Degree Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). The CAAHEP is located at 35 East Wacker Drive, Suite 1970; Chicago, IL 60601-2208; phone number: 312/553-9355. Students who graduate from the Medical

Assisting Program, with the exception of the medical office administrative assistant curriculum, qualify for the certification examination conducted by the AAMA for the certified medical assistant (CMA) credential. The Medical Office Administrative Assistant Certificate, which does not require accreditation, is non-clinically based, and will not qualify completers to test for the CMA credential.

The Medical Assisting Program also offers a Tech Prep Degree that consists of a combination of San Antonio College courses and training courses offered by the US Navy. For more information about this degree contact the Medical Assisting Program at 210/733-2447.

## DENTAL LABORATORY TECHNOLOGY

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San Antonio College has submitted an application for a new Associate in Applied Science (AAS) Degree in Dental Laboratory Technology. This degree would prepare students for a career in the fabrication of fixed or removable oral prosthetics and oral orthodontic devices, inlays, crowns, and bridges. This program is pending approval by the Texas Higher Education Coordinating Board (THECB). For additional information about the program, please contact Chairperson Stella Lovato at 210/785-6184 or via e-mail at slovato@accd.edu.

## DEGREES/CERTIFICATES OFFERED

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Dental Assisting (AAS Degree and Enhanced Skills Certificate) **See pages 401-404.**

Dental Assisting (Level I Certificate) **See page 404.**

Medical Assisting (AAS Degree) **See pages 458-460.**

Medical Assisting (Level II Certificate) **See pages 460-461.**

Medical Office Administrative Assistant (Level I Certificate) **See page 461.**

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## AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT

### CHAIRPERSON

Lauri Metcalf, Assistant Professor  
B.S., Colorado State University

The American Sign Language Department/Interpreter Training offers classes to those individuals interested in:

- Obtaining foreign language credit.
- Pursuing an Associate in Applied Science (AAS) Degree in:
  - 1) American Sign Language/Sign Language Interpreter.
  - 2) American Sign Language/Deaf Support Specialist.
- Pursuing an Associate in Arts (AA) Degree with a concentration in American Sign Language.
- Acquiring information regarding deaf culture and American Sign Language.

Whether pursuing an AAS or AA Degree, students are required to consult with departmental staff before registering for any American Sign Language class. Students should check with their four-year school of choice for a list of specific courses that will transfer as well as the school's policy regarding acceptance of American Sign Language for foreign language credit.

Students are encouraged to take classes in the recommended order. Course prerequisites are in place to protect the student and to ensure a certain level of proficiency. American Sign Language is used exclusively in the classes. Very little, if any, voicing is used for instructional purposes. Many classes require additional lab hours.

The AAS Degree in American Sign Language, Sign Language Interpreter, is comprised of a combination of technical and general education courses. The degree requires 70 to 73 semester hours of designated coursework. Students must pass a mid-program evaluation, the level I state interpreting certification exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program course work. The program is designed to prepare the student for an entry-level position in the field of sign language interpreting. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

Two Enhanced Skills Certificates are also offered. To be eligible for the Enhanced Skills Certificates, the student must be a state level I certified interpreter or have completed an accredited Interpreter training program. The Enhanced Skills Certificates are:

### ENHANCED SKILLS INTERPRETING CERTIFICATE

This certificate is geared to certified interpreters who want to pursue a higher level of certification. This certificate will provide the experiences and skills needed to move up the certification ladders.

### TRILINGUAL ENHANCED SKILLS CERTIFICATE

This certificate was created to strengthen an interpreter's skill who is currently utilizing the three languages of American Sign Language, English, and spoken Spanish in their professional work; train interpreters who would like to utilize these three languages; or to add to an interpreter's skill. The Trilingual Enhanced Skills Certificate requires a minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests.

Students may obtain an AAS Degree without an Enhanced Skills Certificate. Students are required to meet with an advisor in the Department of American Sign Language and Interpreter Training prior to enrolling in any of the certificate classes.

The AA Degree is intended for those students interested in transfer credit to Baccalaureate Degree Programs in related fields of study such as deaf education, speech pathology, audiology, special education, general education, social work, etc. A minimum of 60 hours of coursework is required. Refer to the AA Degree requirements in this bulletin for further information.

If you are taking classes for foreign language credit for an AA Degree, be sure you are registered for the following courses listed under the SGNL prefix:

- SGNL 1301 American Sign Language (ASL): Beginning I.
- SGNL 1302 American Sign Language (ASL): Beginning II.
- SGNL 2301 American Sign Language (ASL): Intermediate I.
- SGNL 2302 American Sign Language (ASL): Intermediate II.

### DEGREES/CERTIFICATES OFFERED

American Sign Language (AA Degree) **See page 358.**

American Sign Language: Deaf Support Specialist (AAS Degree) **See pages 359-360.**

American Sign Language: Sign Language Interpreter

(AAS Degree and Enhanced Skills Certificate.) **See pages 360-361.**

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## BIOLOGICAL SCIENCES DEPARTMENT

### CHAIRPERSON

Teanna Staggs, Associate Professor,  
Ph.D., Louisiana State University Medical Center

The mission of the Biological Sciences Department is to provide a dynamic curriculum that integrates traditional methods with modern technology. The department strives to maintain the highest level of lab experiences available to students. Superior articulation agreements are maintained with transfer institutions. Faculty members are committed to excellence in education, advising, and writing letters of recommendation for students pursuing science and health professions. The department maintains a biology study center that plays an integral role in curriculum and as a technology center for students needing computer access.

Students are encouraged to visit the departmental Web site, <http://www.accd.edu/sac/biology/biodept.htm>, where information on professors, curriculum, study center materials, and course syllabi can be found. The Biological Sciences Department offers career advisement for biology majors and maintains a very active pre-professional advisement committee that assists students to identify prerequisites, plot a course for success, and navigate the professional school application process.

The course offerings in the department are varied including courses for biology majors, allied health majors, pre-professional majors, and non-science majors. Three Internet courses are provided: BIOL 2306 and 2370, which are three-hour courses for non-science majors who do not require a lab, and BIOL 2404, which is a four-hour lab course for non-science majors who need a science elective including a lab. Videocourses in basic biology and nutrition are also available.

A student wishing to obtain an Associate Degree from San Antonio College must follow the core curriculum guidelines as outlined in the current College bulletin. A student wishing to continue studying biology at a four-year university should contact the four-year institution for its Baccalaureate Degree in Biology requirements. The student may contact San Antonio College's Biological Sciences Department, which maintains several 2+2 transfer agreements with regional universities, for a full listing of courses that transfer to four-year universities.

Students whose mathematics background is weak should consider taking all mathematics developmental courses before taking courses within this department. Students taking microbiology, anatomy and physiology, and majors in biology and genetics are strongly urged to complete chemistry prerequisites prior to taking these classes. Students taking BIOL 2421 (General Microbiology) must complete chemistry I and II and take/be concurrently enrolled in organic chemistry before registering for this course.

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## BUSINESS DEPARTMENT

### CHAIRPERSON

Vernell E. Walker, Professor,  
M.A., University of Texas at San Antonio

The Business Department offers programs and courses leading to an Associate in Arts (AA) Degree and numerous Associate in Applied Science (AAS) Degrees and certificates.

For the student entering the business field, courses are offered in accounting and business administration. These courses are applicable to the AA Degree in Business Administration.

The Business Department offers four programs leading to AAS Degrees and certificates. The programs are Banking and Financial Services; Business Management; Public Administration; and Real Estate Management. These programs are designed to develop the knowledge, attitude, and experience necessary to function effectively in decision-making positions. Pre-registration counseling, required for admission to degree candidacy in all Business Department programs, is available in the department offices in the Moody Learning Center (MLC).

## **BANKING AND FINANCIAL SERVICES**

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The Banking and Financial Services Program offers two degree and several certificate options: an AAS Degree and Certificates in Banking and Financial Services, Financial Analysis, Financial Services Industry, and an AAS Degree and Certificate in Mortgage Banking.

The AAS Degree in Banking and Financial Services is designed to teach current and potential professionals the process and methodology of the rapidly changing global financial services industry. Combined with the liberal arts core curriculum of San Antonio College, the program provides any student with the fundamental knowledge required of a banker or financial services provider while allowing him or her the opportunity to obtain an Associate's Degree in Banking and Financial Services. A Financial Services Certificate is awarded to any student completing the required 12 to 15 semester hours for the certificate. These hours can then be applied toward the AAS Degree.

### **MORTGAGE BANKING**

The mortgage banking option objectives are to provide opportunities for the new student to learn the processes of the mortgage banking industry per se, and to refine and enhance the skills of those students who are currently employed in the field. Instructors for those courses that are peculiar to mortgage banking will be drawn from an able body of industry professionals who are willing and able to teach on and off campus. The program additionally offers a Mortgage Banking Certificate that is awarded to students who have completed the required 12 semester hours for this certificate.

## **BUSINESS MANAGEMENT**

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The Business Management Program is a two-year program to develop the fundamental skills, knowledge, attitudes, and experience necessary for men and women to function in decision-making positions. Combining academic training with practical on-the-job training compatible with the student's career objective, business management courses are available in both day and evening class formats. Pre-registration counseling is required for admission to this degree program and is available from departmental personnel in the MLC.

## **PUBLIC ADMINISTRATION**

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The Public Administration Program is designed to provide the student with the knowledge, skills, and techniques required to be effective within public-sector fields of employment. Emphasis is directed toward the interrelated concepts of public management, civil service systems, labor relations, human resources, budgeting techniques, and organizational development.

## LABOR STUDIES

In addition to the Public Administration Program, a one-year Labor Studies Certificate is offered. This program will give students the technical skills and knowledge to function effectively in an organized collective bargaining environment.

## REAL ESTATE MANAGEMENT

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Real Estate Management is a two-year accelerated program to develop fundamental skills, knowledge, attitudes, and experience necessary for men and women to function in real estate careers. The course of instruction outlined below is designed to lead to an AAS Degree.

Real estate management courses are available in both day and evening class formats. Pre-registration counseling required for admission to this degree program is available from department personnel in the MLC.

## DEGREES/CERTIFICATES OFFERED

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- Administrative Design Management (Level I Certificate) **See page 357.**
- Banking and Financial Services (AAS Degree) **See pages 365-366.**
- Banking (Level I Certificate) **See page 364.**
- Banking (Marketable Skills Certificate) **See pages 364-365.**
- Budgeting in the Public Sector (Level I Certificate) **See page 366.**
- Business Administration (AA Degree) **See pages 366-368.**
- Business Management (AAS Degree) **See pages 368-370.**
- Business Management (Level I Certificate) **See page 370.**
- Financial Analysis (Level I Certificate) **See page 422.**
- Financial Management (AAS Degree) **See pages 423-424.**
- Financial Management (Level I Certificate) **See page 424.**
- Financial Services Industry (Level I Certificate) **See pages 424-425.**
- Financial Services Industry (Marketable Skills Certificate) **See page 425.**
- Human Resources Management (AAS Degree) **See pages 442-443.**
- Human Resources Management (Level I Certificate) **See page 443.**
- International Business (AAS Degree) **See pages 446-447.**
- International Business (Level I Certificate) **See page 447.**
- Labor Studies (Level I Certificate) **See page 453.**
- Leadership in Public Service (Level I Certificate) **See page 454.**
- Marketing Management (AAS Degree) **See pages 455-457.**
- Marketing Management (Level I Certificate) **See page 457.**
- Mortgage Banking (AAS Degree) **See pages 463-465.**
- Mortgage Banking (Level I Certificate) **See page 465.**
- Mortgage Banking (Marketable Skills Certificate) **See page 465.**
- Mortgage Finance (Level I Certificate) **See page 465.**
- Mortgage Finance (Marketable Skills Certificate) **See page 466.**
- Mortgage Management (Level I Certificate) **See page 466.**
- Mortgage Management (Marketable Skills Certificate) **See page 466.**
- Operations Management (Level I Certificate) **See pages 475-476.**
- Public Administration (AAS Degree) **See pages 482-483.**
- Real Estate Management (AAS Degree) **See pages 485-486.**
- Real Estate (Level I Certificate) **See page 485.**
- Small Business Management (Level I Certificate) **See page 488.**

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## CHEMISTRY/EARTH SCIENCES/ASTRONOMY DEPARTMENT

**CHAIRPERSON**

Phillip Glaspy, Professor  
Ph.D., University of London

This department offers courses in astronomy (ASTR), chemistry (CHEM), geography (GEOG), and geology (GEOL). Astronomy courses are also offered under the physics (PHYS) prefix. The astronomy, chemistry, and geology courses, and some of the geography courses can be applied toward the natural sciences requirement of the core curriculum.

Students whose mathematics or science background is weak should consider enrolling in CHEM 1370 Preparatory Chemistry prior to attempting other chemistry courses. Those who plan further work in chemistry, physics, engineering, mathematics, or other sciences, or who are entering pre-professional programs in medicine, dentistry, and similar fields, must complete CHEM 1411 General Chemistry I (or CHEM 1311 General Chemistry Lecture I and CHEM 1111 General Chemistry Laboratory I) and CHEM 1412 General Chemistry II (or CHEM 1312 General Chemistry Lecture II and 1112 General Chemistry Laboratory II). Completion of CHEM 1305 Introductory Chemistry Lecture I, CHEM 1105 Introductory Chemistry Laboratory I, and CHEM 1307 Introductory Chemistry Lecture II satisfies the requirement of seven semester hours of natural science for an Associate in Arts (AA) Degree. Credit toward graduation is given for only one course in each of the following groups:

- 1) CHEM 1305 Introductory Chemistry Lecture I.
- 2) CHEM 1311 General Chemistry Lecture I.
- 3) CHEM 1370 Preparatory Chemistry.
- 4) CHEM 1411 General Chemistry I.
- 5) CHEM 1405 Introductory Chemistry I.
- 1) CHEM 1312 General Chemistry Lecture II.
- 2) CHEM 1412 General Chemistry II.
- 1) CHEM 1105 Introductory Chemistry Laboratory I.
- 2) CHEM 1111 General Chemistry Laboratory I.
- 1) CHEM 1307 Introductory Chemistry Lecture II.
- 2) CHEM 1407 Introductory Chemistry II.

**NOTE: CHEM 1405 is a combination of both CHEM 1305 and CHEM 1105. And CHEM 1407 is a combination of both CHEM 1307 and CHEM 1107.**

The Department offers an AA Degree in Geographic Information Systems (GIS). An Associate in Applied Science (AAS) Degree and a one-year GIS Certificate are also offered through the Engineering Technologies Department.

Courses are offered in astronomy (see also physics), chemistry, geography, and geology.

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### DEGREES/CERTIFICATES OFFERED

Geographic Information Systems (AA Degree) **See pages 432-433.**

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## CHILD DEVELOPMENT DEPARTMENT

### CHAIRPERSON

Cathleen F. McAuliffe, Professor  
Ph.D., Texas A&M University

The mission of the Child Development Department is to provide quality educational experiences and to model best practices for all learners. The programs in the Child Development Department are designed to provide students the opportunity to acquire the skills and knowledge necessary to work in a variety of settings that involve young children and/or their families. See the department chairperson for information about transfer options.

Located at 210 W. Ashby, the San Antonio College Child Development Center is an educational lab facility for the Child Development Program. Students, under the close supervision of faculty and child development specialists, work with the children as they train to be early childhood educators. In addition to providing this training, the center is designed to provide a model quality childcare and education facility for the community.

The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC-accredited programs have demonstrated a commitment to providing a high quality program for young children and their families. Adults involved in the child's life are viewed as partners in the educational process and are encouraged to actively participate in decisions affecting the care and education of the child. The program values diversity and offers an inclusive setting for children.

The center is open to children, ages 6 weeks to 4 years, of qualified San Antonio College students. The program focuses on the unique ways in which young children learn. It strives to meet the needs of the "whole child" including the areas of social, emotional, physical, cognitive, creative and language development. The curriculum emphasizes developmentally appropriate learning experiences through play.

Students may qualify for advanced standing credit for high school coursework or for having a valid, up-to-date child development associate (CDA) credential.

Some degrees or certificates require working or placement in the Child Development Center or a center that meets quality standards such as NAEYC accreditation standards or Head Start Program performance standards.

### DEGREES/CERTIFICATES OFFERED

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Child Care Administration (Level I Certificate) **See page 372.**

Child Development (AAS Degree) **See pages 372-374.**

Child Development (Level I Certificate) **See page 374.**

Child Development Associate Training (Level I Certificate) **See page 375.**

Infant and Toddler Care (Level I Certificate) **See page 445.**

Teacher Assistant (Level II Certificate) **See pages 494-495.**

Teacher Education EC-4,

Early Childhood Degree Specialization (AAT Degree) **See pages 495-496.**



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## COMPUTER INFORMATION SYSTEMS DEPARTMENT

### CHAIRPERSON

Steve Kolars, Assistant Professor  
M.B.A., Our Lady of the Lake University

The new information technology courses that are defined by the state of Texas Workforce Education Course Manual (WECM) are taught in the Computer Information Systems (CIS) Department at San Antonio College. The CIS Programs at San Antonio College place special emphasis on computer-based business systems.

Four Associate in Applied Science (AAS) Degrees are available in CIS: Computer Programming, Computer Network Administration, Computer Database Specialist, and Computer Security Administration.

There are also three Level I Certificates: Computer Programmer, Computer Database Technician, and Computer Desktop Support Technician.

All programs and courses are developed and implemented in coordination with the CIS Advisory Committee which is comprised of computer professionals from the San Antonio metropolitan area. The entire curriculum reflects local community requirements and provides basic transfer requirements to several four-year institutions offering a Baccalaureate Degree in CIS also designated as information science (IS), information technology (IT), management information systems (MIS), business information systems (BIS), computer and information science (CIS) or similar title. Contact a CIS faculty advisor regarding transferability of courses to four-year institutions.

The combination of lecture and hands-on activities with computer equipment is designed to give students an understanding of their professional responsibilities and necessary occupational skills. The central purpose of all programs is to develop occupational competency. Students completing the Associate Degree Programs should be able to:

- Apply current programming and system techniques with a minimum of supervision.
- Understand and operate practically any computer equipment after a brief orientation period.
- Prepare necessary documentation and communicate in a satisfactory manner with other personnel concerned.
- Direct their educational background and ability toward mastering new and special techniques as the need occurs.

Students majoring in any of the four AAS Degrees offered through the CIS Department must complete the following courses:

- ITNW 1321 Introduction to Networking
- ITSC 1305 Introduction to PC Operating Systems.
- ITSE 1302 Computer Programming.
- ITSE 1329 Program Logic and Design.

All four courses can be taken concurrently. ITNW 1321, ITSC 1305, and ITSE 1329 do not have a prerequisite course. ITSE 1302 has a prerequisite or co-requisite of ITSE 1329.

All students enrolled in Internet courses must contact the professor prior to the first day of class.

The Continuing Education Training Network Division frequently schedules non-credit, short-term courses related to computer information systems. For further information, please contact the Continuing Education Training Network.

## DEGREES/CERTIFICATES OFFERED

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Computer Database Specialist (AAS Degree) See pages 381-382.

Computer Database Technician (Level I Certificate) See page 382.

Computer Desktop Support Technician (Level I Certificate) See pages 383-384.

Computer Network Administration (AAS Degree) See pages 386-388.

Computer Programming (AAS Degree) See pages 388-389.

Computer Programming Technician (Level I Certificate) See page 389.

Computer Security Administration

(AAS Degree and Enhanced Skills Certificate) See pages 390-391.

Information Technology Security (Level I Certificate) See page 446.

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## ECONOMICS DEPARTMENT

### CHAIRPERSON

Wesley F. Booth, Professor

M.A., North Texas State University

The Economics Department offers three economics courses, ECON 1301 Introduction to Economics, ECON 2301 Macroeconomics, and ECON 2302 Microeconomics.

There are no prerequisites required to enroll in ECON 1301 Introduction to Economics.

For students enrolling in ECON 2301 Macroeconomics and/or ECON 2302 Microeconomics the following prerequisites will be required: ENGL 0301, MATH 0301, and READ 0303.

ECON 1301 Introduction to Economics is a brief survey of the major topics in macroeconomics and microeconomics. The focus is on introducing the science of economics, providing a non-technical understanding of some of the economic forces affecting the U.S., and preparing a foundation for those wishing to take macroeconomics and/or microeconomics.

The focus of macroeconomics (ECON 2301) deals with how economy works. Particular emphasis is put on how the economy of the U.S. works. Macroeconomics is a course that is useful for the average citizen, or those wanting to work for different levels of government or business as well as other careers.

Microeconomics (ECON 2302) is concerned with the study of individual businesses. In this course, profit or loss is studied from the aspect of how the individual business relates to the market type it is in. Business students as well as others have microeconomics as a requirement for their degree.

**NOTE: It is the responsibility of every student to check with the four-year university to which he/she plans to transfer to ensure that courses taken at San Antonio College are transferable and will apply to the appropriate degree.**

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## ENGINEERING TECHNOLOGIES DEPARTMENT

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### CHAIRPERSON

Michael D. Psencik, Professor  
M.Ed., Southwest Texas State University

The Engineering Technologies Department consists of five different programs offering a combination of Associate in Applied Science (AAS) Degrees and certificates. The programs are as follows:

### COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

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San Antonio College offers a Tech Prep Degree Program for computer-aided drafting (CAD) and design students who desire to enter the manufacturing or construction industries. Graduates of this program will usually enter the field with the title of drafter, designer, or CAD operator. Advanced courses and well-equipped laboratories enable students to extend their theoretical and practical knowledge of various design disciplines. Upon satisfactory completion of this two-year program, the student is awarded an AAS Degree in CAD and Design Technology. This degree transfers in part or whole to several Baccalaureate Degree Programs. Information on transferability can be obtained from a department advisor.

Besides the two AAS Degrees in CAD and Design Technology, the program provides students with other options. A one-year CAD Operations Certificate is also available. In addition, there is an Enhanced Skills Certificate for work beyond the normal two-year degree point. A Marketable Skills Certificate in Autocad® is also available.

All programs have been designed in cooperation with an advisory committee of engineers and professional drafters and designers.

Credit transferable from high school includes: up to 12 semester credit hours for DFTG 1405 Technical Drafting, DFTG 2417 Descriptive Geometry, DFTG 1409 Basic Computer-Aided Drafting, or DFTG 1417 Architectural Drafting-Residential for students who have attained the appropriate competencies from an approved Tech Prep Degree Program high school.

### ELECTRONICS TECHNOLOGY

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San Antonio College offers a Tech Prep Degree Program for electronics technology students who desire to specialize in the field of communications electronics technology, computer electronics technology, or industrial electronics technology. This program leads to an AAS Degree in Electronics Technology with specialties in any of the three areas. Advanced courses and well-equipped laboratories enable students to extend their theoretical and practical knowledge in the field of electronics. The program provides the student with practical internships with local businesses and manufacturers to provide real life experiences in the electronics career field in preparation for full-time employment after graduation. In addition to the two-year AAS Degree, the program provides students with the following exit options: a Certificate in Electronics Technology or Industrial Electronics; transfer to any other Associate's Degree Program in Texas which offers an electronics major under the State's Workforce Education Course Manual (WECM); and/or transfer to a four-year university to continue their education. This degree transfers to several general Baccalaureate Degree Programs.

Two additional degrees are also offered in nuclear electronics or communications/radar electronics. These approved Tech Prep Degrees consist of a combination of San Antonio

College courses and training courses offered by the U.S. Navy. For more information, contact the electronics program office at 733-2881.

Credit transferable from high school includes: 12 semester hours credit for CETT 1402 Electricity Principles, CETT 1429 Solid State Devices, and CETT 1425 Digital Fundamentals for students who have attained the appropriate competencies from an approved tech prep high school or completed the courses in high school for dual credit.

## ENGINEERING TECHNOLOGY

Students will find that this program prepares them for positions as technicians, surveyors, estimators, or facility managers. High paying positions are available to the graduates of this program almost anywhere in the U.S. The Engineering Technology Program is also for people already in jobs who wish to increase their knowledge and eligibility for promotion. The courses in this degree program transfer in whole or part to several Baccalaureate Degree Programs. Information on transferability is available from a department advisor.

The Engineering Technology Program offers two different specialties: engineering technology and surveying engineering technology. Detailed information related to each specialty can be found in section 11 of this bulletin under the Engineering Technology listing.

For further information, call 210/733-2445 or meet with a faculty advisor in room 136D of the Chance Academic Center (CAC).

## GEOGRAPHIC INFORMATION SYSTEMS

The Geographic Information Systems (GIS) Program is for those students who desire to enter a field which links graphic maps with data and utilizes the result for analysis and data manipulation. Graduates of this program will usually enter the field with the title of GIS technician, GIS analyst, or GIS manager depending on the company. This relatively new technology is opening many positions in numerous companies utilizing GIS hardware and software to make important decisions. Areas where these systems are being utilized include marketing, natural resource utilization, tax appraisal data, real estate, geology, petroleum exploration, and any other area where maps and data might be linked.

This program is a combination of GIS software classes, CAD classes, and surveying classes, which will uniquely prepare the graduate for this field. Advanced courses and well-equipped laboratories enable students to extend their theoretical and practical knowledge in these disciplines. Upon satisfactory completion of the two-year program, the student is awarded an AAS Degree in GIS Technology. This degree transfers in part or whole to several Baccalaureate Degree Programs. Information on transferability can be obtained from a department advisory.

Besides the two-year AAS Degree, the program provides students with the option of a one-year GIS Certificate. This certificate will provide the graduate with the skills needed to gain entry level employment in this field.

An Associate in Arts (AA) Degree in GIS is also offered through the Chemistry/Earth Sciences/Astronomy Department.

All programs have been designed in cooperation with an advisory committee of geographers and professional GIS technicians and managers.

## OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY

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The occupational safety and health technician assists in developing and implementing safety programs. It is the technician's responsibility to prevent or correct unsafe working conditions. The technician utilizes knowledge of industrial processes, hazardous materials, and loss control analysis. The technician investigates accidents and near accidents to determine causes and to provide preventive measures.

### DEGREES/CERTIFICATES OFFERED

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- Computer-Aided Drafting and Design Technology, Tech Prep Program (AAS Degree) **See pages 376-378.**
- Computer-Aided Drafting and Design Technology: Engineering (AAS Degree) **See pages 378-379.**
- Computer-Aided Drafting and Design Technology (Enhanced Skills Certificate) **See pages 379-380.**
- Computer-Aided Drafting and Design Technology: Autocad® (Marketable Skills Certificate) **See page 380.**
- Computer-Aided Drafting Operations (Level I Certificate) **See pages 380-381.**
- Construction Technician (Marketable Skills Certificate) **See page 391.**
- Disaster Response Management (Marketable Skills Certificate) **See pages 404-405.**
- Disaster Response Technician (Marketable Skills Certificate) **See page 405.**
- Electronics Technology, Tech Prep Program (AAS Degree) **See pages 409-411.**
- Electronics Technology (Level I Certificate) **See page 411.**
- Electronics Technology: Basic DC/AC (Marketable Skills Certificate) **See page 412.**
- Electronics Technology: Basic Electronics (Marketable Skills Certificate) **See page 412.**
- Electronics Technology: Basic Semiconductor (Marketable Skills Certificate) **See page 412.**
- Electronics Technology: Digital Fundamentals (Local Certificate) **See page 413.**
- Engineering Drafting Technician I (Marketable Skills Certificate) **See page 418.**
- Engineering Technology (AAS Degree) **See pages 419-421.**
- Engineering Technician (Level I Certificate) **See page 418.**
- Facility Management (Local Certificate) **See page 422.**
- Geographic Information Systems (AAS Degree) **See pages 433-435.**
- Geographic Information Systems (Level I Certificate) **See pages 435-436.**
- Industrial Electronics (Level I Certificate) **See page 445.**
- Occupational Safety and Health Technology (AAS Degree) **See pages 474-475.**
- Occupational Safety and Health Management (Level I Certificate) **See page 473.**
- Occupational Safety and Health Technician (Marketable Skills Certificate) **See page 474.**
- Surveying Engineering Technology (Level I Certificate) **See pages 492-493.**
- Surveying Technician I (Marketable Skills Certificate) **See page 493.**
- Surveying Technician II (Marketable Skills Certificate) **See page 493.**

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## ENGLISH DEPARTMENT

### CHAIRPERSON

Alexander V. Bernal, Professor  
M.A., Southwest Texas State University

The English Department offers a variety of courses to students. For the student who enrolls in English for the first time, placement is made according to college entrance examination scores approved by the English Department. If the student's performance on such tests reveals inadequate preparation for satisfactory completion of standard college work in ENGL

1301 Freshman Composition I, the student must take ENGL 0300 Basic English I or ENGL 0301 Basic English II, depending on those scores.

If students are required to take ENGL 0300, they must pass that course with a “C” or better before enrolling in ENGL 0301. If students are required to take ENGL 0301, they must pass that course with a “C” or better before enrolling in ENGL 1301.

Neither ENGL 0300 nor ENGL 0301 can be used to replace any other required English course. Students must keep in mind that if they withdraw or are dropped from ENGL 0300 or ENGL 0301, they may be withdrawn from all other classes, depending on applicable Texas Higher Education Assessment (THEA) regulations.

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II are designed to satisfy the requirement of most colleges that demand six hours of freshman composition and to meet Associate in Arts (AA) and Associate in Science (AS) Degree exit competencies.

If transfer students encounter special problems, they should consult a counselor.

In selecting sophomore English courses, the student should consider both the major subject and the senior college to which the credits will be transferred. When only three hours of sophomore English are required, the student may choose any of the three-hour sophomore courses. Many colleges accept any combination of the three-hour sophomore courses if the total required is six hours. However, a few colleges require that ENGL 2323 British Literature: Romanticism to Present always be combined with ENGL 2322 British Literature: Beowulf through Neoclassicism and ENGL 2332 World Literature: Antiquity through Renaissance with ENGL 2333 World Literature: Classical to Present. Many senior colleges require that students with English as a major complete the survey of British literature (ENGL 2322/2323) and students with elementary education as a major complete world literature (ENGL 2332/2333). A student with science or engineering as a major usually takes any of the three-hour sophomore literature courses and follows it with ENGL 2311 Technical Writing.

To be allowed to take two sophomore English courses concurrently when it is acceptable to the degree granting institution, a student must have at least a “B” average in freshman English and the approval of the chairman of the Department of English.

### ADVANCED PLACEMENT (AP) IN ENGLISH

- Prospective English advanced placement (AP) students may receive credit for ENGL 1301 (without a grade being assigned) by presenting qualifying scores on the high school senior level of the AP in English (college board) or by successfully completing the departmental exam procedure administered by the San Antonio College English Department.
- If qualifying AP students wish to have a grade assigned for ENGL 1301, they must take ENGL 1302 at San Antonio College. The grade received in ENGL 1302 will also be assigned to ENGL 1301, for a total of six credit hours.

### DEGREES/CERTIFICATES OFFERED

English (AA Degree) **See page 421.**

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## FOREIGN LANGUAGE/ENGLISH AS A SECOND LANGUAGE DEPARTMENT

### CHAIRPERSON

Anna Budsinski, Assistant Professor  
Ph.D., Georgetown University

The Department of Foreign Language provides instruction that helps students develop the ability to communicate orally and in writing in a variety of foreign languages. Instruction is provided in a context that heightens students' awareness, understanding, and appreciation of foreign cultures. The department strives to equip students with language skills that will enhance employment opportunities and allow them to interact and function more effectively in an increasingly diverse and global society.

Students planning to transfer foreign language courses numbered 1300, 1301, or 1310 to a university should consult the registrar's office of the senior institution regarding the transferability of these courses before enrolling in them.

Only one course from each of the following groups may be used to fulfill the foreign language requirement for an Associate's Degree from San Antonio College: (1300/1311/1411) and (1310/1312/1412). In the event a student takes more than one course from either group, one will count toward the foreign language requirement for the Associate Degree and the others may count as electives.

Courses are offered in Arabic, Chinese, English as a second language, French, German, Italian, Japanese, Latin, and Spanish.

### SPANISH

The Spanish Program offers traditional Spanish courses that develop speaking, listening, reading, and writing skills. Certain sections of these courses, identified in the schedule of classes, are specifically designed to better meet the needs of bilingual students. Additionally, the program offers classes for a variety of workforce specialties.

### ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program provides four levels of English study. Each level contains a course in conversation or discussion, composition, grammar, reading/vocabulary, and pronunciation. Preparation for the Test of English as a Foreign Language (TOEFL) is also offered and is recommended as an advanced-level study. This is an academic program where students prepare for university entrance exams and college-level courses. New students are placed in the program based on their scores on a placement exam.

### DEGREES/CERTIFICATES OFFERED

Beginning Spanish for Medical Personnel (Local Certificate) **See page 490.**  
 Beginning Spanish for Protective Services Personnel (Local Certificate) **See page 491.**  
 Intermediate Spanish for Business Personnel I (Local Certificate) **See page 490.**  
 Intermediate Spanish for Business Personnel II (Local Certificate) **See page 490.**  
 Intermediate Spanish for Legal Personnel I (Local Certificate) **See page 490.**  
 Intermediate Spanish for Legal Personnel II (Local Certificate) **See page 490.**  
 Intermediate Spanish for Medical Personnel I (Local Certificate) **See page 490.**  
 Intermediate Spanish for Medical Personnel II (Local Certificate) **See pages 490-491.**  
 Intermediate Spanish for Protective Services Personnel I (Local Certificate) **See page 491.**  
 Intermediate Spanish for Protective Services Personnel II (Local Certificate) **See page 491.**

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## HISTORY DEPARTMENT

### CHAIRPERSON

Paul M. Browning, Professor  
M. A., Stephen F. Austin State University

Students may take a variety of courses offered by the History Department. For the student who enrolls in history classes for the first time, placement is made according to college entrance examination scores approved by the History Department. If the student performance on such tests reveal inadequate preparation for satisfactory completion of standard college work in history courses, the student must take and pass both ENGL 0301 Basic English II and READ 0303 College Reading Skills.

HIST 1301 History of the United States Part I and HIST 1302 History of the United States Part II are designed to satisfy the legislative requirement of six semester hours of U.S. history and to fulfill six hours of the core curriculum required for the Associate of Arts (AA) and the Associate of Sciences (AS) Degrees. HIST 2301 History of Texas may be taken to satisfy three hours of the legislative requirement of six hours of U.S. history. HIST 2301 is a writing-intensive (WI) course.

HIST 2311 Western Civilization to the 15th century and HIST 2312 Western Civilization from the 15th Century are required for history majors and liberal arts majors at many universities. Each student should determine the requirements of the institution to which the student plans to transfer. These courses are offered as a part of the honors curriculum in the Raul S. Murguia Presidential Honors Program.

The History Department offers, in conjunction with the Interdisciplinary Studies Program, IDST 2372/HIST 2321 World Civilization to the 15th Century and IDST 2373/HIST 2322 World Civilization from the 15th Century. These courses are appropriate for interdisciplinary studies majors, history majors, and liberal arts majors. Each student should determine the requirements of the institution to which the student plans to transfer.

The History Department will accept three hours of credit in U.S. history for those students making satisfactory scores on the College Level Examination Program (CLEP).

Courses are offered in history and interdisciplinary studies.

### DEGREES/CERTIFICATES OFFERED

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International Studies (AA Degree) **See pages 448-489.**

International Studies (Local Certificates) **See pages 449-451.**

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## JOURNALISM/PHOTOGRAPHY DEPARTMENT

### CHAIRPERSON

Chet Hunt, Assistant Professor  
M.A., University of Texas at Austin

The Journalism-Photography Department offers courses in both journalism and photography. Courses are listed under the prefix of COMM and PHOT.



Journalism courses, offered under the COMM prefix, prepare students for careers in print or broadcast media, public relations, advertising, Internet, and photojournalism. Personal qualities of a prospective journalism student include: curiosity, perseverance, commitment to completing tasks, dedication to accuracy and fairness.

Studying the liberal arts will help students discover new horizons while studying journalism will help the student communicate these discoveries. Media are interested in young people who are broadly educated, but these people should have developed writing and editing skills to go with that broad education.

Students often do not understand the difference between journalistic writing and “creative” writing, such as fiction, essay, poetry, or other types of writing. Both require language skills and an understanding of punctuation, grammar, and spelling. However, some would say nothing is more creative than writing a carefully condensed account of an event or happening that may include vast amounts of information.

Journalism training helps students prepare for law school. Journalism training teaches students how to gather information, organize it, and present it in a way the public can understand it.

## PUBLIC RELATIONS

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Public relations majors should have reporting, editing, and design skills, important facets of their future jobs, and broadcast journalism majors should have skills in gathering information.

An understanding of the workings of mass media, which can be obtained in COMM 1307 Introduction to Mass Communications, will help students preparing for careers in education, protective services, management, and health-related fields.

## PHOTOGRAPHY

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Photography classes, offered under the PHOT and COMM prefixes, prepare students to work in portrait, photo illustration, commercial/industrial, and photojournalism fields. They also provide a basis for film-making and videography training as well as support for many other professions such as law enforcement, medical, geology, astronomy, and architecture.

Graduates have the option of entering the profession or transferring the photography courses to a senior college for additional training. Many four-year institutions will accept from 12 to 18 hours of photography credit.

One simply might want to improve his/her picture-taking skills as a serious hobby. Thus, the courses begin with the basics and become more complex and more involved as the student moves into advanced courses.

Students in advanced classes learn to market their work and to develop effective business plans. Also, advanced photography majors may cross over to take digital photography and news photography in the journalism curriculum at San Antonio College.

## DEGREES/CERTIFICATES OFFERED

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Journalism (AA Degree) **See pages 452-453.**

Photography (AA Degree) **See pages 478-479.**

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## KINESIOLOGY DEPARTMENT

### CHAIRPERSON

Leslie F. Bleamaster, Professor  
M.S., California State University

The mission of the Kinesiology Department is to promote the goal of health and total well-being to its students through the dissemination of knowledge primarily through one-hour activity courses related to physical fitness, lifetime sports, and dance. Additionally, the department provides theory courses for the initial training of educators and provides services to the community. Students who are potential educators should confer with the Teaching Academy at San Antonio College in order to understand its relationship with the department.

A degree from many senior colleges requires four semesters of physical education/kinesiology activity courses for graduation. A student should confer with the senior college of their choice about graduation requirements.

Any two one-hour activity course is required for a degree awarded other than by distance (Internet, videocourse). For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for physical education/kinesiology. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**NOTE: Exceptions for students with more than two years of military service and those physicians certified as physically unable to participate.**

The Kinesiology Department offers:

- Activity courses in relation to physical fitness, lifetime sports, and dance.
- Activity courses to meet the requirements for an Associate's Degree at San Antonio College.
- Theory courses for a major or minor in health or kinesiology.
- Theory courses as electives for majors in related fields.

Recreational use of the facilities is limited. See department schedule for more information. Intramural sports activities is offered through the Office of Student Life.

Courses are offered in kinesiology.

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## MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

### CHAIRPERSON

Conrad Krueger, Associate Professor  
M.S., University of Texas at San Antonio

San Antonio College offers a 12-hour, four-semester sequence of developmental mathematics for those who do not meet the prerequisite requirements for college algebra or higher level courses. Students who cannot exhibit an adequate ability through placement test performance must enroll in one, two, three, or four of the developmental mathematics courses, MATH 0300 Basic Mathematics, MATH 0301 Introduction to Algebra, MATH 0302 Elementary Algebra, and MATH 0303 Intermediate Algebra, which are generally considered to be non-transferable.

To enroll in MATH 1314 College Algebra or higher, a student must meet the prerequisites and be able to demonstrate the skills necessary to succeed in mastering the materials taught in these courses. PHIL 2303 Introduction to Logic is recommended.

Computer science courses require attendance of only three or four hours per week for classroom lecture and participation. Courses of this nature require considerable time outside of the classroom for writing, correcting, and running the programs.

**NOTE: Students should be prepared to adjust their out-of-class schedules to meet the demands of these courses.**

Courses are offered in computer science and mathematics.

## DEGREES/CERTIFICATES OFFERED

Mathematics (AS Degree) See pages 457-458.

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## MORTUARY SCIENCE DEPARTMENT

### CHAIRPERSON

Mary E. Allen-Martin, FD/EMB, Assistant Professor, M.A., CFSP,  
University of Texas at San Antonio

The Mortuary Science Program is the first college-based funeral service education program to be offered in Texas. The Associate of Applied Science (AAS) Degree Program at San Antonio College is accredited by the American Board of Funeral Service Education (ABFSE), located at 38 Florida Ave., Portland, Maine 04103, 207/878-6530. Membership is maintained in the University Mortuary Science Education Association. Students achieving the standards for the curriculum are conferred the AAS Degree in Mortuary Science by the college and are eligible for examination by the Texas Funeral Service Commission (TFSC) and the International Conference of Funeral Service Examining Boards (ICFSEB) and provisional licensure registration.

The Mortuary Science Department at San Antonio College has as its central aim recognition of the importance of funeral service personnel as:

- Members of a human services profession.
- Members of the community in which they serve.
- Participants in the relationship between bereaved families and those engaged in the funeral service profession.
- Professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines.
- Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The department's objectives are to:

- Enlarge the background and knowledge of students about the funeral service profession.
- Educate students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary of the profession.
- Educate students concerning the responsibilities of the funeral service profession to the community at large.
- Emphasize high standards of ethical conduct.
- Provide a curriculum at the post-secondary level of instruction.

- Encourage research in the field of funeral service.

The Mortuary Science Department also offers a Funeral Directing Certificate. This academic program is designed to meet specific state or professional needs. It is not accredited by the ABFSE owing to the fact that it does not include instruction in embalming, restorative art, microbiology, pathology, chemistry, and anatomy. Students graduating from this program are not eligible to take the National Board Examination (NBE) or any state board examination for which graduation from an ABFSE-accredited program is required. However, the certificate is recognized by the TFSC. The commission will accept successful completion of the Texas State Board of Funeral Directing exam for registration as a provisional funeral director licensee.

Students enrolled in mortuary science courses which include external learning experiences are required to comply with the program dress code. A copy of this dress code will be provided when the interview for admission is conducted. Students are also required to purchase personal protective equipment for courses in which exposure to biohazards exists.

Courses must be taken according to a degree plan or as indicated by a faculty advisor. Beginning in January 2004, each student will be required to take the NBE as a requirement of graduation from the Mortuary Science Program.

The annual passage rate of first-time takers on the NBE for the most recent three-year period for this institution and all ABFSE-accredited funeral service education programs is posted on the ABFSE Web site ([www.abfse.org](http://www.abfse.org)).

#### **NBE SCORES FOR 2004**

Number of first-time takers: 14

Number of passing takers: 10

Percentage of passing takers: 71.43 percent

#### **FUNERAL DIRECTOR CERTIFICATE PROGRAM: 33-HOUR CERTIFICATE**

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This certificate option is designed for those individuals who desire to practice only funeral directing in the state of Texas. If a student so desires, he or she may return to earn the AAS Degree in Mortuary Science. For further information, please see the individual program's enrollment and admission requirements.

#### **DEGREES/CERTIFICATES OFFERED**

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Funeral Director (Level I Certificate) **See page 432.**

Mortuary Science (AAS Degree) **See pages 466-467.**

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## **MUSIC/HUMANITIES DEPARTMENT**

#### **CHAIRPERSON**

Jessica Howard, Assistant Professor  
Ph.D., New York University

The Music and Humanities Department at San Antonio College offers a complete sequence of courses for the music major as well as courses such as MUSI 1306 Music Appreciation and MUSI 1310 American Music; and HUMA 1301 The Humanistic Tradition, HUMA 1302 Humanistic Foundations of the Modern World, and HUMA 1315 Fine Arts in Modern Culture from Revolutions to Pop, which fulfill the humanities and performing arts

component in the core curriculum. Students who declare music as their major field of study should be advised by a member of the music faculty to assure placement in the appropriate courses.

The department also offers an Associate in Arts (AA) Degree in Music that consists of a combination of San Antonio College courses and training courses offered by the U.S. Navy. For more information on this degree, contact the Music/Humanities Department.

## ENSEMBLES

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Ensembles are open to both music majors and others who are interested in performing in an instrumental or choral group. Students who are not music majors are not required to be enrolled in other courses in order to enroll in an ensemble. Enrollment in an ensemble yields one hour of credit per semester and may be repeated for credit.

Music majors must enroll in a major ensemble while attending San Antonio College. All students studying applied music privately must be concurrently enrolled in an ensemble.

## APPLIED MUSIC-CLASS INSTRUCTION

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Class instruction is available at the elementary levels in guitar, percussion, piano, recorder, and voice. Class instruction is particularly appropriate for students with little or no previous instruction in an instrument or voice. Classes meet two hours each week and students are required a minimum of six hours of self-directed practice per week.

## APPLIED MUSIC-PRIVATE INSTRUCTION

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Private instruction is available on the following instruments: baritone, bassoon, clarinet, recorder, flute, french horn, guitar, harp, oboe, organ, percussion, piano, saxophone, trombone, trumpet, tuba, violin, viola, violoncello, electric and double bass, and voice. Students enrolled for private instruction are required to complete a minimum of six self-directed practice hours per week.

Students intending to enroll in applied music (private instruction) may do so through the Music/Humanities Department Office. Auditions determine the placement of students in private lessons. Beginning students are placed in the one-credit-hour non-major applied study. Intermediate students, who are not yet performing at a level commensurate with college-level music majors, are placed in the two-credit-hour non-major applied study, which is repeatable. Music majors are advised that non-major applied study is unacceptable for credit toward degree requirements as a principle instrument. It may, however, be acceptable toward requirements for a secondary instrument.

All students taking 2.0-credit-hour applied study must participate in a major ensemble each semester and participate in the department's regularly scheduled performance workshops. These students must also attend four approved recitals or concerts each semester by enrolling in MUSI 0001 Recital Attendance.

## DEGREES/CERTIFICATES OFFERED

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Music (AA Degree) **See pages 468-469.**

## NURSING EDUCATION DEPARTMENT

### CHAIRPERSON

Judy Staley, R.N.C., Associate Professor

M.S.N., University of Texas Health Science Center at San Antonio

The Department of Nursing Education offers:

- Associate in Applied Science (AAS) Degree in Nursing.
- Continuing nursing education.

The AAS Degree in Nursing at San Antonio College, accredited by the Board of Nurse Examiners (BNE) for the state of Texas and the National League for Nursing (NLN, Accrediting Commission, 61 Broadway, New York, NY 10006, phone: 212/989-9893), combines general education and nursing education in a two-year collegiate program. Students in the Nursing Program will be required to take nationally normed/standardized tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the nursing curriculum, students will be required to make a satisfactory score on a comprehensive exit exam in order to complete degree requirements. Upon being awarded the degree, the graduate will be eligible to take the National Council's Licensure Examination (NCLEX-RN). If the NCLEX-RN is passed, the graduate will be licensed in the state of Texas as a registered nurse (RN).

All students requesting admission to the Department of Nursing Education should follow this sequence:

- Send official copies of all college course work to the Admissions and Records Office.
- Allow time for receipt and processing of transcripts (one to two weeks).
- Students considered for admission to the Nursing Program must:
  - 1) Be in good academic standing.
  - 2) Have a cumulative grade point average (GPA) of 2.0 or higher.
  - 3) Demonstrate mathematics competency.
  - 4) Have successfully completed a college-level course in anatomy & physiology.

After items 1-4 have been completed, students should talk to a counselor in the Counseling Center, located on the first floor of the Moody Learning Center (MLC), to determine academic eligibility. During the counseling session, the student's eligibility status will be determined. Only students who are academically eligible will be given an application to the Nursing Program.

- Apply to San Antonio College for admission. An application to the college may be made online.

The periods for application processing are:

- Spring admission: from the day after Labor Day to October 1.
- Fall admission: from the day after Martin Luther King Day to March 1.

After meeting all requirements, the applicant must still be admitted by the Admissions and Standards Committee of the Department of Nursing Education. Admission to the Nursing Program is competitive. The committee uses academic and technical standards in selecting applicants for admission to a program option.

Admission into the Nursing Program does not guarantee successful completion of the program or the NCLEX-RN. The degree program requirements, which are in effect upon admission to the Nursing Program, will be those used for establishing graduation eligibility.

## PROGRAM OPTIONS

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Students registering for any nursing course must have received a letter of acceptance from the Department of Nursing Education and have acknowledged in writing their intention to enroll. Qualified applicants who have been admitted to the Nursing Program may select from the following program options: generic track or career mobility track.

### GENERIC TRACK

Applicants must meet all admission requirements for the college and for the Nursing Program. All applicants will be admitted to this program option unless the applicant indicates otherwise.

### CAREER MOBILITY TRACK

This program option is designed for those individuals who are licensed vocational nurses (LVNs) or licensed practical nurses (LPNs) and wish to complete their AAS Degree in Nursing in a shortened plan of study. In addition to being admitted into the Nursing Program, the applicant must:

- Submit proof of current LVN/LPN licensure.
- Submit proof of one year full-time LVN/LPN work experience within the last three years or graduation from an LPN/LVN program within one year of the date of application.

**NOTE: It is strongly recommended that those LVN/LPNs entering the career mobility track option complete all or a majority of the academic courses prior to beginning nursing coursework.**

## CONTINUING NURSING EDUCATION

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Non-credit, short-term continuing nursing education courses are offered by the Department of Nursing Education for licensed nurses on a continuing basis. The intent of these offerings is to further refine skills acquired by nurses in their pre-service education or to provide knowledge of newer developments in the occupation of nursing.

San Antonio College has been awarded provider status by the Texas Nurses Association (TNA), which is accredited as approved of continuing education for nurses by the American Nurses Credentialing Center (ANCC). This approval meets type I criteria for mandatory continuing education requirements toward relicensure as established by the BNE for the state of Texas. Several type I courses are offered each semester.

For specific information about these course offerings and their requirements, contact the coordinator of continuing nursing education in the Department of Nursing Education.

## DEGREES/CERTIFICATES OFFERED

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Nursing: Career Mobility - LVN to RN (AAS Degree) **See pages 471-473.**

Nursing: Generic (AAS Degree) **See pages 470-471.**

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## PHILOSOPHY DEPARTMENT

**CHAIRPERSON**

Ronald R. Cox, Professor  
Ph. D., University of Texas at Austin

The Philosophy Department offers a wide range of courses in both the history and systems of philosophy. These courses are designed to provide the student with knowledge of the most important philosophical schools of thought and with the issues that constitute the discipline of philosophy. A major objective of every course in philosophy is to enhance the critical and analytical thinking skills of the student.

All college-level philosophy courses may be taken without any college-level prerequisites. Philosophy majors should consult with department faculty regarding courses best suited to fit their degree plans.

San Antonio College offers an opportunity to study religion from the perspective of several disciplines. These courses include PHIL 1304 Major World Religions and PHIL 2321 Philosophy of Religion. See section 10 of this bulletin for descriptions of both courses.

Courses are offered in philosophy.

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## PHYSICS, ENGINEERING, & ARCHITECTURE DEPARTMENT

**CHAIRPERSON**

Jerry O'Connor, Assistant Professor  
M.S., Physics, Murray State University

This department provides instruction for three levels of introductory physics and for the freshman and sophomore years in the professional programs of engineering and architecture. Degree requirements will vary among universities, so students are advised to contact this department or the senior university for more specific information regarding the transferability of courses in each program. All physics courses transfer at the appropriate level (conceptual, algebra/trig-based, and calculus-based).

The engineering and architecture curricula are designed to provide a general comprehensive foundation for many sub-fields in those disciplines (such as civil, electrical, or mechanical engineering, and interior design or landscape architecture). For this reason, not every course offered will transfer directly to a university for a particular specialty.

Courses are offered in physics, engineering, and architecture.

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### DEGREES/CERTIFICATES OFFERED

Architecture (AA Degree) **See pages 362-363.**  
Engineering (AS Degree) **See pages 417-418.**



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## POLITICAL SCIENCE DEPARTMENT

**CHAIRPERSON**

J.C. Horton, Professor  
M.Ed., Harvard University

The Political Science Department offers courses that comply with the legislative requirement regarding the Texas and U.S. Constitutions. The department also offers GOVT 2304 Introduction to Political Science. Both GOVT 2301 American/Texas: National and State and GOVT 2302 American Government: Problems and Policies are offered via videocourse and the Internet. Since government is often used as a pre-law major, the department chairperson acts as pre-law advisor for the college.

There are two course sequences for completing the U.S. and Texas constitutional requirement. One sequence is GOVT 2301 and GOVT 2302. This is the sequence used at San Antonio College. The second sequence is GOVT 2305 American Government I (National) and GOVT 2306 American Government II (State). If a student is taking one course from the GOVT 2301/2302 sequence and one from the GOVT 2305/2306, it is extremely important that the student check with the College's Department of Counseling and Student Development. Transient and transfer students should check with the institution to which they are transferring as to appropriate courses to comply with the receiving institutions transfer policies.

### DEGREES/CERTIFICATES OFFERED

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Political Science (AA Degree) **See pages 479-480.**

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## PROTECTIVE SERVICES DEPARTMENT

**CHAIRPERSON**

J.D. Richardson, Assistant Professor  
M.A., University of Texas at San Antonio

The Protective Services Department consists of these programs: Criminal Justice (correctional science and law enforcement options), Fire Science, Emergency Management, and Emergency Medical Services (EMS). The various degree programs are designed towards the professional licensing of Texas law enforcement officers, firefighters, and emergency medical technicians. Courses are also geared towards the development and professional education of arson investigators, private investigators, emergency response managers, correctional personnel, and probation and parole workers.

Credit towards an Associate in Applied Science Degree in Criminal Justice, Fire Science, or Emergency Medical Services may be awarded upon successful completion of the appropriate certification process as listed below. To be eligible for advanced standing credit, protective services majors must be currently enrolled at San Antonio College, in good academic standing (not on scholastic probation, enforced scholastic probation, etc.).

### CRIMINAL JUSTICE

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The Criminal Justice Program reflects the assessed needs of the community for students seeking careers in correctional science and law enforcement. The curricula are designed to prepare students for initial career preparation, career development, and for foundations leading to university transfer credits.

The law enforcement option offers the forensic-focused student both an AAS Degree and Certificate in Forensic Science. This specialty is for those students desiring to develop and/or increase their knowledge and skills in the area of law enforcement and forensics. The AAS Degree in Correctional Science offers a specialty degree in Chemical Dependency Counseling which leads to state certification as a counselor. This degree is offered in conjunction with the Mental Health Technology Program.

The Criminal Justice Program has joined with the U.S. Navy to offer an AAS Degree. This degree consists of a combination of San Antonio College courses and training courses offered by the Navy. Credit transferable from high school include up to 12 semester credit hours for CJSA 1312, 1322, 1342, and 1359 for students who have attained the appropriate competencies from an approved Tech Prep Degree Program high school.

Successful completion of the TCLEOSE examination for basic peace officer certification may result in credit being awarded for specific courses. To receive these course credits the student must be currently enrolled as a criminal justice student at San Antonio College and have completed the seven core courses with the grade of “C” or better. Credit for these course hours will not be awarded following two years of completion.

- CJLE 1506 Basic Peace Officer I, 5 semester hours.
- CJLE 1512 Basic Peace Officer II, 5 semester hours.
- CJLE 1518 Basic Peace Officer III, 5 semester hours.
- CJLE 1524 Basic Peace Officer IV, 5 semester hours.

A student may receive credit for the LE-Basic Jail course upon successful completion of the course. The student must be currently enrolled in the Criminal Justice Program at San Antonio College, must have completed with the grade of “C” or better the seven core courses in either the Associate of Applied Science Degree in Criminal Justice Law Enforcement or Criminal Justice Correctional Science Programs. These credits will not be awarded after two years following completion of the basic jail course.

- CJCR 1300 LE-Basic Jail Course, 3 semester hours.

## FIRE SCIENCE

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The Fire Science Program reflects the assessed needs of the community for careers in fire service and fire service management. The curricula are designed to prepare students for initial career preparation, career development, and for foundations leading to university transfer credit. The student must pass the English and reading portion of the Texas Higher Education Assessment (THEA) or Accuplacer to be eligible for enrollment in the basic firefighter certification courses: FIRS 1301, 1319, 1429, 1407, 1413, 1423, and 1433. (See descriptions below.) Fire science degrees and certificates are part of the Texas Commission on Fire Protection (TCFP) certification process.

Students may receive academic credit for successful completion of TCFP-approved basic firefighter certification courses.

- FIRS 1301 Firefighter Certification I, 3 semester hours.
- FIRS 1319 Firefighter Certification IV, 3 semester hours.
- FIRS 1407 Firefighter Certification II, 4 semester hours.
- FIRS 1413 Firefighter Certification III, 4 semester hours.
- FIRS 1423 Firefighter Certification V, 4 semester hours.
- FIRS 1429 Firefighter Certification VI, 4 semester hours.
- FIRS 1433 Firefighter Certification VII, 4 semester hours.

To receive academic credit for these course, the student must be enrolled in the AAS Degree Program in Fire Science and successfully complete a minimum of 12 semester hours in fire technology courses.

### FIRE ARSON INVESTIGATION

The Fire Arson Investigation Program reflects the assessed needs of the community for careers in both the fire service and law enforcement. The curricula are designed to prepare students for initial career preparation, career development, and foundations leading to university transfer credits. Fire arson investigation degrees and certificates are part of the TCFP certification process for those individuals who are also licensed peace officers in the state of Texas.

### EMERGENCY MANAGEMENT

The Emergency Management Program reflects the assessed needs of the community for students seeking a career in disaster preparedness. The curriculum incorporates the professional development series of courses that are required by the Texas Division of Emergency Management (DEM). The Emergency Management Institute (EMI) in Emmitsburg, Md., and the Federal Emergency Management Agency (FEMA) also recognize this series of courses.

This program focuses on problem-solving, critical thinking, coordination, and leadership skills that are required to mitigate, prepare for, respond to, and recover from a man-made or natural disaster. The curriculum is designed for transfer to the Baccalaureate Degree Program in Emergency Management at the University of North Texas.

### EMERGENCY MEDICAL SERVICES (EMS)

The EMS Program reflects the assessed needs of the community for careers in emergency medical services. The curricula are designed to prepare students for initial career preparation, career development, and foundations leading to university transfer credits. Students must pass the THEA or a THEA-alternative prior to enrolling in EMS courses. EMS degrees and certificates are part of the Texas Department of State Health Services (TDSHS) certification process. Students must be current in all immunizations: the measles, mumps, rubella (MMR) immunization, the purified protein derivative (PPD) test for tuberculosis, and the hepatitis B series. The hepatitis B series must be completed prior to the first day of clinical rotations.

Successful completion of a TDSHS-approved course in EMT-basic or paramedic may result in credit being awarded in the following courses:

- EMSP 1260 Clinical-Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 1338 Introduction to Advance Practice, 3 semester hours.
- EMSP 1355 Trauma Management, 3 semester hours.
- EMSP 1356 Patient Assessment and Airway Management, 3 semester hours.
- EMSP 1401 Emergency Medical Technician - Basic, 4 semester hours.
- EMSP 2143 Assessment Based Management, 1 semester hour.
- EMSP 2260 Clinical Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 2261 Clinical Emergency Medical Technology/Technician, 2 semester hours.
- EMSP 2434 Medical Emergencies, 4 semester hours.
- EMSP 2438 Emergency Operations, 4 semester hours.
- EMSP 2444 Cardiology, 4 semester hours.

To receive credit the applicant must:

- Provide TCLEOSE, TCFP, TDSHS, or approved equivalent certifications to the program director indicating successful completion of all requirements for certification. The program coordinator will forward all documentation to the director of the Admissions and Records Office through appropriate channels.
- Verify that all THEA requirements have been met in accordance with the college policy.
- An advanced standing examination may be required for those courses in which the advance standing credit is being sought. This is at the discretion of the program coordinator.

## CERTIFICATE PROGRAMS

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For those individuals who would like to pursue a certificate in a given specialty in fire science, law enforcement, and emergency medical services, the options are:

- \*Arson Investigator.
- \*Basic Firefighter.
- \*\*Emergency Medical Technician - Basic.
- \*\*Emergency Medical Technician - Paramedic.
- \*Fire Inspector.
- Forensic Science.
- Law Enforcement.

**\*These programs meet the basic standard of the TCFP. Successful certification of the student by the state is the student's responsibility and is not guaranteed by San Antonio College.**

**\*\*These programs meet the basic standard of the TDSHS. Successful certification of the student by the state is the student's responsibility and is not guaranteed by San Antonio College.**

For more information on any of these programs contact the Protective Services Department in room 136 of the Chance Academic Center (CAC).

## DEGREES/CERTIFICATES OFFERED

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Chemical Dependency Counseling: Correctional Science (AAS Degree) **See pages 370-372.**

Criminal Justice (AA Degree) **See pages 396-397.**

Criminal Justice: Correctional Science, Tech Prep Program

(AAS Degree) **See pages 397-399.**

Criminal Justice: Law Enforcement, Tech Prep Program (AAS Degree) **See pages 399-401.**

Emergency Management (AAS Degree) **See pages 413-414.**

Emergency Medical Services (AAS Degree) **See pages 414-416.**

Emergency Medical Technician: Basic (Level I Certificate) **See page 416.**

Emergency Medical Technician: Paramedic (Level I Certificate) **See page 416.**

Fire and Arson Investigation (AAS Degree) **See pages 426-428.**

Fire and Arson Investigation (Level I Certificate) **See pages 428-429.**

Fire Science (AAS Degree) **See pages 425-426.**

Firefighter: Basic (Level I Certificate) **See page 429.**

Fire Inspector (Level I Certificate) **See pages 429-430.**

Forensics: Criminal Justice (AAS Degree) **See pages 430-431.**

Forensics: Criminal Justice (Level I Certificate) **See page 431.**

Law Enforcement (Level I Certificate) **See pages 453-454.**

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## PSYCHOLOGY DEPARTMENT

### CHAIRPERSON

Thomas E. Billimek, Professor  
Ph.D., Capella University

This department consists of the Psychology and Mental Health Technology (MHT) Programs.

The Psychology Program offers a variety of courses to students having personal or career interests in psychology, to students seeking to earn an Associate's Degree, and to students desiring course credit transferable to other colleges and universities. Students may earn the Associate in Arts (AA) Degree in Psychology by either completing the entire first two years of any psychology curriculum identified in a current transfer agreement or by completing the degree requirements listed below.

Students must satisfy the minimum entrance requirements for San Antonio College, demonstrate college-level reading proficiency on a standardized examination, demonstrate computer literacy, and earn at least 25 percent of the required hours at San Antonio College. In addition, students must meet basic skills competencies in reading, English, and mathematics as required for the various psychology courses offered.

In order to work in the psychology career field, students will normally need at least a Master's Degree and preferably the Doctoral Degree in Psychology. All psychology majors should contact the Psychology Department for advising before registering for courses. Additional information about the field of psychology is available at the American Psychological Association (APA) Web site at [www.apa.org](http://www.apa.org).

### MENTAL HEALTH TECHNOLOGY

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The Mental Health Technology (MHT) Program, under the Psychology Department, offers degree and certificate programs in drug & alcohol abuse counseling (DAAC) designed for individuals who wish to pursue training in the substance abuse counseling field and seek licensure as a chemical dependency counselor in Texas. Students may work toward an associate in Applied Science (AAS) Degree or certificates of completion.

The MHT Program has joined with the Criminal Justice Program from the Protective Services Department in offering an AAS Degree in Chemical Dependency Counseling. For additional information on this degree contact either the Psychology Department's MHT Program coordinator or the Protective Services Department's Criminal Justice Program coordinator.

Formal 2+2 transfer agreements as well as informal agreements have been established with several local universities. San Antonio College is designated as a provider for licensure renewal education.

Students must meet with the MHT Program coordinator before enrolling in any DAAC course. Students enrolling in any of the MHT-DAAC Program degree/certificate options must meet all current basic skill prerequisites for the various DAAC courses offered.

## CREDIT GIVEN FOR THE LCDC/CADAC

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Credit toward an AAS Degree in MHT, Addiction Studies, may be awarded to individuals who have completed the requirements for licensure as chemical dependency counselors as required by the Texas Department of State Health Services (DSHS) or are certified alcohol and drug abuse counselors through the International Certification Reciprocity Consortium (IC&RC)/Alcohol and Other Drug Abuse (AODA) testing requirements.

Individuals who meet the requirements can receive credit for the following courses:

- DAAC 1304 Pharmacology of Addiction, 3 semester hours.
- DAAC 1307 Addicted Family Intervention, 3 semester hours.
- DAAC 1309 Assessment Skills/Alcohol and Other Drug Addictions, 3 semester hours.
- DAAC 1314 Dynamics of Group Counseling, 3 semester hours.
- DAAC 1317 Basic Counseling Skills, 3 semester hours.
- DAAC 1319 Introduction to Alcohol & Other Drug Addictions, 3 semester hours.

In order to receive credit, the applicant must:

- Be enrolled in the College's AAS Degree Program in MHT, Addiction Studies.
- Successfully complete at least six college-level semester hours with a minimum grade of "C."
- Provide a copy of their current license, license renewal award letter, or appropriate certification documentation, which indicates they are current and in good standing to the MHT Program coordinator.
- A check of DSHS, the Texas Association of Addiction Professionals (TAAP), and other certifying agencies' sanction status may be reviewed to determine applicants standing.

## DEGREES/CERTIFICATES OFFERED

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Addiction Studies (AAS Degree) **See pages 406-408.**

Drug and Alcohol Abuse Counseling (AAS Degree) **See pages 406-408.**

Drug and Alcohol Abuse Counseling (Level I Certificate) **See pages 408-409.**

Psychology (AA Degree) **See pages 480-481.**

Substance Abuse Counseling (Level I Certificate) **See page 492.**

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## RADIO/TELEVISION/FILM DEPARTMENT

### CHAIRPERSON

Bennett, Lynn Markene, Instructor  
M.A., University of the Incarnate Word

The Radio-Television-Film Department offers two different two-year degree programs. The Associate in Applied Science (AAS) Degree in Radio-Television-Broadcasting is for students who wish to work in the industry immediately after graduation. The Associate in Arts (AA) Degree with a concentration in Radio-Television-Broadcasting prepares you to transfer to a four-year school.

The Radio-Television-Film Department consists of courses in communications, film/cinema studies, and radio-television-broadcasting.

Communications (COMM), film/cinema studies (FLMC), and radio-television-broadcasting (RTVB) courses can be taken for radio-television-broadcasting credit. COMM 1307 Introduction to Mass Communications and COMM 2327 Principles of Advertising may also

be taken for journalism/photography credit. COMM 1307, and COMM 2327, and FLMC 1311 Survey of the Motion Picture are accepted at some senior institutions as transfer courses.

Students interested in an Associate in Science or AA Degree should refer to the degree requirements in section 12 of this bulletin. Students planning for a Baccalaureate Degree in this field should check with the four-year school of choice for courses that will transfer. Students concentrating in radio-television-broadcasting must complete 18 hours in radio-television-broadcasting or related courses with a grade of "C" or higher and meet all course prerequisites. Students concentrating in broadcast journalism must complete 18 hours in radio-television-broadcasting, journalism, or related courses.

## MUSIC BUSINESS

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San Antonio College has submitted an application for a new AAS Degree in Music Business. This degree will prepare students for careers in areas such as music publishing; the management of soloists, bands, orchestras, studios, and music venues; and concert bookings. It will also prepare them for work in related business such as retail sales, distribution, promotion, and arts administration. This program will begin in September 2005, pending approval by the Texas Higher Education Coordinating Board (THECB). For additional information about this degree, please contact Professor Fred Weiss at 210/733-2793, or e-mail him at fweiss@accd.edu

## DEGREES/CERTIFICATES OFFERED

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Radio-Television-Broadcasting (AAS Degree) **See pages 483-485.**

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## READING & EDUCATION DEPARTMENT

### CHAIRPERSON

Mary Ann DeArmond Greenlees, Professor  
M.Ed., Southwest Texas State University

The Reading and Education Department consists of reading and education courses.

Students who register in reading classes are given placement tests during registration or the first assigned class hour. Credit for the college-level reading course is acceptable for graduation purposes at San Antonio College but transferability depends upon the policy of the senior college or university.

The Reading and Education Department strives to provide innovation in instruction and services to meet the diverse needs of the community. One way in which the department seeks to meet this goal is by offering a wide range of reading courses. These courses serve students who are reading below the college level as well as students who are reading on the college level but who need to strengthen critical reading skills and acquire more flexibility in reading. The college offers a 12-hour, four-semester sequence of developmental reading for those students reading below college level. One three-hour, college-level critical reading course is offered.

The department centers a great deal of its energy on giving the community's underprepared students the opportunity to acquire workplace literacy skills and to achieve success in college-level classes. Curriculum and instruction are carefully planned to reflect current research on how students learn and are especially sensitive to the needs of underprepared students. The department's computer instructional center has proven to be effective in giving many students, particularly developmental students, the type of practice with reading skills which they require. Self-paced software and Internet assignments invite students to become active participants in the learning process and address their wide range of skill levels. These efforts are consistent with departmental and instructional goals:

- To ensure that students are provided lifelong learning and career preparation opportunities through quality traditional and non-traditional instruction programs.
- To strengthen the utilization of evolving technology.

The Reading and Education Department also offers one three-hour education course, EDUC 1301 Introduction to Education. This course fulfills the department's goal of serving the diverse needs of the San Antonio community. It does so by offering prospective education majors an opportunity to examine the positive and negative aspects of a career in teaching. The course explores educational, historical, and current trends. Students mentor in area schools. One of the primary purposes of the education program is to recruit future educators.

### DEGREES/CERTIFICATES OFFERED

Texas Teacher Certification: EC-4, 4-8, EC-12 (AAT Degree) **See pages 496-497.**

Texas Teacher Certification: 8-12, Other EC-12 (AAT Degree) **See page 497.**

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## SOCIOLOGY DEPARTMENT

### CHAIRPERSON

Nancy H. Saunders, Professor  
Ph.D., University of Texas at Austin

This department consists of the Anthropology, Social Work, Sociology, and Gerontology Programs.

The Sociology Department offers courses that are useful to students in the pursuit of various occupations and degrees. While the study of sociology will prepare students for entrance into various careers, the relevance of sociology for all students is the expansion of human awareness and multiculturalism. In a society and world becoming more complex and interrelated, students increasingly need to be aware of the social and cultural environments affecting their lives in order to make responsible and free choices. Many Baccalaureate and Associate Degree Programs require an introduction to sociology and allow additional courses in sociology and anthropology as electives. SOCI 1301 Introduction to Sociology is required for nursing students who are pursuing a Baccalaureate Degree, SOCI 1370 Sociology of Death & Dying is an option for mortuary science students, and IDST 2370 Individual, Family & Community and IDST 2371 Society & Social Issues for those students who plan to become elementary school teachers. Social work students may obtain an Associate of Arts (AA) Degree in Social Services. ANTH 2301 Physical Anthropology is an option for students to fulfill the natural science requirement in core curriculums. For students who need flexibility and cannot come to campus, the Sociology Department offers two videocourses and several Internet courses.



## GERONTOLOGY

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The Gerontology Program, under the Sociology Department, offers both an Associate in Applied Science (AAS) Degree in Gerontological Services and a Certificate in Gerontology. Gerontology is the study of the aging process and individuals as they grow from middle age through later life. An increase in life expectancy represents a dramatic social change. Many problems faced by older persons remain unanswered: chronic illness and disability; social isolation; inactivity; depression; poor housing; lack of transportation; and a feeling of hopelessness. The largest numbers of older persons, however, are healthy elderly. There is an increased need for personnel working with the elderly and a call for better training to render professionals more sensitive to the specific concerns of the elderly.

Courses are offered in anthropology, gerontology, sociology, and social work.

## DEGREES/CERTIFICATES OFFERED

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Gerontological Services (AAS Degree) **See pages 437-438.**

Gerontological Services (Level I Certificate) **See page 438.**

Geriatric Case Manager (Level I Certificate) **See page 436.**

Geriatric Technician (Level I Certificate) **See pages 436-437.**

Sociology/Social Work (AA Degree) **See pages 488-489.**

Women's Studies (Local Certificate) **See page 499.**

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## THEATRE & SPEECH COMMUNICATION DEPARTMENT

### CHAIRPERSON

Jeff Hunt, Instructor

M.A., Ball State University

The Theatre and Speech Communication Department consists of two programs: Drama and Speech.

### DRAMA

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The Drama Program offers both majors and interested students opportunities to perform in, design, build, and run theatrical productions. The department operates both the 1,004-seat McAllister Fine Arts Auditorium and the more intimate 189-seat McCreless Theatre. Most drama classes require students to participate in management, acting, and technical activities of the department. Auditions for departmental productions are open to any student in good academic standing.

The department's drama season offers the community a variety of productions, including a children's theatre production for area elementary school students and the public. Admission is free to San Antonio College students, faculty, and staff presenting a valid ID. Proceeds from general public ticket sales support the Ron Lucke Scholarship Fund. These student scholarships, awarded at the end of each long term, reward their recipients' academic achievement, professionalism, and dedication to theatre and communication.

### SPEECH

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The Speech Program serves the degree requirements of students in a variety of majors and technical fields, as well as a limited number of majors. Course topics include public speaking, interpersonal communication, business and professional speech, voice and articulation, as well as pronunciation classes for non-native speakers of English.

The department sponsors a highly successful Forensics Program. Students here compete with other college and university students in public speaking and literary performance events. A fundraising showcase each semester features the speeches and performances of forensics and acting students. Donations to this event support the Ron Lucke Scholarship Fund. These student scholarships, awarded at the end of each long term, reward their recipients' academic achievement, professionalism, and dedication to speech and drama.

American Sign Language classes are taught and administered by the American Sign Language/Interpreter Training Department.

Courses are offered in drama and speech.

## DEGREES/CERTIFICATES OFFERED

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Drama (AA Degree) See pages 405-406.

Speech (AA Degree) See pages 491-492.

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## VISUAL ARTS & TECHNOLOGY DEPARTMENT

### CHAIRPERSON

Richard Arredondo, Professor  
M.A., St. Mary's University

San Antonio College's Department of Visual Arts and Technology is comprised of two programs: Art and Graphic Arts.

### ART

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The Art Program offers coursework that meets the recommended transfer curriculum of the Texas Association of Schools of Art (TASA). Advanced placement is awarded to students scoring five on the college board drawing test for ARTS 1316 Drawing I.

Students planning for a Baccalaureate Degree in Art or Art History should check with the four-year school of choice for a list of specific courses that will transfer. A list of transfer programs in art and art history are available through the Visual Arts and Technology Department Office. Students should consult the Visual Arts and Technology Department for academic advising and a suggested curriculum. Students with a concentration in art, planning to transfer to a college or university, must maintain no less than a "C" in all art courses as well as a cumulative average of "C" for graduation.

**NOTE: See Graphic Arts for career and technical programs in the visual arts.**

### GRAPHIC ARTS

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The Graphic Arts Program offers a two-year curriculum leading to an Associate in Applied Science (AAS) Degree. Students must contact the department office to make an appointment with a faculty advisor prior to or during registration.

Transfer students who desire advance placement must apply in person to the department with updated transcripts, a bulletin from each institution attended, and samples of work done for credit at those institutions. Courses in the curriculum must be taken in the required sequence listed in the department advisement forms.

The Graphic Arts Program offers three options for the AAS Degree: print graphics, interactive graphics, and sequential graphics.

### **PRINT GRAPHICS**

The print graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of graphic design and print production. Graduates may find art careers in publishing, art direction, graphic design, advertising, layout, illustration, photography, or pre-press production.

### **INTERACTIVE GRAPHICS**

The interactive graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of Web page design and multimedia authoring. Graduates may find art careers in interface design, Web site administration, multimedia development, game design, animation, or video/audio production.

### **SEQUENTIAL GRAPHICS**

The sequential graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of animation and video/audio production. Graduates may find art careers in scriptwriting, storyboarding, broadcasting, game design, animation, special effects of film/video/audio production.

### **DEGREES/CERTIFICATES OFFERED**

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Art (AA Degree) **See pages 363-364.**

Graphic Arts (AAS Degree) **See pages 439-441.**



**Section II.  
Course  
Descriptions**

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## COURSE NUMBERING SYSTEM

To facilitate the transfer to senior institutions, community colleges across the state have agreed to a common course numbering system for the transfer curriculum. Some course prefixes and course numbers have been changed as a result of the common course numbering system. The course prefixes are listed below. Where applicable, the former course number follows the new course number.

All credit courses offered by San Antonio College are identified by a four-digit number. The second digit indicates the number of semester hours, and the last two digits identify the specific course. For example, BUSI 2302 is a three semester hour course.

Courses with course number beginning with the number zero are developmental level courses do not fulfill any requirements for any degrees offered at San Antonio College and are not considered in calculations of honors. Additionally, these courses may not be transferable to a senior college.

As part of each course description there are three numbers within a parentheses. The first number indicates the semester hour value of the course, the second number indicates the number of lecture hours per week the class meets, and the third number indicates the number of laboratory hours per week the class meets. For example: (3-3-3) indicates the course has three semester hours credit value and meets for three hours of lecture per week and three laboratory hours per week. Hours met per week are based on semester-length classes; courses of shorter duration, such as Flex classes, will meet for more hours per week for equivalency.

**It is the responsibility of every student to check with the four-year university to which he/she plans to transfer to ensure that courses taken at San Antonio College are transferable and will apply to the appropriate degree.**

### COURSE PREREQUISITES

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Some courses require students to complete a specified course or acquire a particular skill prior to enrolling in that course. For example, SPAN 1411 Elementary Spanish I is a prerequisite for SPAN 1412 Elementary Spanish II.

There may be additional prerequisites/corequisites required on entry-level courses in addition to any listed. See Basic Skill Prerequisites for Entry-Level College Courses in the current San Antonio College Class Schedule.

ACCT	Business Administration
ACNT	Accounting Technology
ANTH	Anthropology
ARAB	Arabic
ARCH	Architecture
ARTC	Graphic Art
ARTS	Art
ASTR	Astronomy
	Physics
BCIS	Business Administration
BIOL	Biology
BMGT	Business Management

BNKG	Financial Management
	Banking
BUSA	Financial Management
	Business Management
	Financial Management
BUSG	Business Management
BUSI	Business Administration
CDEC	Child Development
CETT	Electronics Technology
	Engineering Technology
CHEM	Chemistry
CHIN	Chinese
CJCR	Criminal Justice
CJLE	Criminal Justice
CJSA	Criminal Justice
CMSW	Sociology
CNBT	Electronics Technology
COMM	Communication
	Journalism
	Photography
	Radio-Television-Film
COSC	Computer Science
CRIJ	Criminal Justice
CRTG	Geographic Information Systems
CRTR	Court Reporting
DAAC	Drug/Alcohol Abuse Counseling
DFTG	Computer-Aided Drafting
DNTA	Dental Assisting
DRAM	Drama
ECON	Economics
EDTC	Teacher Assistant
EDUC	Education
EECT	Electronics Technology
ELMT	Electronics Technology
	Engineering Technology
EMAP	Emergency Management
EMSP	Emergency Medical Technology
ENGL	English
ENGR	Engineering
ENTC	Engineering Technology
EPCT	Occupational, Safety, & Health Technologies
ESOL	English as a Second Language
FIRS	Fire Science
FIRT	Fire Science
FLMC	Film
FREN	French
GEOG	Geography
GEOL	Geology
GERM	German
GERS	Gerontology
GOVT	Political Science
GRPH	Graphic Arts

HART	Engineering Technology
HIST	History
HRPO	Administrative Computer Technology
	Business Management
	Public Administration
HUMA	Humanities
IBUS	Business Management
IDST	Interdisciplinary Studies
IMED	Graphic Art
INEW	Computer Information Systems
ITAL	Italian
ITCC	Computer Information Systems
ITMC	Computer Information Systems
ITNW	Computer Information Systems
ITSC	Computer Information Systems
	Administrative Computer Technology
ITSE	Computer Information Systems
ITSW	Computer Information Systems
	Administration Computer Technology
ITSY	Computer Information Systems
JAPN	Japanese
JOUR	Journalism (See COMM)
KINE	Kinesiology (Physical Education)
LATI	Latin
LGLA	Paralegal Studies
LMGT	Business Management
MATH	Mathematics
MDCA	Medical Assisting
MRKG	Marketing
	Business Management
MRTS	Mortuary Science
MSCI	Military Science
MUAP	Music
MUEN	Music
MUSI	Music
OSHT	Occupational, Safety, & Health Technologies
PBAD	Public Administration
PHED	Physical Education (See KINE)
PHIL	Philosophy
PHOT	Photography (See COMM)
PHYS	Physics
	Astronomy
POFI	Administrative Computer Technology
POFL	Administrative Computer Technology
POFM	Administrative Computer Technology
POFT	Administrative Computer Technology
PSYC	Psychology
QCTC	Engineering Technology
RBTC	Electronics
READ	Reading
RELE	Real Estate Management
RNSG	Nursing

RTVB	Radio-Television-Film
SDEV	Broadcasting
SGNL	Student Development
SLNG	Sign Language
SLPS	Sign Language: Interpreter Training
SOCI	Criminal Justice
SOCW	Sociology
SPAN	Social Work
SPCH	Spanish
SPNL	Speech
SRVY	Administrative Computer Technology
TECA	Engineering Technology
TECM	Child Development
	Engineering Technology

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## COURSE DESCRIPTIONS

### ACCT 2301. FINANCIAL ACCOUNTING (3-3-0)

**Prerequisite:** Sophomore standing or consent of department chairman or designate

This course covers concepts, principles, and procedures for measuring, processing, and communicating financial information to decision makers. It includes ethics, the accounting cycle, financial statements, merchandising operations, accounting systems, special journals, internal controls, assets, current liabilities, equity, payroll and partnerships.

### ACCT 2302. MANAGERIAL ACCOUNTING (3-3-0)

**Prerequisite:** ACCT 2301

This course is a continuation of financial accounting. The major topics covered are: corporations, financial analysis, concepts of management accounting, product costing systems, and decision analysis for planning and controlling operations.

### ACNT 1191, 1291, 1391, 1491. SPECIAL TOPICS IN ACCOUNTING (1-1-0)(2-2-0)(3-3-0)(4-4-0)

**Prerequisite:** Varies with subject being offered

Special Topics in Accounting will 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 may be repeated for credit when the subject varies.

### ACNT 1303. INTRODUCTION TO ACCOUNTING I (3-3-1)

**(For non-accounting majors)**

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. The emphasis is on understanding the complete accounting cycle for service and merchandising businesses and preparing financial statements, bank reconciliations, and payroll.

### ACNT 1311. INTRODUCTION TO COMPUTERIZED ACCOUNTING I (3-3-1)

**Prerequisite:** ACNT 1403

Introduction to Computerized Accounting utilizes the computer in maintaining accounting reports, making management decisions, and processing common business applications with primary emphasis on a general ledger package.



**ACNT 1325. PRINCIPLES OF ACCOUNTING I (3-3-1)**

Principles of Accounting I is a study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships, corporations, and other legal forms of business. There is emphasis on the accounting cycle for service and merchandising enterprises. Microcomputer applications are included.

**ACNT 1326. PRINCIPLES OF ACCOUNTING II (3-3-1)****Prerequisite: ACNT 1325**

This course is a study of the fundamentals of managerial accounting. The emphasis is on accounting for a manufacturing concern, budgeting, planning, management decision-making, and analysis of financial reports. Microcomputer applications are included.

**ACNT 1329. PAYROLL AND BUSINESS TAX ACCOUNTING (3-3-0)****Prerequisite: ACNT 1403, ACNT 1311**

Payroll and Business Tax Accounting is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

**ACNT 1382. COOPERATIVE EDUCATION - ACCOUNTING TECHNICIAN (3-1-20)****Prerequisite: ACNT 1403 and 10 hours or more completed toward certificate with approval of worksite by instructor/coordinator**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**ACNT 1403. INTRODUCTION TO ACCOUNTING I (4-3-2)**

Introduction to Accounting I is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. The emphasis is on understanding the complete accounting cycle for service and merchandising businesses and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1471. APPLIED ACCOUNTING TOPICS (4-4-0)****(Formerly ACNT 1491)****Prerequisite: ACNT 1403**

This course gives the student in-depth coverage of topics such as accounting for fixed assets, depreciation, inventory methods and controls, partnership and corporation structure, cash flow statements, and in-depth financial statement analysis.

**ACNT 2330. GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (3-3-0)**

This course covers the basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities, the accounting cycle for funds and account groups, and governmental and non-profit financial statements.

- ACNT 2371. BUSINESS TAX REPORTING** (3-3-0)  
(Formerly ACNT 1391)  
**Prerequisite:** ACNT 1403, ACNT 1325, or ACCT 2301  
This course covers federal, state, and local tax reporting practices, procedures, and forms for sole proprietorships, partnerships, and corporations and the effect each tax has on accounting and business functions. This is a study of the operations of Bexar Appraisal District, Texas Workforce Commission, Texas Comptroller's Office, Social Security Administration, Small Business Administration, and others as time permits.
- ACNT 2372. INCOME TAX FUNDAMENTALS** (3-3-0)  
(Formerly ACNT 1391)  
**Prerequisite:** ACCT 2301  
Income Tax Fundamentals stresses federal income tax fundamentals under the latest laws and IRS codes. Regulations and interpretations used to make business/accounting decisions are incorporated.
- ACNT 2373. MICROCOMPUTER ACCOUNTING APPLICATIONS II** (3-3-1)  
(Formerly ACNT 1391)  
**Prerequisite:** ACNT 1403, ACNT 1325, or ACCT 2301  
Microcomputer Accounting Applications II provides technical training in the selection, installation, and operation of commercially available accounting software packages.
- ACNT 2380. COOPERATIVE EDUCATION - ACCOUNTING** (3-1-20)  
**Prerequisite:** ACNT 1311; ACNT 1403, ACNT 1325 or ACNT 2301; and 40 hours or more completed toward degree with approval of worksite by instructor/coordinator  
Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
- ANTH 2301. INTRODUCTION TO PHYSICAL ANTHROPOLOGY** (3-3-0)  
Students will study theories concerning the development of human physical differences and biological adaptations. The course will examine the following applied study topics: the human skeleton, human genetics, race, and physical characteristics unique to the primate order.
- ANTH 2302. INTRODUCTION TO ARCHAEOLOGY** (3-3-0)  
This course introduces methods, theories, and techniques used by archaeologists to reconstruct pre-historic and historic cultures. It will examine case studies from various archaeological sites around the world, with a particular focus on new world archaeology. Activities may include hands-on instruction in excavation techniques, various artifact analysis, mapping procedures, and field trips to local archaeological sites.
- ANTH 2351. INTRODUCTION TO ANTHROPOLOGY - CULTURAL** (3-3-0)  
This course surveys the following topic areas: ancient and modern people, the nature of culture, social institutions, status, role, and social control in simple societies.

- ARAB 1471. BEGINNING ARABIC I** (4-4-1)  
This beginning-level course teaches the Semitic writing system and the grammar, vocabulary, and sound system of classical Arabic. Students receive practice in listening and speaking as well as reading and writing. A language laboratory is required.
- ARAB 1472. BEGINNING ARABIC II** (4-4-1)  
**Prerequisite:** ARAB 1471 or approval by department  
This second semester course continues the study of the Semitic writing system and the grammar, vocabulary, and sound system of classical Arabic. Students receive practice in listening and speaking as well as reading and writing. A language laboratory is required.
- ARCH 1301. HISTORY OF ARCHITECTURE I** (3-3-0)  
**Prerequisite:** Sophomore standing recommended  
This course is a survey course in the history of architecture and the built environment from prehistoric times to the dawn of the Italian Renaissance.
- ARCH 1302. HISTORY OF ARCHITECTURE II** (3-3-0)  
**Prerequisite:** Sophomore standing recommended  
This course is a survey course in the history of architecture and the built environment from the Renaissance to the early 20th century.
- ARCH 1303. ARCHITECTURAL DESIGN I** (3-3-3)  
This course is a study in observation and presentation of design as related to two- and three-dimensional space through the use of form, color, texture, and materials in compositional form.
- ARCH 1304. ARCHITECTURAL DESIGN II** (3-3-3)  
**Prerequisite:** ARCH 1303  
This course is a continuation of ARCH 1303 with emphasis on more complex three-dimensional design problems.
- ARCH 1307. ARCHITECTURAL GRAPHICS I** (3-3-3)  
**Prerequisite:** Concurrent enrollment in ARCH 1303  
This course teaches the use of drafting tools and materials and their application to graphic representation of architectural and interior design subject matter.
- ARCH 1308. ARCHITECTURAL GRAPHICS II** (3-3-3)  
**Prerequisite:** ARCH 1307 and concurrent enrollment in ARCH 1304  
This course is a continuation of ARCH 1307 Architectural Graphics I with emphasis placed on perspective, shade, and shadow.
- ARCH 1311. ARCHITECTURE, SOCIETY, AND CULTURE** (3-3-0)  
This course is an introduction to the fundamental processes, issues, and theories of architectural and environmental design. Explorations of the reciprocal relationship between the design languages and human culture, and the impact this relationship has on society are conducted.
- ARCH 1315. ARCHITECTURAL COMPUTER GRAPHICS** (3-3-3)  
**Prerequisite:** ARCH 1308 and ARCH 2302 or equivalents, or instructor approval  
This course is an introductory course devoted to the creation of architectural drawings using AutoCAD®. Instruction will include the use of AutoCAD® to create two- and three-dimensional drawings of various types including plans, elevations, sections, paralines, and others. Procedures for creating and organizing a set of presentation and construction drawings are also presented.

**ARCH 2301. ARCHITECTURAL FREEHAND DRAWING I (3-3-3)**

This course involves the study and application of drawing and other basic communication skills using various media.

**ARCH 2302. ARCHITECTURAL FREEHAND DRAWING II (3-3-3)****Prerequisite: ARCH 2301**

This course is a continuation of ARCH 2301 with more specific emphasis on architectural subjects rendered in various media.

**ARCH 2312. CONSTRUCTION I (3-3-3)**

This course involves the study of building systems and their structure, economics, and aesthetic uses in architecture. The varieties, manufacture, properties, and uses of building materials are also presented.

**ARCH 2313. CONSTRUCTION II (3-3-3)****Prerequisite: ARCH 2312**

This course covers the static equilibrium and strength of materials, and the mathematical analysis of structural component loading.

**ARCH 2372. GRAPHIC COMMUNICATIONS I (3-3-3)****Prerequisite: ARCH 2302, 1304, 1308**

This course involves the study of color, and its characteristics and use in rendering in various media, with emphasis on architectural content.

**ARCH 2373. GRAPHIC COMMUNICATIONS II (3-3-3)****Prerequisite: ARCH 2372**

This course is a continuation of ARCH 2372, with more emphasis on synthesis of basic components in the solution of architectural problems.

**ARCH 2374. INTRODUCTION TO LANDSCAPE ARCHITECTURE (3-3-0)**

This course presents the art of landscaping design, from the earliest efforts to the present day. Readings, sketches, and reports are utilized to explore this dynamic subject.

**ARCH 2470. ARCHITECTURAL DESIGN III (4-4-5)****Prerequisite: ARCH 2302, 1304, 1308**

This course presents the fundamental planning principles that apply basic design principles and architectural forms to the solution of simple design problems.

**ARCH 2471. ARCHITECTURAL DESIGN IV (4-4-5)****Prerequisites: ARCH 2470**

This course is a continuation of ARCH 2470, with emphasis on larger and more complex design problems.

**ARTC 1301. BASIC ANIMATION (3-2-4)****(Formerly GRAA 1306)****Prerequisites: ARTC 1325, 1327, 1321, 2305; IMED 1316 and 1305; ARTS 1303, 1317 and 2311**

Basic Animation is a studio course based on the examination of history, concepts, and techniques of basic animation production, including storyboards and character development. The emphasis is on creating movement and expression utilizing traditional or electronically generated image sequences

**ARTC 1317. DESIGN COMMUNICATION I (3-2-4)****(Formerly GRAA 2310)****Prerequisites:** ARTC 1325, 1327,1321, 2305, and 2309; IMED 1316; ARTS 1303, 1317 and 2311

Design Communication I is a studio course in the study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images, and other design elements into corporate identity programs and packaging. Computer skills in industry standard computer programs will be developed.

**ARTC 1321. ILLUSTRATION TECHNIQUES (3-2-4)****(Formerly GRAA 1305)****Prerequisites:** ARTC 1325 and 1327, ARTS 1303, 1311, and 1316

Illustration Techniques is a non-computer studio course in illustration techniques in various media. The emphasis is on creative interpretation and disciplined draftsmanship for visual communication of ideas. Topics include the development of ideas through storyboards, thumbnails, and flowcharts, and pictorial illustration using traditional media, with and without type.

**ARTC 1325. INTRODUCTION TO COMPUTER GRAPHICS - PRINT (3-2-4)****(Formerly GRAA 1301)**

Introduction to Computer Graphics is a studio course in the survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. Students will receive hands-on training with basic drawing/painting, word processing, animation, and desktop publishing applications, and will be introduced to various methods of reproduction in print and electronic media.

**ARTC 1327. TYPOGRAPHY (3-2-4)****(Formerly GRAA 1302)**

Typography is a studio course in the study of letterforms and typographic concepts as elements of graphic communication. The emphasis is on developing a current, practical typographic knowledge based on industry standards.

**ARTC 1341. 3-D ANIMATION I (3-2-4)****(Formerly GRAA 1307)****Prerequisites:** ARTC 1325 and 1327; ARTS 1303, 1311, and 1316

3-D Animation I is a studio course in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. The emphasis is on 3-D modeling building blocks using primitives to create simple or complex objects.

**ARTC 1349. ART DIRECTION I (3-2-4)****(Formerly GRAA 2316)****Prerequisites:** ARTC 1325, 1327,1321, 2305, and 2309; IMED 1316; ARTS 1303, 1317, and 2311

Art Direction I is a studio course on the creation of projects in art direction for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution of a comprehensive project.

- ARTC 2305. DIGITAL PAINTING & IMAGING** (3-2-4)  
(Formerly GRAA 1303)  
**Prerequisites:** ARTC 1325 and 1327, ARTS 1311 and 1316  
This is a studio course introducing the general principles of digital image processing and electronic painting. The emphasis is on bitmapped or raster-based image making and the creative aspects of electronic illustration for commercial and fine art applications. The blending of vector- and raster-based graphics is also covered.
- ARTC 2311. HISTORY OF COMMUNICATION GRAPHICS** (3-2-4)  
(Formerly GRAA 2306)  
**Prerequisites:** ARTC 1325, 1327,1321, and 2305; IMED 1316; ARTS 1303, 1304, 1317, and 2311  
History of Communication Graphics is a studio course on the survey of the evolution of graphic arts as it relates to the history of art. Topics include formal, stylistic, social, political, economic, and historical aspects. The emphasis is on the art movement, schools of thought, individuals, and technology as they interrelate with graphic arts. Historical topics are applied to illustration, graphic design, typography, photography, print media graphics, and motion graphics.
- ARTC 2317. TYPOGRAPHIC DESIGN** (3-2-4)  
**Prerequisites:** ARTC 1325, 1327,1321, 2305, and 2309; IMED 1316; ARTS 1303, 1317, and 2311  
Typographic Design is a studio course focusing on the importance of typography in visual communication that will be stressed through the exploration of problems in typographic design, including computer-generated letterforms as elements of design. Topics include theory and techniques of traditional, contemporary, and experimental typography for advertising and editorial usage.
- ARTC 2341. 3-D ANIMATION II** (3-2-4)  
(Formerly GRAA 2302)  
**Prerequisites:** ARTC 1325, 1327,1321, 2305, and 1341; IMED 1316; ARTS 1303, 1317, and 2311  
3-D Animation II is a studio course concentrating in the skilled development of three-dimensional (3-D) modeling and rendering techniques using lighting, staging, and special effects for digital output. The emphasis is on the production of 3-D animation as final digital outputting using modeling, rendering, animation, and outputting software.
- ARTC 2347. DESIGN COMMUNICATION II** (3-2-4)  
(Formerly GRAA 2311, 2313, 2317, 2318, 2307, and 2308)  
**Prerequisites:** All required courses for each track except ARTC 2311 and IMED 2311  
Design Communication II is a studio course concentrating on advanced individual projects in any of the following graphic arts areas: graphic design, illustration, photography, art direction, Web page design, multimedia authoring, 2D-3D animation, and digital video. This course is designed for students to concentrate and expand in a major field of interest. It is an advanced study of design, development, and art direction. The emphasis is on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements. NOTE: Use this course for Advanced Problems in all three tracks: print, interactive, sequential. \*Must be taken once for each track.

**ARTS 1301. ART APPRECIATION (3-3-0)**

This is a lecture course exploring the elements of visual language, their nature, functions, and relationships in painting, sculpture, architecture, and industrial design. The focus is on the development and application of critical thinking skills.

**ARTS 1303. ART HISTORY SURVEY I (3-3-0)**

This is a lecture course in the history of painting, sculpture, architecture, and other artforms from prehistoric times to the 14th century.

**ARTS 1304. ART HISTORY SURVEY II (3-3-0)**

This is a lecture course in the history of painting, sculpture, architecture, and other art forms from the 14th century to present times.

**ARTS 1311. DESIGN I (3-3-3)**

This course is an art studio course in the theory and practice of design, including fundamental principles and elements as related to visual structure. The focus is on the development and application of critical thinking skills.

**ARTS 1312. DESIGN II (3-3-3)****Prerequisite: ARTS 1311**

This course is an art studio course in the formal elements of design in three dimensions with an emphasis on personal expression.

**ARTS 1316. DRAWING I (3-3-3)**

This is an art studio course investigating a variety of media, techniques, and subjects. Perceptual and descriptive possibilities through drawing the human figure are explored as a developmental process as well as an end in itself. Live models and still-life materials are used as a focus. Development and application of critical thinking skills are emphasized.

**ARTS 1317. DRAWING II (3-3-3)****Prerequisite: ARTS 1316**

This course is an art studio course offering further investigation of drawing. Expressive and conceptual aspects of human figure drawing within a spatial environment are stressed. Live models and still-life materials are used as a focus. Development and application of critical thinking skills are emphasized.

**ARTS 1325. DRAWING & PAINTING (3-3-3)**

This course is an art studio course in the basic problems encountered in the processes of drawing and painting.

**ARTS 2311. DESIGN III (3-3-3)****Prerequisite: ARTS 1311**

This course is an art studio course which further investigates the problem of two-dimensional concepts with an emphasis on color theory and personal expression.

**ARTS 2316. PAINTING I (3-3-3)****Prerequisites: ARTS 1311 and ARTS 1316**

This course is an art studio course which explores the potential of painting media with emphasis on color, composition, and the dynamics of vision.

**ARTS 2317. PAINTING II (3-3-3)****Prerequisite: ARTS 2316**

This course is an art studio course which offers a continuation of ARTS 2316 with an emphasis on individual expression. With the instructor's approval, this course may be repeated once for an additional three hours credit as a study in advanced problems and techniques.

**ARTS 2323. DRAWING III (3-3-3)****Prerequisite: ARTS 1317**

This course is an art studio course dealing with problems of structure and action of the human figure and conceptual aspects of drawing.

**ARTS 2324. DRAWING IV (3-3-3)****Prerequisite: ARTS 2323**

This course is an art studio course which investigates drawing with emphasis on individual expression. With the instructor's approval, this course may be repeated once for an additional three hours credit as a study in advanced problems and techniques.

**ARTS 2326. SCULPTURE I (3-3-3)**

This course is an art studio course which explores three-dimensional concepts of form in a variety of media.

**ARTS 2327. SCULPTURE II (3-3-3)****Prerequisite: ARTS 2326**

This course is an art studio course which continues ARTS 2326 with an emphasis on individual expression. With the instructor's approval, this course may be repeated once for an additional three hours of credit as a study in advanced problems and techniques.

**ARTS 2333. PRINTMAKING I (3-3-3)**

This course is an art studio course which explores various printmaking techniques, including planographic, intaglio, stencil, and relief.

**ARTS 2334. PRINTMAKING II (3-3-3)****Prerequisite: ARTS 2333**

This course is an art studio course offering a continuation of ARTS 2333 including the opportunity to specialize printmaking skills with an emphasis on personal expression. With the instructor's approval, this course may be repeated once for an additional three hours of credit as a study in advanced problems and techniques.

**ARTS 2341. ART METALS I: JEWELRY DESIGN (3-3-3)**

This course is an art studio course exploring the fundamentals of design and construction of jewelry with an emphasis on the creative use of nonferrous metals.

**ARTS 2342. ART METALS II: JEWELRY DESIGN (3-3-3)****Prerequisite: ARTS 2341**

This course is an art studio course exploring design problems in precious metals, including construction, casting, and stone setting. With the instructor's approval, this course may be repeated once for an additional three hours of credit as a study in advanced problems and techniques.



**ARTS 2346. CERAMICS I (3-3-3)**

This course is an art studio course in ceramics emphasizing hand building techniques with an introduction to the potter's wheel, clay, glazing, and firing.

**ARTS 2347. CERAMICS II (3-3-3)****Prerequisite: ARTS 2346**

This course is an art studio course which continues ARTS 2346 Ceramics I, including problems in throwing on the potter's wheel, preparing clay and glaze, and firing techniques. The emphasis is centered on individual development of the conceptual and expressive aspects of ceramics art. With the faculty advisor's approval, this course may be repeated once for an additional three hours of credit as a study in advanced problems and techniques for portfolio preparation.

**ARTS 2356. FINE ARTS PHOTOGRAPHY I (3-3-3)****Prerequisites: ARTS 1303, 1304, 1317, and 2311**

This course is a studio course introducing the possibilities of photography as an artistic medium. Topics include a multicultural historical focus on photography as a 20th century artistic medium; application of fundamental photographic theory, methods, materials, equipment, and techniques; black and white film processing and printing; aesthetic and ethical issues; and processes of digital photography and computer manipulation of photographs. Problems include organization and direction of field assignments and the use of photographs as a medium for artistic expression.

**ARTS 2357. FINE ARTS PHOTOGRAPHY II (3-3-3)****Prerequisite: ARTS 2356**

This course is a studio course offering further investigation into the possibilities of photography as an artistic medium. Topics include a continued exploration of photography as a 20th century artistic medium with an emphasis on individual expression with regard to specific applications of aesthetic and ethical issues of film and digital photographic processes. Assignments emphasize creative productivity, independent written research, group dynamics, and oral communication skills including articulation of creative strategies and aesthetic perspectives in classroom critiques and exhibition gallery presentations. This course may be repeated for an additional three semester hours as a study in advanced problems and techniques.

**ASTR - SEE ALSO PHYS****ASTR 1170. INTRODUCTION TO ASTRONOMY LABORATORY (1-0-3)****Prerequisite: MATH 0302 and ASTR 1370 or ASTR 1371 or concurrent registration in ASTR 1370 or 1371**

This course is an introduction to practical observational techniques, using the school's telescopes as well as student built classical instruments. Topics include in-class projects on spectroscopy, stellar positions, solar heating, planetary motions, solar and astrophotography, star clusters, galaxies, and cosmology.

**ASTR 1370. INTRODUCTORY ASTRONOMY (3-3-0)**

This course is a descriptive survey of astronomy. Topics include the history of astronomy, observing techniques, the solar system, stars and galaxies, and an introduction to cosmological theories. Visits will be made to the Scobee Planetarium, and some field trips will be held for telescopic observation of interesting phenomena. Only one of the following may be counted for astronomy credit: PHYS 1311 or ASTR 1370.

**ASTR 1371. PRINCIPLES OF ASTRONOMY (3-3-0)**

This course is a discussion of current topics in astronomy in more detail than the basic course. Topics, partially chosen by class vote, include modern spacecraft investigations of the planets, the possibilities of life in outer space, interstellar communication, space travel, and recent discoveries such as pulsars, black holes, quasars, dark matter, and the universe. This course is for students who want more than just a basic descriptive course. Visits to the Scobee Planetarium and some field trips will be held for telescopic observations of interesting phenomena.

**BCIS 1305. BUSINESS COMPUTER APPLICATIONS (3-3-0)**

This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**BIOL 1308. PRINCIPLES OF BIOLOGY (3-3-0)**

This course includes a study of fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of physiology, genetics, ecology, and the scientific method are also included.

**BIOL 1322. INTRODUCTORY NUTRITION (3-3-0)**

**Prerequisites:** BIOL 1406 or 2401 and one semester of college-level chemistry

This course includes a study of essential food components and their functions in life processes.

**BIOL 1371. NUTRITION FOR TODAY (3-3-0)**

This course is a survey course for non-science majors. Topics of current interest including weight control, food labeling, diet in relation to health and physical fitness, and age- and health-related nutritional needs are studied.

**BIOL 1406. GENERAL BIOLOGY I (4-3-3)**

BIOL 1406 is an introductory course that includes the following topics: history and philosophy of the science of biology, basic chemistry, energy transformations, physical phenomena, genetics, evolution, and ecology.

**BIOL 1407. GENERAL BIOLOGY II (4-3-3)**

**Prerequisite:** Completion of BIOL 1406 or its equivalent.

BIOL 1407 is a continuation of BIOL 1406 with emphasis on the structure and function of living organisms.

**BIOL 1408. GENERAL BIOLOGY I (4-3-3)**

This course is an investigation of the nature of science, the fundamental aspects of cell structure and function, ecology, evolution, energy transformation, and genetics. This course is recommended only for non-science majors.

**BIOL 1409. GENERAL BIOLOGY II (4-3-3)**

**Prerequisite:** BIOL 1408

This course includes a study of the principles/fundamentals of structure and function of living organisms. The principles of classification will be covered. This course is recommended only for non-science majors.

**BIOL 1411. GENERAL BOTANY (4-3-3)**

BIOL 1411 is an introductory botany course that includes a phylogenetic survey and a study of the anatomy and physiology of plants, algae, and fungi.

**BIOL 1413. GENERAL ZOOLOGY (4-3-3)**

This course is an introductory zoology course that includes a phylogenetic survey of the animal kingdom and a study of the morphology, physiology, and ecology of the animals.

**BIOL 1424. PLANT TAXONOMY (4-3-3)**

**Prerequisite:** BIOL 1407 or 1411

The course includes the study of the identification of flowering plants with special emphasis on local, native flowering plants.

**BIOL 2306. ENVIRONMENTAL BIOLOGY (3-3-0)**

This course includes a study of the interrelationships of the human, plant and animal communities, and their interdependence. The nature of man, technology, environmental perception, pollution, conservation, water supply, urbanization, wildlife, soils, mineral resources, energy, and other natural phenomena as well as group, social, political, and economic implications, and other contemporary ecological problems are emphasized.

**BIOL 2370. FUNDAMENTALS OF PATHOLOGY (3-3-0)**

**Prerequisite:** Registration for BIOL 2420 or 2421

This course includes a study of morphology, function, and secretion of selected normal and diseased cells, tissues, and organs.

**BIOL 2401. HUMAN ANATOMY AND PHYSIOLOGY (4-3-3)**

This course includes a study of the systems of the human body and principles of human physiology. The topics to be covered are the cell; tissues; the skeletal, muscular, and nervous systems; and the senses.

**BIOL 2402. HUMAN ANATOMY AND PHYSIOLOGY (4-3-3)**

**Prerequisite:** Completion of BIOL 2401 or its equivalent

This course includes a study of the blood and circulatory, respiratory, excretory, digestive, endocrine, and reproductive systems. It satisfies the requirement in human anatomy and physiology for pre-nursing and other paramedical and allied health fields.

**BIOL 2404. HUMAN ANATOMY AND PHYSIOLOGY (4-3-3)**

This course includes a study of the structure and function of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. This course satisfies the requirement of human anatomy and physiology for paramedical technical curricula.

**BIOL 2406. ENVIRONMENTAL BIOLOGY (4-3-3)**

This course includes a study of basic environmental relationships between human, plant, and animal communities including life cycles and identification. The laboratory consists of wet labs and several overnight camping trips to remote areas of West Texas. Field trips are scheduled for the interim period between semesters and on weekends. Conservation, pollution, energy, and other contemporary ecological problems are part of this curriculum.

**BIOL 2416. GENETICS (4-3-3)****Prerequisite: BIOL 1406 and CHEM 1411**

The hereditary system of plants and animals is studied using Mendelian, molecular, and population genetics. Laboratory exercises will include fruit flies and basic biotechnology.

**BIOL 2420. MICROBIOLOGY AND PATHOLOGY (4-3-3)**

This course includes a study of the microbiology and clinical pathology vital to the paramedical health profession, upon which infectious diseases and their prevention and nursing care depend.

**BIOL 2421. GENERAL MICROBIOLOGY (4-3-4)****Prerequisites: BIOL 1406 & 1407, or BIOL 1411 & 1413; CHEM 1412; and credit or concurrent enrollment in CHEM 2323 recommended**

BIOL 2421 is a comprehensive microbiology course including a survey of monera, fungi, protista, and viruses. Taxonomy, genetics, physiology, and microbial ecology are considered, as well as medical microbiology and immunity.

**BMGT 1191, 1291, 1391. SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (1-1-0) (2-2-0) (3-3-0)****Prerequisite: Department approval**

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.

**BMGT 1303. PRINCIPLES OF MANAGEMENT (3-3-0)**

This course is a study and analysis of management concepts, terminology, principles, theory, and issues that are the substance of the practice of management .

**BMGT 1331. PRODUCTION & OPERATIONS MANAGEMENT (3-3-0)**

This course emphasizes the fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

**BMGT 1345. COMMUNICATION SKILLS FOR MANAGERS (3-3-0)**

This course is a comprehensive study of advanced communications skills for managers in business and industry, including advanced techniques in reading, writing, listening, and speaking. The emphasis is on clear, concise written and spoken communication in terms of business letters, memos, and reports, as well as oral presentations; techniques for time management; prioritizing reading materials; and comprehending the main ideas and salient details of technical materials, including journals and reports, and other work-related materials.

**BMGT 1382. COOPERATIVE EDUCATION - BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (3-1-20)****Prerequisite: BMGT 1303**

In this course career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

**BMGT 2309. LEADERSHIP (3-3-0)**

This course covers concepts of leadership and its relationship to management. It equips the student with leadership and communication skills needed to inspire and influence people.

**BMGT 2331. PRINCIPLES OF QUALITY MANAGEMENT (3-3-0)****Prerequisite: BMGT 1331**

Quality of productivity in organizations is emphasized in this course. Key concepts for this course include planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

**BMGT 2341. STRATEGIC MANAGEMENT (3-3-0)****Prerequisite: BMGT 1303, MRKG 1311, HRPO 2307, and BUSG 1345, or department approval**

This is an integrative course in the strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**BMGT 2383. COOPERATIVE EDUCATION - BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (3-1-20)****Prerequisite: BMGT 1382, MRKG 1381, and BUSG 1345**

In this course career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

**BNKG 1191, 1291, 1391, 1491. SPECIAL TOPICS IN BANKING AND FINANCIAL SERVICES (1-1-0)(2-2-0)(3-3-0)(4-4-0)****Prerequisite: Departmental approval**

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.

**BNKG 1303. PRINCIPLES OF BANK OPERATION (3-3-0)**

Principles of Bank Operations is an overview of the fundamental banking functions, the role of regulation in the banking industry, and an explanation of financial products and services.

**BNKG 1340. MONEY AND BANKING (3-3-0)**

This course will review monetary policy and its related effects on financial intermediaries. It will include financial markets, regulatory functions, and structures. The course will address investment and funds management.

**BNKG 1343. LAW AND BANKING (3-3-0)****Prerequisite: BNKG 1303**

This course is an introduction to basic sources of law and banking regulation, and laws relating to contracts, negotiable instruments, secured transactions, and consumer credit.

**BNKG 1345. CONSUMER LENDING (3-3-0)****Prerequisite: BNKG 1303**

Consumer lending is a study of the different types of consumer loans, federal regulations, and state laws pertaining to collection and servicing of consumer loans and the relating consumer credit to the lending process.

**BNKG 1349. COMMERCIAL LENDING (3-3-0)****Prerequisite: BNKG 1303**

Commercial Lending is an overview of the commercial lending market, process, credit analysis, evaluation, federal regulation, and state laws related to business and industrial lending.

**BNKG 1351. SELLING BANK PRODUCTS AND SERVICES (3-3-0)**

This course examines the characteristics and benefits of bank products. The emphasis is on the personal selling process and quality customer service. The application of personal selling, cross-selling, and related product benefits to individual customer needs are also addressed.

**BNKG 1353. MORTGAGE LENDING (3-3-0)****Prerequisite: BNKG 1303**

The course is an overview of the mortgage lending market and process with an emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans.

**BNKG 1356. ANALYZING FINANCIAL STATEMENTS (3-3-0)**

The course studies the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. The emphasis is on the relationship of comparative analysis and industry standards.

**BNKG 1359. LOAN SERVICING (3-3-0)**

This is a specialized course which examines how mortgage lenders handle loans from the time a loan is closed until the final payment is made. The course focuses on the legal aspects and actual procedures used in the daily operations in loan servicing. Topics include escrow accounting, contracting servicing, governmental regulations, taxing authorities, establishing tax rates, and the economic impacts of delinquency.

**BNKG 1391. SPECIAL TOPICS: QUALIFYING COMPLEX BORROWERS (3-3-0)**

This course addresses specialized situations in generating mortgage loans which are not standardized in industry workplace. In unique situations, the professional will face qualifying a borrower whose information is outside the parameters of common borrowers' applications, to which the professional has not been exposed in the training and educational facilities of the employer. This course will permit exploration of such complex, atypical situations.

**BNKG 2380. COOPERATIVE EDUCATION (3-1-20)****Prerequisite: Departmental approval**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience that is directly related to a technical discipline, and specific learning objectives guide the student through the paid work experience.

**BUSA 1313. INVESTMENTS (3-3-0)**

This course is an overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics in this course include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. Moreover, it is an introduction to securities market, money market instruments, mutual funds, stocks, bonds, options, futures, and other securities.

**BUSG 1303. PRINCIPLES OF FINANCE (3-3-0)**

**Prerequisite:** Departmental approval and MATH 0301 with a grade of “C” or better, or equivalent

This course will review the financial dynamics of a business. This includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. This course emphasizes the time value of money.

**BUSG 1304. PERSONAL FINANCE (3-3-0)**

(Same as BUSI 1307)

This course is a study of the financial problems which people ordinarily encounter in managing their family affairs. Topics include financial security for the family, financial planning, budgeting, use of credit, income tax, home ownership, insurance planning, and savings and investment planning.

**BUSG 2307. LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3-3-0)**

This course is designed to develop a working knowledge of the role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business.

**BUSG 2309. SMALL BUSINESS MANAGEMENT (3-3-0)**

This is a course 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.

**BUSI 1301. INTRODUCTION TO BUSINESS (3-3-0)**

This course is an overview of the nature of business and its environment. It emphasizes the dynamic importance of business in everyday living and its influence on the consumer, the nation, and the world. Such topics as basic industries, forms of organization, economic systems, management, marketing, finance, human resource management, information systems, ethics, production, small business, and international business are covered. The course is also offered on the Internet and as a videocourse.

**BUSI 1307. PERSONAL FINANCE (3-3-0)**

(Same as BUSG 1304)

This course is a study of the financial problems which people ordinarily encounter in managing their family affairs. Topics include financial security for the family, financial planning, budgeting, use of credit, income tax, home ownership, insurance planning, and savings and investment planning.

**BUSI 2301. BUSINESS LAW I (3-3-0)**

**Prerequisite:** Sophomore standing

This course surveys the legal environment of American business. Major areas of content include the origins of law, government, regulation of business, personal property law, contract law, and domestic and international sales law (with emphasis on the Uniform Commercial Code).

**BUSI 2302. BUSINESS LAW II (3-3-0)**

**Prerequisite:** Sophomore standing

This course is a continuation of Business Law I and includes the application of the law to commercial paper, creditors' rights and bankruptcy, agency, partnerships and corporations, real property, and the special subjects of insurance, estates, and international transactions.

**CDEC 1164. FIELD EXPERIENCE IN CHILD DEVELOPMENT: INFANT/TODDLER CARE (1-1-6)****Prerequisite: Concurrent enrollment in CDEC 1321**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1165. FIELD EXPERIENCE IN CHILD DEVELOPMENT: PRESCHOOL CARE (1-1-6)****Prerequisite: Concurrent enrollment in CDEC 1319**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1303. FAMILY, SCHOOL, & COMMUNITY (3-3-1)****(Same as TECA 1303)**

This course is 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. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**CDEC 1311. EDUCATING YOUNG CHILDREN (3-3-1)****(Same as TECA 1311)**

This course is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**CDEC 1313. CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS (3-3-0)****Prerequisite: TECA 1311**

The course emphasizes the fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

**CDEC 1318. WELLNESS OF THE YOUNG CHILD (3-3-1)****(Same as TECA 1318)**

This course is a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. The focus of this course is on local and national standards and legal implications of relevant policies and regulations. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**CDEC 1319. CHILD GUIDANCE (3-3-0)**

This course provides an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. The emphasis is on positive guidance principles and techniques, family involvement, cultural influences, and practical application through direct participation with children.

**CDEC 1321. THE INFANT AND TODDLER (3-3-0)**

The course provides a study of appropriate infant and toddler (birth to three years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.



- CDEC 1339. EARLY CHILDHOOD DEVELOPMENT: 0-3 YEARS** (3-3-0)  
This course covers the principles of normal growth and development from conception through three years of age. The emphasis is on physical, intellectual, and social and emotional development.
- CDEC 1341. CDA PREPARATION FOR ASSESSMENT** (3-3-0)  
This course is designed to assist students in preparation for the child development associate (CDA) credential assessment, write CDA competency statements, and complete a CDA professional file.
- CDEC 1354. CHILD GROWTH AND DEVELOPMENT** (3-3-0)  
(Same as TECA 1354)  
Child Growth and Development is a study of the physical, emotional, social, and cognitive factors of growth and development of children birth through adolescence.
- CDEC 1356. EMERGENT LITERACY FOR EARLY CHILDHOOD** (3-3-0)  
The course provides an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.
- CDEC 1357. MATH & SCIENCE FOR EARLY CHILDHOOD** (3-3-0)  
The course provides an exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.
- CDEC 1358. CREATIVE ARTS FOR EARLY CHILDHOOD** (3-3-0)  
The course provides an exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
- CDEC 1359. CHILDREN WITH SPECIAL NEEDS** (3-3-0)  
The course provides 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.
- CDEC 1374. INFANT AND TODDLER CARE SEMINAR** (3-3-0)  
Students will investigate issues related to quality infant and toddler care including current brain research. Course content will be individualized to meet students' needs.
- CDEC 1380. COOPERATIVE EDUCATION - CHILD CARE PROVIDER/ASSISTANT** (3-1-20)  
**Prerequisite:** Concurrent registration in CDEC 2322 and a minimum of 20 hours per week employment in an approved child care program  
Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component. The course provides on-the-job training in the child development associate (CDA) functional areas with emphasis on safe, healthy, learning environment, self, social, and guidance.

**CDEC 1381. COOPERATIVE EDUCATION - CHILD CARE PROVIDER/ASSISTANT (3-1-20)**

**Prerequisite:** Concurrent registration in CDEC 2324 and a minimum of 20 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component. The course provides on-the-job training in the child development associate (CDA) functional areas with emphasis on creative, cognitive, physical, communication, families, professionalism, and program management.

**CDEC 1392. SPECIAL TOPICS IN CHILD DEVELOPMENT (3-3-0)**

The 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.

**CDEC 1480. COOPERATIVE EDUCATION - EARLY CHILDHOOD PROVIDER/ASSISTANT (4-1-29)**

**Prerequisite:** A minimum of 29 hours per week employment in an approved child care program

This course is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be paid or unpaid learning experience.

**CDEC 1481. COOPERATIVE EDUCATION - EARLY CHILDHOOD PROVIDER/ASSISTANT (4-1-29)**

**Prerequisite:** A minimum of 29 hours per week employment in an approved child care program

This course is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be paid or unpaid learning experience.

**CDEC 2280. COOPERATIVE EDUCATION - EARLY CHILDHOOD PROVIDER/ASSISTANT (2-1-8)**

This course is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The work supervisor provides indirect supervision while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This is the capstone experience for the Associate in Applied Science Degree.

**CDEC 2322. CHILD DEVELOPMENT ASSOCIATE TRAINING II (3-3-0)**

**Prerequisites:** Concurrent registration in CDEC 1380 and employment in an approved child care program

The course provides a continuation of the study of the requirements for the child development associate (CDA) national credential. The six functional areas of study include safe, healthy, learning environment, self, social, and guidance and program management. It also includes child growth and development and observation skills.

**CDEC 2324. CHILD DEVELOPMENT ASSOCIATE TRAINING III (3-3-0)**

**Prerequisites:** Concurrent registration in CDEC 1381 and employment in an approved child care program

The course provides a continuation of the study of the requirements for the child development associate (CDA) national credential. The seven functional areas of study are creative, cognitive, physical, communication, families, professionalism, and program management. It also includes child growth and development and observation skills.

**CDEC 2326. ADMINISTRATION OF PROGRAMS FOR CHILDREN I (3-3-0)**

**Prerequisites:** CDEC 1311/TECA 1311 and CDEC 1318/TECA 1318

The course emphasizes the practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Additional topics included are philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2341. THE SCHOOL AGE CHILD (3-3-0)**

The course provides a study of appropriate school-age (five to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 2428. ADMINISTRATION OF PROGRAMS FOR CHILDREN II (Formerly CHD 1317) (4-3-3)**

**Prerequisite:** CDEC 2326

The course provides 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, planning parent education/partnerships, and technical applications in programs. It includes a three hour per week experience in an early childhood program.

**CETT 1333. INTRODUCTION TO COMPUTER AND CAD OPERATIONS (3-2-4)**

This is an introduction to the fundamental operation of software application packages such as word processing, spreadsheets, and presentation software. Topics include electronic storage, data creation, and retrieval of documentation and data used in technical fields and software applications.

**CETT 1402. ELECTRICITY PRINCIPLES (Formerly CETT 1471) (4-3-3)**

This course is a study of the principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Topics covered include introductions to Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, and capacitive, inductive, and circuit analysis techniques. All material will be reinforced with laboratory activity.

**CETT 1409. DC/AC CIRCUITS (4-3-3)**

**Prerequisites:** CETT 1402 and credit or enrollment in CETT 1472

This course covers the fundamentals of DC and AC circuit operation including Ohm's law, Kirchoff's laws, transformers, resonance, phasors, and component and network analysis, including capacitive, inductive, and circuit analysis techniques. All material will be reinforced with laboratory activity.

**CETT 1425. DIGITAL FUNDAMENTALS (4-3-3)**

This is an entry-level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, flip-flops, encoders, counters, registers, and combinational logic. The emphasis is placed on circuit logic analysis and troubleshooting digital circuits in class and the laboratory.

**CETT 1429. SOLID STATE DEVICES (4-3-3)****Prerequisite: Credit or enrollment in CETT 1402**

This course is a study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, DC biasing techniques, field effect transistors, thyristors, operational amplifiers, and thermal considerations of solid state devices. All material will be reinforced with laboratory activity.

**CETT 1431. TECHNICAL PROGRAMMING (4-3-4)****Prerequisites: Credit or enrollment in CETT 1409, CETT 1425, and CETT 1441**

This is an introductory course in high-level programming using the language BASIC. Topics include structured programming and problem solving as they apply to technical applications. The student will develop and execute programs which solve technical problems as encountered in working with DC/AC, semiconductor, and digital circuits.

**CETT 1441. SOLID STATE CIRCUITS (4-3-3)****Prerequisites: CETT 1429 and credit or enrollment in CETT 1472**

This course is a study of special purpose semiconductor devices, circuits, and applications including bipolar transistors, JFETs, MOSFETs, oscillators, switching circuits, thyristors, optoelectronic devices, and special application diodes. The emphasis is placed on circuit analysis, obtaining and using manufacturer's specifications, and circuit construction and measurements in the laboratory.

**CETT 1445. MICROPROCESSOR (4-3-3)****Prerequisites: CETT 1425**

This is an introductory course in microprocessor software and hardware and its architecture, timing sequence, operation, and programming to include machine and assembly level languages. Included are discussions and use of appropriate software diagnostic language and tools.

**CETT 1453. BASIC TV/CRT SYSTEMS (4-3-3)****Prerequisites: CETT 1409 and credit or enrollment in CETT 1441**

This course is an introduction to television theory and CRT display systems, including TV applications, maintenance, FCC broadcast standards, and frequency allocations. Analog, digital, satellite, and cable TV systems are investigated. Practical hands-on training and TV circuit testing is provided.

**CETT 1457. LINEAR INTEGRATED CIRCUITS (4-3-3)****Prerequisite: CETT 1441**

This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. The theory and application of linear circuits including differential and operational amplifiers, negative feedback circuits, active filters, linear and non-linear OPAMP circuits, regulated power supplies, oscillators and timers, thyristors, and filters are covered. Topics cover device specifications, design, testing, and troubleshooting of linear IC circuits both in class and the laboratory.

**CETT 1472. ELECTRONICS PROBLEMS (4-3-3)**

This is an applications course of the mathematics used in electronics: e.g. algebra, right triangle trigonometry, logarithms, binary math, and Boolean algebra. In the lab, the student will become familiar with basic hand and power tools, circuit board fabrication, breadboarding, soldering, wirewrapping, and electrical safety.

**CETT 2433. DIGITAL COMPUTER CIRCUITS (4-3-3)**

**Prerequisites:** CETT 1425 and CETT 1429

This course is a study of the three major component systems of a digital computer including arithmetic logic operations, RAM and ROM memory systems, and control systems. All devices and systems are analyzed in class and exercised in the laboratory.

**CETT 2435. ADVANCED MICROPROCESSORS (4-3-3)**

**Prerequisite:** Credit or enrollment in CETT 1445

This is an advanced course utilizing the microprocessor in control systems and interfacing. Emphasis is placed on microprocessor hardware and hands-on implementation of peripheral interfacing. A design/construction project is assigned to each student along with a written report.

**CETT 2449. RESEARCH AND PROJECT DESIGN (4-3-3)**

**Prerequisite:** Credit or enrollment in CETT 2435

This course emphasizes the principles of electrical/electronic design including schematic wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. A design/construction project is assigned to each student and a detailed final written report is required. This is the capstone course for the computer option of the Associate in Applied Science Degree in Electronics Technology.

**CHEM 1104. CHEMICAL CALCULATIONS (1-0-3)**

**Prerequisite:** Concurrent enrollment in CHEM 1411 or CHEM 1311

This course is a study of the mathematical applications used in chemistry. Designed for science and engineering students, it includes the development of problem-solving skills for general chemistry.

**CHEM 1105. INTRODUCTORY CHEMISTRY LABORATORY I (1-0-3)**

**Prerequisite:** Credit or concurrent enrollment in CHEM 1305

This course, designed to complement CHEM 1305, provides an introduction to methods and techniques of chemical experimentation and emphasizes the study of the principles of inorganic chemistry.

**CHEM 1107. INTRODUCTORY CHEMISTRY LABORATORY II (1-0-3)**

**Prerequisite:** Credit for CHEM 1105 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1307

This laboratory course is designed to accompany CHEM 1307 with an emphasis on organic chemistry and biochemistry.

**CHEM 1111. GENERAL CHEMISTRY LABORATORY I (1-0-3)**

**Prerequisite:** Credit or concurrent enrollment in CHEM 1311

This course provides a quantitative study of the properties of chemical substances. This is a math-intensive (MI) course.

**CHEM 1112. GENERAL CHEMISTRY LABORATORY II (1-0-3)**

**Prerequisites:** Credit for CHEM 1111 with a grade of “C” or better, and credit or concurrent enrollment in CHEM 1312

This laboratory course involves selected laboratory experiments related to topics in CHEM 1312 and the principles and practice of separation and identification of ions. This is a math-intensive (MI) course.

**CHEM 1305. INTRODUCTORY CHEMISTRY I (3-3-0)**

**Prerequisite:** Eligibility to take MATH 0303 or credit for CHEM 1370 with a grade of a “C” or better

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should also take CHEM 1105.

**CHEM 1307. INTRODUCTORY CHEMISTRY LECTURE II (3-3-0)**

**Prerequisite:** CHEM 1305 or equivalent with a grade of “C” or better

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should take CHEM 1407.

**CHEM 1311. GENERAL CHEMISTRY LECTURE I (3-3-0)**

**Prerequisite:** MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. This course is suitable for science majors. If a laboratory is also needed, the student should also take CHEM 1111. This course is equivalent to the lecture portion of CHEM 1411. This course is math-intensive (MI).

**CHEM 1312. GENERAL CHEMISTRY LECTURE II (3-3-0)**

**Prerequisite:** CHEM 1311 or its equivalent with the grade of “C” or better

This course is a continuation of CHEM 1311 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. Students needing a laboratory should also enroll in CHEM 1112. This course is equivalent to the lecture portion of CHEM 1412. This is a math-intensive (MI) course.

**CHEM 1370. PREPARATORY CHEMISTRY (3-3-0)**

This course covers concepts of inorganic chemistry, atomic and molecular structure, and related mathematics. This course may apply toward the core curriculum natural sciences requirement for the Associate in Arts Degree but not for the Associate in Science Degree.

**CHEM 1405. INTRODUCTORY CHEMISTRY I (4-3-3)**

**Prerequisite:** Eligibility to take MATH 0303 or credit for CHEM 1370 with a “C” or better.

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes inorganic chemistry.

**CHEM 1407. INTRODUCTORY CHEMISTRY II (4-3-3)****Prerequisite:** CHEM 1405 with a grade of “C” or better or equivalent

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes organic chemistry and biochemistry.

**CHEM 1411. GENERAL CHEMISTRY I (4-3-3)****Prerequisite:** MATH 1314 or higher

This is a lecture and laboratory course which covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. CHEM 1411 is a combination of CHEM 1311 and CHEM 1111. This course is suitable for science majors. This course is math-intensive (MI).

**CHEM 1412. GENERAL CHEMISTRY II (4-3-3)****Prerequisite:** Credit for CHEM 1411 or its equivalent with a grade of “C” or better

This course is a continuation of CHEM 1411 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112. This course is suitable for science majors and is math-intensive (MI).

**CHEM 1475. HONORS GENERAL CHEMISTRY I (4-3-3)****Prerequisites:** Eligible for MATH 2413 Calculus I and completion of one year of high school chemistry

This first semester lecture and laboratory course covers fundamental principles of inorganic chemistry. The emphasis is placed on modern instrumentation, microscale applications, data-acquisition, and analysis by computers. Topics include stoichiometry, modern atomic theory, chemical bonding, states of matter, energy, acid-base theory, solutions, and oxidation-reduction reactions. This course is recommended for chemistry majors, chemical engineering majors, pre-med students, and for those whose careers may require a background in technical laboratories.

**CHEM 1476. HONORS GENERAL CHEMISTRY II (4-3-3)****Prerequisite:** Credit for CHEM 1475 with a grade of “C” or better

This course is a continuation of CHEM 1475. Topics include thermodynamics, kinetics, molecular and ionic equilibria, electrochemistry, qualitative analysis, and other topics.

**CHEM 2223. ORGANIC CHEMISTRY LABORATORY I (2-1-3)****Prerequisite:** Credit or concurrent enrollment in CHEM 2323

This course provides an introduction to organic laboratory techniques and chemical preparations. Students are also instructed in the use of infrared spectroscopy and gas chromatography. Interpretation of spectra is also included.

**CHEM 2225. ORGANIC CHEMISTRY LABORATORY II (2-1-3)****Prerequisites:** Credit for CHEM 2223 with a grade of “C” or better and credit or concurrent enrollment in CHEM 2325

This course is a continuation of CHEM 2223. Topics cover the use of mass spectrometry and nuclear magnetic resonance including the interpretation of spectra.

**CHEM 2323. ORGANIC CHEMISTRY I (3-3-0)****Prerequisite:** Credit for CHEM 1412 or its equivalent with a grade of “C” or better

This course covers general principles, theories, reactions, and reaction mechanisms of organic chemistry. The nomenclature of hydrocarbons, alkyl halides and alcohols, and the stereochemistry of organic molecules are covered. It is intended primarily for students majoring in chemistry, chemical engineering, or other physical or biological sciences or pre-professional studies for medical, dental, pharmacy, or veterinary programs.

**CHEM 2325. ORGANIC CHEMISTRY II (3-3-0)****Prerequisite:** Credit for CHEM 2323 or its equivalent with a grade of “C” or better

This course is a continuation of CHEM 2323 and covers the reactions of aromatic compounds and compounds with various oxygen and nitrogen containing functional groups. An introduction to the chemistry of biomolecules is also included.

**CHEM 2401. QUANTITATIVE ANALYSIS (4-3-3)****Prerequisite:** Credit for CHEM 1412 or its equivalent with a grade of “C” or better

This course consists of the theory and practice of some general methods of quantitative chemical analysis, including gravimetric, volumetric, potentiometric, spectroscopic, and chromatographic techniques. This course is designed for students planning a career in chemistry, chemical technology, and related fields and is a math-intensive (MI) course.

**CHIN 1411. BEGINNING CHINESE I (4-4-0)**

This course is for students with little or no knowledge of Chinese. Students will study the alphabet, basic vocabulary, sound system, and grammar of the language. Practice in listening, speaking, reading, and writing is included.

**CHIN 1412. BEGINNING CHINESE II (4-4-1)****Prerequisite:** CHIN 1411 or equivalent

This second semester course continues the study of the Chinese alphabet, vocabulary, sound system, and grammar. Practice in listening, speaking, reading, and writing is included. A language laboratory is required.

**CJCR 1300. LE - BASIC JAIL COURSE (Formerly CRIJ 2320) (3-3-0)****Prerequisite:** Departmental approval

This course provides instruction in human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; key, knife, and tool control; disturbances; riots; fire procedures; and release procedures. It is taught in accordance with the current TCLEOSE guides and objectives for course #1005.

**CJCR 1304. LE - PROBATION AND PAROLE (3-3-0)**

This course is a survey of the structure, organization, and operation of probation and parole services. Applicable state statutes and administrative guidelines are emphasized.

**CJCR 1307. LE - CORRECTIONAL SYSTEMS AND PRACTICES (Same as CRIJ 2313) (3-3-0)**

This course is a study of corrections in the criminal justice system, organization and theory of correctional systems, correctional role, institutional operations, management, alternatives to institutionalization, treatment and rehabilitation, and current and future issues.



**CJCR 2324. LE - COMMUNITY RESOURCES IN CORRECTIONS (3-3-0)****(Same as CRIJ 2301)**

This course is an overview of diversionary practices and treatment programs available to offenders in a local context. Included topics are selected recognized models and future trends in community treatment.

**CJCR 2325. LE - LEGAL ASPECTS OF CORRECTIONS (3-3-0)****(Formerly CRIJ 2371)**

This course is a study of the operation, management, and legal issues affecting corrections. It includes an analysis of constitutional issues involving rights of the convicted as well as civil liability of correctional agencies and staff.

**CJCR 2280. COOPERATIVE EDUCATION - CORRECTIONS/CORRECTIONAL ADMINISTRATION (2-1-7)****(Formerly CJCR 2380)****Prerequisite: Departmental approval**

This course provides for career-related activities encountered in the student's area of specialization offered through a cooperative agreement between San Antonio College, the employer, and the student. Under the supervision of San Antonio College and the employer, the student combines classroom learning with work experience. Directly related to the corrections field, specific learning objectives guide the student through the work experience.

**CJLE 1333. TRAFFIC LAW AND INVESTIGATION (3-3-0)**

This course introduces the student to the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis will be placed on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation. Credit will be awarded upon completion of the seven Criminal Justice Law Enforcement core courses.

**CJLE 1345. INTERMEDIATE CRIME SCENE INVESTIGATION (3-3-0)****Prerequisite: Department approval**

Topics in this course include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; and fingerprints as physical evidence, fingerprint identification and classification, and types of impressions and techniques for locating and developing impressions. This course targets the professional investigator wishing to further develop investigatory skills beyond that required in the basic peace officer certification process.

**CJLE 1506. BASIC PEACE OFFICER I (5-3-6)**

**Prerequisites: Must be completed in sequence with Basic Peace Officer II, III, and IV to constitute the TCLEOSE-approved basic peace officer academy. Department approval must be obtained prior to starting the course**

This course covers the introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course, when taken in conjunction with Basic Peace Officer II, III, and IV, will satisfy the TCLEOSE-approved basic peace officer academy.

**CJLE 1512. BASIC PEACE OFFICER II (5-3-6)**

**Prerequisites:** Must be completed in sequence with Basic Peace Officer I, III, and IV to constitute the TCLEOSE-approved basic peace officer academy. Department approval must be obtained prior to starting the course

This course is part of the basic preparation for a new peace officer. It will cover field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course, when taken in conjunction with Basic Peace Officer I, III, and IV, will satisfy the TCLEOSE-approved basic peace officer academy.

**CJLE 1518. BASIC PEACE OFFICER III (5-3-6)**

**Prerequisites:** Must be completed in sequence with Basic Peace Officer I, II, and IV to constitute the TCLEOSE-approved basic peace officer academy. Department approval must be obtained prior to starting the course

This course continues the basic preparation for a new peace officer. It will cover laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course, when taken in conjunction with Basic Peace Officer I, II, and IV will satisfy the TCLEOSE-approved basic peace officer academy.

**CJLE 1524. BASIC PEACE OFFICER IV (5-3-6)**

**Prerequisites:** Must be completed in sequence with Basic Peace Officer I, II, and III to constitute the TCLEOSE-approved basic peace officer academy. Department approval must be obtained prior to starting the course.

This course finishes the basic preparation for a new peace officer. It will cover laws directly related to police fieldwork. Topics include the Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. The student will be required to demonstrate and practice the skills of a police officer including patrol, driving, traffic stop, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also included is the study of the techniques and procedures used by police officers on patrol; controlled substance identification; handling abnormal persons; traffic collision investigation; note taking and report writing; vehicle operation; traffic direction; crowd control; and jail operations. This course, when taken in conjunction with Basic Peace Officer I, II, and III, will satisfy the TCLEOSE-approved basic peace officer academy.

**CJLE 2284. COOPERATIVE EDUCATION - LAW ENFORCEMENT/POLICE SCIENCE (Formerly CJLE 2384) (2-1-7)**

**Prerequisite:** Department approval

This course incorporates career-related activities encountered in the student's area of specialization. It is offered through a cooperative agreement between San Antonio College, the employer, and the student. Under supervision of San Antonio College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

**CJSA 1308. CRIMINALISTICS I (3-3-0)**

This course is an introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

**CJSA 1312. CRIME IN AMERICA (3-3-0)****(Same as CRIJ 1307)**

This course is the study of American crime problems in a historical perspective. Included are social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and the prevention of crime.

**CJSA 1313. COURT SYSTEMS AND PRACTICES (3-3-0)****(Same as CRIJ 1306)**

The judiciary in the criminal justice system is studied. Included is the structure of the American court system, the prosecution, right to counsel, pretrial release, grand juries, the adjudication process, types and rules of evidence, and sentencing.

**CJSA 1317. JUVENILE JUSTICE SYSTEM (3-3-0)****(Same as CRIJ 1313)**

This course is a study of the juvenile justice process. Topics included in this course are specialized juvenile law; the role of juvenile law, juvenile courts, police agencies, and correctional agencies; and the theories of delinquent conduct.

**CJSA 1322. INTRODUCTION TO CRIMINAL JUSTICE (3-3-0)****(Same as CRIJ 1301)**

This course explores the history and philosophy of criminal justice. The study includes ethical considerations, crime definitions by nature and impact, and an overview of the criminal justice system components: law enforcement; court systems, prosecution, and defense; trial process and corrections.

**CJSA 1325. CRIMINOLOGY (3-3-0)**

This course examines the cases, treatment, and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences.

**CJSA 1327. FUNDAMENTALS OF CRIMINAL LAW (3-3-0)****(Same as CRIJ 1310)**

This course is a study of the nature of criminal law, philosophical, and historical development; major definitions and concepts; classification of crime; elements of crimes; and penalties using Texas statutes as illustrations are explored.

**CJSA 1342. CRIMINAL INVESTIGATION (3-3-0)****(Same as CRIJ 2314)**

This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, and uses of forensic sciences in court cases and trial preparation.

**CJSA 1359. POLICE SYSTEMS AND PRACTICES (3-3-0)****(Same as CRIJ 2328)**

This course explores the police as a profession. It is comprised of subjects dealing with the organization of law enforcement systems, the role of police, police discretion, ethics, police-community interaction, and current and future issues.

**CJSA 2300. LEGAL ASPECTS OF LAW ENFORCEMENT (3-3-0)****(Same as CRIJ 2323)**

This course studies police authority and responsibilities, including constitutional constraints, laws of arrest, and searches and seizures as well as police liability.

**CJSA 2323. CRIMINALISTICS II (3-3-0)****Prerequisite: CJSA 1308 or department approval**

This course continues to develop the theory and practice of the crime scene investigation. Topics include report writing, blood and other body fluids, documentation examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.

**CMWSW 1353. FAMILIES INTERVENTION STRATEGIES (3-3-0)**

This course is an overview of professionally recognized family intervention systems. Topics include theorists in the field and personal awareness.

**CNBT 1311. CONSTRUCTION METHODS AND MATERIALS (3-3-0)****Prerequisite: TECM 1341 and TECM 1317 or departmental approval**

This course is an introduction to construction materials and methods and their applications.

**COMM 1307. INTRODUCTION TO MASS COMMUNICATIONS (3-3-0)**

This course is the study of the media by which entertainment and information messages are delivered. It develops an understanding of the interrelationship of the mass media in society and examines the influences governing the development of mass communication processes. It includes an overview of the mass media: their functions, structures, supports, and influences.

**COMM 1316. NEWS PHOTOGRAPHY I (3-2-3)****(Formerly JOUR 1375)****Prerequisite: COMM 1318**

This course presents the problems and practices of photography for newspapers. It includes instruction on camera and equipment operation and maintenance, film and plate developing, and printing media. It focuses on taking, editing, and printing black-and-white still photographs for media use. The emphasis is on communication through photographs. This class provides training under deadline pressure in a variety of basic news photography situations. Students cover campus and off-campus events for the college newspaper. NOTE: Students who are pregnant should not take photography classes because of possibility of chemical exposure.

**COMM 1317. NEWS PHOTOGRAPHY II (3-2-3)****(Formerly JOUR 1376)****Prerequisite: COMM 1316**

This course focuses on problems and practices of photography for newspapers. It includes instruction on camera and equipment operation and maintenance, film and plate developing, and printing media. It also focuses on advanced techniques for the news photographer. The emphasis is on publication of photographs in campus publications and in-depth coverage of personalities, issues, and events. NOTE: Students who are pregnant should not take photography classes because of possibility of chemical exposure.

**COMM 1318. PHOTOGRAPHY I (3-3-1)****(Formerly PHOT 1370)**

This course is an introduction to the basics of photography. It includes camera operation, techniques, knowledge of chemistry, and presentation skills. The emphasis is on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. This course is for those interested in either a career or serious hobby. Design and creativity are addressed through analysis of the work of master photographers, contemporary photographs, and the evaluation of student assignments. Selected shooting assignments with different subjects, lighting conditions, and environments are required.

**COMM 1319. PHOTOGRAPHY II (3-3-1)****(Formerly PHOT 1371)****Prerequisite: COMM 1318 or department approval**

This course is designed to extend the students' knowledge of technique and to guide them in developing personal outlooks toward specific applications of the photographic process. The emphasis is on the aesthetics through advanced lighting and composition.

**COMM 1335. SURVEY OF RADIO/TELEVISION (3-3-0)****(Formerly RTVB 1341)**

This course is the study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. It includes non-broadcast television, new technologies, and other communication systems.

**COMM 1336. TELEVISION PRODUCTION (3-3-3)****(Formerly RTVF 1436)****Prerequisite: Credit or concurrent enrollment in COMM 1307**

This course provides practical experience in the operation of television studio and control room equipment including both pre-production and post-production needs.

**COMM 2303. AUDIO/RADIO PRODUCTION (3-3-0)****(Formerly RTVF 2403)****Prerequisite: COMM 1307 and concurrent enrollment in RTVB 1150**

This course introduces the concepts and techniques of sound reproduction including the coordinating and directing processes. The course provides hands-on experience with equipment, sound sources, and direction of talent.

**COMM 2309. NEWS EDITING AND COPY READING I (3-3-1)****(Formerly JOUR 2372)****Prerequisite: COMM 2311**

This course focuses on copy editing for print media; selecting, processing, and displaying news; and other information. Reader interest, readability, clarity, verification, and style are emphasized. Newspaper style, headline writing, proofreading, and page makeup are presented. This is a writing-intensive (WI) course.

**COMM 2310. NEWS EDITING AND COPY READING II (3-3-0)****(Formerly JOUR 1374)****Prerequisite: COMM 2309 or approval of instructor**

This course focuses on editing and design for newspapers or magazines. It includes a review of modern publication trends and a writing component. It also reviews copy editing for errors of fact and interpretation of English, newspaper style, headline writing, proofreading, and page makeup.

**COMM 2311. NEWS GATHERING AND WRITING I (3-2-4)****(Formerly JOUR 2370)****Prerequisites: COMM 1307, ENGL 1301, and ability to keyboard**

This course focuses on the fundamentals of writing news for the mass media. It includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Lectures, discussions, and in-laboratory work provide training under deadline pressure in gathering, organizing, and writing a variety of basic news stories. Students cover campus and off-campus events for the college newspaper. This is a writing-intensive (WI) course.

- COMM 2315. NEWS GATHERING AND WRITING II** (3-2-4)  
(Formerly JOUR 2371)  
**Prerequisite:** COMM 2311
- This course is a continuing of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. The course focuses on departmental reporting. It includes lectures in specialized areas by professional reporters. Police and crime, politics, city, state and federal governments, religion, fine arts, sports, science, medical, obituary, education, meetings, conventions, and speeches are also covered. Students cover on- and off-campus events in these areas and report for the campus newspaper. This is a writing-intensive (WI) course.
- COMM 2324. PRACTICUM IN ELECTRONIC MEDIA (DIGITAL)** (3-2-2)  
(Formerly JOUR 1374)
- This course focuses on development of Photoshop skills to be used in newspapers, magazines, or the Web. It enables students interested in photography or photojournalism to build their skills.
- COMM 2325. PRACTICUM IN ELECTRONIC MEDIA (WEB)** (3-2-2)  
(Formerly JOUR 1374)
- This course focuses on development of Web sites, including HTML, site design, and Internet research. The course has a production component in which students work on the department's Web sites.
- COMM 2327. PRINCIPLES OF ADVERTISING** (3-3-0)  
**Prerequisite:** COMM 1307 or consent of instructor
- This course explores the fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.
- COMM 2332. RADIO/TELEVISION NEWS** (3-3-3)  
(Formerly RTVF 2315)  
**Prerequisites:** COMM 2303 and RTVB 1421
- This course covers the preparation and analysis of news styles for the electronic media.
- COMM 2339. WRITING FOR RADIO, TELEVISION AND FILM** (3-3-0)  
(Formerly RTVF 1308)
- This course introduces basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news documentary, and fictional materials.
- COMM 2373. FEATURE WRITING** (3-3-0)  
(Formerly JOUR 2373)  
**Prerequisite:** COMM 2311
- This course focuses on the procedures used in gathering information and writing feature stories for newspapers and magazines. Students write feature stories for the campus newspaper and magazine or for freelance distribution. It stresses the feature story structure and style and the story's function in today's media world. This is a writing-intensive (WI) course.

**COSC 1301. COMPUTER LITERACY (3-3-0)**

This course is an introduction to personal computers for those with no previous computer background. Concepts will include systems software, word processing, spreadsheets, and data bases. Additional computer-related topics to be discussed will include multimedia concepts and the Internet. Numerous computer assignments are required. This course may not be counted toward a major in computer science.

**COSC 1315. FUNDAMENTALS OF PROGRAMMING (3-3-0)**

**Prerequisite:** MATH 0303, with a grade of 'C' or better or equivalent, or COSC 1301 with a grade of 'C' or better or equivalent

This course is intended for students with no prior programming experience. Emphasis is placed on developing elementary programming skills using a modern computer language. Topics include simple data types and operations, loop and decision constructions, simple functions, and procedures or methods. Programming assignments are required. This course may not be counted toward a major in computer science.

**COSC 2415. DATA STRUCTURES (4-4-0)**

**Prerequisite:** COSC 2430 with a grade of "C" or better or equivalent

Topics in this course include abstract data structures (stacks, queues, lists, trees) and data representation, dynamic memory concepts, recursion, sorting, searching, and may include other topics not normally covered in the introductory computer science course. Student programming projects and case studies are used to illustrate these concepts.

**COSC 2430. ADVANCED STRUCTURED PROGRAMMING TECHNIQUES (4-4-0)**

**Prerequisites:** COSC 1315 with a grade of "C" or better or equivalent and concurrent enrollment in MATH 1314 or higher or department approval

This course is intended for students with prior experience in programming in a high-level language. This course emphasizes fundamental concepts of computer science as related to problem solving and algorithm design. Student computer programming projects and case studies are used to illustrate these concepts. Topics also include functions and procedures (methods), arrays, strings, objects, classes, and files as implemented in a modern high-level language.

**CRIJ 1301. INTRODUCTION TO CRIMINAL JUSTICE (3-3-0)**

(Same as CJSA 1322)

This course explores the history and philosophy of criminal justice. The study includes ethical considerations, crime definitions by nature and impact, and an overview of the criminal justice system components: law enforcement, court systems, prosecution and defense, trial process, and corrections.

**CRIJ 1306. COURT SYSTEMS AND PRACTICES (3-3-0)**

(Same as CJSA 1313)

The judiciary in the criminal justice system is studied. Included is the structure of the American court system, the prosecution, right to counsel, pretrial release, grand juries, the adjudication process, types and rules of evidence, and sentencing.

**CRIJ 1307. CRIME IN AMERICA (3-3-0)**

(Same as CJSA 1312)

This course is the study of American crime problems in a historical perspective. Included are social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and the prevention of crime.

- CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW** (3-3-0)  
(Same as CJSA 1327)  
This course is a study of the nature of criminal law, philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes; and penalties using Texas statutes as illustrations are explored.
- CRIJ 1313. JUVENILE JUSTICE SYSTEM** (3-3-0)  
(Same as CJSA 1317)  
This course is a study of the juvenile justice process. Topics included in this course are specialized juvenile law; the role of juvenile law, juvenile courts, police agencies, and correctional agencies; and the theories of delinquent conduct.
- CRIJ 2301. COMMUNITY RESOURCES IN CORRECTIONS** (3-3-0)  
(Same as CJCR 2324)  
This course is 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.
- CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES** (3-3-0)  
(Same as CJCR 1307)  
This course is a study of corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues.
- CRIJ 2314. CRIMINAL INVESTIGATION** (3-3-0)  
(Same as CJSA 1342)  
This course explores investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, and uses of forensic sciences case and trial preparation.
- CRIJ 2323. LEGAL ASPECTS OF LAW ENFORCEMENT** (3-3-0)  
(Same as CJSA 2300)  
The course studies police authority and responsibilities; constitutional constraints and laws of arrest, search, and seizure; and police liability.
- CRIJ 2328. POLICE SYSTEMS AND PRACTICES** (3-3-0)  
(Same as CJSA 1359)  
This course explores the police as a profession. It is comprised of subjects dealing with the organization of law enforcement systems, the role of the police, police discretion, ethics, police-community interaction, and current and future issues.
- CRTG 1170. CONCEPTS AND CAREERS IN GEOGRAPHIC INFORMATION SYSTEMS (GIS)** (1-1-0)  
This course is an introduction to basic geographic information systems (GIS) operations, including file management and data transfer. Students will also learn about the ways in which GIS is used in different fields including business, government, and scientific analysis. Presentations will be made about career possibilities by GIS professionals.



**CRTG 1191, 1291, 1391, 1491. SPECIAL TOPICS IN CARTOGRAPHY**

(1-1-0), (2-2-1), (3-2-3), (4-3-3)

**Prerequisite: Consent of instructor or program advisor**

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.

**CRTG 1411. INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND GLOBAL POSITIONING SYSTEMS (GPS)**

(4-3-3)

This course is an introduction to the basic concepts of vector geographic information systems (GIS). Studies include the nomenclature of cartography and geography. In the laboratory, students will study methods of geographic data collection including global positioning system (GPS) entry, storage, retrieval, and output.

**CRTG 1421. INTRODUCTION TO RASTER-BASED GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

(4-3-3)

**Prerequisite: GEOG 2470 or CRTG 1411 or consent of instructor**

This course focuses on the history, principles, and applications of raster imagery. In the laboratory, students will acquire and process satellite images and photographs and merge raster images with vector data.

**CRTG 2170. ADVANCED PROBLEMS IN GEOGRAPHIC INFORMATION SYSTEMS**

(1-1-0)

**Prerequisite: Approval of instructor or program advisor**

This is a seminar course designed for the final semester of a degree or certificate in geographic information systems (GIS). Projects will include individual and group studies of GIS applications using the skills acquired in previous courses. The student will produce a professional project and present the results to a panel consisting of peers, instructors, or practicing GIS professionals. The instructor will serve as a guide to the student in the completion of the projects.

**CRTG 2171. GEOGRAPHIC INFORMATION SYSTEMS (GIS) FOR SECONDARY EDUCATORS**

(1-1-0)

This course provides a basic introduction to the application of geographic information systems (GIS) in secondary education, regardless of the student's field of interest. Students will learn how to incorporate GIS mapping and analysis into their own teaching disciplines. Teaching materials will be developed for the individual student's teaching discipline.

**CRTG 2172. GEOGRAPHIC INFORMATION SYSTEMS (GIS) IN BUSINESS AND REALTY**

(1-1-0)

This course introduces students to geographic information systems (GIS) applications relating to business, marketing, and realty. Students will learn how to collect and manage business location data. Market analysis maps will be created for different types of businesses.

**CRTG 2173. NETWORK ANALYSIS IN GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

(1-1-0)

This course focuses on the principles and usage of network modeling software. The students will learn how to create and edit digital street files in preparation for network analysis. Project applications will include routing, shortest-route, route logistics, and service area determinations.

**CRTG 2174. SATELLITE IMAGE ANALYSIS (1-1-0)****Prerequisite:** CRTG 1170 or consent of instructor

This course focuses on the techniques used in the processing and analysis of digital satellite images. The students will conduct image enhancement operations such as stretches, filter operations, sharpening operations, and landscape cover classifications. They will also conduct unsupervised and supervised image classifications.

**CRTG 2175. SPATIAL ANALYSIS IN GEOGRAPHIC INFORMATION SYSTEMS (GIS) (1-1-0)****Prerequisite:** CRTG 1170 or consent of instructor

This course focuses on the principles and usage of surface modeling in geographic information systems (GIS) projects. Students will conduct surface interpolations (splining, IDW, and kriging) of z-values for geographic data. The students will also perform raster grid overlay operations using different software tools.

**CRTG 2176. THREE DIMENSIONAL ANALYSIS IN GEOGRAPHIC INFORMATION SYSTEMS (GIS) (1-1-0)****Prerequisite:** CRTG 2175 or consent of instructor

This course focuses on the principles and usage of three-dimensional (3-D) surfaces in geographic information systems (GIS). Students will learn how to prepare triangulated irregular networks (TIN) and incorporate them into 3-D scenes for enhanced data visualization.

**CRTG 2178. GEOGRAPHIC INFORMATION SYSTEMS (GIS) FOR ENGINEERS (1-1-0)**

This course is designed to introduce geographic information systems (GIS) data manipulation procedures as related to engineering applications. Students will learn how to transfer data between various computer-aided design (CAD) packages and GIS, and to use a variety of CAD tool operations within GIS.

**CRTG 2264. PRACTICUM IN CARTOGRAPHY (2-1-19)****Prerequisite:** Consent of program advisor

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary.

**CRTG 2472. INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS) (4-3-3)****Prerequisite:** GEOG 2470 or CRTG 1411 or consent of instructor

This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis, and modeling. Instruction will include theories and procedures associated with the implementation and management of geographic information systems (GIS) projects. A variety of GIS software packages will be used in the laboratory.

**CRTG 2474. ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (GIS) (4-3-3)****Prerequisite:** CRTG 2472 or consent of instructor

This course advances the students' understanding of geographic information systems (GIS) operations by focusing on relational database creation, maintenance, and dissemination. Instruction will cover the development and management of Web-based GIS applications.

**CRTG 2479. PROGRAMMING FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) (4-3-3)**

**Prerequisites:** Consent of Instructor or CRTG 2472, CETT 1333, and GEOG 2470 or CRTG 1411

This course focuses on the use of Visual Basic to customize and expand the capability of geographic information systems (GIS) applications. Students will design their own graphical user interface (GUI) and complete the production of a fully operational GIS extension.

**CRTR 1191, 1291, 1391, 1491. SPECIAL TOPICS IN COURT REPORTING (1-1-0) (2-2-0) (3-3-0) (4-4-0)**

**Prerequisite:** Varies with subject being offered.

Special Topics in Court Reporting addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CRTR 1113. REPORTING ORIENTATION (1-1-0)**

Reporting Orientation is an overview of reporting procedures, including introduction to official and realtime reporting through observation of practicing reporters.

**CRTR 1201. INTRODUCTION TO CAPTIONING (2-2-0)**

**Prerequisite:** Shorthand note-taking ability of 200 or more words per minute or test-verified certified shorthand reporter (CSR) or registered professional reporter (RPR) rating.

This course is an introduction to the field of on-line and off-line captioning and includes these topics: the American Disabilities Act (ADA) laws which apply to the area of captioning, employment opportunities, equipment, methods of research, visitation of captioning businesses, and an overview of technical equipment necessary to produce on-line and off-line captioning documents.

**CRTR 1208. REALTIME REPORTING I (2-1-4)**

**Prerequisite:** Concurrent enrollment in CRTR 1304

Realtime Reporting I involves development of skills necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction.

**CRTR 1210. REALTIME REPORTING II (2-1-4)**

**Prerequisites:** Credit or concurrent enrollment in CRTR 1306, CRTR 1208, and POFI 1171

Realtime Reporting II is continued development of skill necessary for writing conflict-free theory and dictation practice using computer-aided technology and instructional interaction.

**CRTR 1241. CAPTIONING TECHNOLOGY I (2-2-1)**

**Prerequisite:** Credit or concurrent enrollment in CRTR 1201

Captioning Technology I is an overview of caption reporting procedures, software, hardware, text entry, and text editing to be used in producing on-line and off-line narrations on the CRT and/or television monitor.

**CRTR 1242. CAPTIONING TECHNOLOGY II (2-2-1)**

**Prerequisite:** CRTR 1241

Captioning Technology II provides continued development of caption reporting procedures and use of software, hardware, text entry, and text-editing skills to produce on-line and off-line narrations on the CRT and/or television monitor.

- CRTR 1244. CAPTIONING LITERARY/JURY CHARGE (2-2-1)**  
**Prerequisite: CRTR 1201**  
 Captioning Literary/Jury Charge is an intermediate course involving specialized training using realtime/captioning equipment to practice and perfect dictation skills and transcription of literary and jury charge materials.
- CRTR 1246. CAPTIONING REPORTING I (2-2-1)**  
**Prerequisite: CRTR 1201**  
 Captioning Reporting I introduces realtime/caption production procedures with transcription of materials produced in proper form. Topics include specialized vocabulary (legal, medical, media, education, etc.), utilizing realtime captioning equipment, the psychology for writing realtime, and the procedures for operation of realtime/captioning software and hardware.
- CRTR 1248. CAPTIONING SPEEDBUILDING (2-2-1)**  
**Prerequisite: CRTR 1201**  
 Captioning Speedbuilding involves skill development and specialized training using realtime/captioning equipment to practice dictation and transcription.
- CRTR 1254. CAPTIONING TESTIMONY (2-2-1)**  
**Prerequisite: CRTR 1201**  
 Captioning Testimony is an intermediate course including specialized training using realtime captioning equipment to practice and perfect the dictation skills and transcription of testimony material.
- CRTR 1304. MACHINE SHORTHAND I (3-1-8)**  
**Prerequisite: Concurrent enrollment in CRTR 1208**  
 Machine Shorthand I involves instruction in general principles of conflict-free machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription.
- CRTR 1306. MACHINE SHORTHAND II (3-1-8)**  
**Prerequisite: CRTR 1304**  
 Machine Shorthand II is a continued development of conflict-free shorthand skills through readback of dictation notes, machine practice, and transcription.
- CRTR 1312. REPORTING COMMUNICATIONS I (3-3-0)**  
**Prerequisite: POFT 1307**  
 Reporting Communications I is a study of basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to the production of transcripts of the spoken word in the reporting field.
- CRTR 1355. DICTATION SPEEDBUILDING (3-1-8)**  
**Prerequisite: CRTR 1306**  
 Dictation Speedbuilding is development of conflict-free machine writing skills.

**CRTR 1380. COOPERATIVE EDUCATION - COURT REPORTER (3-1-20)**

**Prerequisites:** Completion of 12 or more hours toward a one-year certificate and approval of workstation by instructor/coordinator

This course involves career-related activities encountered in the student's area of specialization which are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**CRTR 2186. INTERNSHIP - COURT REPORTER (1-0-3)**

**Prerequisites:** Credit or concurrent enrollment in CRTR 2241, CRTR 2343, CRTR 2245, CRTR 2312, and ENGL 1301

This course is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**CRTR 2206. MEDICAL REPORTING (2-1-4)**

**Prerequisites:** MDCA 1313 and credit or concurrent enrollment in CRTR 1306 and POFI 1171

Topics include medical reporting transcription techniques and production of machine shorthand medical transcripts.

**CRTR 2210. REALTIME REPORTING III (2-1-4)**

**Prerequisites:** CRTR 1210 and POFT 2203

Realtime Reporting III is an enhancement of skills necessary for writing conflict-free theory and includes dictation practice using computer-aided technology and instructional interaction.

**CRTR 2213. REPORTING TECHNOLOGY II (2-1-4)**

**Prerequisites:** CRTR 1210 and POFI 1171

Reporting Technology II includes instruction in the operation, maintenance, and assembly of a computer-aided realtime transcription system, including the computer functions necessary for transcript production.

**CRTR 2217. TECHNICAL DICTATION (2-1-4)**

**Prerequisite:** MDCA 1313

Technical Dictation is skill development in research and writing medical and technical material encountered in the reporting profession.

**CRTR 2218. TESTIMONY DICTATION I (2-1-4)**

**Prerequisite:** CRTR 1210

Testimony Dictation I is an overview of skills necessary for developing speed and accuracy in transcription of testimony dictation material.

**CRTR 2219. TESTIMONY DICTATION II (2-1-4)**

**Prerequisite:** CRTR 2218

Testimony Dictation II is continued skill development necessary for speed and accuracy in transcription of testimony dictation material.

- CRTR 2231. CSR AND RPR PREPARATION** (2-0-6)  
**Prerequisite:** Credit or concurrent enrollment in CRTR 2335  
 Certified shorthand reporter (CSR) and registered professional reporter (RPR) preparation prepares students for taking the Texas CSR and the RPR examinations through the use of mock examinations.
- CRTR 2233. CAPTIONING REPORTING II** (2-2-1)  
**Prerequisite:** CRTR 1246  
 Captioning Reporting II is an advanced course that includes in-depth presentations of real-time/captioning production procedures with transcription of materials produced in proper form. Topics include the techniques utilized in reporting for seminars, conferences, conventions, and in broadcast environments.
- CRTR 2241. REPORTING TECHNOLOGY III** (2-1-4)  
**Prerequisite:** CRTR 2213  
 Reporting Technology III is continued instruction in the operation of computer-aided transcription systems including dictionary building and transcription projects.
- CRTR 2245. TESTIMONY DICTATION III** (2-1-4)  
**Prerequisite:** CRTR 2219  
 Testimony Dictation III is skill development enhancing techniques necessary for increasing speed and accuracy in transcription of testimony dictation material.
- CRTR 2301. INTERMEDIATE MACHINE SHORTHAND** (3-1-8)  
**Prerequisite:** CRTR 1355  
 Intermediate Machine Shorthand is continued development of conflict-free machine shorthand skills through readback of dictation notes, machine practice, and transcription.
- CRTR 2303. ADVANCED MACHINE SHORTHAND** (3-1-8)  
**Prerequisites:** CRTR 2210 and CRTR 2301  
 Advanced Machine Shorthand is in-depth coverage of conflict-free machine shorthand theory and continued skill building through readback of dictation notes, machine practice, and transcription.
- CRTR 2312. REPORTING PROCEDURES** (3-2-3)  
**Prerequisites:** CRTR 1113, CRTR 1312, and CRTR 1355  
 Reporting Procedures includes instruction in the role of the reporter in trial, deposition, and administrative hearings.
- CRTR 2335. ACCELERATED MACHINE SHORTHAND** (3-1-8)  
**Prerequisite:** CRTR 2303  
 Accelerated Machine Shorthand includes mastery of high-speed dictation, including readback of dictation notes, machine practice, and transcription.
- CRTR 2340. ADVANCED MEDICAL REPORTING** (3-2-4)  
**Prerequisite:** CRTR 2210 and credit or concurrent enrollment in BIOL 2401, POFT 1301, and POFT 2301  
 Advanced Medical Reporting is continued instruction in medical reporting transcription techniques and formatting. Practice in writing complex medical terminology in machine shorthand is included.

**CRTR 2343. SIMULATED COURTROOM PROCEEDINGS (3-2-4)****Prerequisites:** CRTR 2219, CRTR 2217, and CRTR 2213

Simulated Courtroom Proceedings includes instruction in the role of the reporter in a courtroom environment. Emphasis is upon writing multiple-voice testimony and the production of transcripts utilizing realtime technology.

**DAAC 1304. PHARMACOLOGY OF ADDICTION (3-3-0)****(Formerly MHT 2342)****Prerequisite:** Enrollment in mental health technology (MHT) program

This course provides an overview of the 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.

**DAAC 1307. ADDICTED FAMILY INTERVENTION (3-3-0)****(Formerly MHT 2341)****Prerequisite:** Enrollment in mental health technology (MHT) program

This course provides an introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discussion will include the impact of mood altering substances and behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

**DAAC 1309. ASSESSMENT SKILL OF ALCOHOL AND OTHER DRUG ADDICTIONS (3-3-0)****(Formerly MHT 2312)****Prerequisite:** DAAC 1319

This course examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. This course prepares the student to appropriately explain assessment results and individual rights to clients. The attention of this course will be focused on objective observation, the accurate recording of data, interviewing, record keeping, and testing.

**DAAC 1311. COUNSELING THEORIES (3-3-0)****(Formerly MHT 2301)****Prerequisite:** DAAC 1319

This course provides an introduction to major theories of various treatment modalities including reality therapy, psycho-dynamic, grief therapy, client-centered therapy, rational-emotive therapy, and cognitive-behavioral approaches such as life skills training and behavior modification. Experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment will also be introduced.

**DAAC 1314. DYNAMICS OF GROUP COUNSELING (3-3-0)****(Formerly MHT 2309)****Prerequisites:** DAAC 1319 and DAAC 1317

This course provides an introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed.

- DAAC 1317. BASIC COUNSELING SKILLS** (3-3-0)  
(Formerly MHT 2314)  
**Prerequisite:** Enrollment in mental health technology (MHT) program  
This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. 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 will be explored. The student will be introduced to methods of documenting client progress.
- DAAC 1319. INTRODUCTION TO ALCOHOL AND OTHER DRUG ADDICTIONS** (3-3-0)  
(Formerly MHT 2340)  
**Prerequisite:** Enrollment in mental health technology (MHT) program  
In this course the 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.
- DAAC 1343. CURRENT ISSUES** (3-3-0)  
(Formerly MHT 2343)  
**Prerequisite:** DAAC 1319  
This course studies issues that impact addiction counseling. Topics of investigation will include special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.
- DAAC 1391. SPECIAL TOPICS IN ALCOHOL/DRUG ABUSE COUNSELING** (3-3-0)  
(Formerly MHT 2310)  
**Prerequisite:** Consent of instructor  
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.
- DAAC 2166. PRACTICUM I - ALCOHOL/DRUG ABUSE COUNSELING** (1-0-10)  
(Formerly MHT 2350)  
**Prerequisites:** DAAC 1314, 1307, 1311, 1309, 1304, and concurrent enrollment in DAAC 2271  
This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. Students enrolling in this course must also enroll in DAAC 2271. The guided external experiences must meet the guidelines set forth by the Texas Department of State Health Services (DSHS) for licensure as chemical dependency counselor. The student will be required to complete 150 clock hours of supervised work experience during the semester. This course partially fulfills the approved supervised field work practicum requirements specified for licensure by the DSHS. The guided external experiences may be paid or unpaid.



**DAAC 2167. PRACTICUM II - ALCOHOL/DRUG ABUSE COUNSELING (1-0-10)****(Formerly MHT 2351)****Prerequisites:** DAAC 2166, DAAC 2271, and concurrent enrollment in DAAC 2272

As a continuation of DAAC 2166 Practicum I, this course provides the student with practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. Students enrolling in this course must enroll in DAAC 2272. The guided external experiences must meet the guidelines set forth by the Texas Department of State Health Services (DSHS) for licensure as chemical dependency counselor. The student will be required to complete 150 clock hours of supervised work experience during the semester. This course partially fulfills the approved supervised field work practicum requirements specified for licensure by the DSHS. The guided external experiences may be paid or unpaid.

**DAAC 2271. CORE FUNCTIONS (2-2-0)****Prerequisite:** Concurrent enrollment in DAAC 2166

This course explores each of the 12 core functions and relating global criteria of the substance abuse counselor. Emphasis will be placed on the understanding of the core functions as they are used at the practicum site.

**DAAC 2272. CASE PRESENTATION METHOD (2-2-0)****Prerequisite:** Concurrent enrollment in DAAC 2167

This course explores the requirements for the written case presentation and the oral examination as directed by the Texas Department of State Health Services (DSHS). Students will complete a written case presentation and review the oral examination pool of questions as they pertain to the substance abusing client. Students will be introduced to the knowledge, skills, and attitudes of the alcohol and other drug (AOD) counselor.

**DAAC 2329. CLINICAL SUPERVISION (3-3-0)****(Formerly DAAC 2373)****Prerequisites:** DACC 1304, 1307, 1309, 1311, 1314, 1317, 1319, 1343, or approval of program coordinator

This course assists students in defining and conceptualizing models and types of supervision. Areas of discussion include supervision methods and techniques covering the roles, focus, group supervision, multicultural issues, and the methods of assessing and evaluating supervision. Ethical, legal and professional issues; covering roles of supervision and standards of practice; authorized counseling methods; and scope of practice for several licensed professionals will be examined. The executive and administrative tasks covering development and implementation of a supervision plan, supervision contract, time for supervision, record keeping, and reporting on the supervision provided will also be covered in this course.

**DAAC 2374. PRINCIPLES OF EVALUATION I (3-3-0)****Prerequisites:** DAAC 1319; CRIJ 1301, 1306, 1307, 1310, 2301, 2313, and CJCR 2325

This course is designed to facilitate the basic principles of evaluation skills necessary to develop an effective helping relationship with drug/alcohol abuse clients. Procedures by which an individual's strengths, weaknesses, problems, and needs used in the development of a treatment plan are identified and evaluated will be examined. Attention will be given to the utilization of special skills used by the counselor such as objective observation, the accurate recording of data, interviewing, and methods of documenting client progress.

**DAAC 2375. PRINCIPLES OF EVALUATION II (3-3-0)****Prerequisites:** DAAC 1319, CRIJ 1301, 1306, 1307, 1310, 2301, 2313, and CJCR 2325

This course provides an introduction to the major theories of various treatment modalities and the patterns and dynamics of group interactions. Effective group facilitation skills and techniques used by the drug/alcohol abuse counselor will be addressed.

**DFTG 1402. INTRODUCTION TO TECHNICAL ANIMATION AND RENDERING (4-3-3)****Prerequisite:** DFTG 1409 or equivalent

This course introduces the basic terminology and concepts associated with the development of computer modules used in technical computer animation. Topics include basic animation principles, model creation, light sources, camera positioning, rendering as well as importing and modification of external files. Course projects reflect current practices in the architectural, engineering, or construction disciplines. The primary software utilized will be 3-D Studio VIZ.

**DFTG 1405. TECHNICAL DRAFTING (4-3-3)**

This course is an introduction to the principles of drafting. Included is a study of fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, dimensioning practices, pictorial drawings, and reproduction processes as well as lettering and line quality.

**DFTG 1409. BASIC COMPUTER-AIDED DRAFTING (4-3-3)****Prerequisites:** Credit or concurrent enrollment in DFTG 1405 and POFI 1171 or equivalent

This course is an introduction to basic computer-aided drafting (CAD) using AutoCAD®. The emphasis is placed on drawing setup including template drawings; creating, modifying, and combining geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; and using layers, coordinate systems, and input/output devices.

**DFTG 1417. ARCHITECTURAL DRAFTING-RESIDENTIAL (4-3-3)****Prerequisites:** DFTG 1405 and DFTG 1409 or equivalent

This course is the study of architectural drafting procedures, practices, and symbols. The major project includes the preparation of detailed working drawings for a residential structure with emphasis on light frame construction methods. The majority of the project is done using architectural computer-aided drafting (CAD) software.

**DFTG 1419. FUNDAMENTALS OF COMPUTER AIDED DRAFTING (MICROSTATION®) (4-3-3)****Prerequisite:** Credit or concurrent enrollment in DFTG 1405 and POFI 1171 or equivalent

The fundamentals of computer-aided drafting using Microstation® software. The emphasis is placed on drawing set-up; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers and coordinate systems; using input and output devices; using Accudraw; plotting; and using multiple units and scales.

**DFTG 1458. ELECTRICAL/ELECTRONICS DRAFTING (4-3-3)****Prerequisites: DFTG 1405 and DFTG 1409 or equivalent**

This course is a study of the fundamentals of electronic components and symbols. Problems will emphasize the layout of electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. The solution of problems will use manual and computer-aided drafting (CAD).

**DFTG 1191, 1291, 1391, 1491. SELECTED TOPICS IN DRAFTING (1-1-0), (2-2-1), (3-2-3), (4-3-3)****Prerequisite: Approval of instructor and chairperson**

Topics of this course 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.

**DFTG 2170. ADVANCED PROBLEMS IN COMPUTER-AIDED DRAFTING AND DESIGN (1-1-0)****Prerequisite: Departmental approval**

This is a seminar course designed for the final semester of an Associate's Degree in Computer-Aided Drafting (CAD) and Design. Projects will include individual and group studies of industrial or construction design projects using the skills acquired in previous courses. The student will produce professional project design documents. The instructor will guide the student in completion of these projects. DFTG 2170 is a capstone course.

**DFTG 2380. COOPERATIVE EDUCATION-DRAFTING (3-1-20)****Prerequisites: Sophomore standing, completion of six hours in drafting, or approval of department chairperson**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. DFTG 2380 is a capstone course.

**DFTG 2402. MACHINE DRAFTING (4-3-3)****Prerequisites: DFTG 1405, DFTG 2417 and DFTG 1409 or equivalent**

This course focuses on the production of detail and assembly drawings of machines, threads, gears, cams, and other machine parts. A detailed study is made of tolerances, limit dimensioning, surface finishes, fits, and geometric tolerances.

**DFTG 2410. STRUCTURAL DRAFTING (4-3-3)****Prerequisites: DFTG 1405, DFTG 1409, and MATH 1314 or equivalent**

This course focuses on the design and development of detail drawings of structural shapes for construction. The emphasis is placed on framed and seated connectors and beam and column detailing. The steel details will be designed to meet standards of the American Institute of Steel Construction for bolted and welded details. The design and development of concrete detailing conforming to American Concrete Institute standards will also be studied.

**DFTG 2417. DESCRIPTIVE GEOMETRY (4-3-3)****Prerequisite: Credit or concurrent enrollment in DFTG 1405 or equivalent**

This course examines graphical solutions of spatial problem involving points, lines, and planes. Theoretical principles are extended to the solution of practical design problems.

**DFTG 2419. INTERMEDIATE COMPUTER-AIDED DRAFTING (4-3-3)****Prerequisite: DFTG 1409 or equivalent**

This course is a continuation of basic practices and techniques using AutoCAD® software emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings using surface modeling and solid modeling techniques, construction of three-dimensional drawings, interfacing 2-d and 3-d environments, extracting data, and externally referencing multiple drawings to construct a composite drawing. Drawings and projects will also address maintaining consistent drawing standards, sharing drawings via the Internet, separate XY control features, menu customization, named preference sets, and paper space.

**DFTG 2421. TOPOGRAPHICAL DRAFTING (4-3-3)****Prerequisites: DFTG 1405, 1409, and Math 1314 or equivalent**

This is a course in map drafting. The emphasis is given to plotting surveyor's field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Problems will emphasize using data, transits, electronic distance measuring instruments, and global positioning system (GPS). Problems will be solved by manual and computer aided drafting (CAD) methods.

**DFTG 2423. PIPE DRAFTING (4-3-3)****Prerequisites: DFTG 1405, 1409, 2417, and Math 1314 or equivalent**

This course is a study of the design, detailing, specifications, and application of process piping systems. Plans, elevations, isometric spools, flow diagrams, instrumentation, valves, fittings, symbols, and process equipment are drawn using single-line and double-line methods of drafting. Problems and projects will be completed using both manual and computer aided drafting (CAD) methods.

**DFTG 2430. CIVIL DRAFTING (4-3-3)****Prerequisites: DFTG 1405, 1409, 2417, 2421, Math 1314 or equivalent**

This course is an in-depth study of drafting methods and principles used in public works civil engineering. The principles of cuts and fills, differential leveling, road and dam development, and contours will be studied. The data collected, using manual and electronic equipment, will be developed into drawings using standard board and computer aided drafting (CAD) techniques.

**DFTG 2436. COMPUTER-AIDED DRAFTING PROGRAMMING (4-3-3)****Prerequisites: DFTG 1409 and 2419 or equivalent**

This course covers the use of programming to enhance the AutoCAD® drawing process. This will be a project-oriented course in which the languages covered will depend on project design and could include: Menu Macro Language, Auto Lisp, Visual Basic, DCL, and Diesel. It will examine the drawing database structure and design, access to drawing elements and commands, and object manipulation through database modification.

**DFTG 2486. INTERNSHIP — DRAFTING AND DESIGN TECHNOLOGY (4-0-20)****Prerequisite: Department Approval**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college, the employer, and the student. Evaluation for this course is based on the learning plan.

**DNTA 1102. COMMUNICATION AND BEHAVIOR IN THE DENTAL OFFICE (1-1-0)****Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program

This course provides for better understanding of human interaction in the dental office. It includes studies of motivation and learning experiences as related to the dental health care provider, focused on practical applications of human behavior.

**DNTA 1241. DENTAL LABORATORY PROCEDURES (2-1-2)****Prerequisites:** DNTA 1301 and DNTA 1311 with a grade of “C” or better, or approval of program coordinator

This course involves the study of dental laboratory procedures including skills associated with chairside assisting; pouring, trimming, and polishing study casts; preliminary impressions; and fabricating provisional restorations.

**DNTA 1245. PREVENTIVE DENTISTRY (2-2-1)****Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program

This course involves the study and prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients.

**DNTA 1249. DENTAL RADIOLOGY IN THE CLINIC (2-1-2)****Prerequisites:** DNTA 1305, 1311, 1415 with a grade of “C” or better, or approval of program coordinator, and a “pass” score on the Texas State Board of Dental Examiners Radiologic Examination

This course involves the practical application of exposing, processing and mounting of dental radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures.

**DNTA 1301. DENTAL MATERIALS (3-3-1)****Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program or Department Approval

This course introduces the theory of the structure, properties, and procedures related to dental materials. Specific safety and universal precautions for the lab will be practiced.

**DNTA 1305. DENTAL RADIOLOGY I (3-3-1)****Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program

This course is an introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific safety and universal precautions for the lab will be practiced.

**DNTA 1311. DENTAL SCIENCE (3-3-1)****Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program, or permission of department chair

This course is an introduction to anatomical systems with emphasis placed on head and neck anatomy. The supporting oral structures, embryology of the teeth, and tooth nomenclature are covered. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Students who are considering a career in any scope of dentistry would benefit from this course.

- DNTA 1351. DENTAL OFFICE MANAGEMENT** (3-3-1)  
**Prerequisites:** DNTA 1311 and DNTA 1415 with a grade of “C” or better, or approval of program coordinator  
 This course is an introduction to business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, recare management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment.
- DNTA 1353. DENTAL ASSISTING APPLICATIONS** (3-3-1)  
**Prerequisites:** DNTA 1415 and 1311 with a grade of “C” or better, or approval of program coordinator  
 This course incorporates comprehensive procedures and applications for the general and specialty areas of dentistry.
- DNTA 1415. CHAIRSIDE ASSISTING** (4-3-2)  
**Prerequisite:** Admission to the Dental Assisting Certificate or Associate Degree Program  
 This course is an introduction to pre-clinical chairside assisting procedures, instrumentation, infection and hazard control, and equipment safety and maintenance.
- DNTA 2130. SEMINAR FOR THE DENTAL ASSISTANT** (1-1-0)  
**Prerequisites:** DNTA 1241, 1249, 1291, 1301, 1305, 1311, 1345, 1353, 1351, 1415, and 2350 with a grade of “C” or better or approval of program coordinator  
 This seminar will allow problem-solving case studies during the clinical phase of practicum.
- DNTA 2266. PRACTICUM - DENTAL ASSISTANT** (2-0-19)  
**Prerequisites:** DNTA 1241, 1249, 1291, 1301, 1305, 1311, 1345, 1351, 1353, 1415, and 2350 with a grade of “C” or better, or approval of program coordinator. Concurrent enrollment in DNTA 2130.  
 This course is an intermediate or advanced type of health profession work-based instruction that helps students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. The clinical professional, generally a clinical preceptor, provides direct supervision. A health practicum may be a paid or unpaid learning experience.
- DNTA 2270. EMERGENCY PROCEDURES IN THE DENTAL OFFICE** (2-2-1)  
 This course provides training in the use of methods and equipment in life-saving and other emergencies for patients and dental office personnel. It includes maintenance of an emergency kit and the taking and recording of vital signs.
- DNTA 2350. ADVANCED DENTAL ASSISTING APPLICATIONS** (3-3-1)  
**Prerequisite:** DNTA 1353 with a grade of “C” or better, or approval of program coordinator  
 This course is an advanced study of dental assisting techniques with emphasis on four-handed dentistry utilization of tray setups for specific general practice and specialties procedures.
- DRAM 1120. TECHNICAL PRODUCTION** (1-0-3)  
 This course is a practicum in scene construction, lighting, sound, costuming, publicity, stage properties, acting, and general theatre practices. The course may be repeated each semester for a maximum of four semester hours credit.

**DRAM 1310. INTRODUCTION TO THE THEATRE (3-3-0)**

This is a course designed to provide a survey of the main fields of theatre activity thus providing a background for the appreciation and enjoyment of live theatre through an understanding of the elements of theatre management, play analysis, acting, directing, and technical theatre. Students will be expected to participate in management, acting and technical activities.

**DRAM 1330. STAGECRAFT I (3-3-2)**

This course is a course in basic technical theatre practice, using materials and principles of stagecraft, scene painting, and properties. Participation in technical crews of the college theatre productions is required.

**DRAM 1341. STAGE MAKEUP (3-3-0)**

This is a practical course in theory, types, design, and application of theatrical makeup with techniques and principles applicable to television, film, and fashion makeup.

**DRAM 1351. ACTING I (3-3-2)**

This course focuses on the development of basic skills and techniques of acting including increased sensory awareness, greater self-confidence, stage movement, characterization, and improvisation. Students will be expected to participate in management, acting, and technical activities.

**DRAM 1352. ACTING II (3-3-2)****Prerequisite: DRAM 1351 or consent of instructor**

This course is a continuation of DRAM 1351 with special emphasis on the exploration and development of techniques for the creation of a characterization through the preparation and presentation of scenes and monologues. Students will be expected to participate in management, acting, and technical activities.

**DRAM 1370. SUMMER THEATER WORKSHOP (3-3-3)**

This course is a laboratory course in all phases of drama/theatre, with emphasis on techniques and procedures. Practical experience is gained by participating in plays produced during the summer.

**DRAM 2331. STAGECRAFT II (3-3-2)**

This course is a study of basic theatre practices with emphasis on lighting and instrumentation. It includes elements, style, and basic principles of scenic design and basic scenic design projects. Participation in college theatre production is required.

**DRAM 2336. VOICE AND ARTICULATION (3-3-0)  
(Same as SPCH 1342)**

This practical course is designed to develop an understanding of the use and function of the performer's voice as a creative instrument for communication. The course content focuses on the unique problems of the performer including projection, age, character voice, and dialect study.

**DRAM 2370. ORAL INTERPRETATION (3-3-0)**

This course is a course in the principles and techniques involved in the analysis and oral readings of standard literary forms. It is recommended for elementary education majors and drama majors and for English majors preparing to teach literature.

**ECON 1301. INTRODUCTION TO ECONOMICS (3-3-0)**

This course is designed for Associate in Arts Degree majors and those wishing a non-technical introduction to economic analysis and its application to current economic problems such as production, consumption, unemployment, inflation, taxation, government regulation, social security, monetary policy, and international trade. This course does not count towards a degree in economics but may be counted as a free elective for transfer for Baccalaureate of Arts and Science Degrees.

**ECON 2301. PRINCIPLES OF MACROECONOMICS (3-3-0)**

The following topics are covered in this course: economic analysis of the whole economy, the determination of aggregate income and employment, fiscal policy, operation of the monetary system, short term income fluctuations, long term income growth, and problems of international trade and finance.

**ECON 2302. PRINCIPLES OF MICROECONOMICS (3-3-0)**

The following topics are covered in this course: consumer behavior and costs of production; price and output decisions in various market situations; microeconomic problems and policies related to business; labor and cost-benefit analysis for the public sector and cities; income inequity, poverty, and discrimination; and the environment and the world's economies.

**EDTC 1264. PRACTICUM TEACHER ASSISTANT/AIDE (2-1-13)**

This course is a basic or intermediate type of non-health professional work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.

**EDTC 1301. INSTRUCTIONAL PRACTICES: EDUCATIONAL PROCESSES (3-3-0)**

This course is a study of the role and responsibilities of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools.

**EDTC 1311. INSTRUCTIONAL PRACTICES: EFFECTIVE LEARNING ENVIRONMENTS (3-3-0)**

This course is a study of developmentally appropriate strategies in core curriculum areas and the environment. Topics include methods of supporting the lead classroom teacher in planning and implementing educational goals, teamwork skills, and ways of providing and reporting instructional accommodations or modifications.

**EDTC 1313. INTRODUCTION TO EDUCATIONAL SOFTWARE AND TECHNOLOGY (3-3-0)**

The course provides a general introduction to the use of computer hardware and software in the educational setting. Opportunities for guided instruction with several software applications are provided.

**EDTC 1317. DEVELOPING POSITIVE STUDENT BEHAVIOR (3-3-0)**

The course emphasizes techniques to influence the development of positive behavior in the school environment. Topics include development of competencies in establishing and managing routines, promoting self-esteem, teaching negotiation/conflict resolution strategies, and enhancing positive self-direction. The emphasis is on implementation of a behavior management plan and the role of the teacher assistant in this process.



**EDTC 1364. PRACTICUM TEACHER ASSISTANT/AIDE (3-1-20)****Prerequisite: Departmental approval**

A basic type of non-health profession work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. Students may request advanced placement credit by completing an application form in the Child Development Department after completion of six credit hours of college-level coursework at San Antonio College. Students will be provided with criteria which includes a minimum of three years of full-time paid work experience as a classroom aide/assistant and a portfolio.

**EDTC 1394. SPECIAL TOPICS IN TEACHER ASSISTANT/AIDE (3-3-0)**

This course includes topics addressing current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION (3-3-1)****Prerequisite: ENGL 1301 with “C” or better**

This course is designed to provide students with an orientation to teaching as a career. It provides students with a critical overview of the historical, legal, and philosophical foundations of American education. Students will have an opportunity to explore and discuss current educational issues and challenges that impact students, teachers, and society. Fifteen hours of field experience each semester with students in P-12 schools is required.

**EDUC 1325. PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION (3-3-0)  
(Same as EDTC 1325)**

This course examines the cultural variations found in our society and reflects our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups.

**EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS (3-3-1)****Prerequisite: EDUC 1301 with “C” or better**

This course enables students to explore their understanding of the wide range of diversity as it currently exists in school populations. Areas of differences addressed include language, gender, socioeconomic status, ethnicity, and academic styles and intelligences. Students will explore strategies to facilitate learning within the context of diverse school environments. Fifteen hours of field experience per semester with special populations in P-12 schools is required.

**EECT 1291, 1391, 1491. SPECIAL TOPICS IN ELECTRICAL, ELECTRONIC AND COMMUNICATIONS ENGINEERING TECHNOLOGY/TECHNICIAN (2-1-2) (3-3-0) (4-3-3)  
(Formerly ELTR 2427)****Prerequisite: Department approval**

Topics for this course 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.

**EECT 1444. TELECOMMUNICATIONS BROADBAND SYSTEMS (4-3-3)****(Formerly EECT 2477)****Prerequisite: Credit or enrollment in CETT 1445**

This course is a survey of telecommunications broadband transmissions systems including protocols, testing, applications, and safety practices. It focuses on individual topics such as modems, data compression techniques, network protocols, and laser technology. Also architectures, installations, and operations of digital telephony systems, local area networks, and wide area networks will be presented. The architectures will be implemented in the laboratory.

**EECT 2288. INTERNSHIP I - ELECTRICAL, ELECTRONIC AND COMMUNICATIONS ENGINEERING TECHNOLOGY/TECHNICIAN (2-1-6)****Prerequisite: Third or fourth semester student in electronics technology**

This is an external, occupational experience for an advanced student in a specialized field involving a written agreement between the educational institution and the workplace. 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. Course activity includes: practical on-the-job experience, group discussions, preparation for technical certification, and student activity reports. This may be a paid or unpaid experience. This is the capstone course for the level I certificates.

**EECT 2435. TELECOMMUNICATIONS (4-3-3)****Prerequisite: EECT 2439**

This course is a study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Wave propagation, transmission lines, and antennas are covered. Instruction in installation, testing, and maintenance of communications systems components is provided. A design/construction project is assigned to each student along with a written report. This is the capstone course for the communications option of the Associate in Applied Science Degree in Electronics Technology.

**EECT 2439. COMMUNICATIONS CIRCUITS (4-3-3)****Prerequisites: Credit or enrollment in CETT 1457 and CETT 1445**

This course is a study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. There is a discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers, including radio receivers and transmitters, cellular telephony, and fiber optics systems. Laboratory activity involving all technologies is provided.

**ELMT 1301. BASIC PROGRAMMABLE LOGIC CONTROLLERS (3-2-3)****Prerequisite: Credit or enrollment in CETT 1425**

This course introduces programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Programmable logic controllers will be investigated/exercised in the laboratory.

**ELMT 1405. BASIC FLUID POWER (4-3-3)****Prerequisite: ENTC 1343 or departmental approval**

This is a study of pneumatics, vacuum, and hydraulics. It includes problems and information about fluid power symbols, theory, components, and basic electrical controls.

**ELMT 2433. INDUSTRIAL ELECTRONICS****(4-3-3)****Prerequisites:** CETT 1409, 1425, and 1441

This course is a study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. A presentation of programming schemes is provided and all topics will be investigated in the laboratory.

**EMAP 1176. INTERNSHIP****(1-0-3)****Prerequisites:** EMAP 1372, 1373, 1374, 1375, 1377, 1471, 1472

This course is an experience external to the college for the advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. The student will be exposed to the emergency management career field through active participation in area emergency management offices. This is the capstone course.

**EMAP 1372. TEXAS DISASTER RECOVERY AND EMERGENCY PLANNING****(3-3-0)****Prerequisite:** EMAP 1471

This course introduces the basic policies, concepts, and procedures of recovery and addresses the various federal and state assistance programs. The emphasis is placed on the coordination of damage assessment, preparing documentation, and recovery procedures. Students will be introduced to the emergency management planning process, planning standards, planning techniques, and the steps in the development of a basic emergency management plan and its functional annexes. This course is equivalent to the Texas Department of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) courses G620 and G235.

**EMAP 1373. LEADERSHIP AND EFFECTIVE COMMUNICATION****(3-3-0)****Prerequisite:** EMAP 1471

This course is an analysis of personal and group dynamics in an emergency management setting. It supports all facets of interaction in the emergency management arena through an in-depth study of how people communicate. This course examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management (DEM) and Federal Emergency Management Agency (FEMA) courses G240 and G242.

**EMAP 1374. DEVELOPING VOLUNTEER RESOURCES AND DECISION MAKING****(3-3-0)****Prerequisite:** EMAP 1471

This course deals with the broad range of issues in the management of volunteer services. Subjects include system/needs analysis, program definition, volunteer role/task definition, job descriptions, publicity and recruitment, training, interviewing dos and don'ts, maintenance, liability issues, etc. The emphasis is placed on decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) courses G241 and G288.

**EMAP 1375. TEXAS HAZARD MITIGATION AND DEBRIS MANAGEMENT (3-3-0)****Prerequisite: EMAP 1471**

This course provides students with detailed knowledge of the hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. An in-depth study of potential funding mechanisms will be conducted, including the Hazard Mitigation Grant Program (HMGP). This course is equivalent to the Texas Department of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) courses G710 and G202.

**EMAP 1377. MASS CASUALTY AND CRITICAL INCIDENT STRESS DEBRIEFING (3-3-0)**

This course will study the problems of controlling a disaster scene involving large numbers of casualties and coordinating all of the responding agencies. Students will observe and critique mass casualty disaster drills. An in-depth study of the effects of post-traumatic stress on emergency workers will be conducted and the advantages of critical incident stress debriefing will be examined.

**EMAP 1471. PRINCIPLES OF BASIC EMERGENCY MANAGEMENT (4-4-0)**

This course includes an overview of the Texas Emergency Management System (EMS) and the concepts of emergency management and its integration of systems, basic definitions, and the identification of hazards and their analysis. Topics include the role of the local emergency manager, coordination of systems and agreements among various governments, requests for state assistance during an emergency, hazardous materials planning, emergency management related grants, and availability of surplus property. This course is equivalent to the Texas Department of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) courses G230 and G610.

**EMAP 1472. TEXAS EXERCISE DESIGN AND INCIDENT COMMAND (4-4-0)****Prerequisite: EMAP 1471**

This course uses a 12-step process in the development of emergency management exercises, starting with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. This course provides students with detailed information concerning the system for command, control, and coordination of an emergency response. This course is equivalent to the Texas Department of Emergency Management (DEM) and the Federal Emergency Management Agency (FEMA) courses G920 and G193.

**EMSP 1145. BASIC TRAUMA LIFE SUPPORT (1-1-1)****Prerequisites: Must be currently certified at the EMT-Paramedic Level**

This course involves intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. The student will acquire the experience necessary to meet initial certification requirements.

**EMSP 1147. PEDIATRIC ADVANCED LIFE SUPPORT (1-1-1)****Prerequisites: Credit or concurrent enrollment in EMSP 2135, 2143, 2147, 2261, 2330, 2434, 2438, and 2444**

This course discusses the system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies.

**EMSP 1260. CLINICAL - EMERGENCY MEDICAL SERVICES (2-0-8)**

**Prerequisites:** Proof of DPT, MMR, and Hepatitis B series; TB tine test less than six months old and concurrent enrollment in EMSP 1401

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**EMSP 1263. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (2-0-6)**

**Prerequisites:** Concurrent enrollment in EMSP 1441; current CPR certification at healthcare provider or professional rescuer level; proof of DPT, MMR, and inoculations; TB tine test less than six months old

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

**EMSP 1338. INTRODUCTION TO ADVANCED PRACTICE (3-2-2)**

**Prerequisites:** BIOL 2401 with a "C" or better; EMSP 1401, 1260, and concurrent enrollment in EMSP 1356, 1355, 2260

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1355. TRAUMA MANAGEMENT (3-2-2)**

**Prerequisites:** EMSP 1401, 1260, and concurrent enrollment in EMSP 1338, 1356, 2260

This course offers a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

**EMSP 1356. PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3-2-2)**

**Prerequisite:** EMSP 1401, 1260, and concurrent enrollment in EMSP 1338, 1355, 2260

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

**EMSP 1401. EMERGENCY MEDICAL TECHNICIAN - BASIC (4-2-8)**

**Prerequisite:** Concurrent enrollment in EMSP 1260; current inoculation record showing DPT, MMR, TB tine test less than six months old, and Hepatitis B series

This course is an introduction to the level of emergency medical technician (EMT) - basic. Included in the course are all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

**EMSP 2135. ADVANCED CARDIAC LIFE SUPPORT (1-0-1)**

**Prerequisites:** Must be currently certified at the EMT-Paramedic Level

This is a skill development course for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. It establishes a system of protocols for management of the patient experiencing cardiac difficulties.

**EMSP 2143. ASSESSMENT BASED MANAGEMENT (1-1-0)****Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2261, 2330, 2434, 2438, 2444

This capstone course is designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. This course is part of the Service Learning Program.

**EMSP 2147. PEDIATRIC EDUCATION FOR PRE-HOSPITAL PROVIDERS (1-0-1)****Prerequisites:** Must be currently certified at the EMT-Paramedic Level

This is a course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies.

**EMSP 2260. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (2-0-12)****Prerequisites:** EMSP 1401, 1260, and concurrent enrollment in EMSP 1338, 1355, 1356

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. This course may be repeated if topics and learning outcomes vary.

**EMSP 2261. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (2-0-12)****Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2143, 2330, 2434, 2438, 2444

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. This course may be repeated if topics and learning outcomes vary.

**EMSP 2330. SPECIAL POPULATIONS (3-3-0)****Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2143, 2261, 2434, 2438, 2444

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. The curriculum is based on the U.S. Department of Transportation's (DOT) national standard curriculum.

**EMSP 2434. MEDICAL EMERGENCIES (4-3-2)****Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2143, 2261, 2330, 2438, 2444

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

**EMSP 2438. EMERGENCY OPERATIONS (4-4-0)****Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2143, 2261, 2330, 2434, 2444

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

**EMSP 2444. CARDIOLOGY (4-3-2)**

**Prerequisites:** EMSP 1338, 1355, 1356, 2260, and concurrent enrollment in EMSP 2143, 2261, 2330, 2434, 2438

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

**ENGL 0300. BASIC ENGLISH I (3-3-0)**

ENGL 0300 emphasizes effective paragraph writing, including practice with methods of paragraph development, organization styles, construction of topic sentences, revision, and editing. This course cannot be substituted for any part of the regular courses ENGL 1301 or 1302. A student required to take ENGL 0300 must receive a grade of “C” or better before being permitted to take ENGL 0301.

**ENGL 0301. BASIC ENGLISH II (3-3-0)**

**Prerequisite:** ENGL 0300 with a grade of “C” or better or appropriate placement scores

ENGL 0301 emphasizes the writing performance standards of the TASP Test. The course provides practice in reading and writing effective paragraphs and short essays. This course cannot be substituted for any part of the regular ENGL 1301 or 1302 courses. A student required to take ENGL 0301 must receive a grade of “C” or better before being permitted to take ENGL 1301.

**ENGL 1301. FRESHMAN COMPOSITION I (3-3-0)**

**Prerequisite:** ENGL 0301 with a grade of “C” or better or appropriate placement scores

ENGL 1301 is a study of the principles of effective oral and written standard English expression. It emphasizes critical reading and writing of prose, chiefly expository, including documented writing.

**ENGL 1302. FRESHMAN COMPOSITION II (3-3-0)**

**Prerequisite:** ENGL 1301 with a grade of “C” or better or advanced placement

ENGL 1302 builds upon the writing skills developed in ENGL 1301. It stresses critical, analytical skills through careful reading, analyzing literature for purpose and technique, and applying the principles of effective writing to the student’s compositions. The reading includes poetry, drama, and narrative prose. The writing consists of analytical and critical essays, some of which require investigation of library materials and documentation. A student must make a passing grade in ENGL 1301 or have advanced placement standing before being permitted to take ENGL 1302.

**ENGL 2307. CREATIVE WRITING (3-3-0)**

**Prerequisites:** ENGL 1301 and 1302 or equivalent or consent of instructor

ENGL 2307 is a creative approach to major literary types, including fiction and nonfiction, and drama and poetry, with emphasis on individual writing. It requires mastery of fundamental language skills.

**ENGL 2308. CREATIVE WRITING: TOPICS (3-3-0)**

**Prerequisites:** ENGL 1301 and 1302

ENGL 2308 is an intermediate course with emphasis on areas of individual specialization. It contains lectures, projects, and workshops. It assumes mastery of fundamentals of the writing craft.

- ENGL 2311. TECHNICAL WRITING** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2311 is designed to improve the student's ability to gather and to communicate information in his or her major field. Emphasis is on form and method. Subject matter includes business letters, technical papers, and reports.
- ENGL 2322. BRITISH LITERATURE: BEOWULF THROUGH NEOCLASSICISM** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2322 is a study in chronological order of trends in British literature and writings of the principal authors from Beowulf to Burns with readings from an anthology supplemented by assigned library readings. It requires themes and oral reports. ENGL 2322 is a writing-intensive (WI) course.
- ENGL 2323. BRITISH LITERATURE: ROMANTICISM TO PRESENT** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2323 is a study in chronological order of trends in British literature and writings of the principal authors from Burns to the present with readings from an anthology supplemented by assigned library readings. It requires themes and oral reports. ENGL 2323 is a writing-intensive (WI) course.
- ENGL 2326. NATIVE AMERICAN LITERATURE** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2326 surveys readings representing Native American literary types. The course examines the oral culture of the indigenous peoples of North America, the tradition of storytelling and oration, and the literature of contemporary Native American writers and their contributions and influence upon American culture in interdisciplinary ways. Students will read selections from legends and myths, oratory, and contemporary prose, poetry, and drama, and will analyze those works through class discussion and writing assignments. ENGL 2326 is a writing-intensive (WI) course.
- ENGL 2327. AMERICAN LITERATURE: COLONIAL THROUGH ROMANTIC** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2327 is a study from Colonial times to the beginnings of realism, with emphasis on major literary figures in the nineteenth century. It examines narrative and expository prose, drama, and poetry. It requires oral and written reports. ENGL 2327 is a writing-intensive (WI) course.
- ENGL 2328. AMERICAN LITERATURE: REALISM TO PRESENT** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2328 treats major writings and literary movements from the beginnings of realism to the present. It examines prose, poetry, and drama and requires oral and written reports. ENGL 2328 is a writing-intensive (WI) course.
- ENGL 2332. WORLD LITERATURE: ANTIQUITY THROUGH RENAISSANCE** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
 ENGL 2332 examines representative masterpieces of world literature in translation, with materials from classical writers, the Middle Ages, and the Renaissance. ENGL 2332 is a writing-intensive (WI) course.



**ENGL 2333. WORLD LITERATURE: CLASSICAL TO PRESENT (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2333 examines neoclassical, romantic, and modern literature. ENGL 2333 is a writing-intensive (WI) course.

**ENGL 2341. LITERATURE AND FILM (3-3-0)****Prerequisites: English 1301 and 1302**

ENGL 2341 includes a study of the literary genres of poetry, fiction, and drama. It examines how these genres have influenced the genre of film. It requires oral presentations and written essays. ENGL 2341 is a writing-intensive (WI) course.

**ENGL 2342. INTRODUCTION TO LITERATURE AND LITERARY CRITICISM (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2342 is a study of poetry, fiction, and drama, with close attention to the major modes of literary criticism. This course includes intensive reading and writing requirements and is designed to prepare students who intend to take advanced courses in literature and others who have a commitment to the rigorous study of literature. ENGL 2342 is a writing-intensive (WI) course.

**ENGL 2370. INTRODUCTION TO AFRICAN-AMERICAN LITERATURE (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2370 surveys readings representing major literary types from popular nonfiction to the novel. It examines the main roots and branches of the African-American literary tradition. It examines prose, poetry, and drama which are thematically related to the African-American experience. It requires oral and written reports. ENGL 2370 is a writing-intensive (WI) course.

**ENGL 2371. INTRODUCTION TO MEXICAN-AMERICAN LITERATURE (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2371 is a study of fiction, drama, and poetry written by Mexican-American authors with special attention given to the literature of the Chicano movement and Hispanic and pre-Columbian traditions which have affected Mexican-American literature. It requires library projects and oral reports. Knowledge of Spanish is not required. ENGL 2371 is a writing-intensive (WI) course.

**ENGL 2372. THE LITERATURE OF MEXICO IN TRANSLATION (3-3-0)****Prerequisites: ENGL 1301 and 1302**

This is a general culture course satisfying three hours of language requirement in some colleges. It researches the literary history of Mexico pre-conquest to the present. It examines major literary genres and traditions, writers, and masterworks. It introduces related readings from other arts and from the social sciences. It requires written and oral reports based on individual study. Knowledge of Spanish is not required.

**ENGL 2373. THE BIBLE AS LITERATURE (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2373 presents the Bible as a unified literary work, focusing on selections from the Bible which have been important to the Western literary heritage. It also examines the development of the Biblical canon, genres, inherent theories of interpretation, and introduces the fields of Biblical study: hermeneutic, linguistics, archaeology, culture criticism, and history. ENGL 2373 is a writing-intensive (WI) course.

**ENGL 2375. CHILDREN AND ADOLESCENT LITERATURE (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2375 is a survey of the history, development, and educational usage of literature for children and adolescents. Included is the practical application of such literature in the realistic setting of the classroom and the usage of competent, investigative research writing and library skills. The emphasis is placed on professional preparation of the teacher or the elementary educational aide and/or childcare worker. ENGL 2375 is a writing-intensive (WI) course.

**ENGL 2378. WOMEN'S LITERATURE (3-3-0)****Prerequisites: ENGL 1301 and 1302**

ENGL 2378 focuses on a comprehensive approach to women's writing from different literary and cultural traditions; it includes a study of poetry, essays, novels, and short stories with particular attention to characteristic themes and to racial, social, and cultural diversity.

**ENGL 2379. INTRODUCTION TO SCIENCE FICTION (3-3-0)****Prerequisites: ENGL 1301 and ENGL 1302**

ENGL 2379 surveys readings representing major science fiction literary types, which present the complications of human existence, coupled with science and technology. The course examines the roots of science fiction writing as well as how it has grown and what is anticipated for the 21st century. The course also examines ideas presented about the world; surveys the tools we may use to develop and transform it and allows for development, discussion, and speculation about those tools. Ideologies may come from diverse disciplines, so investigation may encompass both non-traditional and traditional research topics. ENGL 2379 is a writing-intensive (WI) course.

**ENGR 1201. INTRODUCTION TO ENGINEERING (2-2-0)**

This is an introductory course designed to enhance students' success in the study of engineering. The course will address five primary themes: orientation to the engineering curriculum, academic success strategies, team building and community activities, personal development, and professional development.

**ENGR 1204. ENGINEERING GRAPHICS I (2-2-2)**

This is an introductory course designed to provide students with an understanding of the basic principles of mechanical and freehand technical drawing. Students will learn how to produce drawings mechanically (with instruments) and with freehand techniques. Visual perception and problem solving skills are utilized to graphically communicate concepts clearly and precisely.

**ENGR 1205. ENGINEERING GRAPHICS II (2-2-2)****Prerequisite: ENGR 1204 or equivalent with departmental approval**

This course is designed to follow ENGR 1204 with an introduction to computer-aided drafting (CAD) and design and 3-D solid modeling. The visualization skills and problem solving techniques developed in the preceding course to create drawings by hand are extended and refined through the use of AutoCAD® and Autodesk Inventor software. The course will conclude with a comprehensive engineering design project.

**ENGR 1370. ENGINEERING PROBLEMS (3-3-0)****Prerequisites:** MATH 2412 or equivalent and ENGR 1101 or 1201 is recommended

This course is for students who have decided to major in engineering. A brief introduction to the profession is presented, followed by a systematic survey of the fundamental concepts and tools used in its practice. These concepts and tools are further developed through problem solving applications, which will include the use of computers. This course promotes global awareness through the study of international problems and standards and partially fulfills the requirements for the local certificate in international studies.

**ENGR 1407. PLANE SURVEYING (4-3-3)****Prerequisite:** MATH 2412 or equivalent

This course is an introduction to the principles of plane surveying. Topics of study include the use and care of surveying instruments, field notes, measurements, and area calculations. Problems involving the acquisition of data related to highway and building construction will be examined. The course will also introduce elements of topographic map production such as geodesy, coordinate systems, and projections.

**ENGR 2301. MECHANICS I: STATICS (3-3-0)****Prerequisites:** PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium. Topics include vector algebra, force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Engineering applications such as trusses, frames, and friction are also covered.

**ENGR 2302. MECHANICS II: DYNAMICS (3-3-0)****Prerequisites:** ENGR 2301 and MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Newton's Laws, work energy relations, and impulse-momentum principles are used along with vector algebra and calculus to analyze and solve problems.

**ENGR 2304. COMPUTER PROGRAMMING FOR ENGINEERING APPLICATIONS (3-2-2)****Prerequisites:** MATH 2412 or equivalent with departmental approval

Computer solutions to basic engineering problems are presented in contemporary computer languages. Algorithms, data presentation, and program structures are developed and practiced on computer (mainframe and/or PC).

**ENGR 2305. FUNDAMENTALS OF ELECTRICAL ENGINEERING (3-3-0)****Prerequisite:** MATH 2413 with a grade of "C" or better or equivalent, or PHYS 2570 or equivalent

This course is for students who intend to major in electrical engineering. It provides engineering students with basic concepts of electrical engineering and a solid foundation in the fundamentals of electric and electronic circuits, circuit analysis, network principles, steady-state and transient responses, Laplace transforms, and use of SPICE to solve network problems. The approach used is to solve real problems and show connections between basic principles of advanced applications.

- ENGR 2332. MECHANICS OF SOLIDS** (3-3-0)  
**Prerequisite:** ENGR 2301  
 In this course, internal forces and deformations in solids are analyzed through the application of fundamental principles of mechanics. Topics include stress and strain in elastic and plastic solids and the related properties of materials.
- ENGR 2370. APPLIED ENGINEERING MATHEMATICS** (3-3-0)  
**Prerequisite:** MATH 2414 or equivalent  
 This course presents the application of mathematical principles to the analysis of engineering problems using linear algebra and differential equations. Engineering concepts are developed and analyzed through problem solving applications. Computer competency will be emphasized through the use of software tools.
- ENGR 2403. STATICS AND DYNAMICS** (4-4-0)  
**Prerequisite:** PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414  
 This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium and also the relative motions of particles and rigid bodies. Topics include vector algebra, systems of forces, free body diagrams, concentrated and distributed loads, centroids, moments of inertia, and laws of dry friction. Various engineering applications such as trusses, frames, and machines are also treated as well as Newton's Laws, work-energy relations, and impulse-momentum principles.
- ENTC 1191, 1291, 1391, 1491. SPECIAL TOPICS IN ENGINEERING TECHNOLOGY/TECHNICIAN, GENERAL** (1-1-0), (2-2-0), (3-3-0), (4-3-3)  
**Prerequisites:** TECM 1341 and TECM 1317 or departmental approval  
 Topics in this course 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.
- ENTC 1343. STATICS** (3-3-0)  
**Prerequisites:** TECM 1341 and TECM 1317 or departmental approval  
 This course is the study of the composition and resolution of forces and the equilibrium of forces acting on structures. The concepts of friction, moments, couples, centroids, and moment of inertia are also included.
- ENTC 1370. INTRODUCTION TO FACILITY MANAGEMENT** (3-3-0)  
 This course is an overview of facility management techniques. The topics include history of facility management, regulatory and legal issues, corporate culture, organization of facility management function, team building, and policy and procedure.
- ENTC 1423. STRENGTH OF MATERIALS** (4-3-3)  
**Prerequisite:** ENTC 1343 or departmental approval  
 This course is a study of the relationship between externally applied forces and internally induced stresses and the resulting deformation in structural members.
- ENTC 2302. DYNAMICS** (3-3-0)  
**Prerequisite:** ENTC 1343 or departmental approval  
 This is a course in the behavior of mechanism elements in motion including linkages, cams, gears, and their relative velocities and accelerations. Graphics as well as analytical solutions are studied.

**ENTC 2380. COOPERATIVE EDUCATION - ENGINEERING TECHNOLOGY/TECHNICIAN GENERAL (3-1-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary.

**ENTC 2386. COOPERATIVE EDUCATION - WORK EXPERIENCE (3-1-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary.

**ENTC 2471. FACILITY OPERATION AND MAINTENANCE I (4-3-3)**

This course is a study of how a facility, its people, equipment, and operations are serviced and maintained. Topics include building structure and interior elements, HVAC, furniture, grounds, and waste management.

**ENTC 2472. FACILITY MANAGEMENT AND FINANCE (4-3-3)****Prerequisites: TECM 1314 and TECM 1317 or departmental approval**

This course deals with acquisition, disposal, financing, and leasing of facilities. Topics include managing real estate as an asset, site evaluation and selection, lease management, market analysis, highest and best use studies, and feasibility analysis.

**ENTC 2473. FACILITY OPERATION AND MAINTENANCE II (4-4-3)****Prerequisite: ENTC 2471 or departmental approval**

This is a continuation of ENTC 2471; however, in this course electrical systems are emphasized. Topics include lighting distribution, power sources, alarm systems, and interior and exterior communication.

**EPCT 1301. HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER) TRAINING AND RELATED TOPICS (3-3-0)**

This course will meet the minimum certification requirements of a hazardous waste site worker as found in 29CFR-1910.120 and 40CFR.264 and 265.16. It is also an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

**EPCT 1313. CONTINGENCY PLANNING (3-3-0)**

This course is an introduction to the development of an emergency response contingency plan for a facility or community. The emphasis is on analyzing the hazards, writing, implementing the contingency plan, and evaluating the effectiveness of a contingency plan.

**EPCT 1340. INDUSTRIAL CHEMICAL PROCESSES (3-3-0)****Prerequisites: TECM 1317 and 1341 or departmental approval**

This course is an overview of chemical processes used in the chemical industry.

**EPCT 1341. PRINCIPLES OF INDUSTRIAL HYGIENE (3-3-0)**

Basic concepts in threshold limits, dose response, and general recognition of occupational hazards including sampling statistics, calibration, and equipment use will be covered. This course is a study of the control of occupational hazards and sample collection and evaluation methods.

**EPCT 2333. ENVIRONMENTAL TOXICOLOGY (3-3-0)**

This course is a review of the research determining the systematic health effects of exposures to chemicals. Included is a discussion of risk factors, routes of entry, control measures, and acute and chronic effects of exposure.

**ESOL 0145. TOEFL ESSAY WRITING (1-1-0)****Prerequisite: Placement testing or approval by instructor**

This course provides preparation for the Test of Written English (TWE). Students receive practice writing the required Test of English as a Foreign Language (TOEFL) essay. TOEFL Preparation ESOL 0345 is recommended as a companion course.

**ESOL 0310. CONVERSATION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course stresses oral language proficiency. Class activities give students experience with listening and speaking English. Correctness is not the primary goal of this course. Instead, students are encouraged to communicate using basic vocabulary and grammar.

**ESOL 0311. COMPOSITION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

In this course, students learn to express themselves using written language. The lessons emphasize sentence-level communication. Correctness in spelling, punctuation, and grammar is stressed. ESOL 0312 is an excellent companion course.

**ESOL 0312. GRAMMAR (3-3-0)****Prerequisite: Placement testing or approval by instructor**

Students learn basic grammar structures appropriate for beginning students. ESOL 0311 is recommended as a companion course.

**ESOL 0313. READING AND VOCABULARY (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course gives students the opportunity to increase their vocabulary in an organized way. In addition, students learn reading strategies to allow them to better comprehend passages of English prose in the academic and professional world.

**ESOL 0314. PRONUNCIATION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course focuses on the production of comprehensible oral language. Students listen to native speaker models in an attempt to produce spoken English that is reasonably easy to understand. A language laboratory provides opportunities for contrast study with the student's native language.

**ESOL 0320. CONVERSATION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course stresses oral language proficiency. Class activities give students experience with listening and speaking English. Correctness is not the primary goal of this course. Instead, students are encouraged to communicate using basic vocabulary and grammar.

**ESOL 0321. COMPOSITION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

In this course students learn to express themselves using written language. The lessons emphasize sentence-level communication. Correctness in spelling, punctuation, and grammar is stressed. ESOL 0322 is an excellent companion course.

**ESOL 0322. GRAMMAR (3-3-0)****Prerequisite: Placement testing or approval by instructor**

Students continue their study of basic grammar structures. ESOL 0321 is an excellent companion course.

**ESOL 0323. READING AND VOCABULARY (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course focuses on reading and vocabulary building. Students develop analytical and critical thinking skills which allow them to better interpret meaning and purpose in reading passages. Students also practice interpreting diagrams, charts, and other visual presentations of information. Students may take other level two classes concurrently.

**ESOL 0324. PRONUNCIATION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course focuses on improving students' oral intelligibility. Students receive practice with English vowel and consonant sounds, stress, and intonation. Course work includes listening comprehension exercises and dictation.

**ESOL 0325. READING AND DISCUSSION I (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This introductory course gives students the experience of reading authentic texts with contemporary American English vocabulary, idioms, and phrases. In addition, students receive oral language practice through academic discussions of course reading selections. It is recommended that ESOL 0326 be taken concurrently.

**ESOL 0326. COMPOSITION AND GRAMMAR I (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This introductory course requires students to produce written compositions on a variety of academic topics. Error analysis of student writing will dictate appropriate grammar and punctuation lessons. It is recommended that ESOL 0325 Reading and Discussion I be taken concurrently.

**ESOL 0330. CONVERSATION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course provides students with the opportunity to express ideas orally and react appropriately to verbal and non-verbal language of American English speakers. This is an essential survival course recommended for intermediate students who have lived in the United States for less than a year.

**ESOL 0331. COMPOSITION (3-3-0)****Prerequisite: Placement testing or approval by instructor**

This course provides practice in paragraph writing. Students work on sentence structure, rhetorical organization, and mechanical skills. ESOL 0332 is an excellent companion course.

- ESOL 0332. GRAMMAR** (3-3-0)  
**Prerequisite: Placement testing or approval by instructor**  
 Students continue their study of English grammar structures. ESOL 0331 is an excellent companion course.
- ESOL 0333. READING AND VOCABULARY** (3-3-0)  
**Prerequisite: Placement testing or approval by instructor**  
 Students develop critical reading skills needed for academic, career, and personal goals. A variety of readings provide the students with opportunities for improving comprehension, building vocabulary, making inferences, finding the main idea, scanning, summarizing, and paraphrasing.
- ESOL 0334. PRONUNCIATION** (3-3-0)  
**(Same as SPCH 0370)**  
**Prerequisite: Placement at level three ESL**  
 This developmental course is specifically designed for non-native speakers of English to improve listening and speaking skills which form the basis for effective communication. The focus is on dialect deletion and pronunciation.
- ESOL 0335. READING AND DISCUSSION II** (3-3-0)  
**Prerequisites: ESOL 0325 and placement test or approved by instructor**  
 This intermediate course gives students the experience of reading authentic texts with contemporary American English vocabulary, idioms, and phrases. In addition, students receive oral language practice through academic discussions of course reading selections. It is recommended that ESOL 0336 Composition and Grammar be taken concurrently.
- ESOL 0336. COMPOSITION AND GRAMMAR II** (3-3-0)  
**Prerequisites: ESOL 0326 and placement testing or approval by instructor**  
 This intermediate course requires students to produce written compositions on a variety of academic topics. Error analysis of student writing will dictate appropriate grammar and punctuation lessons. It is recommended that ESOL 0335 Reading and Discussion II be taken concurrently.
- ESOL 0340. ADVANCED SPEAKING SKILLS FOR NON-NATIVE ENGLISH SPEAKERS** (3-3-0)  
**Prerequisite: Placement testing or approval by instructor**  
 This course is designed to be a public speaking preparatory course for non-native speakers of English. The focus is to develop the skills necessary in speaking situation as well as teach techniques used to deal with speaking anxiety. It is recommended that all non-native speakers of English successfully complete ESOL 0340 Advanced Speaking Skills for Non-Native English Speakers prior to enrolling in SPCH 1311.
- ESOL 0341. COMPOSITION** (3-3-0)  
**Prerequisite: Placement testing or approval by instructor**  
 This course provides practice in writing essays according to American rhetorical patterns. Students learn the format for the Texas Higher Education Assessment (THEA), Accuplacer, and the Test of English as a Foreign Language (TOEFL) essays. ESOL 0342 is an excellent companion course.



**ESOL 0342. GRAMMAR (3-3-0)**

Prerequisite: Placement testing or approval by instructor

Students continue their study of English grammar structure. Special emphasis is given to language skills required on the Test of English as a Foreign Language (TOEFL) and other standardized tests. ESOL 0341 is an excellent companion course.

**ESOL 0343. READING AND VOCABULARY (3-3-0)**

**Prerequisite: Placement testing or approval by instructor**

Students practice critical reading skills needed for academic, career, and personal goals. A variety of advanced readings provide opportunities for expanding vocabulary. Attention is given to reading requirements in the Test of English as a Foreign Language (TOEFL), Accuplacer, and other standardized exams.

**ESOL 0344. PRONUNCIATION II (3-3-0)**

(Same as SPCH 0371)

**Prerequisite: Placement testing or approval by instructor**

This course is a continuation of ESOL 0334. This developmental course is specifically designed for non-native speakers of English to improve listening and speaking skills. The focus is advanced pronunciation through a continuing study of speech with emphasis on the mastery of the vowel sounds and concepts of stress in spoken American English.

**ESOL 0345. TOEFL PREPARATION (3-3-0)**

**Prerequisite: Placement testing or approval by instructor**

This course provides preparation for standardized testing required for entrance and placement in American colleges and universities. Students receive practice with the Test of English as a Foreign Language (TOEFL), Accuplacer, and similar standardized tests..

**FIRS 1301. FIREFIGHTER CERTIFICATION I (3-2-3)**

**Prerequisites: Department approval and concurrent enrollment in FIRS 1429**

This course is an introduction to firefighter safety and development. Topics to be included are Texas Commission on Fire Protection (TCFP) rules and regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and reports and records as they pertain to the fire service. This is the first in a series of courses designed for certification as a basic structural firefighter in Texas.

**FIRS 1319. FIREFIGHTER CERTIFICATION IV (3-2-3)**

**Prerequisites: Department approval and concurrent enrollment in FIRS 1407, 1413, 1423, 1433, KINE 1104**

This course is the study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. This is the fourth in a series of courses designed for certification as a basic structural firefighter in Texas.

**FIRS 1407. FIREFIGHTER CERTIFICATION II (4-3-4)**

**Prerequisites: Department approval and concurrent enrollment in FIRS 1319, 1413, 1423, 1433, KINE 1104**

This course is the study of basic principles and skill development in handling fire service hose and ladders. Topics included in this block are basic building construction, distribution system of water supply, emergency service communications, procedures, and equipment. This is the second in a series of courses designed for certification as a basic structural firefighter in Texas.

**FIRS 1413. FIREFIGHTER CERTIFICATION III (4-3-3)**

**Prerequisites:** Department approval and concurrent enrollment in FIRS 1319, 1407, 1423, 1433, KINE 1104

This course is designed to identify the general principles of fire apparatus. In addition, pump operations, fire streams, and public operations will be covered. This is the third in a series of courses designed for certification as a basic firefighter certification in Texas.

**FIRS 1423. FIREFIGHTER CERTIFICATION V (4-3-4)**

**Prerequisites:** Department approval and concurrent enrollment in FIRS 1319, 1407, 1413, 1433, KINE 1104

This course is the study of ropes and knots, rescue procedures and techniques, and hazardous materials. This is the fifth in a series of courses designed for certification as a basic structural firefighter in Texas.

**FIRS 1429. FIREFIGHTER CERTIFICATION VI (4-4-0)**

**Prerequisites:** Department approval and concurrent enrollment in FIRS 1301

This course is the study of fire inspection techniques and practices, public transportation, and fire cause and determination. Other topics included in this course are fire protection systems, wildland fires, and pre-incident planning. This is the sixth course in a series of courses designed for certification as a basic structural firefighter in Texas.

**FIRS 1433. FIREFIGHTER CERTIFICATION VII (4-3-3)**

**Prerequisites:** Department approval and concurrent enrollment in FIRS 1319, 1407, 1413, 1423, KINE 1104

This course is an in-depth study and practice of simulated emergency operations and hands-on, live fire training exercises. Also included are incident command procedures and combined operations using proper extinguishing methods with an emphasis on safety. This is the seventh and last course in series designed for certification as a basic structural firefighter in Texas.

**FIRT 1301. FUNDAMENTALS OF FIRE PROTECTION (3-3-0)**

This course is the study of philosophy, history, and fundamentals of public and private fire protection. Topics include statistics of fire and property loss, agencies involved in public and private fire protection, legislative development, departmental organization, training, and staffing.

**FIRT 1303. FIRE AND ARSON INVESTIGATION I (3-3-0)**

This course is an in-depth study of basic fire and arson investigation practices in the fire service. The emphasis will be placed on fire behavior and principles of fire arson investigation as it applies to fire cause and origin determination.

**FIRT 1305. PUBLIC EDUCATION PROGRAMS (3-3-0)**

This course is designed to prepare firefighters and fire officers in the development of public fire safety awareness. The emphasis will be placed on the implementation of fire and public safety programs in an effort to reduce the loss of life.

**FIRT 1307. FIRE PREVENTION CODES AND INSPECTIONS (3-3-0)**

This course is the study of local building and fire prevention codes. The emphasis is placed on inspections, practices, and procedures. Other areas that will be looked at are the life safety code, development of in-depth inspection practices, use of records, and building design as it applies to inspections.

- FIRT 1309. FIRE ADMINISTRATION I** (3-3-0)  
This course is an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. The emphasis will be placed on fire service leadership from the perspective of the company officer.
- FIRT 1311. FIRE SERVICE HYDRAULICS** (3-3-0)  
This course is the study of basic water distribution systems and fire stream development as it is related to fire protection and suppression. In addition the student will learn to determine fire flows for various types of occupancies, recognize and explain various types of fire pumps and pump operational procedures, as well as describe various types of nozzles and the application of each type of nozzle.
- FIRT 1315. HAZARDOUS MATERIALS I** (3-3-0)  
This course is the study of chemical characteristics and behavior of various chemicals as they pertain to hazardous materials. Topics include storage, transportations, handling of hazardous emergency situations, and the most effective methods of hazard mitigation.
- FIRT 1319. FIREFIGHTER HEALTH AND SAFETY** (3-3-0)  
This course will be a study of firefighter occupational health and safety issues in both emergency and non-emergency situations. Topics to be covered include Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards as they apply to the firefighting career field.
- FIRT 1323. BUILDING CODES** (3-3-0)  
This is a survey of model codes used nationally to develop an understanding of the interrelationships of building construction, occupancy, and related fire safety issues. Topics include underwriters laboratory (UL) listings and factory mutual (FM) approvals.
- FIRT 1327. BUILDING CONSTRUCTION IN THE FIRE SERVICE** (3-3-0)  
This course is the exploration of building construction and design as it is related to the spread of fire and suppression in various structures. Examination of potential hazards resulting from construction practices and materials will be covered.
- FIRT 1329. BUILDING CODES AND CONSTRUCTION** (3-3-0)  
This course is an examination of building codes and requirements, construction types, and building materials. Additional topics include walls, flooring, foundations, roofs, various types of loads, and the dangers associated with each area.
- FIRT 1331. TACTICS AND STRATEGIES I** (3-3-0)  
This course will deal with the analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.
- FIRT 1333. FIRE CHEMISTRY I** (3-3-0)  
This is the introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics will include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.

- FIRT 1334. FIRE CHEMISTRY II** (3-3-0)  
**Prerequisite:** FIRT 1333  
 This is a continuation of Fire Chemistry I. The student will be introduced to the chemistry of carbon compounds as related to the fire service with primary emphasis on the hydrocarbons. Additional topics will include alcohols, phenols, halogen compounds, and ethers with application to various industrial processes.
- FIRT 1336. FIRE INSURANCE FUNDAMENTALS** (3-3-0)  
 This course will study the relationship between fire defenses, fire losses, and insurance rates. There will be an in-depth study of the fire insurance grading system and how it affects rates in various communities.
- FIRT 1338. FIRE PROTECTION SYSTEMS** (3-3-0)  
 This course is the study of fire detection, alarm, and extinguishing systems. The student will also study the required standard for water supply, special extinguishing systems, rating organizations, and underwriting agencies.
- FIRT 1345. HAZARDOUS MATERIALS II** (3-3-0)  
**Prerequisite:** FIRT 1315  
 This continuation of hazardous materials study will look in-depth at the mitigation practices and techniques to effectively control hazardous material spills and leaks.
- FIRT 1347. INDUSTRIAL FIRE PROTECTION** (3-3-0)  
 The student will study the industrial emergency response teams and specific concerns related to business and industrial facilities.
- FIRT 1349. FIRE ADMINISTRATION II** (3-3-0)  
**Prerequisite:** FIRT 1309  
 This course is an in-depth study of fire service management as it pertains to budgetary requirements, administration, organization of divisions within the fire service, and the relationship between the fire service and outside agencies.
- FIRT 1353. LEGAL ASPECTS OF FIRE PROTECTION** (3-3-0)  
 This course will study the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing their assigned duties.
- FIRT 1355. METHODS OF TEACHING** (3-2-2)  
 The student will outline instructor qualities and responsibilities, identify principles of learning and teaching, demonstrate methods and techniques of teaching, and produce teaching aids. This course includes the curriculum that meets the requirements of the Texas Department of Health (TDH) for EMS instructor and examiner.
- FIRT 1391, 1491. SPECIAL TOPICS IN FIRE PROTECTION AND SAFETY TECHNOLOGY/TECHNICIAN** (3-3-0), (4-4-0)  
**Prerequisite:** Department approval  
 The topics to be addressed are 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.

**FIRT 2331. TACTICS AND STRATEGIES II (3-3-0)****Prerequisite: FIRT 1331**

This course is designed to culminate training from a series of fire protection courses that have provided training in fire fundamentals, hazardous materials, legal aspects, and fire protection systems as well as chemistry, English, and speech. The emphasis will be on the use of incident command in large scale command problems and other specialized fire problems as well as generalized firefighting tactics.

**FIRT 2333. FIRE AND ARSON INVESTIGATION II (3-3-0)****Prerequisite: FIRT 1303**

This course is a continuation of FIRT 1303 Fire and Arson Investigation I. Topics that will be studied will include reports, courtroom demeanor, and expert witnesses. This course is the capstone course for the fire and arson degree option.

**FIRT 2345. HAZARDOUS MATERIALS III (3-3-0)****Prerequisites: FIRT 1315 and FIRT 1345**

This is a continuation of Hazardous Materials II. Topics include radioactive materials and radiation, poisons and toxicology, cryogenics, corrosives, flammable solids, hazards of class A fuels, plastics, organic and inorganic peroxides and its water reactivity, and polymerization and polymerizing substances.

**FLMC 1311. SURVEY OF THE MOTION PICTURE (3-2-2)****(Formerly RTVF 2301)**

This course provides an overview of film history and techniques including an introduction to cinematic elements and approaches to analysis and criticism.

**FLMC 1492. SPECIAL TOPICS IN FILM-VIDEO MAKING/CINEMATOGRAPHY AND PRODUCTION (4-3-3)****(Formerly FLMC 2371)****Prerequisite: RTVB 1421**

This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course develops skills in writing, directing, editing, and producing short films.

**FREN 1300. BEGINNING CONVERSATIONAL FRENCH I (3-3-0)**

This is a course for beginners and also for people who have learned some French before but would like to review. The emphasis is on speaking and listening comprehension with some reading of the language. Listening skills will be developed to enable the students to understand French spoken at a natural speed. Students will also be able to identify key words and phrases in spoken or written French. The student will learn basic French to use in situations such as asking for information, responding to other people, talking about self and family, work and leisure, and to be able to cope with the unexpected when in a French-speaking country or even when speaking French to visitors to the United States. A language laboratory is available.

**FREN 1310. BEGINNING CONVERSATIONAL FRENCH II (3-3-0)****Prerequisite: FREN 1300 or departmental approval**

This course is a continuation of FREN 1300 in which emphasis is on speaking and listening skills with reading of the language as well. Students will build on the basic French and objectives used in FREN 1300 to be able to talk about lodging, travel, food and drink, shopping, weather, and health. Culture will be an integral part of the course within these contexts. A language laboratory is available.

- FREN 1411. ELEMENTARY FRENCH I** (4-4-1)  
 FREN 1411 is for students with little or no knowledge of French. This introductory course introduces students to the French language and Francophone culture while preparing them to communicate in relevant everyday contexts. The fundamentals of the language are introduced to develop listening, speaking, reading, and writing skills. Students wanting additional practice in developing oral communication skills may take this course concurrently with FREN 1300. A language laboratory is required.
- FREN 1412. ELEMENTARY FRENCH II** (4-4-1)  
**Prerequisites:** FREN 1411 or equivalent, appropriate placement test score, or departmental approval  
 This is a second semester course which continues to focus on listening, reading, writing, speaking, and culture. A short review of grammar and topics from FREN 1411 will occur at the beginning of the course. Students wanting additional practice in developing oral communication skills may take this course concurrently with FREN 1310. A language laboratory is required.
- FREN 2311. INTERMEDIATE FRENCH I** (3-3-0)  
**Prerequisites:** FREN 1412 or equivalent, appropriate placement test score, or departmental approval  
 This third semester course finishes the basic French language structure survey begun in FREN 1411. The emphasis on listening, reading, writing, speaking, and culture continues. Grammar focuses on the future tense, indirect and direct object pronouns, relative pronouns, the subjunctive mood and other groups of regular verbs. An overall review of French grammar is then focused upon to complete the course. A language laboratory is available.
- FREN 2312. INTERMEDIATE FRENCH II** (3-3-0)  
**Prerequisites:** FREN 2311 or equivalent, appropriate placement test score, or departmental approval  
 This fourth semester course assumes knowledge of the basic structures of the French language. The focus is on expanding students' conversational ability and vocabulary. The emphasis is also on helping students gain a deeper understanding and appreciation of French history, literature, the arts, and daily life, as well as the study of other Francophone cultures. Reading and writing skills within these topic areas will also be practiced. A language laboratory is available.
- GEOG 1171. PHYSICAL GEOGRAPHY LABORATORY** (1-0-3)  
**Prerequisite:** Credit or concurrent enrollment in GEOG 1301  
 This laboratory course includes exercises in meteorology, climate, topographic maps, soils (profiles, classification, and distribution), vegetation (biome classification and distribution), and landform analysis.
- GEOG 1172. WEATHER AND CLIMATE LABORATORY** (1-0-3)  
**Prerequisite:** Concurrent enrollment in GEOG 1371 or 1372  
 This laboratory supplements the introductory weather and climate courses. It consists of a series of laboratory exercises that combine data analysis, problem-solving, and experimentation with questions designed to encourage critical thinking. The laboratory experiences are supported by computer software for use with some of the exercises.

**GEOG 1301. ELEMENTS OF PHYSICAL GEOGRAPHY (3-3-0)**

This course consists of a systematic study of the elements of physical geography. Topics covered include the basic fundamentals of mapping, earth-sun relationships, weather, climate, soils, and landforms.

**GEOG 1302. CULTURAL GEOGRAPHY (3-3-0)**

This course is a study of the interrelationship of the cultural and physical environment. The emphasis will be given to the culture, and the patterns of human organization and distribution.

**GEOG 1303. GEOGRAPHY OF THE WORLD (3-3-0)**

This course emphasizes the human geography of major world regions and provides a comparative survey of the major cultural regions of the world and their dissimilar developments.

**GEOG 1304. GEOGRAPHY OF MEXICO, CENTRAL AMERICA, AND THE CARIBBEAN (3-3-0)**

This course focuses on the regional study of the physical and cultural geography of Mexico, Central America, and the Caribbean.

**GEOG 1305. GEOGRAPHY OF NORTH AMERICA (3-3-0)**

This course focuses on the regional study of the physical and cultural geography of the United States and Canada.

**GEOG 1371. INTRODUCTION TO WEATHER (3-3-0)**

This course describes atmospheric processes and phenomena. Students are introduced to the nature of scientific inquiry and methodology of science. This course will concentrate on the day-to-day meteorological events and the advances and limitations of modern forecasting.

**GEOG 1372. INTRODUCTION TO CLIMATE (3-3-0)**

This course will address the impact climate has on life as well as basic processes operating in the atmosphere. Inter-annual and multi-decadal climate oscillations such as El Nino, the role of oceans in regulating Earth's climate, and global warming are among the topics addressed. Public policy with regard to human-induced climate change will also be discussed.

**GEOG 1375. GEOGRAPHY OF THE MIDDLE EAST (3-3-0)**

This course is an introduction to the physical environment, historical geography, ethnic patterns, religions, agriculture, and industrial activities of North Africa and the Middle East. Special emphasis will be placed on the historical and social factors influencing social and political conflict in the region.

**GEOG 2312. ECONOMIC GEOGRAPHY (3-3-0)**

This course provides an analysis of location of populations and leading economic activities, such as agriculture, fishing, lumbering, mining, manufacturing, transportation, and trade in major world regions.

**GEOG 2389. INTERNSHIP IN GEOGRAPHY (3-1-6)****Prerequisite: GEOG 2470**

This course will permit students to utilize geographic concepts and applied geography in an on-the-job setting. Students will be required to attend scheduled weekly meetings.

- GEOG 2470. INTRODUCTION GEOGRAPHIC INFORMATION SYSTEMS (GIS)** (4-3-3)  
**(Same as CRTG 1411)**  
 This course is an introduction to the basic concepts of vector geographic information systems (GIS). Studies include the nomenclature of cartography and geography. In the laboratory, students will study methods of geographic data collection, including global positioning system (GPS) entry, storage, retrieval, and output.
- GEOG 2472. INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS)** (4-3-3)  
**(Same as CRTG 2472)**  
**Prerequisite: GEOG 2470 or CRTG 1411 or consent of instructor**  
 This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis, and modeling. Instruction will include theories and procedures associated with the implementation and management of geographic information systems (GIS) projects. A variety of GIS software packages will be used in the laboratory.
- GEOG 2474. ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (GIS)** (4-3-3)  
**(Same as CRTG 2474)**  
**Prerequisite: GEOG 2472 or CRTG 2472 or consent of instructor**  
 This course advances the students' understanding of geographic information systems (GIS) operations by focusing on relational database creation, maintenance, and dissemination. Instruction will cover the development and management of Web-based GIS applications.
- GEOG 2478. REMOTE SENSING AND RASTER GIS** (4-3-3)  
**(Same as CRTG 1421)**  
**Prerequisite: GEOG 2470 or CRTG 1411 or consent of instructor**  
 This course focuses on the history, principles, and applications of raster imagery. In the laboratory, students will acquire and process satellite images and photographs and merge raster images with vector data.
- GEOG 2479. PROGRAMMING FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)** (4-3-3)  
**(Same as CRTG 2479)**  
**Prerequisites: GEOG 2472 or CRTG 2472, and CETT 1333, or consent of instructor**  
 This course focuses on the use of VisualBasic to customize and expand the capability of geographic information systems (GIS) applications. Students will design their own graphical user interface (GUI) and complete the production of a fully operational GIS extension.
- GEOL 1104. HISTORICAL GEOLOGY LABORATORY** (1-0-3)  
**Prerequisite: Credit or concurrent enrollment in GEOL 1304**  
 Laboratory work in this course includes the study of rocks, fossils, geographic maps, geologic maps, and other aspects of earth history.
- GEOL 1301. EARTH SCIENCES** (3-3-0)  
 This course is a survey of the earth sciences. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some laboratory experiences are included.
- GEOL 1304. EARTH HISTORY** (3-3-0)  
**Prerequisite: GEOL 1301, 1305, 1345, or 1403**  
 This course focuses on the origin and evolution of the earth through geologic time, emphasizing organic evolution and plate tectonics.



**GEOL 1305. ENVIRONMENTAL GEOLOGY (3-3-0)**

This course covers geologic processes and their importance in natural resource evaluation, engineering, law, business, and urban land use planning. The course consists of three lecture hours per week and includes some laboratory experience.

**GEOL 1345. INTRODUCTION TO OCEANOGRAPHY (3-3-0)**

This course is an introduction to the basic biological, chemical, geological, hydrological, and physical features and processes of the oceans, including origin, evolution, uses, and resources. Some laboratory experiences are included.

**GEOL 1403. PHYSICAL GEOLOGY (4-3-3)**

This course is an introduction to the nature and properties of rocks and minerals; processes by which they are formed, altered, and transported; and the nature and development of the landscape. Laboratory work includes the study of minerals, rocks, and topographic and geologic maps.

**GERM 1300. BEGINNING CONVERSATIONAL GERMAN I (3-3-0)**

This course is designed for students with little or no knowledge of German. Development of ability to communicate in German. A language laboratory is available.

**GERM 1310. BEGINNING CONVERSATIONAL GERMAN II (3-3-0)****Prerequisite: GERM 1300 or departmental approval**

This course is a continuation of GERM 1300. A language laboratory is available.

**GERM 1411. ELEMENTARY GERMAN I (4-4-1)**

GERM 1411 is for students with little or no knowledge of German. Students develop listening, speaking, reading, and writing skills as the German language is presented within the context of everyday life and culture. Students study the German sound system, the present and the present perfect tenses, the nominative and accusative cases, and the accusative prepositions. Students study vocabulary about student life, housing, transportation, tourist activities, family life, shopping, and environmental problems. A language laboratory is required.

**GERM 1412. ELEMENTARY GERMAN II (4-4-1)****(Spring semester offering only)****Prerequisite: GERM 1411 or equivalent or departmental approval**

This second semester course continues to emphasize listening, speaking, reading, and writing skills within culturally significant contexts. Students study the dative and the genitive cases, dative and genitive prepositions, nouns with “der-” and “ein-” words, imperatives, modals, subordinate clauses, the future and past tenses, and adjective endings. Students study vocabulary dealing with mass media, movies, and cultural performances. They learn to relate biographical and autobiographical facts. They are introduced to German foods, restaurants, and eating habits. A language laboratory is required.

- GERM 2311. INTERMEDIATE GERMAN I** (3-3-0)  
**(Fall semester offering only)**  
**Prerequisite:** GERM 1412 or equivalent or departmental approval  
 This third semester course continues to focus on the listening, speaking, reading, writing, and culture. It completes the introduction of basic grammatical structures. Students study ordinal numbers, separable and inseparable prefix verbs, the past perfect tense, comparison of adjectives and adverbs, reflexive verbs, the subjunctive, and the passive. Students study vocabulary dealing with cultural behavior, sports and leisure-time activities, health and illnesses, student life, the reunification, and basic knowledge about Austria and Switzerland. A language laboratory is available.
- GERM 2312. INTERMEDIATE GERMAN II** (3-3-0)  
**(Spring semester offering only)**  
**Prerequisite:** GERM 2311 or equivalent or departmental approval  
 This fourth semester course completes intermediate-level German. The emphasis is placed on a review of German grammar and on expansion of language skills as well as a deeper understanding and appreciation of German culture through reading contemporary authors. A language laboratory is available.
- GERM 1192. SPECIAL TOPICS IN GERONTOLOGY** (1-1-0)  
 Topics address recently identified current events, skills, knowledge and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency.
- GERM 1301. INTRODUCTION TO GERONTOLOGY** (3-3-0)  
 This course is an 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.
- GERM 1341. DIRECTING ACTIVITIES IN LONG TERM CARE ENVIRONMENTS** (3-3-0)  
 This course focuses on the role of the activity director in long-term facilities. Topics include the assessment of client needs, the development of plans of care, the design of programs using therapeutic recreation techniques, and the supervision of recreation personnel. This course is speech-intensive (SI).
- GERM 1342. AGING AND MENTAL HEALTH** (3-3-0)  
 This course is an introduction to and analysis of current trends and concerns related to psychological aging. Subject matter includes the theoretical and empirical foundations relevant to the psychological study of the later part of the life span. The course is taught from an interdisciplinary perspective and focuses on topics related to perceptual, cognitive, personality, and interpersonal social development. Examination of issues related to psychological adjustment and death and dying are also discussed.
- GERM 1345. POLICIES AND PROGRAMS FOR OLDER ADULTS** (3-3-0)  
**Prerequisite:** Approval of faculty advisor  
 This course identifies the public publicity and the resulting programs and services designed to address age-related problems. The focus is on the effort to maintain independent living in the community for the elderly.

**GERs 1351. SOCIOLOGY OF AGING (3-3-0)****(Same as SOCI 2371)**

This course provides an explanation of the impact of aging on the larger society. There is an examination of the responses of various social institutions to the aged as well as the impact of an aging population on those institutions. Special attention will be given to the changing roles of the aged and the cultural attitudes toward the elderly.

**GERs 1391. SPECIAL TOPICS IN GERONTOLOGICAL SERVICES (3-3-0)**

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.

**GERs 1392. SPECIAL TOPICS IN GERONTOLOGY (3-3-0)**

Topics address recently identified current events, skills, knowledge and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency.

**GERs 2330. ISSUES OF LONG TERM CARE (3-3-0)**

This course will explore current information regarding a variety of long-term care settings for the elderly.

**GERs 2331. CONTEMPORARY ISSUES IN AGING (3-3-0)**

This course focuses on current issues impacting the aged. The emphasis is on locating and applying the most current research, highlighting the problems, and identifying resources related to the local region.

**GERs 2333. LEGAL AND ETHICAL ISSUES IN AGING (3-3-0)****Prerequisites: GERS 1301, 1345, and 1351**

This course will explore the legal and ethical issues that families must consider as family members age. The emphasis will be on advocacy for the elder to provide for legal and financial well-being as well as knowledge regarding the access of social and medical programs for the elderly. This course is speech-intensive (SI).

**GERs 2366. PRACTICUM - GERONTOLOGICAL SERVICES (3-0-21)**

This is a course for non-health, work-based instruction that provides basic career exploration or helps the students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. This may be a paid or unpaid learning experience. This course is speech-intensive (SI).

**GOVT 2301. AMERICAN/TEXAS: NATIONAL AND STATE (3-3-0)**

GOVT 2301 contains a comparison of the Texas and United States Constitutions and an analysis of federalism, citizenship, governmental institutions, and local government. GOVT 2301 fulfills three units of the legislative requirement for completion of six units of the Texas Constitution and the United States Constitution.

**GOVT 2302. AMERICAN GOVERNMENT: PROBLEMS AND POLICIES (3-3-0)****Prerequisite: Credit for GOVT 2301**

GOVT 2302 is a general survey course in American government covering the United States Constitution and policy issues in American government. GOVT 2302 fulfills the legislative requirement for the United States Constitution.

**GOVT 2304. INTRODUCTION TO POLITICAL SCIENCE (3-3-0)**

GOVT 2304 covers the concepts, theories, and principles of political science. The political processes and governmental institutions of several leading nations of today and the competing philosophies of the 20th century (democracy, fascism, and communism) are also covered. GOVT 2304 cannot be used to satisfy the legislative requirement in government.

**GOVT 2305. AMERICAN GOVERNMENT I (NATIONAL) (3-3-0)**

This is a general survey course in American government covering the theories and concepts of government, the United States Constitution, politics, public opinion, political parties, human rights, and the functions of national, state, and local government.

**GOVT 2306. AMERICAN GOVERNMENT II (STATE) (3-3-0)**

GOVT 2306 is a general survey of the United States and Texas Constitutions, federalism, citizenship, voting, and local governments with an emphasis on Texas government. Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirement for graduation. It is recommended that students enroll in GOVT 2306 if only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification.

**GOVT 2378. INTRODUCTION TO INTERNATIONAL RELATIONS (3-3-0)****Prerequisites: GOVT 2301, 2302**

The major global issues will be explored from the standpoint of the international relations theory. Topics will include international aid, trade, and transnational enterprises; economic development and debt; human rights, cultural conflicts, and identity issues; military conflicts and weapons of mass destruction; ecological scarcity and pollution; terrorism; and the internationalism of crime.

**GOVT 2389. ACADEMIC INTERNSHIP (3-1-6)****Prerequisite: Departmental approval**

This course is designed to integrate on-campus classroom study with practical hands-on work experience in the student's major field of study. The student, the student's supervisor, and a faculty coordinator will establish specific goals for the student to accomplish. This course requires six practical experience hours per week and one seminar hour per week with the instructor.

**GRPH 2309. ELECTRONIC PREPRESS (3-2-4)****(Formerly ARTC 2309)****Prerequisites: ARTC 1325 and 1327, ARTS 1303, 1311 and 1316**

GRPH 2309 is a studio course on the theory and techniques for pre-press preparation using industry-standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus.

**HART 1451. ENERGY MANAGEMENT (4-3-3)**

This course includes basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. It also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

**HIST 1301. HISTORY OF THE UNITED STATES, PART I (3-3-0)**

This is a general survey of United States history from the discovery of America through 1877. It satisfies one-half the legislative requirement of six semester hours in American history.

**HIST 1302. HISTORY OF THE UNITED STATES, PART II (3-3-0)****Prerequisite: Credit for HIST 1301**

HIST 1302 is a general survey of United States history from 1877 to the present. It satisfies one-half the legislative requirement of six semester hours in American history.

**HIST 2301. HISTORY OF TEXAS (3-3-0)****Prerequisite: Credit for three semester hours of history**

HIST 2301 is the history of Texas from the Spanish discovery to the present, emphasizing the Spanish period and the Anglo-American occupation of the region north of the Rio Grande. It may be used to satisfy one-half the legislative requirement of six semester hours in American history. This is a writing-intensive (WI) course.

**HIST 2311. WESTERN CIVILIZATION TO THE 17TH CENTURY (3-3-0)**

HIST 2311 is the history of Western civilization from earliest times through the 17th century. It surveys the roots of Western civilization in the ancient Middle East, Greece, and Rome. This course emphasizes medieval Europe, Christian church history, the Renaissance, and the Reformation.

**HIST 2312. WESTERN CIVILIZATION SINCE THE 17TH CENTURY (3-3-0)**

HIST 2312 is the history of Western civilization from the 17th century to the present. It surveys major aspects of the political, social, economic, and intellectual history of Western European nations. This course emphasizes the Enlightenment, the Age of Revolution, Romanticism, and 20th century totalitarianism.

**HIST 2321. WORLD CIVILIZATION TO THE FIFTEENTH CENTURY (3-3-0)****(Same as IDST 2372)**

This course is a study of cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and the Islam in the Middle East and Africa through the 15th century. Within a general framework of political, social, and economic history, the course emphasizes the literature, philosophy, art, and music of each of these civilizations.

**HIST 2322. WORLD CIVILIZATION SINCE THE FIFTEEN CENTURY (3-3-0)****(Same as IDST 2373)**

This course is a study of the contact of civilization and cultural change since the 15th century. It emphasizes cultural history, literature, philosophy, art, and music of the following periods and movements: the Renaissance, the Scientific Revolution and the Enlightenment, the age of revolution and Romanticism, Victorian culture and imperialism, and the culture of the 20th century.

**HRPO 1191, 1291, 1391, 1491. SPECIAL TOPICS IN HUMAN RESOURCES MANAGEMENT (1-1-0) (2-2-0) (3-3-0) (4-4-0)****Prerequisite: Varies with subject being offered**

Special Topics in Human Resources Management addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**HRPO 1302. HUMAN RESOURCE TRAINING AND DEVELOPMENT (3-3-0)**

Human Resource Training and Development is an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational mission and goals; budgeting; assessment; and design, delivery, evaluation, and justification of training. Included are new trends in training including distance and virtual education.

**HRPO 1305. MANAGEMENT AND LABOR RELATIONS (3-3-0)**

This course presents the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

**HRPO 1311. HUMAN RELATIONS (Formerly OST 1309) (3-3-0)**

Human Relations includes practical application of the principles and concepts of the behavioral science to interpersonal relationships in the business and industrial environment.

**HRPO 1371. ISSUES IN THE WORKPLACE (Formerly OST 2309) (3-3-0)**

Issues in the Workplace addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Activities involve library researching, group dynamics, team projects, and critical thinking in problem resolution.

**HRPO 1392. SPECIAL TOPICS IN LABOR/PERSONNEL RELATIONS AND STUDIES (3-3-0)**

This course explores the 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.

**HRPO 2301. HUMAN RESOURCES MANAGEMENT (3-3-0)**

This course addresses the behavioral and legal approaches to the management of human resources in organizations.

**HRPO 2302. TRAINER SKILLS FOR HUMAN RESOURCES (3-3-1)**

Trainer Skills for Human Resources is a study of group and one-on-one training activities focusing on needs analysis, training program design, training evaluation, presentation skills, instructional methods, and media.

**HRPO 2303. EMPLOYMENT PRACTICES (3-3-1)**

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement which includes interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, equal employment opportunity (EEO), EEO record keeping, and affirmative action plans.

**HRPO 2304. EMPLOYEE RELATIONS (3-3-0)**

This course is an examination of employee relations policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

**HRPO 2305. HUMAN RESOURCES INFORMATION SYSTEMS (3-3-0)****Prerequisite: HRPO 2301**

This course is an introduction to the pre-packaged Human Resource Information Systems (HRIS) programs available. It identifies issues involved in creating, implementing, and maintaining human resources systems and the benefits of human resources systems. Key models such as staffing, employee development, position management, total compensation, outsourcing options, and professional development are examined.

**HRPO 2306. BENEFITS AND COMPENSATION (3-3-0)**

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, management and evaluating for effectiveness, legal and regulatory issues, pay equity, and job analysis affecting job compensation and competencies.

**HRPO 2307. ORGANIZATIONAL BEHAVIOR (3-3-0)**

This course discusses the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

**HUMA 1301. THE HUMANISTIC TRADITION (3-3-0)**

This course is an interdisciplinary survey of the humanistic tradition from early times to the Byzantine period (A.D. 500) from a global and multicultural perspective. The student will gain perspectives of the humanistic tradition by focusing on the creative legacy of early civilizations in Europe, the Americas, Africa, and Asia: literature, philosophy, history, architecture, visual arts, music, and dance.

**HUMA 1302. HUMANISTIC FOUNDATIONS OF THE MODERN WORLD (3-3-0)**

This course is an interdisciplinary survey of the growth of civilizations from the Byzantine period (A.D. 500) through the 17th century from a global and multicultural perspective. The student will gain a humanistic perspective of the world (Europe, the Americas, Africa, and Asia) by focusing on the literature, philosophy, history, architecture, visual arts, music, and dance of the period.

**HUMA 1315. FINE ARTS IN MODERN CULTURE, FROM REVOLUTIONS TO POP (3-3-0)**

This course is an interdisciplinary and multicultural study of the arts in modern culture that introduces students to the philosophical, aesthetic, social, and technical revolutions of the recent past which shape our contemporary world. Global cultural expressions of Europe, the Americas, Africa, and Asia since the 18th century in art, music, literature, drama, and the media will be analyzed in their historical context.

**HUMA 2319. AMERICAN MINORITIES (3-3-0)****Prerequisite: ENGL 1301 and credit or concurrent enrollment in ENGL 1302**

This course explores both the common and the distinct cultural values of ethnic, linguistic, and racial minorities in American culture with particular emphasis on three dominant cultural groups in South Texas: African-Americans, German-Americans, and Mexican-Americans. Students will examine the role of minority cultures in American society from historical, literary, and sociological perspectives, thus learning to engage in interdisciplinary inquiry.

**IBUS 1305. INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3-3-0)**

This course deals with the techniques for entering the international marketplace. The emphasis of the course is on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics included in this course are patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

**IBUS 1354. INTERNATIONAL MARKETING MANAGEMENT (3-3-0)**

This course studies the analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan is included.

**IBUS 2335. INTERNATIONAL BUSINESS LAW (3-3-0)**

This is a course in law as it applies to international business transactions in the global political/legal environment. The study of interrelationship among laws of different countries and the legal effects on individuals and business organizations is included. Specific topics include agency agreements, international transactions, intellectual property, product liability, and legal organization.

**IBUS 2341. INTERCULTURAL MANAGEMENT (3-3-0)**

This course is a study of cross-cultural comparisons of management and communications processes. The emphasis is on cultural geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural demographic, economic, technological, and political/legal environment of cluster countries and their relationship to organizational communication and decision-making.

**IBUS 2339. INTERNATIONAL BANKING AND FINANCE (3-3-0)****Prerequisite: BNKG 1303**

The course explores international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Topics include export-import payments and financing the preparation of letters of credit, related shipping documentation, and electronic transfers. It also introduces students to international financial decisions such as financing foreign investment or working capital.

**IDST 2370. INDIVIDUAL, FAMILY AND COMMUNITY (3-3-0)**

IDST 2370 examines the history, basic questions, major theories, and significance of the social and behavioral sciences. The course will focus on the scientific understanding of the individual, the family, and the community.

**IDST 2371. SOCIETY AND SOCIAL ISSUES (3-3-0)**

IDST 2371 studies the history, causes, and implications of selected social and institutional issues such as change, ethnicity, gender, and social conflict. It emphasizes the making of informed, rational, and moral decisions as citizens.

**IDST 2372. WORLD CIVILIZATION TO THE FIFTEENTH CENTURY (3-3-0)****(Same as HIST 2321)**

IDST 2372 is a study of cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and Islam in the Middle East and Africa through the 15th century. Within a general framework of political, social, and economic history, the course emphasizes the literature, philosophy, art, and music of each of these civilizations.



- IDST 2373. WORLD CIVILIZATION SINCE THE FIFTEENTH CENTURY** (3-3-0)  
(Same as HIST 2322)  
IDST 2373 is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural history, literature, philosophy, art, and music of the following periods and movements: the Renaissance, the Scientific Revolution and the Enlightenment, the age of revolution and Romanticism, Victorian culture and imperialism, and the culture of the 20th century.
- IDST 2374. WORLD LITERATURE I, THE NARRATIVE MODE** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
IDST 2374 explores the narrative mode in literature across the world and across time. Readings will include a variety of narrative prose and poetry.
- IDST 2375. WORLD LITERATURE II, DRAMATIC AND LYRIC MODES** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
IDST 2375 explores the dramatic and lyric modes in literature across the world and across time. Readings will include representative plays and lyrical poems. The study of one or more films may also be included.
- IDST 2377. MODES OF INQUIRY ACROSS THE FIELDS OF STUDY** (3-3-0)  
**Prerequisites:** ENGL 1301 and 1302  
IDST 2377 is a study of thinking in the sciences, social studies, mathematics, language arts, and fine arts through interdisciplinary investigations. Course experiences include the modeling, practice, and analysis of ways of inquiring in the several subject areas and seeking their implications for interdisciplinary inquiries.
- IMED 1305. MULTIMEDIA AUTHORING I** (3-2-4)  
(Formerly GRAA 2303)  
**Prerequisites:** ARTC 1325 and 1327, ARTS 1303, 1311 and 1316  
IMED 1305 is a studio course concentrating on multimedia development with an icon-based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software.
- IMED 1316. WEB PAGE DESIGN I** (3-2-4)  
(Formerly GRAA 2301)  
**Prerequisites:** ARTC 1325 and 1327, ARTS 1303, 1311 and 1316  
This studio course covers Internet Web page design and related graphic design issues, including mark-up languages, Web sites, Internet access software, and interactive topics.
- IMED 1351. DIGITAL VIDEO** (3-2-4)  
(Formerly GRAA 2304)  
**Prerequisites:** ARTC 1325, 1327, 1321, 2305, and 1341; IMED 1316; ARTS 1303, 1317, and 2311  
IMED 1351 is a studio course concentrating in the skill development of producing and editing video and sound for multimedia productions. The emphasis is on the capture, editing, and outputting of video using a desktop digital video workstation, scripting, and application of special effects.

**IMED 1380. COOPERATIVE EDUCATION - EDUCATIONAL/INSTRUCTIONAL MEDIA TECHNOLOGY/TECHNICIAN (3-0-21)**  
**(Formerly GRAA 2319 and GRPH 2380)**

**Prerequisites:** All required courses for each track except ARTC 2311 and IMED 2311  
 Career-related activities encountered in the student's graphic arts area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid (or unpaid) work experience. This course may be repeated for three additional credit hours if topics and learning outcomes vary. This course requires 20 hours of work experience and one hour of seminar per week.

**IMED 2305. MULTIMEDIA AUTHORING II (3-2-4)**  
**Prerequisites:** ARTC 1325, 1327, 1321, 2305; IMED 1316 and 1305; ARTS 1303, 1317 and 2311

This studio course concentrates on the in-depth coverage of programming/scripting by using an icon-based development authoring system. The emphasis is on the advanced development of interactive multimedia products. Topics cover the presentation design from start to finish, including: design of visual interface concept, preparation of graphics and media elements, assembly of elements and scripts, debugging, and revision.

**IMED 2311. PORTFOLIO DEVELOPMENT (3-2-4)**  
**(Formerly GRAA 2320 and 2322)**

**Prerequisites:** All required courses for each track except ARTC 2311, 2347, or 1391  
 The emphasis of IMED 2311 is on the preparation and enhancement of a portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. Topics include studio organization for freelancing, contracts, working under pressure, effective self-criticism, professionalism in attitude, appearance and articulation, and the writing of resumés and cover letters. Students on the "sequential" track prepare a demo reel that is a compilation of their best animation and multimedia work. Students in the "interactive" track prepare an interactive presentation that is a compilation of their best work in their area of specialization. \*This course must be taken once for each track.

**IMED 2315. WEB PAGE DESIGN II (3-2-4)**  
**Prerequisites:** ARTC 1325, 1327, 1321, 2305; IMED 1316 and 1305; ARTS 1303, 1317 and 2311

IMED 2315 is a studio course focusing on the study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging well-designed Web pages. The emphasis is on identifying the target audience and producing a Web site according to physical and technical limitations, cultural appearance, and legal issues.

**INEW 2330. COMPREHENSIVE SOFTWARE PROJECT I: PLANNING AND DESIGN (3-3-1)**  
**(Formerly ITSE 1393 Software Engineering)**  
**Prerequisite:** ITSE 2340

This course is a comprehensive application of skills learned in previous semesters in a simulated workplace. INEW 2330 covers the development, testing, and documentation of a complete software and/or hardware solution.

**INEW 2332. COMPREHENSIVE SOFTWARE PROJECT II: CODING, TESTING, AND IMPLEMENTATION** (3-3-1)**Prerequisite:** CIS faculty advisor approval

This course is a comprehensive application of skills learned in previous semesters in a simulated workplace. It covers the coding, testing, and documentation of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree.

**INEW 2338. ADVANCED JAVA PROGRAMMING** (3-3-1)**Prerequisite:** ITSE 2317

This course is a continuation of advanced Java programming techniques such as servlets and advanced graphical functions. Topics include: I/O streams, multithreading, Internet networking, relational databases, XML, and JSPs.

**INEW 2340. OBJECT ORIENTED DESIGN** (3-3-1)**(Formerly ITSE 1393 Introduction to Object Oriented Analysis and Design)****Prerequisite:** ITSE 1302

This course will provide the understanding of large system analysis and design concepts from the object-oriented perspective. Students will build/use case models, sequence diagrams, class diagrams, and state charts. Topics will include determining what objects will be required, what members an object requires, and relationships between objects.

**ITAL 1311. BEGINNING ITALIAN I** (3-3-0)

ITAL 1311 is for beginning students who want to acquire survival skills in the Italian language. The emphasis is on developing speaking and listening comprehension skills.

Students wanting additional practice in developing reading and writing skills may take this course concurrently with ITAL 1411. A language laboratory is available.

**ITAL 1312. BEGINNING ITALIAN II** (3-3-0)**Prerequisite:** ITAL 1311 or equivalent or departmental approval

ITAL 1312 continues the acquisition of survival skills in the Italian language. The emphasis is on developing speaking and listening comprehension skills. Students wanting additional practice in developing reading and writing skills may take this course concurrently with ITAL 1412. A language laboratory is available.

**ITAL 1411. ELEMENTARY ITALIAN I** (4-4-1)

ITAL 1411 is an introductory course that presents the fundamentals of the Italian language in order to develop listening, speaking, reading, and writing skills. It introduces basic vocabulary and grammatical structures in a context that allows students to learn about Italian culture and civilization. Students wanting additional practice in developing oral communication skills may take this course concurrently with ITAL 1311. A language laboratory is required.

**ITAL 1412. ELEMENTARY ITALIAN II** (4-4-1)**Prerequisite:** ITAL 1411 or equivalent or departmental approval

This course is a continuation of ITAL 1411. It provides further development in listening, speaking, reading, and writing skills. It continues to introduce vocabulary and grammatical structures in a context that allows students to learn about Italian culture and civilization.

Students wanting additional practice in developing oral communication skills may take this course concurrently with ITAL 1312. A language laboratory is required.

- ITCC 2332. ADVANCED ROUTING: CISCO 5** (3-3-1)  
**Prerequisite:** ITNW 1392 Cisco Routing  
 This course is a study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic, configuring OSPF in single and multiple areas, configuring EIGRP, and configuring and using interior and border gateway routing protocols.
- ITCC 2340. MULTILAYER SWITCHING: CISCO 7** (3-3-1)  
**Prerequisite:** ITCC 2332  
 This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting.
- ITMC 1419. INSTALLING AND ADMINISTERING MICROSOFT WINDOWS SERVER OPERATING SYSTEMS** (4-3-3)  
**Prerequisites:** ITNW 1321 and ITSC 1305  
 This course is an introduction to Microsoft Windows server operating systems in a single domain environment. Topics will include basic installation, configuration tasks, and day-to-day administration tasks in a Windows-based network.
- ITMC 1458. SUPPORTING MICROSOFT WINDOWS CLIENT NETWORK OPERATING SYSTEMS** (4-3-3)  
**Prerequisite:** ITMC 1419  
 This course provides the student opportunity to develop skills in customizing, configuring, supporting, and troubleshooting Windows.
- ITMC 2337. PROGRAMMING A MICROSOFT SQL SERVER DATABASE** (3-3-1)  
**Prerequisites:** ITSE 1345 and ITSE 1346  
 This course will provide students with the knowledge and skills necessary to program and implement a database solution by using SQL Server.
- ITNW 1321. INTRODUCTION TO NETWORKING** (3-3-1)  
**Prerequisite:** Basic computer skills  
 This course introduces students to the fundamentals, basic concepts, and terminology of networks. Topics will include the access and use of the Internet and networking hardware and software including current developments in networking.
- ITNW 1325. FUNDAMENTALS OF NETWORKING TECHNOLOGIES** (3-3-1)  
**Prerequisite:** ITNW 1321  
 This course includes instruction in networking technologies and their implementation. Topics include the OSI reference model, network, protocols, transmission media, and networking hardware and software.
- ITNW 1346. MICROSOFT EXCHANGE SERVER - CONCEPTS AND ADMINISTRATION** (3-3-1)  
**Prerequisites:** ITMC 1458  
 This course provides the opportunity for skills development in the day-to-day management of an established exchange server organization using Microsoft exchange server.

### ITNW 1364. PRACTICUM - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS (3-0-21)

#### **Prerequisites: Consent of CIS faculty advisor**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

### ITNW 1392. SPECIAL TOPICS IN BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS

#### **A. ADVANCED COMPUTER SECURITY (3-3-1)**

##### **Prerequisites: ITSC 2337 and ITSY 2342**

This course synthesizes technical material at an advanced level to analyze and revise computer and network security systems.

#### **B. CISCO ROUTING (3-3-1)**

##### **Prerequisite: ITNW 1321 and ITSC 1305**

This course provides an introduction to Cisco routing, switching, and WAN technologies. Topics included in this course are initial router configuration for TCP/IP, management of Cisco IOS and router configuration files, routing protocols, and access control lists. Advanced topics include intermediate routing protocols, configuration of switches, and advanced IP addressing techniques, WAN technology and terminology, and network management.

#### **C. WINDOWS SECURITY (3-3-1)**

##### **Prerequisite: ITMC 1458**

This course involves the study of security for the Microsoft Windows family including operating systems, services, and networks. Students will also develop the knowledge, skills, and abilities to secure and audit Windows systems, including add-on services such as Internet Information Server and Certificate Services.

### ITNW 1421. INTRODUCTION TO NETWORKING (4-3-2)

#### **Prerequisite: Basic computer skills**

This course introduces students to the fundamentals, basic concepts, and terminology of networks. Topics will include the access and use of the Internet and networking hardware and software including current developments in networking. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with the local high schools.

### ITNW 1492. SPECIAL TOPICS IN COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS

#### **A. SUPPORTING DESKTOP APPLICATIONS (4-3-3)**

##### **Prerequisite: ITSC 1321**

This course will provide the study of the Microsoft Windows office applications including upgrading, installing, configuring, and maintaining office applications. Students will learn the knowledge and skills necessary to troubleshoot basic problems end-users will encounter when running applications that are included with the operating system and the productivity applications used in a corporate environment.

**B. SUPPORTING DESKTOP OPERATING SYSTEMS (4-3-3)****Prerequisite: ITSC 1321**

This course will provide the study of the Microsoft Windows XP operating system including upgrading, installing, configuring, and troubleshooting. Students will learn the knowledge and skills necessary to troubleshoot basic problems that end-users will encounter when running Microsoft Windows XP Professional.

**ITNW 2321. NETWORKING WITH TCP/IP (3-3-1)****Prerequisites: ITNW 1321 and ITSC 1305**

This course provides instruction for preparation to set up, configure, use, and support transmission control protocol/Internet protocol (TCP/IP) on networking operating systems.

**ITNW 2352. ADMINISTERING SQL SERVER (3-3-1)****Prerequisites: ITSE 1345 and ITSE 1346**

Administering Microsoft SQL Server is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft SQL Server client/server database management system.

**ITNW 2364. PRACTICUM - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATION (3-0-21)****Prerequisite: Consent of CIS faculty advisor**

This course provides practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general 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.

**ITNW 2409. NETWORK ADMINISTRATION FOR NOVELL INTRANETWARE (4-3-3)****Prerequisite: ITMC 1419**

This course provides instruction in the preparation to competently perform the role of network administrator or system manager in a Novell IntraNetWare network.

**ITSC 1301. INTRODUCTION TO COMPUTERS (3-3-1)**

This is an overview of computer information systems. It introduces computer hardware, software, procedures, and human resources. It explores integration and application in business and other segments in society. Fundamentals of computer problem solving and programming may be discussed and applied. It examines applications and software relating to specific curricular area.

**ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS (3-3-1)****Prerequisite: Basic computer skills**

This is a study of personal computer operating systems. Topics will include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1307. UNIX OPERATING SYSTEM I (3-3-1)****Prerequisite: ITSC 1305**

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics will include introductory systems management concepts.

**ITSC 1309. INTEGRATED SOFTWARE APPLICATIONS I (3-3-1)****Prerequisite: Ability to type by touch recommended**

Integrated Software Applications I is an integration of applications from popular business productivity software suites. It includes instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

**ITSC 1313. INTERNET/WEB PAGE DEVELOPMENT (3-3-1)****Prerequisites: ITSC 1301 and ITSE 1329**

This course will include instruction in the use of Internet services and the fundamentals of Web page design and Web site development

**ITSC 1321. INTERMEDIATE PC OPERATING SYSTEMS (3-3-1)****Prerequisite: ITSC 1305**

This course is a continuation study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management, updating of peripheral device drivers, and use of utilities to increase system performance.

**ITSC 1325. PERSONAL COMPUTER HARDWARE (3-3-1)****Prerequisite: Credit or concurrent enrollment in ITSC 1305**

This course provides a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

**ITSC 1364. PRACTICUM - COMPUTER AND INFORMATION SCIENCES, GENERAL (3-0-21)****Prerequisite: Consent of CIS faculty advisor**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**ITSC 2321. INTEGRATED SOFTWARE APPLICATIONS II (3-3-1)****Prerequisite: ITSC 1309 or equivalent**

Integrated Software Applications II provides continued study of computer applications from business productivity software suites. Topics will include embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

**ITSC 2331. INTEGRATED SOFTWARE APPLICATIONS III (3-3-1)****Prerequisite: ITSW 1307**

This course is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

**ITSC 2337. UNIX OPERATING SYSTEM II (3-3-1)****Prerequisite: ITSC 1307**

This course is an advanced study of the UNIX operating system. Topics will include advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues.

**ITSC 2339. PERSONAL COMPUTER HELP DESK (3-3-0)****Prerequisite: ITSC 1301 or ITSC 1309**

Personal Computer Help Desk provides instruction and practice in diagnosing and solving problems through on-the-job projects and cases.

**ITSC 2364. PRACTICUM - COMPUTER AND INFORMATION SCIENCES, GENERAL (3-0-21)****Prerequisite: Consent of CIS faculty advisor**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**ITSE 1302. COMPUTER PROGRAMMING (3-3-1)****Prerequisite: Completion or concurrent enrollment in ITSE 1329**

This course is an introduction to computer programming with an emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files.

**ITSE 1307. INTRODUCTION TO C++ PROGRAMMING (3-3-1)****Prerequisite: ITSE 1302**

This course is an introduction to computer programming using C++ with emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files.

**ITSE 1311. WEB PAGE PROGRAMMING (3-3-1)****Prerequisites: ITNW 1321, ITSC 1305, and ITSE 1302**

This course provides the student with instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. This course may include use of HTML, CGI, JAVA, or ASP.

**ITSE 1318. INTRODUCTION TO COBOL PROGRAMMING (3-3-1)****Prerequisite: ITSE 1302**

This course is an introduction to computer programming using COBOL with emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files.

**ITSE 1329. PROGRAM LOGIC AND DESIGN (3-3-0)**

This course presents a disciplined approach to problem solving with structured techniques and representation of algorithms using appropriate design tools. It will include discussion of methods for testing, evaluating, and documentation.

**ITSE 1331. INTRODUCTION TO VISUAL BASIC PROGRAMMING (3-3-1)****Prerequisites: ITSE 1302 and INEW 2340**

This course is an introduction to computer programming using Visual BASIC with an emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files.

**ITSE 1344. MASTERING MICROSOFT VISUAL BASIC DEVELOPMENT (3-3-1)****(Formerly ITSE 1391)****Prerequisite: Completion or concurrent enrollment in ITSE 2349**

The student will develop skills in the creation of database applications using the component object model (COM).



**ITSE 1345. INTRODUCTION TO ORACLE SQL (3-3-1)****Prerequisites:** ITSE 1302 and ITSE 1329

This course is an introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using structured query language (SQL).

**ITSE 1346. DATABASE THEORY AND DESIGN (3-3-1)****Prerequisites:** ITSC 1305 and ITSE 1329

This is an introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design.

**ITSE 1350. SYSTEM ANALYSIS AND DESIGN (3-3-1)****Prerequisite:** ITSE 2317

This course is a comprehensive introduction to 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 and develop documentation for each phase of the system life cycle. This course is only offered as part of the Information Technology Security Academy (ITSA) program in partnership with local high schools.

**ITSE 1354. ORACLE APPLICATION SERVER (3-3-1)****Prerequisites:** ITSE 1345 and ITSE 1346

This is an introduction to the knowledge and skills related to Oracle application server. It includes e-commerce solution, Web-related content management, business logic implementation, security, and object.

**ITSE 1358. ORACLE TOPICS: PORTAL (3-3-1)****Prerequisites:** ITSE 1345 and ITSE 1346

This is an introduction to the interactive programming on the Web using Oracle's browser-based technology for information portals. This course emphasizes knowledge and practice skills to master portal creation, database browsing, application development, component management, and performance.

**ITSE 1359. INTRODUCTION TO SCRIPTING LANGUAGE (3-3-1)****Prerequisite:** ITSE 1302

This is an introduction to the Perl programming language with the utilization of the three basic types of scalars, arrays and hashes, the control structures, regular expressions, I/O, and textual analysis.

**ITSE 1364. PRACTICUM - COMPUTER PROGRAMMING (3-0-21)****Prerequisite:** Consent of CIS faculty advisor

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**ITSE 1391. SPECIAL TOPICS IN COMPUTER PROGRAMMING****A. ADVANCED SCRIPTING LANGUAGE****(3-3-1)****Prerequisite: ITSE 1307 and ITSE 1359**

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will concentrate on a broad range of applications using classical algorithms and data structures not normally thought to be a part of a scripting language.

**B. C++ ADVANCED TOPICS****(3-3-1)****Prerequisite: ITSE 2331**

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Using C and C++ on a Linux platform, the following topics will be covered in this course: file I/O, processes, process control, signals, and interprocess communication. Students will write several programs to show understanding in each of the areas covered.

**C. C++ STANDARD TEMPLATE LIBRARY****(3-3-1)****Prerequisite: ITSE 1307**

Included in this course are 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 is an introduction into the standard template library. Students will learn what generic programming is and why it is important. Students will use containers, algorithms, iterators, adapters, and allocators to write loopless programs.

**D. ENTERPRISE JAVA BEANS****(3-3-1)****Prerequisite: INEW 2338**

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course introduces the student to programming with Enterprise Java Beans. The student will write distributed systems using Enterprise Java Beans on multiple operating systems and a leading database.

**E. INTRODUCTION TO MICROSOFT FOUNDATION CLASSES (MFC)****(3-3-1)****Prerequisite: ITSE 2331**

This course explores further application of C++ programming using Microsoft foundation classes to develop Windows programs to include utility classes, event handling, Window controls, menus, toolbars, and graphics.

**F. JAVA GUI PROGRAM WITH SWING****(3-3-1)****Prerequisite: ITSE 2317**

This course is designed to provide the student with an introductory knowledge of Java swing component architecture, layout managers, abstract window toolkit (AWT) delegation event model, swing components, containers, and text components. Students will be able to create standalone graphic user interface (GUI) applications. Computer programming techniques are studied with an emphasis on object-oriented design. Programs will be written, tested, and debugged.

**G. ORACLE TOPICS: APPLICATIONS 11I****(3-3-1)****Prerequisite: Faculty advisor approval**

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course introduces the student to Oracle Applications 11i. The student will be presented with concepts related to the administration of Oracle Applications 11i. Topics covered are installation, architecture, user management, concurrent manager definitions, concurrent manager schedules, financials ERD definitions, and developing applications in 11 i.

**H. UNIX PROGRAMMING****(3-3-1)****Prerequisite: ITSC 1307**

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will direct students in using C and C++ to develop applications on a Linux platform. This class will introduce students to Linux programming concepts such as processes, file i/o, standard i/o library, signals, and interprocess communication.

**I. UNIX SECURITY****(3-3-1)****Prerequisite: ITSC 2337 and ITSY 2301**

This course will focus on securing UNIX servers and clients. It will also discuss and implement the use of open source tools in the securing of UNIX systems. The platform for this course will be Linux on an Intel platform.

**ITSE 1392. SPECIAL TOPICS IN COMPUTER INFORMATION SCIENCE: INTRODUCTION TO COMPUTER ETHICS****(3-3-0)**

The course introduces the student to ethical conduct in the information age. Students get a glimpse at ethical theories and moral conduct when dealing with information technology in the home or workplace. They are presented with a look at ethical concerns in the areas of privacy, security in the workplace, risks of computer use and computer crime as well as the social implications as it applies to technology and freedom of speech. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with local high schools.

**ITSE 1402. COMPUTER PROGRAMMING****(4-3-2)****Prerequisite: Completion or concurrent enrollment in ITSE 1329**

This course is an introduction to computer programming with emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. It includes language syntax, data and file structures, input/output devices, and files. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with the local high schools.

**ITSE 2302. INTERMEDIATE WEB PROGRAMMING****(3-3-1)****Prerequisite: ITSE 1311**

This course provides the student with instruction in intermediate applications for Web authoring. Topics may include SSI (server side include), Perl, HTML, Java, Javascript, and/or ASP.

**ITSE 2309. DATABASE PROGRAMMING (3-3-1)****Prerequisite: ITSE 2317**

This course introduces application development using database programming techniques and emphasizes database structures, modeling, and database access. Students will develop database applications using structured query language, create queries and reports from database tables, and create appropriate documentation. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with local high schools.

**ITSE 2313. WEB AUTHORING (3-3-1)****Prerequisite: ITSE 1311**

ITSE 2313 provides instruction in designing and developing Web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

**ITSE 2317. JAVA PROGRAMMING (3-3-1)****Prerequisite: INEW 2340**

This course is an introduction to JAVA programming with object-orientation. The emphasis is on the fundamental syntax and semantics of JAVA for applications and Web applets.

**ITSE 2331. ADVANCED C++ PROGRAMMING (3-3-1)****Prerequisite: ITSE 1307**

This course explores further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques.

**ITSE 2345. DATA STRUCTURES (3-3-1)****Prerequisite: ITSE 1307**

This course explores further applications of programming techniques including an in-depth look at various data structures and the operations performed on them.

**ITSE 2346. ORACLE FORMS: APPLICATION I (3-3-1)****Prerequisite: ITSE 1345**

The student will develop skill in the use of forms in a developer environment. Topics include the use of object navigator and virtual graphics system (VGS), layout editor, and menu options.

**ITSE 2348. ORACLE FORMS: APPLICATIONS II (3-3-1)****Prerequisite: ITSE 2346**

This course is a continuation of ITSE 2346 and an introduction to reports. Topics include creating multiple form applications, managing multiple transactions across modules and enhancing applications with custom menus, reports, and charts.

**ITSE 2349. ADVANCED VISUAL BASIC PROGRAMMING (3-3-1)****Prerequisite: ITSE 1331**

This course explores further application of programming techniques including using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing, and documentation.

**ITSE 2350. MASTERING ENTERPRISE DEVELOPMENT USING MICROSOFT VISUAL BASIC (3-3-1)****Prerequisite: Faculty advisor's approval**

The student will perform in-depth development of client/server solutions using component object modeling (COM).

- ITSE 2351. ADVANCED COBOL PROGRAMMING** (3-3-1)  
**Prerequisite:** ITSE 1318  
 This course explores further application of programming techniques using COBOL, including file access methods, data structures, and modular programming, program testing, and documentation.
- ITSE 2354. ADVANCED ORACLE SQL** (3-3-1)  
**Prerequisite:** ITSE 1345  
 This course is a continuation of Oracle SQL. Topics include hierarchical queries, set-based queries, correlated sub-queries, scripting, and scripting generation. This is a PL/SQL language course.
- ITSE 2356. ORACLE DATABASE ADMINISTRATION I** (3-3-1)  
**Prerequisite:** ITSE 1345  
 Fundamentals of the tasks and functions required of a database administrator will be discussed in this course.
- ITSE 2358. ORACLE DATABASE ADMINISTRATION II** (3-3-1)  
**Prerequisite:** ITSE 2356  
 This course is a continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed.
- ITSW 1301. INTRODUCTION TO WORD PROCESSING** (3-3-1)  
**(Formerly OST 1430)**  
**Prerequisite:** POFT 1329 or ability to type by touch at least 25 words per minute and basic computer knowledge  
 Introduction to Word Processing is an overview of the production of documents, tables, and graphics. It covers the features of word processing software to enhance productivity.
- ITSW 1304. INTRODUCTION TO SPREADSHEETS** (3-3-1)  
**(Formerly OST 1440)**  
**Prerequisite:** Ability to type by touch and skill in using word processing software recommended  
 Introduction to Spreadsheets is an instruction in the concepts, procedures, and importance of electronic spreadsheets.
- ITSW 1307. INTRODUCTION TO DATABASE** (3-3-1)  
**Prerequisite:** ITSC 1301  
 This course provides an introduction to database theory and the practical applications of a database.
- ITSW 1310. PRESENTATION MEDIA SOFTWARE** (3-3-1)  
**Prerequisite:** POFT 1172 or POFT 1329 or ability to type by touch  
 Presentation Media Software provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

- ITSW 1313. INTRODUCTION TO DATA ENTRY** (3-3-1)  
**(Formerly OST 1305)**  
**Prerequisite:** POFT 1329 or a typing speed of at least 35 words per minute  
 Introduction to Data Entry provides training in data input. It includes source documents, conversion of source data into computer input media, input record layout design, and input coding.
- ITSW 2331. ADVANCED WORD PROCESSING** (3-3-1)  
**(Formerly OST 2430)**  
**Prerequisites:** ITSW 1301 and POFT 2333 or equivalent  
 Advanced Word Processing is a continuation of the study of word processing including advanced applications in merging, macros, desktop publishing, and extensive formatting for technical documents.
- ITSW 2334. ADVANCED SPREADSHEETS** (3-3-1)  
**Prerequisite:** ITSW 1304  
 Advanced Spreadsheets is designed to provide an understanding of advanced functionality of electronic spreadsheets.
- ITSW 2337. ADVANCED DATABASE** (3-3-1)  
**Prerequisites:** ITSW 1307  
 This course is designed to provide an understanding of advanced functionality of databases. This course is a study of computer-based systems and business applications which are an integral part of business activities. The design and implementation of a typical business system will be accomplished using a modern database management system and an application front-end programming language.
- ITSY 1300. FUNDAMENTALS OF INFORMATION SECURITY** (3-3-0)  
**Prerequisite:** ITNW 1325  
 Basic information security goals of availability, integrity, accuracy, confidentiality, vocabulary, and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with local high schools.
- ITSY 1342. INFORMATION TECHNOLOGY SECURITY** (3-3-1)  
**Prerequisite:** ITNW 1392 Cisco Routing  
 This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
- ITSY 1442. INFORMATION TECHNOLOGY SECURITY** (4-3-2)  
 This course provides instruction in security for network hardware, software, and data, including physical security, backup procedures, relevant tools, encryption, and protection from viruses. This course is only offered as part of the Information Technology Security Academy (ITSA) program offered in partnership with local high schools.

**ITSY 2301. FIREWALLS AND NETWORK SECURITY (3-3-1)****Prerequisite: ITSY 1342**

This course will identify elements of firewall design, types of security threats, and responses to security attacks. Students will use best practices to design, implement, and monitor a network security plan. The course examines security incident postmortem reporting and ongoing network security activities.

**ITSY 2342. INCIDENT RESPONSE & HANDLING (3-3-1)****Prerequisite: ITSY 2301**

This course is an in-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches, analyzing security logs, recovering the system to normal, performing postmortem analysis, and implementing and modifying security measures.

**ITSY 2343. COMPUTER SYSTEM FORENSICS (3-3-1)****Prerequisite: ITSY 2342**

This course will give students an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach. Students will identify computer investigation issues, collect evidence, evaluate network traffic, evaluate recovered remnant or residual data, and compile lessons learned for future strategies.

**JAPN 1311. BEGINNING CONVERSATIONAL JAPANESE I (3-3-0)**

This course is designed for students with little or no knowledge of Japanese. It will help students develop the ability to communicate in Japanese.

**JĀPN 1312. BEGINNING CONVERSATIONAL JAPANESE II (3-3-0)****Prerequisite: JAPN 1311 or departmental approval**

This course is a continuation of JAPN 1311.

**JAPN 1411. ELEMENTARY JAPANESE I (4-4-1)**

This course is for students with little or no knowledge of Japanese. Topics will include the fundamentals of Japanese in order to develop understanding, speaking, reading, and writing abilities.

**JAPN 1412. ELEMENTARY JAPANESE II (4-4-1)****Prerequisite: JAPN 1411 or departmental approval**

This course is a continuation of JAPN 1411.

**KINE 1100. ADAPTIVE PHYSICAL CONDITIONING (1-1-2)****Prerequisite: Approval of instructor or disABILITY Support Services**

This course is concerned with the capacities and limitations of those with special needs, disabilities, or those who have suffered impairments. It emphasizes the development of cardio respiratory fitness, muscular strength and endurance, flexibility, and control of body fat. Activities include the use of aerobic machines, weight machines, and stretching exercises. Appropriate individualized exercise prescriptions will be designed for these individuals. Individualized exercise prescriptions may help students correct physical conditions that can be improved upon through regular exercise and assist each student to achieve the highest level of physical fitness within his or her capabilities. Students will learn how to develop a personal exercise program based on intensity, duration, and frequency of exercise, suited to his or her abilities and interests.

**KINE 1101. INDOOR CYCLING (1-1-2)**

Indoor Cycling is an introduction to group cycling within a high-intensity cardiovascular workout setting, providing information to improve current health and fitness levels through cycling and cultivating participation in an exercise program. This course is designed to facilitate development of cardiovascular endurance training through participation on specially built stationary cycles. Topics to be introduced and discussed include riding technique, cycling skills, safety, and fitness concepts.

**KINE 1103. BEGINNING FITNESS YOGA (1-1-2)**

This course is designed for fitness enthusiasts who want a workout as well as receiving many of the benefits of traditional yoga. Students will strengthen and stretch muscles while improving flexibility, body alignment, and breathing techniques.

**KINE 1104. PHYSICAL CONDITIONING (1-1-2)**

This course emphasizes the development of cardiovascular fitness, muscular strength and endurance, flexibility, and control of body fat through the use of aerobic activities and weight training. Typical activities include circuit training, the use of aerobic machines and weight machines, and stretching exercises. Discussion of nutritional guidelines is also included.

**KINE 1105. BEGINNING GOLF (1-1-2)**

The basic fundamentals of golf including grip, putting, chipping, pitching, and a full approach shot are the focus of this course. Play will include a par three golf course. This course is offered off campus and requires an additional fee.

**KINE 1106. BEGINNING WEIGHT TRAINING (1-1-2)**

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Typical activity includes a circuit training routine which works all major muscle groups of the body. Principles of strength training, safety guidelines, and various training techniques are presented.

**KINE 1107. ADVANCED WEIGHT TRAINING (1-1-2)**

**Prerequisite:** KINE 1106 or equivalent college-level course

This course is a continuation of KINE 1106 with the presentation of more intense and advanced weight training techniques.

**KINE 1108. CARDIO BOOT CAMP (1-1-2)**

This advanced course of physical conditioning combines high energy cardio-respiratory activity with military-style physical training to improve muscular endurance, develop increased levels of cardio-respiratory fitness, promote flexibility, and reduce total body fat. The class format will consist of intense outdoor training with vigorous circuit, interval, and cross training regimens that include jogging, sprinting, agility drills, and basic training style calisthenics activities.

**KINE 1109. CARDIO KICKBOXING (1-1-2)**

This course is designed to improve cardiorespiratory fitness, muscular endurance, flexibility, and body composition through the use of combined kickboxing and aerobic activities. Hand weights, jump ropes, and traditional floor work routines will be included in regular, circuit, and interval workouts. Concepts of exercise and proper nutrition for a lifetime of health and weight management will also be discussed.



**KINE 1110. BEGINNING FENCING (1-1-2)**

This course provides instruction in the basic fundamentals of movement and simple offense and defense with foil as well as explanation of rules for foil fencing.

**KINE 1111. INTERMEDIATE FENCING (1-1-2)****Prerequisite: KINE 1110 or equivalent**

This course is a continuation of KINE 1110 that provides intermediate levels of fencing technique and introduces basic fundamentals of directing and judging fencing.

**KINE 1112. INTERMEDIATE FITNESS YOGA (1-1-2)****Prerequisite: KINE 1103 or approval of instructor**

This course provides expanded studies of Beginning Fitness Yoga. Students will increase their understanding of yoga concepts, be introduced to more challenging asanas (postures), inversions, and more comprehensive pranayama (breath work) study.

**KINE 1113. BASKETBALL (1-1-2)**

This course provides for further development of basketball skills including: dribbling, shooting, passing, and rebounding. Basic offensive and defensive strategies as well as the rules of the game will be included.

**KINE 1114. JOGGING (1-1-2)**

This course is an introduction to jogging as a way to develop and maintain cardiovascular and aerobic fitness. Course content includes mechanics of efficient jogging, presentation of different training systems, safety concerns, information related to community "fun runs," and information related to the prevention and care of common jogging injuries.

**KINE 1115. BEGINNING TENNIS (1-1-2)****(Formerly PHED 1125)**

This course is an introduction to the skills of tennis including forehand, backhand, serving, and net volley. It introduces the basic rules as well as singles and doubles strategies. Court etiquette is also taught.

**KINE 1116. INTERMEDIATE TENNIS (1-1-2)****(Formerly PHED 1126)**

This course provides for further development of beginning skills and introduces more advanced game strategies.

**KINE 1117. BEGINNING VOLLEYBALL (1-1-2)**

This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play.

**KINE 1118. INTERMEDIATE VOLLEYBALL (1-1-2)****Prerequisite: KINE 1117 or approval of the instructor**

The course provides intermediate-level volleyball skills with an emphasis on offensive and defensive systems of play. The emphasis will be placed on team play and applying the rules of the game.

**KINE 1119. BEGINNING RACQUETBALL (1-1-2)**

This course provides instruction in the rules and strategies for singles and doubles.

**KINE 1120. INTERMEDIATE RACQUETBALL (1-1-2)****Prerequisite: Racquetball experience**

This course is a continuation of KINE 1119. It provides intermediate level of racquetball shots and technique.

**KINE 1125. CAMPING AND BACKPACKING (1-1-2)**

This course offers instruction and participation in basic camping and backpacking. Safety and proper equipment selection are stressed.

**KINE 1128. BEGINNING BALLROOM DANCING (1-1-2)  
(Formerly PE 1146)**

This course is an introduction to American social ballroom dancing. Basics in Waltz, Foxtrot, Rumba, Cha Cha, Tango, and Swing will be presented. The emphasis is placed on footwork, lead/follow, timing/rhythm, styling, and the blending of movements.

**KINE 1129. INTERMEDIATE BALLROOM DANCING (1-1-2)****Prerequisite: KINE 1128 or approval of instructor**

This course is a continuation of KINE 1128. The emphasis is placed on alignment, partnering skills, rhythmical analysis, and increased knowledge of patterns and variations.

**KINE 1130. BEGINNING SWIMMING (1-1-2)**

This course is designed for the non-swimmer or novice. Topics include the front crawl, elementary backstroke, jumping, diving, deep water skills, and basic water safety.

**KINE 1131. INTERMEDIATE SWIMMING (1-1-2)****Prerequisite: KINE 1130 or equivalent**

This course includes instruction beyond the beginning swimming level. Topics include the front and back crawl, sidestroke, breaststroke, elementary backstroke, and butterfly, which will further develop students' deep water safety and basic lifesaving skills. This course will prepare students for aquatic conditioning and lifeguard training.

**KINE 1133. AQUATIC CONDITIONING (1-1-2)  
(Formerly PHED 1134)****Prerequisite: KINE 1130 or ability to swim the crawl efficiently**

This course offers different training systems that may improve technique and physical fitness through lap swimming. It is designed for the post-beginning swimmer.

**KINE 1134. ADVANCED AQUATIC CONDITIONING (1-1-2)  
(Formerly PHED 1135)****Prerequisite: KINE 1133 or the ability to swim 500 yards using the crawl stroke**

This course is a continuation of KINE 1133. The emphasis is on swimming the 50-yard-crawl, 200-yard-crawl, and 500-yard-crawl within the minimum standards for American Red Cross lifeguard training courses.

**KINE 1135. WATER AEROBICS (1-1-2)  
(Formerly PHED 1136)**

This course provides an invigorating aerobic fitness activity in a heated swimming pool. This activity promotes cardiovascular endurance, muscular strength and endurance, flexibility, and loss of body fat through movement activities in the water. It is a "non-impact" form of exercise which is excellent for those who want to cross train or for those who suffer from arthritis or other joint discomfort. No swimming skills are required.

**KINE 1138. STEP AEROBICS (1-1-2)**  
 This course is designed to improve cardio-respiratory endurance and assist in the reduction of body fat using step, double step, step-interval, and quad-step type workouts set to contemporary music. Students will use hand weights, body bars, bands, flexi balls, and other related resistance training techniques to improve muscular strength and endurance. Discussion of nutritional guidelines will also be included to assist students in gaining useful knowledge for a lifetime of weight control management.

**KINE 1139. CARDIO COMBO (1-1-2)**  
 This course combines hi-lo impact dance aerobics, step aerobics, cardio kickboxing, and circuit/interval type workouts to promote cardio-respiratory endurance and assist in the reduction of body fat. Students will use body bars, free weights, resistance balls, and other related resistance techniques to improve muscular strength and endurance. Discussion of nutritional guidelines is included to assist students in gaining knowledge necessary for a lifetime of weight control management.

**KINE 1140. HI-LO AEROBIC DANCE (1-1-2)**  
 This course is designed to increase cardio-respiratory endurance and reduce body fat through controlled impact aerobic dance style movements set to contemporary music. Muscular strength and endurance will be improved by the use of body bars, free weights, resistance balls, bands, and other related resistance techniques. Flexibility will be improved by stretching exercises. Discussion of nutritional guidelines will be included to assist students in gaining knowledge for a lifetime of weight control management.

**KINE 1142. BEGINNING BALLET (1-1-2)**  
**(Formerly PHED 1141)**  
 This is a course in classical ballet technique which includes: barre work, center floor, allegro, adagio, and turning. Correct body alignment and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

**KINE 1143. INTERMEDIATE BALLET (1-1-2)**  
**(Formerly PHED 1142)**  
**Prerequisite: KINE 1141**  
 This course provides expanded studies of beginning ballet. The classical ballet techniques of barre work, center floor, allegro, adagio, turning, correct body alignment, and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

**KINE 1144. TAI CHI (1-1-2)**  
 This course will teach Tai Chi Chuan according to the principles of the traditional Yang family style. Students will also learn its history and philosophy as well as how to practice. Traditional Yang style Tai Chi Chuan is a centuries-old Chinese discipline for health, relaxation, mediation, self-defense, and self-cultivation.

**KINE 1145. BEGINNING MODERN DANCING (1-1-2)**  
**(Formerly PE 1142)**  
 The techniques and theory of fundamental body movements used in dance are the focus of this course. Dance composition, self-confidence, poise, grace, ease of movement, and a broad cultural background of dance as an art form are included. One hour of lecture and two hours of activity per week are required.

**KINE 1146. INTERMEDIATE MODERN DANCING (1-1-2)****(Formerly PE 1143)**

This course is a continuation of KINE 1145. Intermediate levels of dance technique, composition, and repertoire are included.

**KINE 1147. BEGINNING JAZZ DANCE (1-1-2)**

Jazz dance styles and techniques which will improve strength, flexibility, and coordination using current music and movement trends are taught in this course. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

**KINE 1148. BEGINNING TAP DANCE (1-1-2)****(Formerly PHED 1170)**

This course is an introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop tap combinations to enhance technical skills, memory, and performance qualities.

**KINE 1149. TAI CHI II (1-1-2)****Prerequisite: KINE 1144 or approval of instructor**

This course is for students who want to further their progress in the 103 postures form of the Yang family. The course will give a brief review of the first section of the 103 postures form and then continue to teach the postures that follow. Students will gain a better understanding of the mind/body connection, body alignment, and relaxation. Students will gain more physical strength and flexibility. Information will be given to help students better understand the 10 principles of the Yang family study of Tai Chi Chuan, Chi, and the benefits of conscious relaxed movement.

**KINE 1150. FITNESS WALKING (1-1-2)****(Formerly PHED 1171)**

This course is designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Students will be taught the proper techniques and body mechanics of efficient walking patterns and will be introduced to the components of health-related fitness and contemporary concepts of wellness. Students will learn how to monitor and record their efforts and progress and how to build a personal fitness plan around walking.

**KINE 1153. LIFEGUARD TRAINING (1-1-2)****Prerequisites: 15 years of age; swim 500 yard continuously using front crawl and breaststroke; surface dive to a depth of 7-10 feet; and retrieve 10-pound object and swim 20 yards holding 10-pound object with both hands.**

This course provides training in lifeguarding, rescue skills, and first aid. The American Red Cross certification of lifeguard training, waterfront lifeguarding, first aid, CPR for the professional rescuer, preventing disease transmission, oxygen administration, and automated external defibrillation are awarded to those who pass certification tests. Those who receive certifications are qualified to work as lifeguards at many swimming pools, waterparks, and waterfront swimming areas.

**KINE 1160. DANCE PERFORMANCE I (1-1-2)****Prerequisite: KINE 1147 or KINE 1145 or consent of instructor**

The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will be provided the opportunity to experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group.

**KINE 1161. DANCE PERFORMANCE II (1-1-2)****Prerequisite: KINE 1160**

This course is a continuation of Dance Performance I. The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will be provided the opportunity to further expand their experience in the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group.

**KINE 1238. CONCEPTS OF PHYSICAL FITNESS AND WELLNESS (2-2-1)**

Concepts of Physical Fitness and Wellness is an introduction to core concepts through identifying individual current health and fitness levels, providing information to improve and maintain optimal health and fitness, and cultivating participation in an exercise and nutritional program. This course is designed to facilitate development of the physical fitness and wellness concepts necessary to achieve lifelong fitness and healthy behavior. Topics to be discussed include cardio respiratory endurance, muscular strength and endurance, flexibility, body composition, designing personalized fitness programs, nutrition, weight management, stress, cardiovascular health, cancer, substance use and abuse, sexually transmitted diseases, and wellness for life. This course contains an exercise component.

**KINE 1301. FOUNDATIONS OF PHYSICAL EDUCATION (3-3-0)**

This course is designed to introduce the student to the discipline of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology, and history of kinesiology will be explored. This is a writing-intensive (WI) course.

**KINE 1304. CONCEPTS OF HEALTHFUL LIVING (3-3-0)**

This course is designed to teach the importance of healthy lifestyle choices in determining one's current and future levels of wellness. The emphasis will be on prevention via proactive behaviors in regard to chronic disease management while topics such as physical fitness, cardiovascular disease risk reduction, proper nutrition, weight control, diabetes, cancer prevention, substance abuse control, preventing domestic violence, developing healthy relationships, and stress and anger management will be discussed.

**KINE 1306. FIRST AID - RESPONDING TO EMERGENCIES (3-3-0)  
(Formerly KINS 1303)**

This course is designed to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. American Red Cross certification may be earned in first-aid responding to emergencies. This certification will include adult, infant, and child cardiopulmonary resuscitation (CPR).

**KINE 1331. PHYSICAL EDUCATION IN THE ELEMENTARY GRADES (3-3-0)  
(Formerly KINS 1309)**

This is a course in materials, methods, and activities in physical education programs in elementary schools. The needs and interests at different grade levels are stressed.

**KINE 2255. WATER SAFETY INSTRUCTOR (WSI) (2-1-2)  
(Formerly PHED 1271)**

**Prerequisite: Be at least 17 years old and hold a current instructor authorization in an American Red Cross health or safety course, a certificate of completion in an introduction to health service education (IHSE) course, and a current certificate for American Red Cross emergency water safety course or lifeguard training course.** WSI will train instructor candidates to teach the American Red Cross water safety courses.

- LATI 1311. BEGINNING LATIN I** (3-3-0)  
This course is for students with little or no knowledge of Latin. Students work with short pieces of Latin text relating to Roman literature, history, and civilization.
- LATI 1312. BEGINNING LATIN II** (3-3-0)  
**Prerequisite:** LATI 1311 or departmental approval  
Themes in ancient literature and mythology are the focus of this course. Satisfactory completion equips the student for reading of classical and ecclesiastical Latin authors.
- LATI 2311. INTERMEDIATE LATIN I** (3-3-0)  
**Prerequisite:** LATI 1312 or two or more years of high school Latin, or departmental approval  
This course provides review and further mastery through readings in Roman civilization and history based on Latin prose authors.
- LATI 2312. INTERMEDIATE LATIN II** (3-3-0)  
**Prerequisite:** LATI 2311 or departmental approval  
This course provides review and further mastery through readings in Roman civilization and history based on Latin prose and poetry.
- LGLA 1119. LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY** (1-1-0)  
This course covers the ethical and legal responsibilities and duties that a member of the legal profession owes to the public, the court, clients, and other professional colleagues. This course includes a review of the canons, codes, and rules of professional responsibility.
- LGLA 1291. SPECIAL TOPICS IN PARALEGAL/LEGAL ASSISTING: ADVOCACY** (2-2-0)  
**Prerequisites:** LGLA 1345 and LGLA 2305  
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. The course provides an introduction to advocacy and negotiation, an administrative law environment, with an emphasis on presentation of evidence and ethical considerations.
- LGLA 1301. LEGAL RESEARCH AND WRITING** (3-3-0)  
**Prerequisite:** LGLA 1407  
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.
- LGLA 1341. ADMINISTRATIVE LAW** (3-3-0)  
This course presents fundamental concepts of administrative law and procedure in governmental agencies at all levels with the emphasis on the paralegal's role in the administrative process. Topics include creation of governmental agencies, operation, rule making, and adjudication.
- LGLA 1345. CIVIL LITIGATION** (3-3-0)  
**Prerequisite:** LGLA 1407  
This course presents fundamental concepts and procedures of civil litigation with the emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of litigation.

**LGLA 1351. CONTRACTS (3-3-0)****Prerequisite: LGLA 1407**

This course presents fundamental concepts of contract law with the emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

**LGLA 1353. WILLS, TRUSTS AND PROBATE ADMINISTRATION (3-3-0)****Prerequisite: LGLA 1407**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with the emphasis on the paralegal's role.

**LGLA 1355. FAMILY LAW (3-3-0)****Prerequisite: LGLA 1407**

This course presents fundamental concepts of family law with the emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

**LGLA 1359. IMMIGRATION LAW (3-3-0)****Prerequisite: LGLA 1341**

This course presents fundamental concepts of immigration law with the emphasis on the paralegal's role. Topics include substantive and procedural law related to visa applications, deportation, naturalization, and citizenship.

**LGLA 1391. SPECIAL TOPICS IN PARALEGAL/LEGAL ASSISTANT: SOCIAL SECURITY LAW (3-3-0)****Prerequisite: LGLA 1341**

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. The course introduces students to the benefits administered under the Social Security Administration, the procedures for disputing denials of benefits, and the role of the non-lawyer advocate.

**LGLA 1407. INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS (4-4-0)****Prerequisite: Concurrent enrollment in LGLA 2188 or LGLA 1119**

This course provides an overview of the law and legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

**LGLA 2139. CERTIFIED LEGAL ASSISTANT REVIEW (1-1-0)****Prerequisites: LGLA 1301, 1311, 1345, 1351, 1353, 1355**

This course provides a review of the mandatory and optional topics covered in the certified legal assistant examination administered by the National Association of Legal Assistants (NALA).

**LGLA 2188. INTERNSHIP - PARALEGALS/LEGAL ASSISTANT I (1-0-4)****Prerequisite: Concurrent enrollment in LGLA 1407**

As a basic, intermediate, or advanced type of non-health profession work-based instruction, this course helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. The faculty or work supervisor provides direct supervision. This internship is an unpaid experience. The student will learn about the personnel and the basic function of the courtroom, courthouse, and law office. The student will also follow a basic uncontested case from start to finish.

**LGLA 2303. TORTS AND PERSONAL INJURY LAW (3-3-0)****Prerequisite: LGLA 1407**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**LGLA 2305. INTERVIEWING AND INVESTIGATING (3-3-0)****Prerequisite: LGLA 1407**

This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis is on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems.

**LGLA 2311. BUSINESS ORGANIZATIONS (3-3-0)****Prerequisite: LGLA 1407**

This course presents 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.

**LGLA 2313. CRIMINAL LAW AND PROCEDURE (3-3-0)****Prerequisite: LGLA 1407**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

**LGLA 2331. ADVANCED LEGAL RESEARCH AND WRITING (3-3-0)****Prerequisite: LGLA 1301**

This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.

**LGLA 2388. INTERNSHIP - PARALEGAL/LEGAL ASSISTING (3-1-16)****Prerequisites: LGLA 1301, 1311, 1345, 1353, and 1355**

This course is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**LMGT 1319. INTRODUCTION TO BUSINESS LOGISTICS (3-3-0)****(Formerly BMGT 1319)****Prerequisite: BMGT 1331**

This course emphasizes a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

**LMGT 1321. INTRODUCTION TO MATERIALS HANDLING (3-3-0)****(Formerly BMGT 1321)****Prerequisite: BMGT 1331**

This course introduces the concepts and principles of materials management to include inventory control, scheduling, and forecasting activities.



**MATH 0300. BASIC MATHEMATICS (3-3-0)**

This course includes a description of the real numbers and their properties; operations on integers, fractions, and decimals; exponents and the order of operations; rates and percents; charts and graphs; measurement; and related applications.

**MATH 0301. INTRODUCTION TO ALGEBRA (3-3-0)****Prerequisite: MATH 0300 with a grade of “C” or better or equivalent**

This course includes the order of operations, properties of the real numbers, the evaluation of algebraic expressions, operations on polynomial expressions, integer exponents, linear and absolute value equations and inequalities, and extensive problem solving using linear equations and inequalities, proportions, and percents.

**MATH 0302. ELEMENTARY ALGEBRA (3-3-0)****Prerequisite: MATH 0301 with a grade of “C” or better or equivalent**

This course includes factoring techniques, radical expressions and equations, rational exponents, complex numbers, solving quadratic equations by various methods, quadratic and rational inequalities, rational expressions and equations, and related applications.

**MATH 0303. INTERMEDIATE ALGEBRA (3-3-0)****Prerequisite: MATH 0302 with a grade of “C” or better or equivalent**

This course includes the Cartesian plane, graphs and equations of linear and conical relations, systems of linear equations in two and three variables, systems of nonlinear equations in two variables, introduction to relations and functions, and related applications.

**MATH 1314. COLLEGE ALGEBRA (3-3-0)****Prerequisite: MATH 0303 with a grade of “C” or better or equivalent**

Topics include functions including algebra of functions, composites, inverses, graphs, remainder theorem, logarithmic and exponential functions, systems of equations using Cramer’s rule, matrices and determinates, binomial theorem, and arithmetic, and geometric sequences and series with sigma notation.

**MATH 1324. FINITE MATHEMATICS (3-3-0)****Prerequisite: MATH 1314 with a grade of “C” or better or equivalent**

This course is for business administration and economics students. Topics include combinatorial analysis, probability, matrix algebra, problems involving Baye’s theorem, mathematical expectation, binomial probability distributions, linear programming by both graphical and simplex methods, normal distribution, Markov chains, and input-output theory.

**MATH 1325. CALCULUS FOR BUSINESS (3-3-0)****Prerequisite: MATH 1314 with a grade of “C” or better or equivalent**

Topics in this course include limits, continuity, derivatives of polynomial and other algebraic functions, implicit differentiation, higher order derivatives, extrema, logarithmic and exponential functions, definite and indefinite integrals, and applications to business and business-related topics.

**MATH 1332. LIBERAL ARTS MATHEMATICS (3-3-0)****Prerequisite: MATH 0303 with a grade of “C” or better or equivalent**

This course is designed for non-mathematics and non-science majors who need three hours of mathematics for degree requirements. This course includes topics from logic, set theory, college-level algebra, trigonometry, and probability.

**MATH 1350. FUNDAMENTALS OF MATHEMATICS I FOR TEACHERS (3-3-0)****Prerequisite:** Math 1314 with a grade of “C” or better or equivalent

Topics include sets, functions, numeration systems, number theory, and the properties of the natural, integer, and rational and real numbers. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

**MATH 1351. FUNDAMENTALS OF MATHEMATICS II FOR TEACHERS (3-3-0)****Prerequisite:** Math 1350 with a grade of “C” or better or equivalent

Topics include geometry, measurement, proportional reasoning, data representation, probability, and statistics. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

**MATH 1442. ELEMENTS OF STATISTICS (4-4-0)****Prerequisite:** MATH 1314 with a grade of “C” or better or equivalent

This course is a non-calculus introduction to statistics. Topics include distributions, histograms, exploratory data analysis, measures of location and dispersion, elementary probability, probability functions (binomial, normal, t-distribution, chi-square distribution), analysis of measurements (confidence intervals and hypothesis testing), analysis of paired data (linear regression and correlation), and the use of statistical software for the analysis of data.

**MATH 2318. LINEAR ALGEBRA (3-3-0)****Prerequisite:** MATH 2413 with a grade of “C” or better or equivalent

Topics in this course include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases, linear transformations, and eigenvalues and eigenvectors.

**MATH 2320. DIFFERENTIAL EQUATIONS (3-3-0)****Prerequisite:** MATH 2414 with a grade of “C” or better or equivalent

Topics in this course include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace transform, and other topics that include systems of equations and numerical methods.

**MATH 2412. PRECALCULUS (4-4-0)****Prerequisite:** MATH 1314 with a grade of “C” or better or equivalent

Topics in this course include composites, inverses and graphs of functions, conic sections, circular and trigonometric functions, inverse circular functions, identities, conditional equations, graphs, solutions of triangles, polar coordinates, complex numbers, vectors, and mathematical induction.

**MATH 2413. CALCULUS I (4-4-0)****Prerequisite:** MATH 1348 or MATH 2412 with a grade of “C” or better or equivalent

Topics in this course include limits, continuity, derivatives and integrals of algebraic, transcendental, and inverse trigonometric functions, implicit differentiation and higher order derivatives, related rates, Rolle’s theorem, mean value theorem, velocity, acceleration, curve sketching and other applications of the derivative, indeterminate forms and l’Hopital’s rule, area, Riemann sums, and the fundamental theorem of calculus.

**MATH 2414. CALCULUS II** (4-4-0)**Prerequisite:** MATH 2413 with a grade of “C” or better or equivalent

Topics in this course include areas between curves, volumes, arc length, surface area of a solid of revolution and other applications of integration, techniques of integration, numerical integration, improper integrals, parametric equations, derivatives, areas, and lengths in polar coordinates, sequences, and series.

**MATH 2415. CALCULUS III** (4-4-0)**Prerequisite:** MATH 2414 with a grade of “C” or better or equivalent

Topics in this course include vector calculus, vector-valued functions, tangents to curves, velocity vector, curl, partial derivatives, chain rule, gradients, implicit functions, extrema of functions of several variables, multiple integrals, including change of order and applications, surface integrals, and path independent line integrals.

**MDCA 1216. PROCEDURES IN A CLINICAL SETTING I** (2-1-4)**Prerequisite:** Completion of MDCA 1313 with a “C” or better

This course places emphasis on patient-centered assessment, examination, intervention, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments appropriate for the medical office.

**MDCA 1217. PROCEDURES IN A CLINICAL SETTING II** (2-1-4)**Prerequisite:** Completion of MDCA 1216 and 1313 with a “C” or better

This course is a continuation of MDCA 1216. It focuses on a systems- and patient-centered approach to patient assessment, examination, intervention, and treatment as directed by a physician.

**MDCA 1220. ADMINISTRATIVE PROCEDURES I** (2-1-3)**Prerequisite:** Completion of MDCA 1313 with a “C” or better

This course is an introduction to medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communication, transcription, coding, billing third party reimbursement, credit arrangements, and use of the computer in the medical office.

**MDCA 1221. ADMINISTRATIVE PROCEDURES II** (2-1-3)**Prerequisite:** Completion of MDCA 1313 with a “C” or better

This is a course in advanced medical office procedures, including office management, supervision of personnel, management of administrative and medical supplies, contract negotiating, and advanced use of a medical office computer program.

**MDCA 1254. CERTIFIED MEDICAL ASSISTANT EXAM REVIEW** (2-2-0)

**Prerequisite:** Completion of all MDCA courses or proof of completion of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) — located at 35 East Wacker Drive, Suite 1970; Chicago, IL 60601-2208; phone number: 312/553-9355 — accredited program

This course is a preparation for the certified medical assisting (CMA) exam, including a review of all three components of the CMA. It presents an explanation of how the exam is scored and provides opportunities to take practice exams.

**MDCA 1302. HUMAN DISEASE/PATHOPHYSIOLOGY (3-3-0)****Prerequisite:** Completion of MDCA 1313 with a “C” or better

This course is a study of anatomy and physiology with emphasis on human pathophysiology, including the etiology, prognosis, medical treatment, and signs and symptoms of common diseases of all body systems.

**MDCA 1305. MEDICAL LAW AND ETHICS (3-3-0)**

This is a course of instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities. This is a writing-intensive (WI) course.

**MDCA 1309. ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS (3-3-0)****Prerequisite:** Completion of MDCA 1313 with a “C” or better

This course emphasizes normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology.

**MDCA 1313. MEDICAL TERMINOLOGY (3-3-0)**

This course is a study and practical application of a medical vocabulary system. It includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**MDCA 1352. MEDICAL ASSISTANT LABORATORY PROCEDURES (3-2-3)****Prerequisites:** Completion of MDCA 1216, 1302, 1309, and 1313 with a “C” or better or department approval

The emphasis of this course is on common laboratory procedures performed in the physician’s office or clinic setting. It includes blood collection, specimen handling, basic urinalysis, and identification of normal ranges.

**MDCA 1391. SPECIAL TOPICS IN HEALTH CARE MANAGEMENT (3-3-0)****Prerequisite:** Permission from the program coordinator or other faculty

This course addresses medical office management and current issues in health care that impact efficient operation in an individual practice, joint ventures, and managed-care facility. Other topics that affect health care delivery will be discussed.

**MDCA 1417. PROCEDURES IN A CLINICAL SETTING III (4-2-4)****Prerequisite:** MDCA 1216, 1217, 1302, 1309, and 1313 with a grade of “C” or higher or department approval

This course emphasizes patient-centered assessment, examination, intervention, and treatment as directed by a physician. It includes vital signs, collection, and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

**MDCA 1443. MEDICAL INSURANCE (4-3-2)****Prerequisite:** MDCA 1313

This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.

**MDCA 1448. PHARMACOLOGY & ADMINISTRATION OF MEDICATIONS (4-3-2)**

**Prerequisite:** MDCA 1216, 1302, and 1309 with a grade of “C” or higher; MATH 0300 with a grade of “C” or better or equivalent

This course includes instruction in concepts and applications of pharmacological principles. The focus is on drug classification, principles and procedures of medication administration, mathematical systems and conversions, dosage calculation problems, and medico-legal responsibilities of the medical assistant.

**MDCA 2167. MEDICAL OFFICE ADMINISTRATIVE PRACTICUM (1-0-10)**

**Prerequisites:** Students must successfully complete all Medical Assisting core courses. **Additional requirements include completion of an approved health care provider cardiopulmonary resuscitation (CPR) course, completion of immunizations, resume, and other administrative requirements, including all packet items which must be on file in the program office.**

This non-remunerated course is the Medical Office Administrative Practicum (work experience). The student will have the opportunity to work in selected medical offices to perform the skills they have obtained through classroom application. The environment allows the student to function as a “front office” worker and perform duties such as medical record filing, procedural coding, claims filing, and reception duties under the supervision of experienced staff members. Student must complete 160 clock hours.

**MDCA 2267. PRACTICUM - MEDICAL ASSISTANT (2-0-15)**

**Prerequisites:** Students must successfully complete all Medical Assisting core courses. **Additional requirements include completion of an approved health care provider cardiopulmonary resuscitation (CPR) course, completion of immunizations, resume, and other administrative requirements, including all packet items which must be on file in the program office.**

This non-remunerated course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between San Antonio College and a medical office or group practice. 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. The student must complete 240 clock hours.

**MRKG 1191, 1291, OR 1391 SPECIAL TOPICS: BUSINESS MARKETING (1-1-0) (2-2-0) (3-3-0)**

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.

**MRKG 1301. CUSTOMER RELATIONS (3-3-0)  
(Formerly HRPO 1301)**

Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

**MRKG 1302. PRINCIPLES OF RETAILING (3-3-0)  
(Formerly BMGT 1335)**

This course is an introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. It addresses the employment of retailing techniques and the factors that influence modern retailing.

**MRKG 1311. PRINCIPLES OF MARKETING (3-3-0)****Prerequisite: BMGT 1303**

This is an introductory course that addresses 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.

**MRKG 2333. PRINCIPLES OF SELLING (3-3-0)****(Formerly BMGT 1333)**

This is an introduction to the selling process and its application to all forms of sales. It identifies the elements of the communication process between buyers and sellers in business and examines the legal regulations and ethical issues of business which affect salespeople.

**MRKG 2349. ADVERTISING AND SALES PROMOTION (3-3-0)****(Formerly BMGT 1349)**

This course is an introduction to the advertising principles, practices, and multi-media of persuasive communication. It establishes promotional strategies, goals, and objectives within budget constraints and regulatory agencies and creates a multi-media campaign based on research for a specific product or service.

**MRTS 1211. HISTORY OF MORTUARY SCIENCE (2-2-0)****Prerequisite: College-level reading and writing skills**

An overview of the principles and history of funeral service is an introduction to a career in funeral service. The student will explore the period of time from the early Egyptians (c. 4000 BC) to the present.

**MRTS 1225. THANATOchemistry (2-2-0)**

This course is a survey of the basic principles of chemistry as they relate to funeral service. The chemical principles and precautions involved in sanitation, disinfection, public health, and embalming practice will be stressed. The government regulation of chemicals currently used in funeral service is reviewed.

**MRTS 1301. CONTEMPORARY FUNERAL SERVICE PRACTICES (3-3-0)****Prerequisites: Concurrent enrollment in MRTS 1211, MRTS 1310, MRTS 1342, or permission from the department chair**

General principles related to customs, religions, human relations, and social behavior are surveyed. Requirements for burial, cremation, anatomical donation, and burial-at-sea are presented. The student is introduced to funeral counseling as a basis for fulfillment of responsibilities as a funeral director.

**MRTS 1310. FUNERAL SERVICE CLINICAL ORIENTATION (3-2-3)****Prerequisites: Concurrent enrollment in MRTS 1211, MRTS 1301, MRTS 1342, or permission from the department chair**

Preparation for a funeral service career is facilitated with on-site observation and participation. Instruction in equipment use, procedures, and functions in the daily operation of a funeral home occurs in affiliated clinical sites as well as in lecture.

**MRTS 1342. MORTUARY MANAGEMENT I (3-3-0)**

**Prerequisites:** Concurrent enrollment in MRTS 1211, MRTS 1301, MRTS 1310, or permission from the department chair

Basic funeral home accounting and bookkeeping and processing of survivor benefits are introduced in this course. Projects in generating forms and documents related to disposition of human remains require utilizing computer software designed for mortuaries. This is a computer-intensive (CI) course.

**MRTS 1386. INTERNSHIP - FUNERAL SERVICES AND MORTUARY SCIENCE (3-0-9)**

(Formerly MRTS 2370)

**Prerequisites:** Concurrent enrollment in MRTS 2432 and 2445

This course is a work-based learning experience that enables the student to apply specialized skills and concepts. A learning plan is developed by the college and the employer.

**MRTS 2335. MORTUARY JURISPRUDENCE (3-3-0)**

**Prerequisites:** College-level English; MRTS 1211, 1301, 1310, and 1342

This is a survey of general principles of mortuary and business law. An emphasis is placed on ethical practice. Also included is compliance with pre-need and at-need regulatory agencies.

**MRTS 2342. MORTUARY MANAGEMENT II (3-3-0)**

**Prerequisite:** MRTS 1342 or permission from the department chair

The student examines management of a funeral home as a small business. Topics include funeral service merchandising and marketing, human resource functions, and professional practice.

**MRTS 2386. INTERNSHIP - FUNERAL SERVICES AND MORTUARY SCIENCE (3-0-9)**

(Formerly MRTS 2371)

**Prerequisite:** MRTS 1386, 2445, and concurrent enrollment in 2447

This course is a work-based learning experience that enables the student to apply specialized concepts. A learning plan is developed by the college and the employer.

**MRTS 2432. HUMAN ANATOMY (4-3-4)**

**Prerequisites:** BIOL 2404 and concurrent enrollment in MRTS 1386 and 2445

This course is an examination of the major systems of the human body with the emphasis on the circulatory system. The student will identify structures in the systems of the human anatomy, demonstrate ability to manipulate vessels used in embalming, employ techniques to assist in achieving embalming objectives, relate anatomical structures to effective restoration of remains, and develop awareness of personal and public health concerns.

**MRTS 2445. TECHNICAL PROCEDURES I (4-3-3)**

**Prerequisites:** Permission of the department chair and concurrent enrollment in MRTS 1386 and MRTS 2432

Fundamentals in the preservation, disinfection, and restoration of human remains are introduced. Treatment planning and application are presented in preparation for professional practice.

**MRTS 2447. TECHNICAL PROCEDURES II (4-3-3)**

**Prerequisites:** Permission of the department chair; MRTS 1386, 2432, 2445; and concurrent enrollment in MRTS 2386

This is the continuation of MRTS 2445 Technical Procedures I. Additional topics on treatment planning and application are presented.

**MRTS 1191, 1291, 1391, 1491. SPECIAL TOPICS IN FUNERAL SERVICE AND MORTUARY SCIENCE** (1-1-0), (2-2-0), (3-3-0), (4-4-0)

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.

**MSCI 1101. FUNDAMENTALS OF LEADERSHIP MANAGEMENT I** (1-1-2)

MSCI 1101 initially focuses on time management, goal setting, good study habit skills, and understanding the basics of physical fitness. Students learn how to apply leadership doctrine to resolve ethical problems. This course also introduces the student to the organizational structure of the Army, customs, and traditions. Students will learn how to rappel and administer first aid. There is no military obligation associated with this course.

**MSCI 1102. FUNDAMENTALS OF LEADERSHIP MANAGEMENT II** (1-1-2)

**Prerequisite: MSCI 1101**

MSCI 1102 builds on material presented in MSCI 1101. Students learn how to apply leadership doctrine to resolve problems and communicate in difficult situations. They also learn land navigation skills and how to rappel. There is no military obligation associated with this course.

**MSCI 2201. APPLIED LEADERSHIP AND MANAGEMENT I** (2-2-2)

In MSCI 2201, students learn and apply ethics-based leadership skills that develop individuals' abilities and contribute to the building of effective teams. The course includes developing skills in oral presentation, writing effectively, planning events using the five paragraph operations order, and identifying values that affect leader obligations. There is no military obligation associated with this course.

**MSCI 2202. APPLIED LEADERSHIP AND MANAGEMENT II** (2-2-2)

**Prerequisite: MSCI 2201**

In MSCI 2202, students build on information learned in MSCI 2201. The course provides basic leadership and team building techniques, along with detailed instruction in map reading and land navigation skills. The course focuses on decision making and supervision using the military decision-making process and steps of the troop leading procedures including extensive instruction on the use of topographic maps and compasses, terrain analysis, and practical application of land navigation skills. There is no military obligation associated with this course.

**MUAP: APPLIED MUSIC - PRIVATE INSTRUCTION**

Private instruction is available on the following instruments: baritone, bassoon, clarinet, flute, French horn, guitar, harp, oboe, organ, percussion, piano, saxophone, trombone, trumpet, tuba, violin, viola, violoncello, electric and double bass, and voice. Students enrolled for private instruction are required to complete a minimum of six self-directed practice hours per week.

Students intending to enroll in applied music (private instruction) may do so through the Music/Humanities Department office. Auditions determine the placement of students in private lessons. Beginning students are placed in one-credit-hour non-major applied study. Intermediate students, who are not yet performing at a level commensurate with college-level music majors, are placed in two-credit-hour non-major applied study, which is repeatable. Music majors are advised that non-major applied study is unacceptable for credit toward degree requirements as a principle instrument. It may, however, be acceptable toward requirements for a secondary instrument.



All students taking two-credit-hour applied study must participate in a major ensemble each semester and participate in the department's regularly scheduled performance workshops. These students must also attend four approved recitals or concerts each semester by enrolling in MUSI 0001, Recital Attendance.

**BARITONE****MUAP 1151. NON-MAJOR APPLIED STUDY - BARITONE (1-1-0)**

MUAP 1151 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1251. NON-MAJOR APPLIED STUDY - BARITONE (2-2-0)**

MUAP 1251 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1249. BARITONE (2-2-0)****Prerequisite: Permission of instructor**

Techniques will be developed through the studies of Mantia, Couillard, and Rochut. Short compositions of varying styles will be studied. Exercises in various articulations will be learned.

**MUAP 1250. BARITONE (2-2-0)****Prerequisite: MUAP 1249**

MUAP 1250 is a continuation of MUAP 1249.

**MUAP 2249. BARITONE (2-2-0)****Prerequisite: MUAP 1250**

MUAP 2249 includes the study of Rochut and Blazhevich, and triple and double tonguing etudes of Arban, Bach, Marsteller, Blume, and Gillis. The student will play orchestral excerpts and perform representative solos.

**MUAP 2250. BARITONE (2-2-0)****Prerequisite: MUAP 2249**

MUAP 2250 is a continuation of MUAP 2249.

**BASSOON****MUAP 1127. NON-MAJOR APPLIED STUDY - BASSOON (1-1-0)**

MUAP 1127 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1227. NON-MAJOR APPLIED STUDY - BASSOON (2-2-0)**

MUAP 1227 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1225. BASSOON (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1225 includes the study of Lentz, Jancourt, Schroeder, all scales, and articulation exercises. Short compositions from standard repertoire will be learned.

**MUAP 1226. BASSOON (2-2-0)****Prerequisite: MUAP 1225**

MUAP 1226 is a continuation of MUAP 1225.

**MUAP 2225. BASSOON (2-2-0)****Prerequisite: MUAP 1226**

MUAP 2225 includes the study of Milde Etudes, Volume I, transposition, orchestral excerpts, and standard bassoon repertoire.

**MUAP 2226. BASSOON (2-2-0)****Prerequisite: MUAP 2225**

MUAP 2226 is a continuation of MUAP 2225.

**CLARINET****MUAP 1131. NON-MAJOR APPLIED STUDY - CLARINET (1-1-0)**

MUAP 1131 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1231. NON-MAJOR APPLIED STUDY - CLARINET (2-2-0)**

MUAP 1231 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1229. CLARINET (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1229 incorporates the Rose studies, the Klose method, all scales, exercises in various articulations, and short compositions from standard repertoire.

**MUAP 1230. CLARINET (2-2-0)****Prerequisite: MUAP 1229**

MUAP 1230 is a continuation of MUAP 1229.

**MUAP 2229. CLARINET (2-2-0)****Prerequisite: MUAP 1230**

MUAP 2229 includes the study of all scales and arpeggios, and studies from the Baermann Method Part III, Rose 40 Etudes, and Weber Concerti.

**MUAP 2230. CLARINET (2-2-0)****Prerequisite: MUAP 2229**

MUAP 2230 is a continuation of MUAP 2229.

**DOUBLE BASS****MUAP 1187.001 NON-MAJOR APPLIED STUDY - DOUBLE BASS (1-1-0)**

MUAP 1187.001 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1287.001 NON-MAJOR APPLIED STUDY - DOUBLE BASS (2-2-0)**

MUAP 1287.001 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1213. DOUBLE BASS (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1213 focuses on correct hand position and bowing techniques (either German or French style bow). Method books incorporated within the course include Dimandi, Books I and II, Simandi, 30 Studies, Hrabe, 86 Studies, Volume I, and short compositions from standard repertoire.

**MUAP 1214. DOUBLE BASS (2-2-0)****Prerequisite: MUAP 1213**

MUAP 1214 is a continuation of MUAP 1213.

**MUAP 2213. DOUBLE BASS (2-2-0)****Prerequisite: MUAP 1214**

MUAP 2213 includes studies from Simandi, Book II, Hrade, 86 Studies, Volume II, Montanari Etudes, Volume I, orchestral studies, and short repertoire pieces.

**MUAP 2214. DOUBLE BASS (2-2-0)****Prerequisite: MUAP 2213**

MUAP 2214 is a continuation of MUAP 2213.

**ELECTRIC BASS****MUAP 1187.002 NON-MAJOR APPLIED STUDY - BASS (ELECTRIC) (1-1-0)**

MUAP 1187.002 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1287.002 NON-MAJOR APPLIED STUDY - BASS (ELECTRIC) (2-2-0)**

MUAP 1287.002 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1215. BASS (ELECTRIC) (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1215 includes the study of major and minor scales as well as arpeggios. Sight-reading and improvisation in blues form and simple chord progressions will be emphasized.

**MUAP 1216. BASS (ELECTRIC) (2-2-0)****Prerequisite: MUAP 1215**

MUAP 1216 includes the study of major, minor, and blues scales as well as church modes. Other technical studies will include triad and seventh chord arpeggios. Sight-reading and improvisation will include the blues form in all keys, rudiments of walking bass lines and turnarounds, and simple jazz chord progressions.

**MUAP 2215. BASS (ELECTRIC) (2-2-0)****Prerequisite: MUAP 1216**

MUAP 2215 includes the study of major, minor, and blues scales as well as church modes. Other technical studies will include triad and seventh chord arpeggios. Sight-reading will include multiple shifts and positions. Brazilian bass lines in samba and bossa nova styles will be introduced.

**MUAP 2216. BASS (ELECTRIC) (2-2-0)****Prerequisite: MUAP 2215**

MUAP 2216 includes a continuing study of major, minor, and blues scales as well as church modes. The styles of Latin, rock, funk, and reggae will be introduced. The student will be required to memorize twelve jazz standards such as "All of Me" and "All the Things You Are."

**FLUTE****MUAP 1119. NON-MAJOR APPLIED STUDY - FLUTE (1-1-0)**

MUAP 1119 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1219. NON-MAJOR APPLIED STUDY - FLUTE (2-2-0)**

MUAP 1219 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1217. FLUTE (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1217 includes studies in chromatic scales; all major scales in two octaves; arpeggios; various articulations; etudes from Melodious and Progressive Studies; Book 1, arranged and revised by R. Cavally; and three short compositions from 24 Short Concert Pieces, collected and edited by R. Cavally.

**MUAP 1218. FLUTE (2-2-0)****Prerequisite: MUAP 1217**

MUAP 1218 is a continuation of MUAP 1217. It includes the study of all harmonic minor scales in two octaves and repertoire by Handle and Tellemann.

**MUAP 2217. FLUTE (2-2-0)****Prerequisite: MUAP 1218**

MUAP 2217 includes the study of all scales, etudes by Andersen, and repertoire equivalent in difficulty to the Bach flute sonatas and the Mozart Concerto in G major.

**MUAP 2218. FLUTE (2-2-0)****Prerequisite: MUAP 2217**

MUAP 2218 is a continuation of MUAP 2217.

**FRENCH HORN****MUAP 1143. NON-MAJOR APPLIED STUDY - FRENCH HORN (1-1-0)**

MUAP 1143 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1243. NON-MAJOR APPLIED STUDY - FRENCH HORN (2-2-0)**

MUAP 1243 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1241. FRENCH HORN (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1241 includes the study of all scales; exercises for embouchure development; various articulations; the studies of Alphonse, Pottag, Kopprash; and short compositions from standard repertoire.

**MUAP 1242. FRENCH HORN (2-2-0)****Prerequisite: MUAP 1241**

MUAP 1242 is a continuation of MUAP 1241.

**MUAP 2241. FRENCH HORN (2-2-0)****Prerequisite: MUAP 1242**

MUAP 2241 includes the studies of Maxime-Alphonse, Gally, Belolli, F. Strauss, Mozart, R. Strauss, Haydn, Saint-Saens Concert Piece, Haydn Sonata, the Reicha Trios, and orchestral excerpts.

**MUAP 2242. FRENCH HORN (2-2-0)****Prerequisite: MUAP 2241**

MUAP 2242 is a continuation of MUAP 2241.

**GUITAR****MUAP 1163. NON-MAJOR APPLIED STUDY - GUITAR (1-1-0)**

MUAP 1163 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1263. NON-MAJOR APPLIED STUDY - GUITAR (2-2-0)**

MUAP 1263 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1261. GUITAR (2-2-0)****Prerequisite: Permission of instructor**

The student in MUAP 1261 will study all scales; Segovia right-hand fingering; the technical studies of Giuliani, Sor, and Carcassi; and short compositions from standard repertoire.

**MUAP 1262. GUITAR (2-2-0)****Prerequisite: MUAP 1261**

MUAP 1262 is a continuation of MUAP 1261.

**MUAP 2261. GUITAR (2-2-0)****Prerequisite: MUAP 1262 or equivalent**

MUAP 2261 includes selected studies by Villa-Lobos, Sor and Carcassi, minor scales, slurs, advanced Giuliani arpeggios, and selected repertoire by Dowland and Bach.

**MUAP 2262. GUITAR (2-2-0)****Prerequisite: MUAP 2261**

MUAP 2262 is a continuation of MUAP 2261.

**HARP****MUAP 1179. NON-MAJOR APPLIED STUDY - HARP (1-1-0)**

MUAP 1179 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1279. NON-MAJOR APPLIED STUDY - HARP (2-2-0)**

MUAP 1279 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1277. HARP (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1277 includes the study of arpeggios, placing, harmonics, and pedal techniques through the works of Salzedo and Lawrence and other short compositions from standard repertoire.

**MUAP 1278. HARP** (2-2-0)

**Prerequisite:** MUAP 1277

MUAP 1278 is a continuation of MUAP 1277.

**MUAP 2277. HARP** (2-2-0)

**Prerequisite:** MUAP 1278

MUAP 2277 includes exercises by Salzedo, orchestral literature, and compositions for harp solo and harp ensemble with other instruments.

**MUAP 2278. HARP** (2-2-0)

**Prerequisite:** MUAP 2277

MUAP 2278 is a continuation of MUAP 2277.

## OBOE

**MUAP 1123. NON-MAJOR APPLIED STUDY - OBOE** (1-1-0)

MUAP 1123 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1223. NON-MAJOR APPLIED STUDY - OBOE** (2-2-0)

MUAP 1223 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1221. OBOE** (2-2-0)

**Prerequisite:** Permission of instructor

MUAP 1221 includes all scales; exercises in various articulations; studies of Rubank, Verroust, and Barret; and short compositions from standard repertoire.

**MUAP 1222. OBOE** (2-2-0)

**Prerequisite:** MUAP 1221

MUAP 1222 is a continuation of MUAP 1221.

**MUAP 2221. OBOE** (2-2-0)

**Prerequisite:** MUAP 1222

MUAP 2221 includes half-step and whole-step transposition; orchestral literature; studies equivalent to Ferling, Andraud, Barret, and Sellner; and representative solos, including at least two pre-classical sonatas.

**MUAP 2222. OBOE** (2-2-0)

**Prerequisite:** MUAP 2221

MUAP 2222 is a continuation of MUAP 2221.

## ORGAN

**MUAP 1167. NON-MAJOR APPLIED STUDY - ORGAN** (1-1-0)

MUAP 1167 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1267. NON-MAJOR APPLIED STUDY - ORGAN** (2-2-0)

MUAP 1267 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1265. ORGAN (2-2-0)****Prerequisite: Permission of instructor**

The instructor will select appropriate manual and pedal technical exercises from any of the following methods: Andrews, Davis, Enright, Johnson, or Gleason. The repertoire will include selections from Bach's Eight Little Preludes and Fugues, Prelude and Fugue in E minor (Cathedral), and the Orgelbuchlein as well as compositions by Buxtehude, Brahms, Rheinberger, Dupre, Schroeder, or comparable composers representing differing periods and styles. The student of organ will study techniques of hymn playing.

**MUAP 1266. ORGAN (2-2-0)****Prerequisite: MUAP 1265**

MUAP 1266 is a continuation of MUAP 1265.

**MUAP 2265. ORGAN (2-2-0)****Prerequisite: MUAP 1266**

The repertoire will be selected from Bach, preludes and fugues, chorale preludes from the Orgelbuchlein, movements from the Trio Sonatas, and the music of Mendelssohn, Brahms, Franck, Walcha, Messiaen, or comparable composers representing different periods and styles of composition.

**MUAP 2266. ORGAN (2-2-0)****Prerequisite: MUAP 2265**

MUAP 2266 is a continuation of MUAP 2265.

**PERCUSSION****MUAP 1159. NON-MAJOR APPLIED STUDY - PERCUSSION (1-1-0)**

MUAP 1159 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1259. NON-MAJOR APPLIED STUDY - PERCUSSION (2-2-0)**

MUAP 1259 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1257. PERCUSSION (2-2-0)****Prerequisite: Permission of instructor**

The topics of the course will include snare drum, study of rudiments and shorter rudimentary solos and studies of Gardner, Sternberg, Goldenberg, Podernski, Xylophone, studies of Gardner, Goldenberg and transcriptions, and original solos for xylophone, bells, marimba, and vibraphone, all major and minor scales, arpeggios, studies in thirds, Timpani, studies of Goodman and Gardner, tuning, various attacks, and ear training.

**MUAP 1258. PERCUSSION (2-2-0)****Prerequisite: MUAP 1257**

MUAP 1258 is a continuation of MUAP 1257.

**MUAP 2257. PERCUSSION (2-2-0)****Prerequisite: MUAP 1258**

MUAP 2257 is a comprehensive study of the performance techniques of snare drum, timpani, multiple percussion, and keyboard. Other topics will include drum set and pit drumming.

**MUAP 2258. PERCUSSION (2-2-0)****Prerequisite: MUAP 2257**

MUAP 2258 is a continuation of MUAP 2257.

**PIANO****MUAP 1171. NON-MAJOR APPLIED STUDY - PIANO (1-1-0)**

MUAP 1171 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1271. NON-MAJOR APPLIED STUDY - PIANO (2-2-0)**

MUAP 1271 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1269. PIANO (2-2-0)****Prerequisite: Permission of instructor**

The repertoire in MUAP 1269 will include Bach two- and three-part inventions, Mozart and Haydn sonatas, and selected romantic and modern compositions. Technique will be developed through the study of scales, arpeggios, and sight reading.

**MUAP 1270. PIANO (2-2-0)****Prerequisite: MUAP 1269**

MUAP 1270 is a continuation of MUAP 1269.

**MUAP 2269. PIANO (2-2-0)****Prerequisite: MUAP 1270 or equivalent**

The repertoire will be selected from the following: Bach's Well-Tempered Clavier, easier Beethoven sonatas, Chopin, Schubert, and appropriate modern compositions. Technique will be developed through the study of scales, arpeggios, and sight reading.

**MUAP 2270. PIANO (2-2-0)****Prerequisite: MUAP 2269**

MUAP 2270 is a continuation of MUAP 2269.

**RECORDER****MUAP 1188. NON-MAJOR APPLIED STUDY - RECORDER (1-1-0)**

MUAP 1188 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1288. NON-MAJOR APPLIED STUDY - RECORDER (2-2-0)**

MUAP 1288 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**SAXOPHONE****MUAP 1135. NON-MAJOR APPLIED STUDY - SAXOPHONE (1-1-0)**

MUAP 1135 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1235. NON-MAJOR APPLIED STUDY - SAXOPHONE (2-2-0)**

MUAP 1235 teaches applied study for non-majors and is repeatable for up to 21 credit hours.



**MUAP 1233. SAXOPHONE (2-2-0)****Prerequisite: Permission of instructor**

Technique will be developed through the study of Voxman's advanced method and selected studies and major scales and arpeggios. The repertoire will include representative solos of various styles and periods.

**MUAP 1234. SAXOPHONE (2-2-0)****Prerequisite: MUAP 1233**

MUAP 1234 is a continuation of MUAP 1233.

**MUAP 2233. SAXOPHONE (2-2-0)****Prerequisite: MUAP 1234**

Technique will be developed through the studies by Mule, Ferling, Berbinguer, and all scales and arpeggios. The repertoire will be selected from Bach and Handel transcriptions and French recital pieces.

**MUAP 2234. SAXOPHONE (2-2-0)****Prerequisite: MUAP 2233**

MUAP 2234 is a continuation of MUAP 2233.

**TROMBONE****MUAP 1147. NON-MAJOR APPLIED STUDY - TROMBONE (1-1-0)**

MUAP 1147 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1247. NON-MAJOR APPLIED STUDY - TROMBONE (2-2-0)**

MUAP 1247 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1245. TROMBONE (2-2-0)****Prerequisite: Permission of instructor**

Technique will be developed through the studies of Mantia, Couillard, Rochut, and exercises in various articulations. The repertoire will be selected from short compositions.

**MUAP 1246. TROMBONE (2-2-0)****Prerequisite: MUAP 1245**

MUAP 1246 is a continuation of MUAP 1245.

**MUAP 2245. TROMBONE (2-2-0)****Prerequisite: MUAP 1246**

Technical studies will include Rochut, Blazhevich, Arbans triple- and double-tonguing etudes, BachMarsteller, Blume, and Gillis. The repertoire will include orchestral excerpts and representative solos.

**MUAP 2246. TROMBONE (2-2-0)****Prerequisite: MUAP 2245**

MUAP 2246 is a continuation of MUAP 2245.

**TRUMPET OR CORNET****MUAP 1139. NON-MAJOR APPLIED STUDY - TRUMPET OR CORNET (1-1-0)**

MUAP 1139 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1239. NON-MAJOR APPLIED STUDY - TRUMPET OR CORNET (2-2-0)**

MUAP 1239 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1237. TRUMPET OR CORNET (2-2-0)****Prerequisite: Permission of instructor**

Technical studies will include St. Jacome, Sachse, Clarke, Voxman, all scales and arpeggios in extended register, and transposition. The repertoire will include representative solos.

**MUAP 1238. TRUMPET OR CORNET (2-2-0)****Prerequisite: MUAP 1237**

MUAP 1238 is a continuation of MUAP 1237.

**MUAP 2237. TRUMPET OR CORNET (2-2-0)****Prerequisite: MUAP 1238**

MUAP 2237 will include all scales and arpeggios in extended register, studies of St. Jacome, Sachse, Clarke, and Voxman as well as transposition and representative solos.

**MUAP 2238. TRUMPET OR CORNET (2-2-0)****Prerequisite: MUAP 2237**

MUAP 2238 is a continuation of MUAP 2237.

**TUBA****MUAP 1155. NON-MAJOR APPLIED STUDY - TUBA (1-1-0)**

MUAP 1155 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1255. NON-MAJOR APPLIED STUDY - TUBA (2-2-0)**

MUAP 1255 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1253. TUBA (2-2-0)****Prerequisite: Permission of instructor**

TUBA 1253 will include Method for Tuba by Eby, 32 etudes by Hering, and exercises in transposition.

**MUAP 1254. TUBA (2-2-0)****Prerequisite: MUAP 1253**

MUAP 1254 is a continuation of MUAP 1253.

**MUAP 2253. TUBA (2-2-0)****Prerequisite: TUBA 1254**

MUAP 2253 will include Method for Tuba by Eby, etudes (Volume I) by Rochut, transposition studies, and representative solos.

**MUAP 2254. TUBA (2-2-0)****Prerequisite: MUAP 2253**

MUAP 2254 is a continuation of MUAP 2253.

## VIOLA

**MUAP 1107. NON-MAJOR APPLIED STUDY - VIOLA (1-1-0)**

MUAP 1107 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1207. NON-MAJOR APPLIED STUDY - VIOLA (2-2-0)**

MUAP 1207 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1205. VIOLA (2-2-0)****Prerequisite: Permission of instructor**

The student of MUAP 1205 will study scales and bowings, etudes of Hufman, Dont, Mazas, and Hoffmeister, as well as short compositions and sonatas such as those of Vivaldi, Marcello, and Handel.

**MUAP 1206. VIOLA (2-2-0)****Prerequisite: MUAP 1205**

MUAP 1206 is a continuation of MUAP 1205.

**MUAP 2205. VIOLA (2-2-0)****Prerequisite: MUAP 1206**

Technical studies in this course will include scales, arpeggios, and bowings as well as etudes of Mazas, Dont, and Kreutzer. The repertoire will be selected from short compositions, concertos and sonatas such as those of Marcello, Corelli, Handel, Telemann, and Eccles.

**MUAP 2206. VIOLA (2-2-0)****Prerequisite: MUAP 2205**

MUAP 2206 is a continuation of MUAP 2205.

## VIOLIN

**MUAP 1103. NON-MAJOR APPLIED STUDY - VIOLIN (1-1-0)**

MUAP 1103 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1203. NON-MAJOR APPLIED STUDY - VIOLIN (2-2-0)**

MUAP 1203 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1201. VIOLIN (2-2-0)****Prerequisite: Permission of instructor**

Technical studies in this course will include scales and bowings and etudes of Sitt, Mazas, and Dont. The repertoire will be selected from short compositions, concertos and sonatas such as those of Seitz, Accolay, Vivaldi, Handel, and Verancini.

**MUAP 1202. VIOLIN (2-2-0)****Prerequisite: MUAP 1201**

MUAP 1202 is a continuation of MUAP 1201.

**MUAP 2201. VIOLIN (2-2-0)****Prerequisite: MUAP 1202**

Technical studies will include scales, arpeggios, bowings, double stops, and the etudes of Mazas, Dont, Kreutzer, Rode, and Fiorello. The repertoire will be selected from short compositions, concertos, and sonatas such as those of Vivaldi, Bach, Haydn, Viotti, and Handel.

**MUAP 2202. VIOLIN (2-2-0)****Prerequisite: MUAP 2201**

MUAP 2202 is a continuation of MUAP 2201.

**VIOLONCELLO****MUAP 1111. NON-MAJOR APPLIED STUDY - VIOLONCELLO (1-1-0)**

MUAP 1111 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1211. NON-MAJOR APPLIED STUDY - VIOLONCELLO (2-2-0)**

MUAP 1211 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1209. VIOLONCELLO (2-2-0)****Prerequisite: Permission of instructor**

MUAP 1209 will include short compositions from standard repertoire, two octave scales with various bowings, easier sonatas, duets, and sight-reading.

**MUAP 1210. VIOLONCELLO (2-2-0)****Prerequisite: MUAP 1209**

MUAP 1210 is a continuation of MUAP 1209.

**MUAP 2209. VIOLONCELLO (2-2-0)****Prerequisite: MUAP 1210**

MUAP 2209 will include three octave scales with various bowings, easier concertos, selected movements from Bach cello suites, larger sonatas, ensemble work, and sight-reading.

**MUAP 2210. VIOLONCELLO (2-2-0)****Prerequisite: MUAP 2209**

MUAP 2210 is a continuation of MUAP 2209.

**VOICE****MUAP 1183. NON-MAJOR APPLIED STUDY - VOICE (1-1-0)**

MUAP 1183 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1283. NON-MAJOR APPLIED STUDY - VOICE (2-2-0)**

MUAP 1283 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

**MUAP 1281. VOICE (2-2-0)****Prerequisite: Permission of instructor**

Topics in this course will include principles of correct breathing and fundamentals of tone production and diction. The repertoire will be selected from simple Italian and English songs. Technique will be developed through selected vocalizes.

**MUAP 1282. VOICE (2-2-0)****Prerequisite: MUAP 1281**

MUAP 1282 is a continuation of MUAP 1281.

**MUAP 2281. VOICE (2-2-0)****Prerequisite: MUAP 1282**

The repertoire in MUAP 2281 will include selected arias from opera and oratorio and song literature in English and foreign languages.

**MUAP 2282. VOICE (2-2-0)****Prerequisite: MUAP 2281**

MUAP 2282 is a continuation of MUAP 2281.

**ENSEMBLES****MUEN 1121. CONCERT BAND (1-0-3)****Prerequisite: High school band experience or equivalent**

The college band performs standard, contemporary, and pop repertoire. The band rehearses three hours per week.

**MUEN 1122. JAZZ ENSEMBLE (1-0-3)****Prerequisite: Audition or consent of the instructor**

The jazz ensemble performs standard jazz and popular repertoire. The student is introduced to improvisational techniques. There will be three rehearsal hours per week.

**MUEN 1131. EARLY MUSIC ENSEMBLE (1-0-3)****Prerequisite: Audition**

Students will learn the techniques of performance on early wind, string, and percussion instruments. The repertoire of this ensemble includes music from the Medieval, Renaissance, and early Baroque periods. The ensemble rehearses three hours per week.

**MUEN 1132. INSTRUMENTAL CHAMBER ENSEMBLE (1-0-3)**

MUEN 1132 is a chamber ensemble for students of violin, viola, violoncello, and double bass. Students of woodwind instruments may be included as required by the repertoire. This course may be repeated for credit.

**MUEN 1133. GUITAR ENSEMBLE (1-0-3)****Prerequisite: Audition**

This ensemble is for advanced students of classical guitar. The ensemble rehearses three hours per week.

**MUEN 1134. BRASS ENSEMBLE (1-0-3)****Prerequisite: Audition or consent of the instructor**

Participants rehearse and perform brass literature representing numerous styles and periods. Students should be concurrently enrolled in Concert Band (MUEN 1121). The ensemble rehearses three hours per week.

**MUEN 1135. ESTUDIANTINA (1-0-3)**

**Prerequisite:** Audition or consent of the instructor. Instrumentalists must be able to read music.

Estudiantina is a chamber ensemble that performs music stemming from the traditions of Mexican folk music. It is for singers and performers of guitar, stringed and woodwind instruments, and light percussion. Vocal parts will be sung in Spanish and/or English. The ensemble rehearses three hours per week.

**MUEN 1141. CONCERT CHOIR (1-0-3)**

The concert choir is a choral ensemble open to all college students. The choir will rehearse and perform representative sacred and secular choral literature from the 16th century to the present. The ensemble rehearses five hours per week.

**MUEN 1151. CHAMBER SINGERS (1-0-3)**

**Prerequisite:** Audition

The Chamber Singers is a select group of singers who rehearse and perform sacred and secular choral literature for small ensemble. Students should be concurrently enrolled in Concert Choir (MUEN 1141). The ensemble rehearses three hours per week.

**APPLIED MUSIC - CLASS INSTRUCTION****MUSI 1166. CLASS RECORDER (1-1-1)**

This course is designed for students with no previous experience in music. Topics will include note and metrical reading, recorder technique, basic fingerings, tuning, and beginning ensemble repertoire.

**MUSI 1192. CLASS GUITAR (1-1-1)**

Topics presented and rehearsed in this entry-level class will include note reading, guitar technique and basic positions, chords and arpeggio techniques, tuning, and major scales (one octave).

**MUSI 1193. CLASS GUITAR (1-1-1)**

**Prerequisite:** MUSI 1192 or the equivalent

Material to be studied will include studies and repertoire by Giuliani, Carcassi, and Tarrega. Technical studies will include scales and arpeggios.

**MUSI 2192. CLASS GUITAR (1-1-1)**

**Prerequisite:** MUSI 1193 or the equivalent

In this course, the third level of classical guitar, skills studied in MUSI 1193 will be further developed. The repertoire will include selected works of contrasting styles from the solo literature.

**MUSI 1181. CLASS PIANO (1-1-1)**

Students with no previous experience in music should register for MUSI 1181. Topics will include an introduction to musical notation and basic music theory, an orientation to the keyboard and hand position, and simple pieces to learn.

**MUSI 1182. CLASS PIANO (1-1-1)**

**Prerequisite:** MUSI 1181 or the equivalent

Students with previous musical experience (i.e. band, choir, lessons on another instrument, music theory, or self-taught music notation) should register for MUSI 1182. Topics will include an introduction to the keyboard, hand position, and music theory. Solo literature appropriate to the level will be studied.

**MUSI 2181. CLASS PIANO (1-1-1)****Prerequisite: MUSI 1182 or the equivalent**

Sight-reading skills will be extended beyond the five-finger hand position. Students will further develop piano skills and technique. Solo literature appropriate to the level will be studied.

**MUSI 2182. CLASS PIANO (1-1-1)****Prerequisite: MUSI 2181 or the equivalent**

The student will study selected works of contrasting styles from the solo literature. Sight reading and keyboard skills will be further developed.

**MUSI 1183. CLASS VOICE (1-1-1)**

MUSI 1183 is a beginning voice class requiring no musical background. Topics will include proper management of breath, diction in English and foreign languages, exercises for vocal development, and anatomy and care of the voice.

**MUSI 1184. CLASS VOICE (1-1-1)****Prerequisite: MUSI 1183 or the equivalent**

Skills and techniques learned in MUSI 1183 will be further developed. Selected works from song literature representing contrasting styles will be studied. Concurrent enrollment in Concert Choir (MUEN 1141) is recommended.

**MUSI 1188. PERCUSSION CLASS (1-1-1)**

Percussion Class is open to students with little or no previous formal training in percussion. Topics will include note reading and basic percussion playing techniques for snare drum, timpani, xylophone/marimba, orchestral percussion instruments, drumset, and Latin percussion instruments (bongos, timbales, conga drums, etc.). Selected works for each instrument will be studied.

**MUSI 2183. CLASS VOICE (1-1-1)****Prerequisite: MUSI 1184 or the equivalent**

Skills and techniques learned in MUSI 1184 will be further developed. Selected works representing contrasting styles from song literature will be studied. Concurrent enrollment in Concert Choir (MUEN 1141) is recommended.

**MUSI 2184. CLASS VOICE (1-1-1)****Prerequisite: MUSI 2183 or the equivalent**

Skills and techniques learned in MUSI 2183 will be further developed. Selected works representing contrasting styles from song literature will be studied. Concurrent enrollment in Concert Choir (MUEN 1141) is recommended.

**MUSI 1114. FUNCTIONAL KEYBOARD I (1-1-1)****Prerequisites: Concurrent enrollment in MUSI 1211 and MUSI 1216**

MUSI 1114, a first semester keyboard class, is a course for the development of functional keyboard skills required for a student in MUSI 1211 Theory of Music I. Topics include major and minor scales, intervals, diatonic triads and seventh chords, simple chord progressions, and melodic harmonization.

- MUSI 1115. FUNCTIONAL KEYBOARD II** (1-1-1)  
**Prerequisites:** MUSI 1114 and concurrent enrollment in MUSI 1212 and MUSI 1217  
 MUSI 1115, a second semester keyboard class, is a course for the development of functional keyboard skills required for a student in MUSI 1212 Theory of Music II. Topics include review of concepts learned in MUSI 1114, diatonic chord progressions in all major and parallel minor keys, harmonization of the major and melodic minor scales, resolution of the dominant seventh chord, and harmonization of a melody using all diatonic triads and the dominant seventh chords.
- MUSI 1157. OPERA WORKSHOP** (1-1-1)  
**Prerequisite:** Audition  
 This course involves the performance of portions of or complete operas and the study of the integration of music, acting, and staging in opera.
- MUSI 1211. THEORY OF MUSIC I** (2-2-1)  
**Prerequisites:** MUSI 1301 with a grade of “A” or “B” or meet departmental criteria and concurrent enrollment in MUSI 1216 and MUSI 1114  
 MUSI 1211 is the freshman-level theory course for music majors and other students desiring to learn the fundamentals of music composition. The course is a study of rudiments; melody; chord progressions; two-, three-, and four-part writing; and keyboard harmony.
- MUSI 1212. THEORY OF MUSIC II** (2-2-1)  
**Prerequisites:** MUSI 1211 and concurrent enrollment in MUSI 1217 and MUSI 1115  
 MUSI 1212 is a continuation of MUSI 1211. Topics will include musical analysis, triads in inversion, small forms, and the dominant seventh chord.
- MUSI 1216. AURAL SKILLS I** (2-2-0)  
**Prerequisites:** Concurrent enrollment in MUSI 1211 and MUSI 1114  
 This course emphasizes ear training, sight singing, and keyboard skills.
- MUSI 1217. AURAL SKILLS II** (2-2-0)  
**Prerequisites:** MUSI 1216 and concurrent enrollment in MUSI 1212 and MUSI 1115  
 This course is a continuation of Aural Skills I with additional emphasis on dictation, both melodically and harmonically.
- MUSI 1263. IMPROVISATION** (2-2-0)  
**Prerequisite:** MUSI 1301 or equivalent  
 This course is an introduction to jazz improvisation. Topics to be covered include jazz scales, harmony, and rhythm.
- MUSI 1286. BASIC COMPOSITION** (2-2-0)  
**Prerequisites:** MUSI 1212 or consent of the instructor and concurrent enrollment in 2211 and 2216 is highly recommended  
 Basic composition is an introduction to composition through the analysis and writing of short studies and supervised original projects. Topics to be covered include traditional concepts of melody, modality, whole tone and pentatonic melody, neoclassic melody, 12-tone melody, two- and three-voice composition, and setting text to music.
- MUSI 1287. BASIC COMPOSITION II** (2-2-0)  
**Prerequisite:** MUSI 1286  
 Basic Composition II is a continuation of MUSI 1286. It will include the analysis and writing of extended solo and ensemble pieces.



**MUSI 1301. INTRODUCTION TO MUSIC THEORY (3-3-0)**

This course is designed for non-music majors and for majors with little or no previous formal training in music. MUSI 1301 explores the rudiments of music, notation, intervals, major scales, triads, and music vocabulary. Elementary ear-training and keyboard or recorder work are included in the course.

**MUSI 1306. MUSIC APPRECIATION (3-3-0)**

Music Appreciation is an introductory course which furnishes the student with information on the basic elements of music and its major forms, genres, and stylistic periods, which can be used for intelligent appreciation and understanding of music. Aural awareness, developed through active listening techniques, focuses on the development of critical thinking skills.

**MUSI 1308. INTRODUCTION TO MUSIC LITERATURE: MIDDLE AGES - CLASSICAL (3-3-0)**

Introduction to Music Literature: Middle Ages - Classical, a course designed for music majors, presents a survey of vocal and instrumental literature, including musical forms and representative styles. MUSI 1308 is offered only in the fall semester.

**MUSI 1309. INTRODUCTION TO MUSIC LITERATURE: ROMANTIC - 20TH CENTURY (3-3-0)**

Introduction to Music Literature: Romantic - 20th Century, a course designed for music majors, presents a survey of vocal and instrumental literature, including musical forms and representative styles. MUSI 1309 is offered only in the spring semester.

**MUSI 1310. AMERICAN MUSIC (3-3-0)**

This course provides a general survey of various styles of music in America. Topics include: jazz, ragtime, folk, rock, and contemporary art music. The emphasis is placed upon critical listening. No musical background is assumed.

**MUSI 1390. ELECTRONIC MUSIC (3-3-0)****Prerequisite: MUSI 1301 or the equivalent**

This course is an overview of current applications of computers and related technologies in music. Both conceptual knowledge and operational skills are stressed. The curriculum will include sequencing, note editing, sound module usage, sound editing, music notation, and studio arranging. Although computer experience is not required, students should have knowledge of the fundamentals of music.

**MUSI 2114. FUNCTIONAL KEYBOARD III (1-1-1)****Prerequisites: MUSI 1115 and concurrent enrollment in MUSI 2211 and MUSI 2216**

MUSI 2114, a third semester keyboard class, is a course for the development of functional keyboard skills required for a student in MUSI 2211 Theory of Music III. Topics include common chord modulation, secondary dominants, borrowed chords, other techniques of modulation, and melody harmonization using secondary functions.

**MUSI 2115. FUNCTIONAL KEYBOARD IV (1-1-1)****Prerequisites: MUSI 2114 and concurrent enrollment in MUSI 2212 and MUSI 2217**

MUSI 2115, a fourth semester keyboard class, is a course for the development of functional keyboard skills required for a student in MUSI 2212 Theory of Music IV. Topics include modal scales, Neopolitan sixth chords, augmented sixth chords, chord chart symbols, transposition, and patriotic tunes such as America.

**MUSI 2211. THEORY OF MUSIC III (2-2-1)****Prerequisites:** MUSI 1212 and concurrent enrollment in MUSI 2216 and MUSI 2114

This sophomore-level theoretical course for music majors includes analytical and compositional techniques for 18th, 19th, and 20th century music. Topics will include modulation, chromaticism, modes, and modern structures.

**MUSI 2212. THEORY OF MUSIC IV (2-2-1)****Prerequisites:** MUSI 2211 and concurrent enrollment in MUSI 2217 and 2115

This course is a continuation of MUSI 2211.

**MUSI 2216. AURAL SKILLS III (2-2-0)****Prerequisites:** MUSI 1217 and concurrent enrollment MUSI 2211 and MUSI 2114

Aural Skills III includes ear training, sight singing, and keyboard work utilizing materials of 18th, 19th, and 20th century music.

**MUSI 2217. AURAL SKILLS IV (2-2-0)****Prerequisites:** MUSI 2216 and concurrent enrollment MUSI 2212 and MUSI 2115

This course is a continuation of MUSI 2216.

**OSHT 1313. ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION (3-3-0)**

The principles and practices providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis will be studied.

**OSHT 1325. SAFETY TRAINING PRESENTATION TECHNIQUES (CAPSTONE) (3-3-0)****Prerequisite:** OSHT 1401, OSHT 2501, OSHT 2309, OSHT 1313

The student will learn general principles of developing and presenting effective industrial/business training. The course will emphasize instructor qualifications and responsibilities, principles of learning and teaching, and methods and techniques of teaching including use of teaching aids and presentation skills.

**OSHT 1371. FLEET SAFETY & SUBSTANCE ABUSE (3-3-0)**

This course is designed specifically for preparing students to deal with daily fleet operations including Federal Motor Carrier Safety Regulations (FMCSR) and Department of Transportation (DOT). This course will include recognition of symptoms of substance abuse by the industrial worker and will develop safety programs designed to combat substance abuse. Subjects to be covered include pre-trip/post-trip inspections; hours of service; driver disqualifications and penalties; vehicle groups and endorsements; alcohol misuse and controlled substances (drugs) use information, training, and referral; driver qualification files; drivers' logs; and Hazardous Materials Transportation Guidelines (HM-126F). This course will be of value to personnel from insurance, enforcement, human resources, and other related industries.

**OSHT 1380. COOPERATIVE EDUCATION (3-1-20)****Prerequisite:** Department approval

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**OSHT 1401. INTRODUCTION TO SAFETY AND HEALTH (4-4-0)**

This course is an introduction to the basic concepts of safety and health.

**OSHT 1405. OSHA REGULATIONS - CONSTRUCTION INDUSTRY (4-4-0)**

This course is a study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

**OSHT 1191, 1291, 1391, 1491. SPECIAL TOPICS IN OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY (1-1-0) (2-2-0) (3-3-0)(4-3-3)****Prerequisite: Department approval**

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.

**OSHT 2305. ERGONOMICS AND HUMAN FACTORS IN SAFETY (3-3-0)**

This course is a study of the relationship of human behavior and ergonomics as applied to safety. Topics of study include identification of ergonomic hazards and writing an ergonomic proposal which provides recommendations to management.

**OSHT 2309. SAFETY PROGRAM MANAGEMENT (3-3-0)**

This course is a study of the Occupational Safety and Health Act, cost analysis of accidents, records and recordkeeping, reporting, job safety analysis, and fundamentals of safety training. This includes an introduction to the Occupational Safety and Health Administration's (OSHA) general industry standards and an overview of the more frequently cited violations in recent years.

**OSHT 2401. OSHA REGULATIONS - GENERAL INDUSTRY (4-4-0)**

This course is a study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry (29 C.F.R. 1910.)

**PBAD 1321. PUBLIC ADMINISTRATION (Formerly PA 1301) (3-3-0)**

This course is an introduction to the organization and management of the public sector. The local, state, and federal levels of government are explored. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

**PBAD 1341. GOVERNMENTAL AGENCIES (Formerly PA 1305) (3-3-0)**

This course is an overview of governmental agencies and their interrelationships, goals and objectives, and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

**PBAD 1392. SPECIAL TOPICS IN PUBLIC ADMINISTRATION (Formerly PA 2317) (3-3-0)****Prerequisite: Approval of the program coordinator**

This course examines 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.

**PBAD 2301. PUBLIC RELATIONS FOR THE PUBLIC SECTOR (3-3-0)**

This course focuses on skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

**PBAD 2305. PUBLIC SECTOR MANAGEMENT (3-3-0)**

This course emphasis is on general principals of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

**PBAD 2311. PUBLIC SECTOR SUPERVISION (3-3-0)**

**(Formerly PA 2314)**

This course explores skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

**PBAD 2331. BUDGETING IN THE PUBLIC SECTOR (3-3-0)**

**(Formerly PA 2310)**

This course examines revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

**PBAD 2335. ETHICS IN THE PUBLIC SECTOR (3-3-0)**

**(Formerly PA 1307)**

This course examines reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical problems.

**PBAD 2339. HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR (3-3-0)**

This course consists of an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

**PBAD 2341. LEGAL ASPECTS OF PUBLIC MANAGEMENT (3-3-0)**

This course examines a study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

**PBAD 2347. URBAN PLANNING (3-3-0)**

**(Formerly PA 2316)**

This course examines urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

**PBAD 2364. PRACTICUM - PUBLIC ADMINISTRATION (3-1-20)**

**Prerequisite: Departmental approval**

This course consists of the practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**PBAD 2365. PRACTICUM - PUBLIC ADMINISTRATION (3-1-20)****Prerequisite: Departmental approval**

This course consists of the practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**PHED - PHYSICAL EDUCATION, SEE KINE****PHIL 1301. INTRODUCTION TO PHILOSOPHY (3-3-0)**

This course is a theoretically diverse introduction to the systematic areas of philosophy and to the main problems of philosophy. These may include logic, the nature of reality, knowledge, ethics and morality, and the philosophy of religion. This is a writing-intensive (WI) course.

**PHIL 1304. MAJOR WORLD RELIGIONS (3-3-0)**

This course presents a survey of the fundamental doctrines and religious practices of the great religions such as Buddhism, Christianity, Islam, Taoism, Confucianism, Hinduism, and Judaism.

**PHIL 2303. INTRODUCTION TO LOGIC (3-3-0)**

This course is an introductory survey of the principal areas of logic and may include informal logic, Aristotelian and Boolean categorical logic, propositional logic, predicate logic, inductive logic, and the scientific method. (This is recommended by English and Mathematics Departments.)

**PHIL 2306. ETHICS (3-3-0)**

This course examines the questions of morality from theoretically diverse perspectives and considers their application to moral and social issues with an emphasis on moral reasoning and decision making. This is a writing-intensive (WI) course.

**PHIL 2307. SOCIAL AND POLITICAL PHILOSOPHY (3-3-0)**

This course is a critical analysis of political theories and social-moral issues. Consideration will be given to historically significant and contemporary systems, problems, and thinkers: e.g., Plato, Aristotle, Hobbes, Locke, Marx, Jefferson, Gandhi, Rawls, and others.

**PHIL 2316. HISTORY OF ANCIENT AND MEDIEVAL PHILOSOPHY (3-3-0)**

This course is a survey of the major philosophies of the ancient and medieval Western world and may include the Pre-Socrates, Socrates, Plato, Aristotle, Augustine, Anselm and Aquinas, and others. This is a writing-intensive (WI) course.

**PHIL 2317. HISTORY OF MODERN PHILOSOPHY (3-3-0)**

This course is a survey of the major philosophies of the modern period into the 19th Century and may include Bacon, Hobbes, Descartes, Spinoza, Locke, Leibniz, Berkeley, Hume, Kant, Hegel, and others. This is a writing-intensive (WI) course.

**PHIL 2321. PHILOSOPHY OF RELIGION (3-3-0)**

This course considers the basic assumptions and problems of the Western religious tradition by analyzing such issues as the proofs of God's existence, the problem of evil, the nature of religious experience, and religious language.

**PHIL 2370. STUDIES IN PHILOSOPHY (3-3-0)**

This course is an in-depth study of significant philosophical topics. It may be repeated for credit if topic varies.

**PHIL 2371. BUSINESS ETHICS (3-3-0)**

This course is an examination of principles of moral conduct from theoretically diverse perspectives, with an emphasis on issues that guide behavior in the world of business. Specific problems to be considered may include topics such as corporate responsibility, employee rights, the nature of the free enterprise system, environmental concern, and ethical business practices.

**PHOT 1372. PORTRAIT PHOTOGRAPHY (3-3-3)**

**Prerequisites:** COMM 1318 and 1319 or equivalent or by permission of the department advisor

Topics include lighting, posing and composing the human face and body, lighting ratios, corrective lighting, high and low key, outdoor portraiture, and studio management tips. The practice of portrait photography in professional situations is emphasized.

**PHOT 2370. COLOR PHOTOGRAPHY I (3-3-1)**

**Prerequisites:** COMM 1318 and 1319 and permission of the department advisor

The instructor must see a complete sampling of registrant's black and white photographic work at least three weeks before registration. The emphasis is on color theory, lighting, processing, and printing techniques. Assignments are in portraiture, commercial, scenic, architectural, night, existing light, and related topics. Color balance and color harmony are emphasized through the use of the Ektachrome and Ektaprint processes.

**PHOT 2371. COLOR PHOTOGRAPHY II (3-3-1)**

**Prerequisite:** PHOT 2370

This course is a continuation of Color I with emphasis on professional color lab coordination, negative and transparency evaluation, marketing and photographing weddings, and color as an art form. Solutions to lighting and color correction problems are explored. Students choose from a large selection of assignment topics.

**PHOT 2372. COMMERCIAL PHOTOGRAPHY (3-3-1)**

**Prerequisites:** COMM 1318 and 1319 and the permission of the department advisor

The course incorporates the use of the 4" x 5" view camera. Assignments are in product illustrations and architectural photography. The emphasis is on high technical quality, camera perspective control, lighting, and layout ideas that sell.

**PHOT 2373. PHOTOGRAPHIC PERCEPTUAL DESIGN (3-3-3)**

**Prerequisites:** COMM 1318 and 1319

This course introduces students to perceptual design through the study of lighting, composition, space, color, contrast, time, and psychological impact as these factors apply to the still photographic medium.

**PHYS 1110. INTRODUCTORY PHYSICS LAB (1-0-3)**

**Prerequisite:** Credit or concurrent enrollment in PHYS 1305

This course is offered to provide laboratory exercises which illustrate and reinforce the physical principles presented in PHYS 1305 and 1307. Topics to be investigated include mechanics, heat, sound, wave motion, electricity, magnetism, and optics. This course fulfills the requirements of programs such as education, occupational therapy, and others that require seven credit hours in science.

**PHYS 1112. INTRODUCTION TO ASTRONOMY LAB: THE SOLAR SYSTEM (1-0-3)****Prerequisite: MATH 0302**

This is an experimental astronomy lab course designed for non-science majors. Topics include planetary, lunar, and solar observations with telescopes and/or the naked eye; measurements of the gravitational constant, gravitational acceleration, and the speed of light; analysis of spectra and spacecraft images; and impact cratering simulations. Students may also have the opportunity to simulate a spacecraft mission to a fictional planet.

**PHYS 1305. INTRODUCTORY PHYSICS I (3-3-0)****Prerequisite: See course placement guidelines**

This is a non-technical course for students who plan no further work in science, engineering, mathematics, or medicine. The fundamentals of mechanics, heat, and sound are presented in a conceptual context. Only one of the following may be counted for physics credit: PHYS 1305, 1401, 1570.

**PHYS 1307. INTRODUCTORY PHYSICS II (3-3-0)****Prerequisite: PHYS 1305 or equivalent**

This course is designed to follow 1305 with an exploration of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following may be counted for physics credit: PHYS 1307, 1402, or 2570.

**PHYS 1311. INTRODUCTION TO STARS AND GALAXIES (3-3-0)****Prerequisite: MATH 0302**

This course is a descriptive course in stellar, galactic, and extra-galactic astronomy intended for non-science majors. Topics include celestial coordinates, light and telescopes, stars, the Milky Way, external galaxies, cosmology, and dark matter. Visits to the Scobee Planetarium and some field trips may be held for telescopic observation of interesting phenomena. Only one of the following may be counted for astronomy credit: PHYS 1311 or ASTR 1370.

**PHYS 1312. INTRODUCTION TO ASTRONOMY: THE SOLAR SYSTEM (3-3-0)****Prerequisite: MATH 0302**

This course covers the origin and evolution of our solar system, including Newton's and Kepler's Laws, planetary atmospheres, surface processes (including impact cratering, volcanism, and plate tectonics), rings, moons, asteroids, and comets. Visits to the Scobee Planetarium and observing field trips may be held. This course is intended for non-science majors.

**PHYS 1401. GENERAL PHYSICS I (4-3-3)****Prerequisite: MATH 2412 or equivalent with departmental approval**

This course fulfills the requirement for a technical course in physics with a laboratory component for programs such as medicine, dentistry, nursing, pharmacy, and architecture. The fundamentals of mechanics, heat, and sound are presented in a problem solving context. Computer applications relevant to course content are introduced and utilized. Only one of the following may be counted for physics credit: PHYS 1305, 1401, or 1570.

**PHYS 1402. GENERAL PHYSICS II (4-3-3)****Prerequisite: PHYS 1401 or equivalent**

This course is designed to follow 1401 with an exposition of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following may be counted for physics credit: PHYS 1307, 1402, or 2570.

**PHYS 1570. MECHANICS, WAVES, AND HEAT (5-4-3)****Prerequisite:** MATH 2413 or equivalent with department approval

This course is for students who need a calculus-based physics course with laboratory such as majors or minors in engineering, math, or physical science. The basic principles and applications of rigid body and fluid mechanics, wave motion, and thermal phenomenon are presented along with problem-solving techniques. Elementary computer applications are also introduced and utilized in the course. Only one of the following may be counted for physics credit: 1305, 1401, or 1570.

**PHYS 2570. ELECTRICITY, MAGNETISM, AND OPTICS (5-4-3)****Prerequisite:** PHYS 1570 or equivalent with departmental approval

This course follows PHYS 1570 with a presentation of the basic principles and applications of electricity, magnetism, electromagnetic waves, optical phenomena, and selected topics in modern physics. The emphasis is on problem solving and integrating concepts from mechanics and calculus. Elementary computer applications are also utilized. Only one of the following may be counted for physics credit: 1307, 1402, or 2570.

**POFI 1171. FILE/PC MANAGEMENT FOR WINDOWS (1-1-1)  
(Formerly CIS 1150)**

This course provides instruction in Windows-based microcomputer operating systems and file management applications for administrative support personnel.

**POFI 1191, 1291, 1391, 1491. SPECIAL TOPICS IN INFORMATION PROCESSING/DATA ENTRY TECHNICIAN (1-1-0) (2-2-0) (3-3-0) (4-4-0)****Prerequisite:** Varies with subject being offered

This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. It may be repeated for credit when the subject varies.

**POFI 1301. COMPUTER APPLICATIONS I (3-3-1)****Prerequisite:** Ability to type by touch recommended

This overview of computer applications includes current terminology and technology. It is an introduction to computer hardware, software applications, and procedures.

**POFI 1380. COOPERATIVE EDUCATION - INFORMATION PROCESSING/DATA ENTRY TECHNICIAN (3-1-20)****(Formerly OST 1336)****Prerequisites:** Completion of 12 or more hours toward a one-year certificate and approval of workstation by instructor/coordinator

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**POFI 2301. WORD PROCESSING (3-3-1)****Prerequisite:** POFT 1329 or ability to type by touch at least 25 words per minute and basic computer knowledge

This course covers the various aspects of a word processing software package. The emphasis is on the use of text editing features to produce business documents.



- POFI 2371. ADVANCED WORD PROCESSING** (3-3-1)  
**(Formerly OST 2440)**  
**Prerequisite:** POFI 2301  
 Advanced Word Processing is a continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.
- POFI 2431. DESKTOP PUBLISHING FOR THE OFFICE** (4-3-2)  
**(Formerly OST 2460)**  
**Prerequisite:** Proficiency in word processing software  
 This course is an in-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. The emphasis is upon layout techniques, graphics, and multiple-page displays.
- POFL 1191, 1291, 1391, 1491. SPECIAL TOPICS IN LEGAL ADMINISTRATIVE ASSISTANT/SECRETARY** (1-1-0) (2-2-0) (3-3-0) (4-4-0)  
**Prerequisite:** Varies with subject being offered  
 This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. It may be repeated for credit when the subject varies.
- POFL 1303. LEGAL OFFICE PROCEDURES** (3-3-1)  
**Prerequisite:** POFT 2301 or equivalent  
 Legal Office Procedures is the study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.
- POFL 1305. LEGAL TERMINOLOGY** (3-3-0)  
 Legal Terminology is an introduction to legal terminology, including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions.
- POFL 1340. LEGAL OFFICE PROCEDURES II** (3-3-0)  
**Prerequisite:** POFL 1303  
 Legal Office Procedures II includes legal terminology, theory, forms, and procedures in selected areas of Texas law, with applications designed to require students to use critical thinking skills.
- POFL 1359. LEGAL TRANSCRIPTION** (3-3-1)  
**Prerequisites:** ITSW 1301, POFT 1301, and POFT 2333 or equivalent  
 Legal Transcription provides skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office.
- POFL 2301. LEGAL DOCUMENT PROCESSING** (3-3-1)  
**(Formerly OST 2320)**  
**Prerequisite:** Ability to type by touch at least 25 words per minute  
 Legal Document Processing includes skill development in the production of legal documents used in the legal and court systems.

**POFM 1191, 1291, 1391, 1491. SPECIAL TOPICS IN MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY (1-1-0) (2-2-0) (3-3-0) (4-4-0)**

**Prerequisite: Varies with subject being offered**

Special Topics in Medical Administrative Assistant/Secretary addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit when the subject varies.

**POFM 1331. MEDICAL TRANSCRIPTION I (Formerly OST 2201) (3-3-1)**

**Prerequisites: Medical Terminology I, written communication and word processing skills, and five-minute straight copy keyboarding skill of 40 words per minute**

Medical Transcription I is fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The emphasis is upon development of speed and accuracy.

**POFM 1380. COOPERATIVE EDUCATION - MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY (3-1-20)**

**Prerequisites: POFM 1331 and 10 or more hours toward a certificate and approval of worksite by instructor/coordinator**

Cooperative Education - Medical Administrative Assistant/Secretary is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution.

**POFM 1680. COOPERATIVE EDUCATION - MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY (6-1-35)**

**Prerequisites: POFM 1331 and 10 or more hours toward a certificate and approval of worksite by instructor/coordinator**

Cooperative Education - Medical Administrative Assistant/Secretary is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution.

**POFM 2313. MEDICAL TRANSCRIPTION II (3-3-1)**

**Prerequisite: POFM 1331**

Medical Transcription II includes skill development in the production of medical reports, including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. The emphasis is on increased speed and accuracy.

**POFM 2333. MEDICAL DOCUMENT PRODUCTION (3-3-1)**

**Prerequisite: Ability to type by touch at least 25 words per minute**

Medical Document Production is a study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management.

**POFT 1171. TEN-KEY SKILLBUILDING (Formerly OST 1102) (1-1-0)**

Ten-Key Skillbuilding focuses on developing ten-key touch system skill including both speed and accuracy.

**POFT 1172. INTRODUCTION TO KEYBOARDING (Formerly OST 1100) (1-1-0)**

Introduction to Keyboarding is a skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

**POFT 1173. MICROSOFT OUTLOOK (1-1-1)**

Microsoft Outlook teaches a messaging and contact management program to facilitate business information management.

**POFT 1191, 1291, 1391, 1491. SPECIAL TOPICS IN BUSINESS COMMUNICATIONS (1-1-0) (2-2-0) (3-3-0) (4-4-0)****Prerequisite: Varies with subject being offered**

Special Topics in Business Communications will 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 may be repeated for credit when the subject varies.

**POFT 1192, 1292, 1392, 1492. SPECIAL TOPICS IN ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (Formerly OST 1150, 1250, 2350) (1-1-0) (2-2-0) (3-3-0) (4-4-0)****Prerequisite: Varies with subject being offered**

Special Topics in Administrative Assistant/Secretarial Science addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit when the subject varies.

**POFT 1193, 1293, 1393, 1493. SPECIAL TOPICS IN GENERAL OFFICE/CLERICAL AND TYPING SERVICES (Formerly OST 1150, 1250, 2350) (1-1-0) (2-2-0) (3-3-0) (4-4-0)****Prerequisite: Varies with subject being offered**

Special Topics in General Office/Clerical and Typing Services addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit when the subject varies.

**POFT 1220. JOB SEARCH SKILLS (2-2-0)****Prerequisite: 15 or more credit hours toward a certificate or degree.**

Job Search Skills teaches researching skills essential in seeking and obtaining employment in business and industry. Researching the job market, matching skills to targeted jobs, and resume and portfolio preparation are included. The course serves as a capstone experience.

**POFT 1272. WORD PROCESSING (Formerly OST 1107) (2-2-1)**

Word Processing introduces students to business applications using word processing software. Practical applications are the focal point.

**POFT 1273. SPREADSHEETS (Formerly OST 1106) (2-2-1)**

Spreadsheets introduces students to business applications for electronic spreadsheets using spreadsheet software. Practical applications are the focal point.

- POFT 1274. DATABASE APPLICATIONS** (2-2-1)  
**(Formerly OST 1105)**  
 Database Applications provides basic concepts related to currently used database software. Practical applications stress organizing and querying the database to meet user's information needs.
- POFT 1275. PRESENTATION SOFTWARE** (2-2-1)  
**(Formerly OST 1108)**  
 Presentation Software introduces students to presentation software using practical business applications and a hands-on approach to learning.
- POFT 1301. BUSINESS ENGLISH/COMMUNICATIONS I (WI)** (3-3-0)  
**(Formerly OST 1311)**  
**Prerequisites: ENGL 0301 and/or POFT 1307 and/or appropriate placement scores**  
 Business English/Communications I is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. This is a writing-intensive (WI) course.
- POFT 1307. PROOFREADING AND EDITING** (3-3-0)  
 Proofreading and Editing provides instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence.
- POFT 1309. ADMINISTRATIVE OFFICE PROCEDURES I** (3-3-0)  
**Prerequisites: Ability to type by touch and basic computer knowledge**  
 Administrative Office Procedures I is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.
- POFT 1319. RECORDS AND INFORMATION MANAGEMENT I** (3-3-0)  
**(Formerly OST 1350)**  
 Records and Information Management I is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.
- POFT 1321. BUSINESS MATHEMATICS** (3-3-0)  
**(Formerly OST 1308)**  
**Prerequisite: MATH 0300 or equivalent**  
 Business Mathematics provides instruction in the fundamentals of business math including analytical and problem-solving skills for critical thinking in business applications.
- POFT 1329. KEYBOARDING AND DOCUMENT FORMATTING** (3-3-1)  
**(Formerly OST 1300)**  
 Keyboarding and Document Formatting includes skill development in the operation of the keyboard by touch applying proper keyboarding techniques. The emphasis is on development of acceptable speed and accuracy levels and formatting basic documents. The student will demonstrate proper keyboarding techniques including touch technique and will demonstrate an acceptable level of keyboarding skills with a minimum speed of 30 words per minute (wpm). Basic business document creation is included.

**POFT 1359. RECORDS AND INFORMATION MANAGEMENT II (3-3-0)****(Formerly OST 1355)****Prerequisite: POFT 1319**

Records and Information Management II is an application of records and information management theory using computer software to maintain, control, and dispose of records; build search criteria; and design forms. It includes evaluation of filing systems and equipment.

**POFT 1380. COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (3-1-20)****(Formerly OST 1336)****Prerequisites: Completion of 12 or more hours toward a one-year certificate and approval of workstation by instructor/coordinator**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**POFT 1382. COOPERATIVE EDUCATION - GENERAL OFFICE/CLERICAL & TYPING SERVICES (3-1-20)****(Formerly OST 1336)****Prerequisites: Completion of 12 or more hours toward a one-year certificate and approval of workstation by instructor/coordinator**

This course is a career-related activity encountered in the student's area of specialization and offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**POFT 2203. SPEED AND ACCURACY BUILDING (2-2-1)****(Formerly OST 1101)****Prerequisite: Ability to type at least 20 words per minute by touch**

Speed and Accuracy Building is designed to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

**POFT 2301. DOCUMENT FORMATTING AND SKILLBUILDING (3-3-1)****(Formerly OST 1402)****Prerequisite: POFT 1329 or minimum speed on five-minute timed writing of 25 words a minute**

Document Formatting and Skillbuilding is a continuation of keyboarding skills in document formatting, speed, and accuracy. The emphasis is on proofreading, editing, following instructions, and keying documents from various copy. A minimum speed of 40 words per minute is required for course completion. Use of word processing software is included.

**POFT 2312. BUSINESS CORRESPONDENCE AND COMMUNICATIONS (WI) (3-3-0)****(Formerly OST 2321)****Prerequisite: ENGL 1301 or POFT 1301**

Business Correspondence and Communications is a skill development course in practical applications which emphasize the improvement of writing skills necessary for effective business documents. This is a writing-intensive (WI) course.

**POFT 2321. MACHINE TRANSCRIPTION (3-3-1)****(Formerly OST 2323)****Prerequisites: POFT 2301 with five-minute straight copy skill of 40 wpm, POFT 1301, and ITSW 1301**

This course provides skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting is included.

**POFT 2331. ADMINISTRATIVE SYSTEMS (3-3-1)****(Formerly OST 2328)****Prerequisite: Computer applications software proficiency**

In this course, the student will acquire experience in project management and office procedures utilizing integration of previously learned skills.

**POFT 2333. ADVANCED DOCUMENT FORMATTING AND SKILLBUILDING (3-3-2)****(Formerly OST 1412)****Prerequisites: POFT 2301 or minimum speed of 35 words per minute on five-minute timed writing and ITSW 1301 or equivalent competency in use of word processing software**

Advanced Document Formatting and Skillbuilding is a study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. A minimum speed of 50 words per minute is required for course completion.

**POFT 2359. RECORDS AND INFORMATION MANAGEMENT III (3-3-0)****(Formerly OST 2355)****Prerequisites: POFT 1319 and POFT 1359**

Records and Information Management III includes study of advanced records and information management systems and applications. It includes software and system evaluation, integration of records and information management technologies, and advanced case studies.

**POFT 2371. FINANCIAL REPORTING IN SPANISH (3-3-0)****(Formerly OST 2390)****Prerequisites: SPAN 2311 and SPAN 2312 or departmental approval**

This basic course is designed to develop competence and understanding of the accounting systems used in small service and merchandising businesses. It includes an introduction to the terminology and forms used in financial reporting, the accounting equation, special journals, subsidiary ledgers, and the accounting cycle. The microcomputer is used to enter financial data for report preparation and interpretation.

**POFT 2380. COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (3-1-20)****(Formerly OST 2336)****Prerequisites: Sophomore standing and approval of workstation by instructor/coordinator**

This course is a career-related activity encountered in the student's area of specialization and offered through a cooperative agreement between the college, the employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**PSYC 1370. PSYCHOLOGY OF GRIEF (3-3-0)**

This course examines the social and psychological expressions and dimensions of loss with an emphasis upon dying and death.

**PSYC 2189, 2289, 2389. ACADEMIC COOPERATIVE IN PSYCHOLOGY (1-1-4) (2-2-4) (3-3-4)****Prerequisite: PSYC 2301**

This instructional program is designed to integrate on-campus study with practical, hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**PSYC 2301. GENERAL PSYCHOLOGY (3-3-0)**

This courses examines the principles of behavior and variables that affect behavior. Topics such as history and systems; the scientific method; and the biological foundations of behavior, perception, learning, memory, motivation, emotion, development, and personality are covered.

**PSYC 2302. APPLIED PSYCHOLOGY (3-3-0)**

This course examines the psychological knowledge and methods as they are used in business, education, medicine, law enforcement, social work, government work, marriage, and professional sports.

**PSYC 2303. BUSINESS PSYCHOLOGY (3-3-0)**

This course examines employee selection, testing, motivation, personality improvement, factors affecting general morale, and employer-employee relationships. This course is recommended as an elective for business administration majors

**PSYC 2306. HUMAN SEXUALITY (3-3-0)****Prerequisites: PSYC 2301 and sophomore standing**

This course examines the biophysical and psychosocial aspects of human sexuality.

**PSYC 2307. ADOLESCENT PSYCHOLOGY (3-3-0)****Prerequisite: PSYC 2301**

This course examines the relationship of the physical, emotional, social, and mental factors of growth and development in adolescents with particular emphasis on behavior, self-image, interpersonal relationships, and motivation.

**PSYC 2308. CHILD PSYCHOLOGY (3-3-0)****Prerequisite: PSYC 2301**

This course examines the behavior and development of the individual from conception through adolescence. The topics covered include the major phases of growth, physical and motor development, social relations, perception, emotion, and related areas.

**PSYC 2314. LIFESPAN GROWTH AND DEVELOPMENT (3-3-0)****(Formerly PSYC 2312)****Prerequisite: PSYC 2301**

This course examines the physical, psychological, and social development of the normal individual from conception to death.

**PSYC 2315. PSYCHOLOGY OF PERSONAL ADJUSTMENT (3-3-0)****Prerequisite: PSYC 2301**

This course examines the basic principles of adjustment and their application to the individual's coping with stress. The emphasis is placed on the normal development of the person's coping within his/her environment.

- PSYC 2316. PSYCHOLOGY OF PERSONALITY** (3-3-0)  
**Prerequisite:** PSYC 2301  
 This course reviews the major theories of personality and the various techniques used to assess personality.
- PSYC 2317. STATISTICAL METHODS IN PSYCHOLOGY** (3-3-0)  
**Prerequisite:** MATH 1314 or MATH 1332  
 This course examines basic descriptive and inferential statistics including hypothesis testing for both correlational and experimental techniques applicable to the behavioral, social, and medical sciences and to education. Frequency distributions, measures of central tendency and variability, probability, sampling theory, and hypothesis testing are studied. Various parametric and non-parametric tests of significance are covered.
- PSYC 2319. SOCIAL PSYCHOLOGY** (3-3-0)  
**Prerequisites:** PSYC 2301 and sophomore standing  
 This course examines how thoughts, feelings, or behaviors of persons are influenced by the actual, imagined, or implied presence of others.
- PSYC 2370. SELECTED TOPICS IN PSYCHOLOGY** (3-3-0)  
**Prerequisite:** Consent of instructor  
 The topics studied are chosen at the discretion of the department based on student and/or community needs. This course may be repeated for a maximum of six semester hours if the topic varies.
- PSYC 2371. ABNORMAL PSYCHOLOGY** (3-3-0)  
**Prerequisites:** PSYC 2301 and sophomore standing  
 This course examines the symptoms, etiology, and treatment procedures of common functional and organic mental disorders and the psychological processes involved.
- QCTC 1305. TEAMING** (3-3-0)  
**Prerequisites:** ENGL 1301, CETT 1333 or departmental approval  
 This course is a study in group dynamics, synergy, team building, consensus decision making, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Examination of team presentation skills, overall team communication, and resolving personality conflicts are included.
- RBTC 2433. ROBOTICS** (4-3-3)  
**Prerequisites:** CETT 2433 and credit or enrollment in CETT 1445  
 This course entails a study of the principles and applications of robots including installation, programming, and maintenance of robots and robotic cells. Extensive investigation of robotic components is pursued in the laboratory.
- READ 0100. SPECIAL TOPICS IN READING** (1-0-2)  
 This course is for students who have successfully completed all other remediation programs available and have not passed the Texas Higher Education Assessment (THEA) but have scored 200 or above on it. After assessment, the student will be given an individualized program that will address specific reading deficiencies. Topics include: vocabulary in context, main idea and supporting details, relationship among ideas, author's purpose, study skills, and critical reading skills



**READ 0300. BASIC READING AND STUDY SKILLS I (3-3-0)**

This course is for students entering San Antonio College with special reading needs. The objective of READ 0300 is to help those students whose reading development has been delayed. Skills emphasizing word attack, vocabulary development, interpretation and evaluation of basic paragraph and story patterns, and study skills are stressed.

**READ 0301. BASIC READING AND STUDY SKILLS II (3-3-0)**

**Prerequisite:** A “C” or better in READ 0300, teacher recommendation, or equivalent placement score

This course is for students needing further development in reading and study skills in preparation for college-level work. Skills emphasizing review, refinement, and reinforcement of basic reading skills such as vocabulary development, comprehension, fluency, critical reading, and study skills are stressed.

**READ 0302. INTRODUCTION TO COLLEGE READING (3-3-0)**

**Prerequisite:** A “C” or better in READ 0301, teacher recommendation, or equivalent placement score

This course is for students who need to improve reading and study skill techniques appropriate for academic demands. Skills emphasizing the theory and mechanics of efficient reading, vocabulary, specific textbook comprehension, study skills in context, critical reading skills, and flexibility of reading rates are emphasized.

**READ 0303. COLLEGE READING SKILLS (3-3-0)**

**Prerequisite:** A “C” or better in READ 0302, teacher recommendation, or equivalent placement score

This course is designed for students who need to improve reading effectiveness with college-level textbooks. Skills emphasizing terminology, structure, and content of general academic and technical subject matter are covered with a strong emphasis on critical reading and thinking skills.

**READ 1370. CRITICAL READING AND REASONING (3-3-0)**

**Prerequisite:** A “C” or better in READ 0303, teacher recommendation, or equivalent placement score

This course is designed for students who read at the college level. Critical reading and reasoning skills and advanced vocabulary skills are emphasized. It is suggested for college students majoring in reading-intensive (RI) areas, business and professional people who recognize a need for greater proficiency in reading and reasoning skills, and other adults who may be preparing for standardized verbal exams.

**RELE 1191. SPECIAL TOPICS IN REAL ESTATE (1-1-0)**

Topics covered will be a continuation of those in RELE 1406 including real estate math, closing a real estate transaction, control of land use, and real estate investment.

**RELE 1303. REAL ESTATE APPRAISAL (3-3-0)**

**Prerequisite:** RELE 1406 or advanced placement test

This course is 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.

**RELE 1307. REAL ESTATE INVESTMENTS (3-3-0)****Prerequisite:** RELE 1406 or advanced placement test, MATH 0301 with a grade of “C” or better or equivalent

This course addresses the characteristics of real estate investments. This includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax.

**RELE 1309. REAL ESTATE LAW (3-3-0)****Prerequisite:** RELE 1406 or advanced placement test

This course 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.

**RELE 1311. REAL ESTATE-LAW OF CONTRACTS (3-3-0)**

This course includes the elements of a contract, offer and acceptance, the 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.

**RELE 1315. PROPERTY MANAGEMENT (3-3-0)****Prerequisite:** RELE 1406 or concurrent enrollment in RELE 1406

This course studies the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

**RELE 1319. REAL ESTATE FINANCE (3-3-0)****Prerequisite:** RELE 1406 or advanced placement test

This course presents an overview of monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, and the state housing agency.

**RELE 1321. REAL ESTATE MARKETING (3-3-0)****Prerequisite:** RELE 1406 or concurrent enrollment in RELE 1406

This course is a study of real estate professionalism and ethics, characteristics of successful salespersons, time management, psychology of marketing, listing procedures, advertising, negotiating and closing financing, and the Deceptive Trade Practice Act.

**RELE 1327. REAL ESTATE COMMERCIAL APPRAISAL (3-3-0)****Prerequisite:** RELE 1303

Principles and techniques used in the valuation of commercial property are presented. Topics covered include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value.

**RELE 1406. REAL ESTATE PRINCIPLES (4-4-0)**

The course is an overview of licensing as a broker or salesperson. This includes ethics practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics and housing. This covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. This course fulfills the 60-hour requirement for salesperson license.

**RELE 2301. LAW OF AGENCY (3-3-0)****Prerequisite:** RELE 1406 or concurrent enrollment in RELE 1406

This course studies the 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.

**RELE 2380. COOPERATIVE EDUCATION - REAL ESTATE (3-1-20)****Prerequisite:** Departmental approval

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**RNSG 1160. CLINICAL - FOUNDATIONS FOR NURSING PRACTICE (1-0-3)****Prerequisite:** Admission to the Associate Degree Nursing Program and concurrent enrollment in RNSG 1413

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to basic nursing care of adult patients/clients. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 1192 OR 1292. CLINICAL: SPECIAL TOPICS IN NURSING (1-0-3) (2-0-6)****Prerequisite:** Departmental approval

This clinical explores topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation of nursing and relevant to the professional development of the student. The course will provide a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to nursing care. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 1193, 1293, 1393. SPECIAL TOPICS IN NURSING (1-1-0) (2-2-0) (3-3-0)****Prerequisites:** Departmental approval

This course explores topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation of nursing and relevant to the professional development of the student.

**RNSG 1193. SPECIAL TOPICS IN NURSING, R. N. TRAINING: SUCCESS STRATEGIES IN NURSING (1-1-0)**

This course explores topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation of nursing and relevant to the professional development of the student. It is designed to improve the student's ability to be successful in nursing school. This course may be taken either before entering the nursing program or during the first semester of nursing courses.

**RNSG 1201. PHARMACOLOGY (2-2-0)****Prerequisites:** RNSG 1413, RNSG 1160, RNSG 1341, RNSG 1262

This course introduces the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

**RNSG 1261. CLINICAL - CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS** (2-0-6)

**Prerequisite:** Vocational nurse licensure (VNL) and admission to the Associate Degree Nursing Program career mobility option and concurrent enrollment in RNSG 1417, RNSG 2213, RNSG 2260

This clinical provides a health-related work-based learning experience that enables the articulating student to apply specialized occupational theory, skills, and concepts. Direct patient/client care will assist the student to apply previous knowledge, synthesize new knowledge, and gain experience in providing nursing care for clients with medical-surgical health care needs across the adult life span. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 1262. CLINICAL - COMMON CONCEPTS OF ADULT HEALTH** (2-0-6)

**Prerequisites:** RNSG 1413, RNSG 1160, and concurrent enrollment in RNSG 1341

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to nursing care of clients experiencing common medical surgical health care needs across the adult life span. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 1263. CLINICAL - COMPLEX CONCEPTS OF ADULT HEALTH** (2-0-6)

**Prerequisites:** RNSG 1413, RNSG 1160, RNSG 1341, RNSG 1262, and concurrent enrollment in RNSG 1343

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to nursing care of clients experiencing complex medical-surgical health care needs across the adult life span. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 1341. COMMON CONCEPTS OF ADULT HEALTH** (3-3-0)

**Prerequisites:** RNSG 1413, RNSG 1160, and concurrent enrollment in RNSG 1262

This course focuses on the study of general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. The emphasis will focus on the knowledge, judgment, skills, and professional values of nursing within a legal/ethical framework.

**RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH** (3-3-0)

**Prerequisites:** RNSG 1413, RNSG 1160, RNSG 1341, RNSG 1262, and concurrent enrollment in RNSG 1263

This course will integrate previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. The emphasis will focus on the knowledge, judgments, skills, and professional values of nursing within a legal/ethical framework.

**RNSG 1413. FOUNDATIONS FOR NURSING PRACTICE (4-3-2)****Prerequisite:** Admission to the Associate Degree Nursing Program and concurrent enrollment in RNSG 1160

This course introduces the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. The emphasis will focus on the knowledge, judgment, skills, and professional values of nursing within a legal/ethical framework.

**RNSG 1417. CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS (4-4-0)****Prerequisites:** Vocational nurse licensure (VNL) and admission to the Associate Degree Nursing Program career mobility option and concurrent enrollment in RNSG 1261, RNSG 2213, RNSG 2260

This course provides the articulating student with the opportunity to examine the role of the professional nurse. A systematic problem solving process and critical thinking skills will be applied to the nursing care of adult patients/clients with common medical-surgical health care needs in selected settings. Competency in knowledge, judgement, skills, and professional values within a legal/ethical framework will be emphasized.

**RNSG 2201. CARE OF CHILDREN AND FAMILIES (2-2-0)****Prerequisites:** RNSG 1201, RNSG 2213, RNSG 2260, RNSG 1343, RNSG 1263, and concurrent enrollment in RNSG 2262

This course focuses on the study of concepts related to the provision of nursing care for children and families, emphasizing judgment, and professional values within a legal/ethical framework.

**RNSG 2207. TRANSITION TO NURSING PRACTICE (2-2-0)****Prerequisites:** RNSG 1201, RNSG 2213, RNSG 2260, RNSG 1343, and RNSG 1263

This course explores selected concepts related to the role of the professional nurse as provider of care, coordinator of care, and member of the profession and reviews trends and issues that impact nursing and health care today and in the future. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This is a speech-intensive (SI) course.

**RNSG 2208. MATERNAL/NEWBORN NURSING AND WOMEN'S HEALTH (2-2-0)****Prerequisites:** RNSG 1201, RNSG 2213, RNSG 2260, RNSG 1343, RNSG 1263, and concurrent enrollment in RNSG 2261

This course focuses on the study of concepts related to the provision of nursing care for normal childbearing families and those at risk as well as women's health issues. Topics will include normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods, and consideration of selected issues in women's health. The emphasis will focus on knowledge, judgment, skill, and professional values within a legal/ethical framework.

**RNSG 2213. MENTAL HEALTH NURSING (2-2-0)****Prerequisites:** RNSG 1413, RNSG 1160, RNSG 1341, RNSG 1262, and concurrent enrollment in RNSG 2260

This course focuses on the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

**RNSG 2221. MANAGEMENT OF CLIENT CARE (2-2-0)**

**Prerequisites:** RNSG 2207, RNSG 2208, RNSG 2261, RNSG 2201, RNSG 2262, and concurrent enrollment in RNSG 2361

This course explores leadership and management principles applicable to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics will focus on knowledge, judgement, skills, and professional values of nursing within a legal/ethical framework. This is a speech-intensive (SI) course.

**RNSG 2260. CLINICAL - MENTAL HEALTH NURSING (2-0-6)**

**Prerequisites:** RNSG 1413, RNSG 1160, RNSG 1341, RNSG 1262, and concurrent enrollment in RNSG 2213

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to nursing care of clients with alterations in mental health. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 2261. CLINICAL - MATERNAL/NEWBORN NURSING AND WOMEN'S HEALTH (2-0-6)**

**Prerequisites:** RNSG 1201, RNSG 2213, RNSG 2260, RNSG 1343, RNSG 1263, and concurrent enrollment in RNSG 2208

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to nursing care of the childbearing family and women's health issues. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 2262. CLINICAL - CARE OF CHILDREN AND FAMILIES (2-0-6)**

**Prerequisites:** RNSG 1201, RNSG 2213, RNSG 2260, RNSG 1343, RNSG 1263, and concurrent enrollment in RNSG 2201

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to the nursing care of children and their families. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 2263. CLINICAL - ADVANCED CONCEPTS OF ADULT HEALTH (2-0-6)**

**Prerequisites:** RNSG 2207, RNSG 2208, RNSG 2261, RNSG 2201, RNSG 2262, and concurrent enrollment in RNSG 2331

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to the nursing care of clients with advanced medical-surgical health care needs across the adult life span. Direct supervision is provided by the clinical professional in a clinical setting.

**RNSG 2310. NURSING CARE OF THE OLDER ADULT (3-2-2)**

This course is the study of the unique health needs of the older adult. The emphasis is on the developmental, physiological, and psychosocial changes of the older adult in regard to health promotion, maintenance, and restoration. The course includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. The course is designed to expose the student to nursing information and procedures to better understand their role as team members providing care for elders. Skills in assisting elders with daily living routines will be practiced. This course serves as an elective for gerontology and nursing students.

**RNSG 2331. ADVANCED CONCEPTS OF ADULT HEALTH (3-3-0)**

**Prerequisites:** RNSG 2207, RNSG 2208, RNSG 2261, RNSG 2201, RNSG 2262, and concurrent enrollment in RNSG 2263

This course explores the application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. The emphasis will focus on the knowledge, judgment, skills, and professional values of nursing within a legal/ethical framework.

**RNSG 2361. CLINICAL - MANAGEMENT OF CLIENT CARE (3-0-9)**

**Prerequisites:** RNSG 2207, RNSG 2208, RNSG 2261, RNSG 2201, RNSG 2262, and concurrent enrollment in RNSG 2221

This clinical provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts related to the management of nursing care of groups of patients/clients. Direct supervision is provided by the clinical professional in a clinical setting.

**RTVB 1150. RADIO EXPERIENCE I (1-0-3)**

**Prerequisite:** Concurrent enrollment in COMM 2303

This course provides laboratory experience in radio operation and announcing by broadcasting on a radio station.

**RTVB 1391. SPECIAL TOPICS IN RADIO AND TELEVISION BROADCASTING: COMPUTERS IN RADIO AND TELEVISION (3-3-0)**

**Prerequisite:** Credit or concurrent enrollment in COMM 1307

This course provides a working knowledge of the terminology and concepts required to use computer hardware, software, and systems and competency in using computer systems to accomplish tasks efficiently in RTVB, COMM, and FLMC productions.

**RTVB 1421. TELEVISION FIELD PRODUCTION (4-3-3)**

(Formerly RTVF 2313)

**Prerequisites:** COMM 1307 and RTVB 1391

This course is a study of the pre-production, production, and post-production process involved in field television production. Topics include field camera set-up and operation, field audio, television directing, and in camera or basic continuity editing with an emphasis on underlying principles of video technology.

**RTVB 1455. RADIO AND TELEVISION ANNOUNCING (4-3-2)**

(Formerly RTVF 2331)

**Prerequisite:** COMM 1307

This course is an introduction to radio and television announcing emphasizing the development of skills including voice quality, articulation, enunciation, and pronunciation. Topics include typical announcing types such as news, sports, commercial, and disc jockey and a survey of the fields of radio and television announcing.

**RTVB 2339. BROADCAST SALES (3-3-0)**

(Formerly RTVF 2317)

**Prerequisite:** COMM 1307

This course provides instruction in sales methods, audience measurement, demographics, station promotion, and public relations.

- RTVB 2351. PROGRAMMING FOR RADIO AND TELEVISION** (3-3-0)  
**(Formerly RTVF 2316)**  
**Prerequisite: COMM 1307**  
 This course develops skills in analyzing station formats, scheduling, and programming. It examines the influence of rating systems, audience response, and market conditions on programming for radio, television, cable, and newer media.
- RTVB 2373. PORTFOLIO DEVELOPMENT** (3-3-0)  
**(Formerly RTVF 2320)**  
**Prerequisites: Successful completion of all courses towards the Associate in Applied Science Degree or concurrent enrollment during the student's final semester.**  
 This course emphasizes the preparation and enhancement of a video, audio, and print portfolio meeting professional standards. The course covers presentation and interview techniques and develops job-seeking skills to assist them in securing a position within the field. This is the capstone course for the RTVB degree.
- RTVB 2380. COOPERATIVE EDUCATION - RADIO AND TELEVISION BROADCASTING** (3-1-15)  
**(Formerly RTVB 2386)**  
**Prerequisites: Completion of 15 semester hours of RTVB, COMM, or FLMC and meet departmental requirements**  
 This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. This may be a paid or unpaid learning experience.
- RTVB 2430. NON-LINEAR VIDEO EDITING** (4-3-2)  
**(Formerly RTVB 2472)**  
**Prerequisite: RTVB 1421 or FLMC 1492 or consent of the instructor**  
 This course is an examination of the principles of non-linear editing. Students review fundamental editing concepts, select clips for editing, and setup the computer. Students edit segments, create special effects, and mix audio for video. The completed digital master is then laid back to videotape. This course involves extensive hands-on experience. Students will produce long form programs using story line editing including conceptualization and script writing.
- RTVB 2431. AUDIO/RADIO PRODUCTION III (MULTI-TRACK RECORDING)** (4-3-2)  
**(Formerly RTVF 2412)**  
**Prerequisites: COMM 2303 and RTVB 1150 or consent of the instructor**  
 This course presents advanced concepts in audio/radio recording and editing, including digital editing, sound processing systems, and multitrack mix down recording techniques.
- SDEV 0170. ORIENTATION TO COLLEGE** (1-1-0)  
**Prerequisite: Required of students who are enrolled in the Fall or Spring semester and who have earned fewer than 15 college credit hours**  
 This course is for the new student transitioning to college. Course topics include: San Antonio College policies and procedures, curricular offerings, student support services, time management, reading strategies, note-taking, test-taking, transfer strategies, career exploration, and healthy lifestyle strategies. Familiarization with these topics contributes to students' personal and academic success.



**SDEV 0171. STRATEGIES FOR SUCCESS (1-1-0)****Prerequisite:** Referral from counselor, departmental advisor, or college dean.

This course is designed for the academically at-risk student needing to improve skills for academic success. Topics covered in the course include but, are not limited to: study techniques, note-taking, test-taking, time management, library use, critical thinking skills, career planning, and interpersonal skills.

**SDEV 0370. PERSONAL & ACADEMIC SUCCESS (3-3-0)****Prerequisite:** Written approval from San Antonio College counselor or departmental advisor

This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics include campus services, time management, decision making, personal issues, interpersonal communication, career analysis, behavioral self-management, test taking and study techniques, library use, and healthy lifestyle strategies. It is primarily designed for the developmental education student, who needs remediation in basic skills areas (English, Mathematics, and Reading). Completion of SDEV 0370 will satisfy the orientation requirement at San Antonio College.

**SGNL 1301. AMERICAN SIGN LANGUAGE (ASL): BEGINNING I (3-3-1)****(Same as SLNG 1304) (Formerly SPCH 1373)**

This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Topics include the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.

**SGNL 1302. AMERICAN SIGN LANGUAGE (ASL): BEGINNING II (3-3-1)****(Same as SLNG 1305) (Formerly SPCH 1374)****Prerequisite:** SGNL 1301/SLNG 1304

ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course increases fluency and accuracy in fingerspelling and numbers, and provides opportunities for interaction within the deaf community.

**SGNL 2301. AMERICAN SIGN LANGUAGE: INTERMEDIATE I (3-3-1)****(Same as SLNG 1344) (Formerly SPCH 2301)****Prerequisite:** SGNL 1302

This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice-oriented approach to language acquisition that includes the use of multimedia.

**SGNL 2302. AMERICAN SIGN LANGUAGE: INTERMEDIATE II (3-3-1)****(Same as SLNG 1345) (Formerly SPCH 2371)****Prerequisite:** SGNL 2301/SLNG 1344

This course is an integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. The course provides students with information on idiomatic/colloquial usages of signs as well as grammatical structures for complex sentences.

**SLNG 1191, 1291, 1391, 1491. SPECIAL TOPICS IN SIGN LANGUAGE INTERPRETING** (1-1-0), (2-2-0), (3-3-0), (4-4-0)

This course addresses recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**SLNG 1206. INTERPRETING AESTHETIC TEXTS I** (2-2-0)

**Prerequisite:** SLNG 1304/SGNL 1302

This course introduces the art of interpretation of aesthetic texts, including music, poetry, and drama. The emphasis is on incorporating the rhythm, fluidity, and beauty of American Sign Language production without sacrificing conceptual accuracy or clarity.

**SLNG 1207. INTRA-LINGUAL SKILLS FOR INTERPRETERS** (2-2-1)

**Prerequisites:** ENGL 1302; SLNG 1305/SGNL 1302 and SLNG 1321 or concurrent enrollment

This course will concentrate on the development of intra-lingual (English to English) skills necessary for inter-lingual (English to ASL/ASL to English) skills development. It will focus on linguistic/cognitive skills development in the areas of: abstracting, summarizing, paraphrasing, auditory and visual memory, shadowing, dual tasking, and decalage.

**SLNG 1211. FINGERSPELLING AND NUMBERS** (2-2-1)

**Prerequisite:** SLNG 1305/SGNL 1302

This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition as well as identifying fingerspelled words in context. Expressive skills focus on the development of speed, clarity, and fluency.

**SLNG 1215. VISUAL GESTURAL COMMUNICATIONS** (2-2-1)

This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expression, gestures, pantomime, and body language. Topics include the creation and/or performance of stories using these elements.

**SLNG 1291. SPECIAL TOPICS IN SIGN LANGUAGE INTERPRETING**  
**A. VISUAL GESTURAL COMMUNICATIONS ADVANCED** (2-2-1)

**Prerequisites:** SLNG 1215 and SLNG 1345/SGNL 2302

This advanced course provides further development using non-verbal communication. Complex classifiers will be discussed as well as how to incorporate classifiers in the interpretation process.

**B. RELIGIOUS SIGNS AND SONGS** (2-2-1)

**Prerequisite:** SGNL 1302/SLNG 1305

Students will learn generally accepted signs for characters and events from the Bible through biblical stories and parables. Additionally, translating religious music while maintaining conceptual accuracy will be discussed. Students will prepare themselves for communicating effectively in a variety of religious settings. The content is not denomination specific.

**SLNG 1300. FUNDAMENTALS & TECHNIQUES FOR DEAF SUPPORT SPECIALIST/SERVICE PROVIDERS** (3-3-0)

(Formerly SLNG 1375)

**Prerequisites:** SLNG 1345/SGNL 2302

This course is designed to instruct students in how to work with deaf consumers in a variety of settings including but not limited to job coaching, mentoring, tutoring, and/or advocacy work

**SLNG 1304. AMERICAN SIGN LANGUAGE (ASL): BEGINNING I** (3-3-1)**(Same as SGNL 1301)**

This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Topics include the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.

**SLNG 1305. AMERICAN SIGN LANGUAGE (ASL): BEGINNING II** (3-3-1)**(Same as SGNL 1302)****Prerequisite: SLNG 1304/SGNL 1301**

ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course increases fluency and accuracy in fingerspelling and numbers and provides opportunities for interaction within the deaf community.

**SLNG 1317. INTRODUCTION TO THE DEAF COMMUNITY** (3-3-0)

This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family, and community in today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.

**SLNG 1321. INTRODUCTION TO THE INTERPRETING PROFESSION** (3-3-0)**Prerequisites: SLNG 1304/SGNL 1301 and SLNG 1317**

This course is an overview of the field of sign language interpretation. The class provides an historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

**SLNG 1344. AMERICAN SIGN LANGUAGE: INTERMEDIATE I** (3-3-1)**(Same as SGNL 2301)****Prerequisite: SLNG 1305/SGNL 1302**

This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice-oriented approach to language acquisition that includes the use of multimedia.

**SLNG 1345. AMERICAN SIGN LANGUAGE: INTERMEDIATE II** (3-3-1)**(Same as SGNL 2302)****Prerequisite: SLNG 1344/SGNL 2301 with a grade of "B" or better**

This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs as well as grammatical structures for complex sentences.

**SLNG 1347. DEAF CULTURE** (3-3-0)**Prerequisites: SLNG 1317 and SLNG 1345/SGNL 2302**

This course provides an historical and contemporary perspective of American deaf culture using a sociocultural model. Topics addressed include cultural identity, core values, group norms, communication, and language as well as significant contributions made by deaf people to the world community.

**SLNG 1391. SPECIAL TOPICS IN SIGN LANGUAGE INTERPRETING****A. AMERICAN SIGN LANGUAGE LINGUISTICS (3-3-0)****Prerequisite: SLNG 1344 or instructor's approval**

This course will provide students with an overview of the linguistic and grammatical features of American Sign Language.

**B. AMERICAN SIGN LANGUAGE FOR NATIVE SIGN LANGUAGE USERS (3-3-0)****Prerequisite: Referral from counselor, instructor, or department chairperson**

This course is specifically designed for native users of American Sign Language to improve their understanding of the lexicon, semantics, and grammar of ASL.

**C. CONVERSATIONAL AMERICAN SIGN LANGUAGE (3-3-0)****Prerequisite: SLNG 1305/SGNL 1302**

This course will give students the opportunity for skill development. Students will explore their work in order to enhance skills for successful communication in ASL. This course will be taught as an interactive workshop and students will work both individually and in groups. It does not meet the foreign language requirement.

**D. GREEK AND LATIN ROOTS FOR INTERPRETERS (3-3-0)**

The objectives of this course are to increase the student's knowledge of English vocabulary by teaching basic Greek and Latin roots, providing tools for determining the meaning of unfamiliar terms, and by developing a greater understanding of the roots of English. No prior knowledge of Greek or Latin is required.

**E. INTERPRETING IV (3-3-0)****Prerequisite: BEI level I state certification**

This course will provide further development in interpreting skills. The emphasis is placed on achieving the nuances of interpretation in terms of word choice, register, and affect. This course continues to prepare students for advanced certification at the state and national level.

**F. INTERPRETING V (3-3-0)****Prerequisites: BEI level I state certification**

This is an advanced course designed to expand students' interpreting skills with increasingly complex source material emphasizing legal and medical interpreting settings. This course will begin to prepare students for advanced certification at the state and national level.

**G. INTERPRETING IN THE ACADEMIC SETTING (3-2-2)****Prerequisite: SLGN 2431**

This is a practice-oriented course that focuses on interpreting in the educational setting. A special emphasis will be on interpreting at the post-secondary level, including instruction in academic and technical vocabulary.

**H. INTERPRETING SEMINAR (3-3-0)****Prerequisite: SLNG 2401**

This course is designed to give students the opportunity for skill development. Students will explore their work in order to enhance skills for successful interpretation. This course will be taught as an interactive workshop and students will work both individually and in groups.

**SLNG 2303. TRANSLITERATING (3-3-1)****Prerequisite: SLNG 2431 or concurrent enrollment**

This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English to a signed English format and signed English to a spoken English format. An integral part of the course will be defining, recognizing, and incorporating features of transliteration.

**SLNG 2311. INTERPRETING IN SPECIALIZED SETTINGS (3-3-1)****Prerequisites: SLNG 1321 and SLNG 1344/SGNL 2301**

This course focuses on interpreting/transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.

**SLNG 2315. INTERPRETING IN EDUCATIONAL SETTINGS (3-3-0)****Prerequisite: SLNG 1344/SGNL 2301 and SLNG 1321**

This course increases awareness of current techniques and ethical issues in mainstreaming and bilingual/bicultural education practices. This class includes a survey of technical signs as well as signed English systems currently in use.

**SLNG 2330. ADVANCED TECHNIQUES FOR DEAF SUPPORT SPECIALIST/SERVICE PROVIDERS (3-3-0)****(Formerly SLNG 2375)****Prerequisites: SLNG 1345/SGNL 2302 and SLNG 1300**

This course incorporates practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including but not limited to job coaching, mentoring, literacy, tutoring, and advocacy work.

**SLNG 2334. AMERICAN SIGN LANGUAGE (ASL): ADVANCED (3-3-1)****Prerequisite: SLNG 1345/SGNL 2302**

This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles in ASL will be discussed.

**SLNG 2335. AMERICAN SIGN LANGUAGE: ADVANCED II (3-3-1)****Prerequisite: SLNG 2334**

This course provides review and further mastery of styles in American Sign Language (ASL). In addition, further examination of more complex features of ASL will be included. Advanced ASL stories will be presented, analyzed, and discussed in class.

**SLNG 2370. TRILINGUAL INTERPRETING I (3-3-1)****Prerequisite: BEI level I certification**

This course will include the development of inter-lingual skills (English to Spanish/Spanish to English/American Sign Language (ASL) to Spanish/Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.

**SLNG 2372. TRILINGUAL INTERPRETING II (3-3-1)**

**Prerequisites:** SLNG 2370 with a grade of “B” or better; and SPAN 2311 with a grade of “B” or better or equivalent course or appropriate placement score

This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in the classroom.

**SLNG 2373. LATINO INTERPRETING ISSUES (3-3-0)**

**Prerequisites:** SLNG 1321 and SLNG 1347

This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.

**SLNG 2388. INTERNSHIP - SIGN LANGUAGE INTERPRETER (3-0-16)**

**Prerequisite:** SLNG 2431 with a grade of “B” or better or concurrent enrollment

This internship is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**SLNG 2389. INTERNSHIP - DEAF SUPPORT SPECIALIST (3-0-16)**

**Prerequisites:** SLNG 2330

This internship is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**SLNG 2401. INTERPRETING I (4-3-3)**

**Prerequisites:** SLNG 1207, SLNG 1321, and SLNG 1345/SGNL 2302 with a grade of “B” or better and successful completion of mid-program evaluation with a grade of 75 or better

Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

**SLNG 2402. INTERPRETING II (4-3-3)**

**Prerequisite:** SLNG 2401 with a grade of “B” or better

This course focuses on the enhancement of interpreting skills while applying discourse/message analysis to increasingly complex tasks utilizing simulated interpreting experiences via multimedia materials. The emphasis will focus on skill analysis and peer evaluation.

**SLNG 2431. INTERPRETING III (4-3-3)****Prerequisites: SLNG 2402 with a grade of “B” or better**

This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated into classroom activities.

**SLPS 1391. SPECIAL TOPICS IN SECURITY AND LOSS PREVENTION SERVICES (3-3-0)**

This is a course designed to 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.

**SLPS 2388. INTERNSHIP - SECURITY AND LOSS PREVENTION SERVICES (3-1-15)****Prerequisite: Department approval**

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the college and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

**SOCI 1301. INTRODUCTION TO SOCIOLOGY (3-3-0)**

This course is designed to achieve insights into the development and working of society. It includes cultural factors which underlie social change, social organization, socialization, stratification, social institutions, and social issues. This course also may be taken via video or Internet.

**SOCI 1306. CONTEMPORARY SOCIAL PROBLEMS (3-3-0)****Prerequisite: SOCI 1301 or its equivalent**

This course surveys the following major problems of contemporary society: poverty, drug abuse, alcoholism, prejudice, discrimination, family disorganization, mental illness, energy sources, environmental abuse, sexual deviance, and unemployment.

**SOCI 1370. SOCIOLOGY OF DEATH AND DYING (3-3-0)****(Same as GERS 1391)**

This course examines the customs, taboos, and historical changes relating to American funeral rites. In addition, the following topics are covered: the role of family structure, social class, religion, ethnicity, health care, and technological changes.

**SOCI 2301. MARRIAGE AND FAMILY (3-3-0)**

This course presents a pragmatic approach to the institution of marriage and family. Topics of study include mate selection, human sexuality, gender roles, marital adjustment, family patterns in the middle and later years, divorce, and family disorganization. This course also may be taken via video or Internet.

**SOCI 2336. CRIMINOLOGY (3-3-0)**

This course examines the causes, treatment, and prevention of crime and delinquency. Students will analyze the components of the criminal justice system, which includes the police, the courts, corrections, and probation and parole. Special attention will be given to the problem of crime in Bexar County.

**SOCI 2371. SOCIOLOGY OF AGING (3-3-0)****(Same as GERS 1351)**

This course is designed to study the dynamic interaction between the aging process and the social environment. It introduces sociological perspectives on aging and changing relationships as well as issues pertaining to the elderly such as the consequences of ageism, the variation of experience according to social class, ethnicity, gender, and other age-related policies and alternatives.

**SOCW 2361. INTRODUCTION TO SOCIAL WORK (3-3-0)**

This course provides the student who is interested in a degree in social work an opportunity to examine the field. The following topic areas are studied: an introduction to the history of social work; the philosophy and practice of social work; and an examination of case work, group work, and community organization.

**SOCW 2362. INTRODUCTION TO WELFARE (3-3-0)**

This course studies the role of the social worker as well as social welfare in American society with emphasis on programs and strengths of current programs.

**SPAN 1300. BEGINNING CONVERSATIONAL SPANISH I (3-3-0)**

SPAN 1300 is for beginning students whose main goal is to learn to communicate orally in Spanish. Although there is some reading and writing, the emphasis is on developing speaking and listening comprehension skills. Sections will be identified in the class schedule for workforce specialties. Students wanting additional practice in developing reading and writing skills may take this course concurrently with SPAN 1411. A language laboratory is available.

**SPAN 1310. BEGINNING CONVERSATIONAL SPANISH II (3-3-0)****Prerequisite: SPAN 1300, or departmental approval**

This is a continuation of SPAN 1300. It continues to develop the ability to communicate orally in Spanish. Sections will be identified in the class schedule for workforce specialties. Students wanting additional practice in developing reading and writing skills may take this course concurrently with SPAN 1412. A language laboratory is available.

**SPAN 1411. ELEMENTARY SPANISH I (4-4-1)**

SPAN 1411 is an introductory course that presents the fundamentals of the Spanish language in order to develop listening, speaking, reading, and writing skills. It introduces basic vocabulary and grammatical constructions in a context that allows students to learn about Hispanic culture and civilization. Students wanting additional practice in developing oral communication skills may take this course concurrently with SPAN 1300. A language laboratory is required.

**SPAN 1412. ELEMENTARY SPANISH II (4-4-1)****Prerequisite: SPAN 1411 or equivalent or appropriate placement test score**

This course is a continuation of SPAN 1411. It provides further development in listening, speaking, reading, and writing skills. It continues to introduce vocabulary and grammatical constructions in a context that allows students to learn about Hispanic culture and civilization. Students wanting additional practice in developing oral communication skills may take this course concurrently with SPAN 1310. A language laboratory is required.



**SPAN 2311. INTERMEDIATE SPANISH I (3-3-0)****Prerequisites:** SPAN 1412 or equivalent or appropriate placement test score

This course is a continuation of SPAN 1412. It provides additional development at the intermediate level of language skills in listening, speaking, reading, and writing. Vocabulary and grammatical constructions are introduced in a context that allows students to learn about Hispanic culture and civilization. A language laboratory is available.

**SPAN 2312. INTERMEDIATE SPANISH II (3-3-0)****Prerequisites:** SPAN 2311 or equivalent or placement test score

This course familiarizes the student with different aspects of Hispanic culture and civilization through the reading of short literary selections that serve as a basis for discussion and short compositions. It gives the student more advanced practice in language skills studied in previous semesters. Language laboratory options are available.

**SPAN 2316. CAREER SPANISH I (3-3-0)****Prerequisite:** SPAN 1412 or equivalent or placement test score

SPAN 2316 continues to develop the ability to communicate orally and in writing at the intermediate level. This course provides language constructions and vocabulary tailored to meet the special needs of students working in or planning careers in a variety of professions (medical, dental, emergency management systems (EMS), law enforcement, fire science, business, legal, etc.). Specific sections will be identified in the class schedule for workforce specialties. A language laboratory is available.

**SPAN 2317. CAREER SPANISH II (3-3-0)****Prerequisite:** SPAN 2316 or equivalent or placement test score

This course is a continuation of 2316. It provides additional vocabulary and language constructions tailored to meet the special needs of students working in or planning careers in a variety of professions (medical, dental, emergency management systems (EMS), law enforcement, fire science, business, legal, etc.). Specific sections will be identified in the class schedule for workforce specialties. A language laboratory is available.

**SPAN 2321. INTRODUCTION TO HISPANIC LITERATURE (3-3-0)****Prerequisite:** SPAN 2312 or equivalent

Selected short works in prose and poetry from Hispanic writers serve as topics for discussion and composition. Students refine language skills learned in previous levels using authentic Hispanic literary and historical selections as the basis.

**SPCH 0370. DEVELOPMENTAL COMMUNICATION FOR NON-NATIVE SPEAKERS OF ENGLISH (3-3-0)****(Same as ESOL 0334)****Prerequisite:** ESOL 0314 or 0324

This developmental course is specifically designed for non-native speakers of English to improve listening and speaking skills which form the basis for effective communication. The focus is on dialect deletion and on pronunciation.

**SPCH 0371. DEVELOPMENTAL COMMUNICATION II FOR NON-NATIVE SPEAKERS OF ENGLISH** (3-3-0)

(Same as ESOL 0344)

**Prerequisite: SPCH 0370**

This course is a continuation of SPCH 0370. This developmental course is designed specifically for non-native speakers of English to improve listening and speaking skills. The focus is advanced pronunciation through a continuing study of speech sound with emphasis on the mastery of the vowel sounds and concepts of stress in spoken English.

**SPCH 1144. FORENSICS** (1-1-0)

This is a laboratory course designed for students to enhance performance skills in public speaking, oral interpretation, and/or acting. The students are offered an opportunity of activities including tournament competition, community sponsored performances, and/or organized festivals. The students are given individual attention for preparation of performances and rehearsal is offered. This course may be repeated each semester for a maximum of four semester hours credit.

**SPCH 1311. FUNDAMENTALS OF SPEECH** (3-3-0)

The course aims at understanding and demonstrating the fundamentals of oral communication and participation in group speaking situations. The focus is on critical thinking skills and preparing and delivering different types of speeches. It is recommended that all non-native speakers of English successfully complete ESOL 0340 Advanced Speaking Skills for Non-Native English Speakers prior to enrolling in SPCH 1311.

**SPCH 1315. PUBLIC SPEAKING** (3-3-0)

**Prerequisite: SPCH 1311 or 1321 or equivalent**

This is a course designed for students wanting to continue their work in public speaking. The course concentrates on refining techniques and speaking skills learned in SPCH 1311. Some possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communication, or public relations.

**SPCH 1318. INTERPERSONAL COMMUNICATION** (3-3-0)

This is a course designed for the student who wants to improve communication skills in one-to-one settings and small groups. The course is a study and practice in effective interpersonal concepts and techniques. The course includes subjects such as listening, assertive communication, and dealing appropriately with conflicts. The course emphasis is on self-improvement.

**SPCH 1321. BUSINESS AND PROFESSIONAL SPEECH** (3-3-0)

The course is designed to provide students with the fundamentals and techniques of business and professional presentations. The course is a study of organizational communication, and the types of communication used in business settings is included. The course also includes critical thinking skills, nonverbal communication, listening skills, interviewing, group process, and formal presentations.

**SPCH 1342. VOICE AND ARTICULATION** (3-3-0)

(Same as DRAM 2336)

This course is a practical course designed to develop an understanding of the use and function of the voice as well as provide individual instruction in pronunciation and articulation to facilitate oral communication.

**SPCH 1370. PRONUNCIATION I FOR NON-NATIVE SPEAKERS OF ENGLISH (3-3-0)**

This is a course specifically designed to enhance the oral competency of normative English speakers. The focus is on dialect deletion and on pronunciation.

**SPCH 1371. PRONUNCIATION II FOR NON-NATIVE SPEAKERS OF ENGLISH (3-3-0)****Prerequisite: SPCH 1370**

The course is a continuation of SPCH 1370 for students wanting additional work with dialect with emphasis on practice in conversational English.

**SPCH 1372. VOICE AND ARTICULATION - RTF (3-3-0)**

The course is the same as SPCH 1342 with additional emphasis on the voice as a creative instrument for communication in the fields of radio, television, and film.

**SPCH 2335. ARGUMENT AND DEBATE (3-3-0)**

The course covers the principles of argumentation and debate, analysis and discussion of current public questions, briefing, inductive and deductive reasoning, strategy, refutation, and rebuttal and debates. This course is excellent for students in pre-law, business, and other professions where defense of a position is important.

**SPCH 2341. ORAL INTERPRETATION (3-3-0)****(Same as DRAM 2370)**

This course covers the principles and techniques involved in the analysis and oral performance of standard literary forms. It is recommended for elementary education majors, drama majors, and English majors preparing to teach literature.

**SPNL 1342. BUSINESS SPANISH (3-3-0)****(Formerly OST 2392)****Prerequisites: SPAN 2311 and SPAN 2312 or departmental approval**

Business Spanish is the development of Spanish oral and written communication skills related to the business environment including medical, business, commercial, and legal terminology, including a review of basic Spanish grammar.

**SRVY 1191, 1291, 1391, 1491. SELECTED TOPICS IN SURVEYING (1-1-0), (2-2-1), (3-2-3), (4-3-3)****Prerequisite: Consent of instructor or program advisor**

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.

**SRVY 1315. SURVEYING CALCULATIONS I (3-3-0)****Prerequisite: TECM 1341 and TECM 1317 or departmental approval**

This course is an introduction to the mathematics used in surveying and mapping. The student will perform a statistical evaluation of measured data, reconcile any differences between recorded data, and analyze data to perform necessary and appropriate adjustments.

**SRVY 1413. PLANE SURVEYING (4-3-3)****Prerequisite: CETT 1333 or departmental approval**

This course is an introductory overview of surveying equipment and measurement techniques used in mapping. The emphasis is placed on leveling and traversing for preparing a map. Mathematical computations as well as the practical manipulation of traditional instruments is covered in the lecture and reinforced by the laboratory exercises.

**SRVY 2343. SURVEYING - LEGAL PRINCIPLES I (3-3-0)****Prerequisite: GOVT 2301**

This course is the study of location, conveyance, ownership, and transfer of real property under the laws of the state of Texas. The emphasis is placed on the history of the disposition of public land, interpreting written descriptions, dignity of calls and evidence, record search of public and private land records, and preparation of a deed record sketch. The relationship of the licensed surveyor to each of these subjects will be studied as it emerges, and possible legal risks will be analyzed.

**SRVY 2440. ADVANCED PLANE SURVEYING (4-3-3)****Prerequisite: SRVY 1413 and DFTG 1409 or departmental approval**

This course includes the development of advanced computational skills and the application of contemporary tools to surveying projects, mapping, and construction stakeout. Laboratory exercises use total stations, electronic field books, global positioning systems, and land development computer software.

**SRVY 2442. GLOBAL POSITIONING SYSTEM TECHNIQUES FOR SURVEYING AND MAPPING (4-3-3)****Prerequisite: SRVY 1413 or department approval**

This course is a study of the global positioning system (GPS) and the surveying and mapping techniques utilizing this system. Major topics include structuring a GPS system, designing a GPS data collection project, using GPS data collection equipment, collecting and processing GPS data, and correcting data errors.

**SRVY 2486. INTERNSHIP - SURVEYING TECHNOLOGY/SURVEYING (4-0-20)****Prerequisite: Departmental approval**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college, the employer, and the student. The evaluation is based on the learning plan.

**TECA 1303. FAMILY, SCHOOL, & COMMUNITY (3-3-1)**  
**(Same as CDEC 1303)**

This course is 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. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**TECA 1311. EDUCATING YOUNG CHILDREN (3-3-1)**  
**(Same as CDEC 1311)**

This course is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**TECA 1318. WELLNESS OF THE YOUNG CHILD (3-3-1)****(Same as CDEC 1318)**

This course is a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. The focus of this course is on local and national standards and legal implications of relevant policies and regulations. It requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. This course includes a minimum of 15 hours of field experiences.

**TECA 1354. CHILD GROWTH & DEVELOPMENT (3-3-0)****(Same as CDEC 1354)**

Child Growth and Development is a study of the physical, emotional, social, and cognitive factors of growth and development of children birth through adolescence.

**TECM 1317. TECHNICAL TRIGONOMETRY (3-3-0)****Prerequisite: TECM 1341 or departmental approval**

This course is the study of triangular measurement and calculation in technical applications. Topics include trigonometry ratios, solution of right triangles, oblique triangles, and vector analysis as used with industrial applications.

**TECM 1341. TECHNICAL ALGEBRA (3-3-0)**

This course involves the application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, quadratic equations, and manipulation of powers and roots. The emphasis is on stated word problems relevant to technical and vocational occupations.



**Section 12.**  
**Core Curriculum**

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## ASSOCIATE DEGREES AND CERTIFICATES

San Antonio College provides academic and technical courses to fulfill Associate Degree and Certificate Program requirements, to transfer to senior colleges and universities, and to prepare for job advancement and retraining. Students can take these credited courses, either on campus or off, through the College's Distance Education Program. To facilitate student advising and the offering of these degrees and certificates, each degree/certificate is the responsibility of an instructional department.

The following abbreviations are used regarding the type of award given:

- AA - Associate in Arts Degree
- AS - Associate in Science Degree
- AAT - Associate of Arts in Teaching Degree
- AAS - Associate in Applied Science Degree
- CERT - Certificate

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## AA, AS, AND AAT DEGREES

### AA AND AS DEGREES

AA and AS Degrees are designed as the equivalent of the first half of a Baccalaureate Degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the College's Counseling Center, located on the first floor of the Moody Learning Center (MLC). In keeping with State law, students who complete the 48 credit hours of the San Antonio College core curriculum are assured that the core will transfer to any Texas public college or university. In such instances, the College's core curriculum will be substituted for the core requirements of the receiving institution. Care should be taken in the selection of the mathematics and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

### AAT DEGREE

The AAT Degree targets individuals who have a desire to enter the field of education as a teacher, teacher's aide, school administrator, counselor, or some aspect of child/adolescent development. Students will initiate course work leading to an AAT Degree. Students will be advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. This degree is fully transferrable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the San Antonio College Reading and Education Department, the Transfer Center, or the university to which they plan to transfer for additional information.

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## DIVISION OF ARTS & SCIENCE DEGREE PROGRAMS

### AA DEGREES

American Sign Language	Architecture
Art	Business Administration
Criminal Justice	Drama
Geographic Information Systems	International Studies
Journalism	Music
Photography	Political Science
Psychology	Sociology/Social Work
Speech	

**AS DEGREES**

Engineering

Mathematics

**AAT DEGREES**

Associate of Arts in Teaching, Texas Teacher Certification: EC-4, 4-8, EC-12

Associate of Arts in Teaching, Texas Teacher Certification: 8-12, Other EC-12

Associate of Arts in Teaching, Early Childhood Degree Specialization

**AA AND AS DEGREE CORE REQUIREMENTS**

The core curriculum for the AA and AS Degrees at San Antonio College represents a common experience in academic foundations and provides a basis for transferability not only within the Alamo Community College District but also among other Texas colleges/universities. The competency-based intellectual skills include reading, writing, speaking, and critical thinking.

The 48 hours of core courses for the AA and AS degrees reflect the five core elements required by the Texas Higher Education Coordinating Board (THECB). These core elements include: communication, mathematics, natural sciences, humanities/literature/visual and performing arts, and social/behavioral sciences.

Additionally, core curriculum courses are divided into academic specialties. Each specialty is assigned a number by the THECB, and this number is used by all Texas public institutions of higher education to assist in determining if the core has been met. The core academic specialties include: communication, mathematics, natural sciences, humanities, visual/performing arts, history, government, other social behavioral sciences, and physical education/kinesiology.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
<b>COMMUNICATION (010): 12 HOURS</b>		
<b>COMPOSITION</b>	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	<b>6</b>
<b>SPEECH</b>	<b>STUDENTS MUST TAKE:</b> SPCH 1311 Fundamentals of Speech	<b>3</b>
<b>MODERN LANGUAGE</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> *ARAB 1411 Beginning Arabic I *ARAB 1412 Beginning Arabic II **FREN 1300 Beginning Conversational French I **FREN 1310 Beginning Conversational French II *FREN 1411 Elementary French I *FREN 1412 Elementary French II *FREN 2311 Intermediate French I *FREN 2312 Intermediate French II **GERM 1300 Beginning Conversational German I **GERM 1310 Beginning Conversational German II *GERM 1411 Elementary German I *GERM 1412 Elementary German II *GERM 2311 Intermediate German I *GERM 2312 Intermediate German II	<b>3</b>



- \*\*ITAL 1311 Beginning Italian I
- \*\*ITAL 1312 Beginning Italian II
- \*ITAL 1411 Elementary Italian I
- \*ITAL 1412 Elementary Italian II
- \*\*JAPN 1311 Beginning Conversational Japanese I
- \*\*JAPN 1312 Beginning Conversational Japanese II
- \*JAPN 1411 Elementary Japanese I
- \*JAPN 1412 Elementary Japanese II
- \*\*SPAN 1300 Beginning Conversational Spanish I
- \*\*SPAN 1310 Beginning Conversational Spanish II
- \*SPAN 1411 Elementary Spanish I
- \*SPAN 1412 Elementary Spanish II
- \*SPAN 2311 Intermediate Spanish I
- \*SPAN 2312 Intermediate Spanish II
- \*\*\*SGNL 1301 American Sign Language: Beginning I
- \*\*\*SGNL 1302 American Sign Language: Beginning II
- \*\*\*SGNL 2301 American Sign Language: Intermediate I
- \*\*\*SGNL 2302 American Sign Language: Intermediate II

\*Foreign language courses are offered in two formats. Any of the courses in the 1411, 1412, 2311, 2312 series fulfill the modern language requirement for the AA and AS Degrees at San Antonio College. These courses transfer to universities as language credit and allow for a full range of language placement and proficiency.

\*\*The 1300, 1310 (or 1311, 1312) series focuses on conversation. These courses also meet the modern language requirement for the AA and AS Degrees at San Antonio College, but many transfer to universities as electives rather than as language credit. Students should consult the Foreign Language Department and/or Counseling Center for advice and placement.

\*\*\*Students taking speech courses for American Sign Language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

### **MATHEMATICS (020): 3 HOURS**

**STUDENTS MUST CHOOSE ONE FROM: 3**

MATH 1314 College Algebra

\*Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

\*This, however, excludes MATH 1350 and MATH 1351.

NOTE: Math 1332 Liberal Arts Mathematics does not meet the requirement for the AS Degree.

### **\*NATURAL SCIENCES (030): 7 HOURS**

**STUDENTS MUST CHOOSE FROM: 7**

ANTH 2301 Introduction to Physical Anthropology

GEOG 1171 Physical Geography Laboratory

GEOG 1172 Weather and Climate Laboratory

GEOG 1301 Elements of Physical Geography

GEOG 1371 Introduction to Weather

GEOG 1372 Introduction to Climate



**OTHER SOCIAL/BEHAVIORAL SCIENCES (080)**

<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
ANTH 2351 Introduction to Anthropology - Cultural	
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GEOG 1302 Cultural Geography	
GEOG 1303 Geography of the World	
GOVT 2304 Introduction to Political Science	
GOVT 2378 Introduction to International Relations	
IDST 2370 Individual, Family, and Community	
IDST 2371 Society and Social Issues	
PSYC 2301 General Psychology	
SOCI 1301 Introduction to Sociology	

**PHYSICAL EDUCATION/KINESIOLOGY (090): 2 HOURS**

<b>STUDENTS MUST TAKE:</b>	<b>2</b>
*Any Two One-Hour Activity Required for a Degree Awarded Other Than by Distance (Internet, Videocourse)	

**TOTAL CORE CURRICULUM HOURS: 48**

\*For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for physical education. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

NOTE: Exceptions exist for students with more than two years of military service and those who physicians certify as physically unable to participate.

**AA DEGREE REQUIREMENTS**

- Satisfy minimum entrance requirements.
- Demonstrate college-level reading proficiency on a standardized examination. (See Exit Competencies in this section of the bulletin.)
- Demonstrate computer competency. (See Exit Competencies in this section of the bulletin.)
- Complete a minimum of 60-63 semester hours of credit, including at least 25 percent of the hours earned at San Antonio College. These shall include courses chosen from the list shown in the following pages.
- Maintain a minimum grade point average (GPA) of 2.0 ("C") for all college-level courses taken at San Antonio College and a minimum grade of "C" in each course required in the major field of study, whether taken at San Antonio College or attempted at another college.
- Courses with a course number beginning with the number zero are developmental level courses and, as such, do not fulfill any requirements for any degrees offered at San Antonio College. Additionally, the courses may not be transferable to a four-year university.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
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**COMMUNICATION: 12 HOURS**

<b>COMPOSITION</b>	<b>STUDENTS MUST TAKE:</b>	<b>6</b>
	ENGL 1301 Freshman Composition I	
	ENGL 1302 Freshman Composition II	

<b>SPEECH</b>	<b>STUDENTS MUST TAKE:</b> SPCH 1311 Fundamentals of Speech	<b>3</b>
<b>MODERN LANGUAGE</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> <ul style="list-style-type: none"> <li>*ARAB 1411 Beginning Arabic I</li> <li>*ARAB 1412 Beginning Arabic II</li> <li>**FREN 1300 Beginning Conversational French I</li> <li>**FREN 1310 Beginning Conversational French II</li> <li>*FREN 1411 Elementary French I</li> <li>*FREN 1412 Elementary French II</li> <li>*FREN 2311 Intermediate French I</li> <li>*FREN 2312 Intermediate French II</li> <li>**GERM 1300 Beginning Conversational German I</li> <li>**GERM 1310 Beginning Conversational German II</li> <li>*GERM 1411 Elementary German I</li> <li>*GERM 1412 Elementary German II</li> <li>*GERM 2311 Intermediate German I</li> <li>*GERM 2312 Intermediate German II</li> <li>**ITAL 1311 Beginning Italian I</li> <li>**ITAL 1312 Beginning Italian II</li> <li>*ITAL 1411 Elementary Italian I</li> <li>*ITAL 1412 Elementary Italian II</li> <li>**JAPN 1311 Beginning Conversational Japanese I</li> <li>**JAPN 1312 Beginning Conversational Japanese II</li> <li>*JAPN 1411 Elementary Japanese I</li> <li>*JAPN 1412 Elementary Japanese II</li> <li>**SPAN 1300 Beginning Conversational Spanish I</li> <li>**SPAN 1310 Beginning Conversational Spanish II</li> <li>*SPAN 1411 Elementary Spanish I</li> <li>*SPAN 1412 Elementary Spanish II</li> <li>*SPAN 2311 Intermediate Spanish I</li> <li>*SPAN 2312 Intermediate Spanish II</li> <li>***SGNL 1301 American Sign Language: Beginning I</li> <li>***SGNL 1302 American Sign Language: Beginning II</li> <li>***SGNL 2301 American Sign Language: Intermediate I</li> <li>***SGNL 2302 American Sign Language: Intermediate II</li> </ul>	<b>3</b>

\*Foreign language courses are offered in two formats. Any of the courses in the 1411, 1412, 2311, 2312 series fulfill the modern language requirement for the AA and AS Degrees at San Antonio College. These courses transfer to universities as language credit and allow for a full range of language placement and proficiency.

\*\*The 1300, 1310 (or 1311, 1312) series focuses on conversation. These courses also meet the modern language requirement for the AA and AS Degrees at San Antonio College, but many transfer to universities as electives rather than as language credit. Students should consult the Foreign Language Department and/or Counseling Center for advice and placement.

\*\*\*Students taking speech courses for American Sign Language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

<b>MATHEMATICS: 3 HOURS</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
	MATH 1314 College Algebra	
	MATH 1332 Liberal Arts Mathematics	
	*Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite	

\*This, however, excludes MATH 1350 and MATH 1351.

<b>*NATURAL SCIENCES: 7 HOURS</b>	<b>STUDENTS MUST CHOOSE FROM:</b>	<b>7</b>
	ANTH 2301 Introduction to Physical Anthropology	
	GEOG 1171 Physical Geography Laboratory	
	GEOG 1172 Weather and Climate Laboratory	
	GEOG 1301 Elements of Physical Geography	
	GEOG 1371 Introduction to Weather	
	GEOG 1372 Introduction to Climate	
	Any Astronomy Course	
	Any Biology Course	
	Any Chemistry Course	
	Any Geology Course	
	Any Physics Course	

\*Four hours must be in a laboratory science. Some four-year universities may require eight semester hours in natural science. For information on transfer requirements, students should check with the appropriate natural sciences department, the College's Transfer Center, or the four-year university to which they plan to transfer.

<b>HUMANITIES, LITERATURE &amp; VISUAL/PERFORMING ARTS: 9 HOURS</b>		
<b>LITERATURE</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
	IDST 2374 World Literature , The Narrative Mode	
	IDST 2375 World Literature II Dramatic and Lyric Modes	
	Any Sophomore-Level Literature (English) Course	
<b>HUMANITIES</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
	FREN 2312 Intermediate French II	
	GERM 2312 Intermediate German II	
	HUMA 1301 The Humanistic Tradition	
	HUMA 1302 Humanistic Foundations of Modern World	
	HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop	
	HUMA 2319 American Minorities	
	IDST 2372 World Civilization to the Fifteenth Century	
	IDST 2373 World Civilization since the Fifteenth Century	
	LATI 1311 Beginning Latin I	
	LATI 1312 Beginning Latin II	
	PHIL 1301 Introduction to Philosophy	
	PHIL 2306 Ethics	
	SPAN 2312 Intermediate Spanish II	
	SPAN 2321 Introduction to Hispanic Literature	

**VISUAL/PERFORMING ARTS****STUDENTS MUST CHOOSE ONE FROM: 3**

ARCH 1301 History of Architecture I  
 ARCH 1302 History of Architecture II  
 ARTS 1301 Art Appreciation  
 ARTS 1303 Art History Survey I  
 ARTS 1304 Art History Survey II  
 DRAM 1310 Introduction to the Theatre  
 HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop  
 IDST 2376 Interdisciplinary Studies in the Fine Arts  
 MUSI 1306 Music Appreciation  
 MUSI 1310 American Music

**SOCIAL & BEHAVIORAL SCIENCES: 15 HOURS****HISTORY STUDENTS MUST TAKE: 6**

HIST 1301 History of the United States, Part I  
 HIST 1302 History of the United States, Part II

**GOVERNMENT STUDENTS MUST TAKE: 6**

GOVT 2301 American/Texas: National and State  
 GOVT 2302 American Government: Problems & Policies

**OTHER SOCIAL/BEHAVIORAL SCIENCES****CHOOSE ONE FROM: 3**

ANTH 2351 Introduction to Anthropology - Cultural  
 ECON 2301 Principles of Macroeconomics  
 ECON 2302 Principles of Microeconomics  
 GEOG 1302 Cultural Geography  
 GEOG 1303 Geography of the World  
 GOVT 2304 Introduction to Political Science  
 GOVT 2378 Introduction to International Relations  
 IDST 2370 Individual, Family, and Community  
 IDST 2371 Society and Social Issues  
 PSYC 2301 General Psychology  
 SOCI 1301 Introduction to Sociology

**PHYSICAL EDUCATION/KINESIOLOGY: 2 HOURS****STUDENTS MUST TAKE: 2**

\*Any Two One-Hour Activity Required for a Degree  
 Awarded Other Than by Distance (Internet,  
 Videocourse)

\*For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for physical education. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

NOTE: Exceptions exist for students with more than two years of military service and those who physicians certified as physically unable to participate.

**ELECTIVES: 12 HOURS**                      **STUDENTS MUST TAKE:**                      **12**  
 Sufficient Hours to Complete the Required Semester  
 Credit Hours and Meet Exit Competencies

**OR**

**\*MAJOR FIELD OF STUDY: 15 HOURS**                      **\*\*STUDENTS MUST TAKE**                      **15**  
 Sufficient Hours to Complete the Major Field of Study  
**TOTAL HOURS FOR THE AA DEGREE: 60-63**

\*Not all subject areas offer major field of study degrees. (See section 13 for specific degree plans.)

\*\*Some degree plans may require more than the minimum of 15 semester hours in the major field of study or more than the minimum of 60 semester hours total.

NOTE: Appropriate courses listed above may be used to fulfill the major field of study requirements. (See section 13 for specific degree plans.)

## AS DEGREE REQUIREMENTS

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- Satisfy minimum entrance requirements.
- Demonstrate college-level reading proficiency on a standardized examination. (See Exit Competencies in this section of the bulletin.)
- Demonstrate computer competency. (See Exit Competencies in this section of the bulletin.)
- Complete a minimum of 60-64 semester hours of credit, including at least 25 percent of the hours earned at San Antonio College. These hours shall include courses chosen from the list shown below.
- Maintain a minimum GPA of 2.0 ("C") for all college-level courses taken at San Antonio College and a minimum grade of "C" in each course required in the major field of study, whether taken at San Antonio College or attempted at another college.
- Courses with a course number beginning with the number zero are developmental level courses and, as such, do not fulfill any requirements for any degrees offered at San Antonio College. Additionally, the courses may not be transferable to a four-year university.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
<b>COMMUNICATION: 12 HOURS</b>		
<b>COMPOSITION</b>	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	<b>6</b>
<b>SPEECH</b>	<b>STUDENTS MUST TAKE:</b> SPCH 1311 Fundamentals of Speech	<b>3</b>
<b>MODERN LANGUAGE</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> *ARAB 1411 Beginning Arabic I *ARAB 1412 Beginning Arabic II **FREN 1300 Beginning Conversational French I	<b>3</b>

- \*\*FREN 1310 Beginning Conversational French II
- \*FREN 1411 Elementary French I
- \*FREN 1412 Elementary French II
- \*FREN 2311 Intermediate French I
- \*FREN 2312 Intermediate French II
- \*\*GERM 1300 Beginning Conversational German I
- \*\*GERM 1310 Beginning Conversational German II
- \*GERM 1411 Elementary German I
- \*GERM 1412 Elementary German II
- \*GERM 2311 Intermediate German I
- \*GERM 2312 Intermediate German II
- \*\*ITAL 1311 Beginning Italian I
- \*\*ITAL 1312 Beginning Italian II
- \*ITAL 1411 Elementary Italian I
- \*ITAL 1412 Elementary Italian II
- \*\*JAPN 1311 Beginning Conversational Japanese I
- \*\*JAPN 1312 Beginning Conversational Japanese II
- \*JAPN 1411 Elementary Japanese I
- \*JAPN 1412 Elementary Japanese II
- \*\*SPAN 1300 Beginning Conversational Spanish I
- \*\*SPAN 1310 Beginning Conversational Spanish II
- \*SPAN 1411 Elementary Spanish I
- \*SPAN 1412 Elementary Spanish II
- \*SPAN 2311 Intermediate Spanish I
- \*SPAN 2312 Intermediate Spanish II
- \*\*\*SGNL 1301 American Sign Language: Beginning I
- \*\*\*SGNL 1302 American Sign Language: Beginning II
- \*\*\*SGNL 2301 American Sign Language: Intermediate I
- \*\*\*SGNL 2302 American Sign Language: Intermediate II

\*Foreign language courses are offered in two formats. Any of the courses in the 1411, 1412, 2311, 2312 series fulfill the modern language requirement for the AA and AS Degrees at San Antonio College. These courses transfer to universities as language credit and allow for a full range of language placement and proficiency.

\*\*The 1300, 1310 (or 1311, 1312) series focuses on conversation. These courses also meet the modern language requirement for the AA and the AS Degrees at San Antonio College, but many transfer to universities as electives rather than as language credit. Students should consult the Foreign Language Department and/or Counseling Center for advice and placement.

\*\*\*Students taking speech courses for American Sign Language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

**MATHEMATICS: 3 HOURS**      **STUDENTS MUST CHOOSE ONE FROM:**      **3**  
    MATH 1314 College Algebra  
    \*Any Math Course for which MATH 1314 is a  
    Prerequisite

\*This, however, excludes MATH 1350 and MATH 1351.



**\*NATURAL SCIENCES: 7 HOURS****STUDENTS MUST CHOOSE FROM: 7**

ANTH 2301 Introduction to Physical Anthropology  
 GEOG 1171 Physical Geography Laboratory  
 GEOG 1172 Weather and Climate Laboratory  
 GEOG 1301 Elements of Physical Geography  
 GEOG 1371 Introduction to Weather  
 GEOG 1372 Introduction to Climate  
 Any Astronomy Course  
 Any Biology Course  
 Any Chemistry Course  
 Any Geology Course  
 Any Physics Course

\*Four hours must be in a laboratory science. Some four-year universities may require eight semester hours in natural science. For information on transfer requirements, students should check with the appropriate natural sciences department, the College's Transfer Center, or the four-year university to which they plan to transfer.

**HUMANITIES, LITERATURE & VISUAL/PERFORMING ARTS: 9 HOURS****LITERATURE****STUDENTS MUST CHOOSE ONE FROM: 3**

IDST 2374 World Literature , The Narrative Mode  
 IDST 2375 World Literature II Dramatic and Lyric Modes  
 Any Sophomore-Level Literature (English) Course

**HUMANITIES****STUDENTS MUST CHOOSE ONE FROM: 3**

FREN 2312 Intermediate French II  
 GERM 2312 Intermediate German II  
 HUMA 1301 The Humanistic Tradition  
 HUMA 1302 Humanistic Foundations of Modern World  
 HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop  
 HUMA 2319 American Minorities  
 IDST 2372 World Civilization to the Fifteenth Century  
 IDST 2373 World Civilization since the Fifteenth Century  
 LATI 1311 Beginning Latin I  
 LATI 1312 Beginning Latin II  
 PHIL 1301 Introduction to Philosophy  
 PHIL 2306 Ethics  
 SPAN 2312 Intermediate Spanish II  
 SPAN 2321 Introduction to Hispanic Literature

**VISUAL/PERFORMING ARTS****STUDENTS MUST CHOOSE ONE FROM: 3**

ARCH 1301 History of Architecture I  
 ARCH 1302 History of Architecture II  
 ARTS 1301 Art Appreciation  
 ARTS 1303 Art History Survey I  
 ARTS 1304 Art History Survey II  
 DRAM 1310 Introduction to the Theatre  
 HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop  
 IDST 2376 Interdisciplinary Studies in the Fine Arts

MUSI 1306 Music Appreciation  
MUSI 1310 American Music

**SOCIAL & BEHAVIORAL SCIENCES: 15 HOURS**

**HISTORY** **STUDENTS MUST TAKE:** **6**  
HIST 1301 History of the United States, Part I  
HIST 1302 History of the United States, Part II

**GOVERNMENT** **STUDENTS MUST TAKE:** **6**  
GOVT 2301 American/Texas: National and State  
GOVT 2302 American Government: Problems & Policies

**OTHER SOCIAL/BEHAVIORAL SCIENCES**

**STUDENTS MUST CHOOSE ONE FROM:** **3**  
ANTH 2351 Introduction to Anthropology - Cultural  
ECON 2301 Principles of Macroeconomics  
ECON 2302 Principles of Microeconomics  
GEOG 1302 Cultural Geography  
GEOG 1303 Geography of the World  
GOVT 2304 Introduction to Political Science  
GOVT 2378 Introduction to International Relations  
IDST 2370 Individual, Family, and Community  
IDST 2371 Society and Social Issues  
PSYC 2301 General Psychology  
SOC 1301 Introduction to Sociology

**PHYSICAL EDUCATION/KINESIOLOGY: 2 HOURS**

**STUDENTS MUST TAKE:** **2**  
\*Any Two One-Hour Activity Required for a Degree  
Awarded Other Than by Distance (Internet,  
Videocourse)

\*For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for physical education. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

NOTE: Exceptions exist for students with more than two years of military service and those who physicians certified as physically unable to participate.

**\*MAJOR FIELD OF STUDY: 12 - 16 HOURS**

**STUDENTS MUST TAKE:** **4**  
MATH 2412 Precalculus or Higher  
**STUDENTS MUST TAKE:** **5-6**  
\*\*Physical and Natural Science Courses  
**STUDENTS MUST TAKE:** **3-6**  
Sufficient Hours to Complete the Required Semester  
Credit Hours and Exit Competencies

**TOTAL HOURS FOR AS DEGREE: 60-64**

\*Not all subject areas offer major field of study degrees. (See section 13 for specific degree plans.)

\*\*Four hours must be in a laboratory science at the sophomore level.

NOTE: Appropriate courses listed above may be used to fulfill the major field of study requirements.

## AAT DEGREE REQUIREMENTS

- Satisfy minimum entrance requirements.
- Demonstrate college-level reading proficiency on a standardized examination. (See Exit Competencies in this section of the bulletin.)
- Demonstrate computer competency. (See Exit Competencies in this section of the bulletin.)
- Complete a minimum of 66 semester hours of credit, including at least 25 percent of the hours earned at San Antonio College. These hours shall include courses chosen from the list shown below.
- Maintain a minimum GPA of 2.0 (“C”) for all college-level courses taken at San Antonio College and a minimum grade of “C” in each course required in the major field of study, whether taken at San Antonio College or attempted at another college.
- Courses with a course number beginning with the number zero are developmental level courses and, as such, do not fulfill any requirements for any degrees offered at San Antonio College. Additionally, the courses may not be transferable to a four-year university.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
<b>COMMUNICATION: 12 HOURS</b>		
<b>COMPOSITION</b>	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	<b>6</b>
<b>SPEECH</b>	<b>STUDENTS MUST TAKE:</b> SPCH 1311 Fundamentals of Speech	<b>3</b>
<b>MODERN LANGUAGE</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> *ARAB 1411 Beginning Arabic I *ARAB 1412 Beginning Arabic II **FREN 1300 Beginning Conversational French I **FREN 1310 Beginning Conversational French II *FREN 1411 Elementary French I *FREN 1412 Elementary French II *FREN 2311 Intermediate French I *FREN 2312 Intermediate French II **GERM 1300 Beginning Conversational German I **GERM 1310 Beginning Conversational German II *GERM 1411 Elementary German I *GERM 1412 Elementary German II *GERM 2311 Intermediate German I *GERM 2312 Intermediate German II **ITAL 1311 Beginning Italian I **ITAL 1312 Beginning Italian II *ITAL 1411 Elementary Italian I *ITAL 1412 Elementary Italian II **JAPN 1311 Beginning Conversational Japanese I	<b>3</b>

- \*\*JAPN 1312 Beginning Conversational Japanese II
- \*JAPN 1411 Elementary Japanese I
- \*JAPN 1412 Elementary Japanese II
- \*\*SPAN 1300 Beginning Conversational Spanish I
- \*\*SPAN 1310 Beginning Conversational Spanish II
- \*SPAN 1411 Elementary Spanish I
- \*SPAN 1412 Elementary Spanish II
- \*SPAN 2311 Intermediate Spanish I
- \*SPAN 2312 Intermediate Spanish II
- \*\*\*SGNL 1301 American Sign Language: Beginning I
- \*\*\*SGNL 1302 American Sign Language: Beginning II
- \*\*\*SGNL 2301 American Sign Language: Intermediate I
- \*\*\*SGNL 2302 American Sign Language: Intermediate II

\*Foreign language courses are offered in two formats. Any of the courses in the 1411, 1412, 2311, 2312 series fulfill the modern language requirement for the AA and AS Degrees at San Antonio College. These courses transfer to universities as language credit and allow for a full range of language placement and proficiency.

\*\*The 1300, 1310 (or 1311, 1312) series focuses on conversation. These courses also meet the modern language requirement for the AA and AS Degrees at San Antonio College, but many transfer to universities as electives rather than as language credit. Students should consult the Foreign Language Department and/or Counseling Center for advice and placement.

\*\*\*Students taking speech courses for American Sign Language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

**MATHEMATICS: 3 HOURS**      **STUDENTS MUST CHOOSE ONE FROM:**      **3**  
 MATH 1314 College Algebra  
 \*Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

\*This, however, excludes MATH 1350 and MATH 1351.

**\*NATURAL SCIENCES: 7 HOURS**      **STUDENTS MUST CHOOSE FROM:**      **7**  
 ANTH 2301 Introduction to Physical Anthropology  
 GEOG 1171 Physical Geography Laboratory  
 GEOG 1172 Weather and Climate Laboratory  
 GEOG 1301 Elements of Physical Geography  
 GEOG 1371 Introduction to Weather  
 GEOG 1372 Introduction to Climate  
 Any Astronomy Course  
 Any Biology Course  
 Any Chemistry Course  
 Any Geology Course  
 Any Physics Course

\*Four hours must be in a laboratory science.

**HUMANITIES, LITERATURE & VISUAL/PERFORMING ARTS: 9 HOURS****LITERATURE****STUDENTS MUST CHOOSE ONE FROM:****3**

- IDST 2374 World Literature I The Narrative Mode
- IDST 2375 World Literature II Dramatic and Lyric Modes
- Any Sophomore-Level Literature (English) Course

**HUMANITIES****STUDENTS MUST CHOOSE ONE FROM:****3**

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop
- HUMA 2319 American Minorities
- IDST 2372 World Civilization to the Fifteenth Century
- IDST 2373 World Civilization since the Fifteenth Century
- LATI 1311 Beginning Latin I
- LATI 1312 Beginning Latin II
- PHIL 1301 Introduction to Philosophy
- PHIL 2306 Ethics
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

**VISUAL/PERFORMING ARTS****STUDENTS MUST CHOOSE ONE FROM:****3**

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARTS 1301 Art Appreciation
- ARTS 1303 Art History Survey I
- ARTS 1304 Art History Survey II
- DRAM 1310 Introduction to the Theatre
- HUMA 1315 Fine Arts in Modern Culture, Revolut-Pop
- IDST 2376 Interdisciplinary Studies in the Fine Arts
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

**SOCIAL & BEHAVIORAL SCIENCES: 15 HOURS****HISTORY****STUDENTS MUST TAKE:****6**

- HIST 1301 History of the United States, Part I
- HIST 1302 History of the United States, Part II

**GOVERNMENT****STUDENTS MUST TAKE:****6**

- GOVT 2301 American/Texas: National and State
- GOVT 2302 American Government: Problems & Policies

**OTHER SOCIAL/BEHAVIORAL SCIENCES****STUDENTS MUST CHOOSE ONE FROM:****3**

- ANTH 2351 Introduction to Anthropology - Cultural
- ECON 2301 Principles of Macroeconomics
- ECON 2302 Principles of Microeconomics
- GEOG 1302 Cultural Geography
- GEOG 1303 Geography of the World

GOVT 2304 Introduction to Political Science  
 GOVT 2378 Introduction to International Relations  
 IDST 2370 Individual, Family, and Community  
 IDST 2371 Society and Social Issues  
 PSYC 2301 General Psychology  
 SOCI 1301 Introduction to Sociology

### PHYSICAL EDUCATION/KINESIOLOGY: 2 HOURS

**STUDENTS MUST TAKE: 2**

\*Any Two One-Hour Activity Required for a Degree Awarded Other Than by Distance (Internet, Videocourse)

\*For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for physical education. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

NOTE: Exceptions exist for students with more than two years of military service and those who physicians certify as physically unable to participate.

### TEACHING MAJOR FIELD OF STUDY: 18 HOURS

**STUDENTS MUST TAKE: 18**

Sufficient Hours to Complete the Major Field of Study

**TOTAL HOURS FOR THE AAT DEGREE: 66**

## AA, AS, AND AAT DEGREE EXIT COMPETENCIES

Students applying for graduation under a catalog from 1989 or later must meet the exit competencies listed below before an Associate Degree will be granted by the college. For additional information see Exit Competencies in section five of this bulletin.

Students graduating from San Antonio College with an AA, AS, or AAT Degree are required to demonstrate exit competencies, with a grade or “C” or better, in:

#### **WRITTEN COMMUNICATIONS COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II, plus six credit hours of writing-intensive (WI) courses.

#### **ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Introduction to Speech.

#### **MATHEMATICAL SKILLS COMPETENCY:**

##### AA and AAT Degrees

MATH 1332 Liberal Arts Mathematics or MATH 1314 College Algebra or equivalent, or any math for which MATH 1332 or MATH 1314 is a prerequisite (except MATH 1350 Fundamentals of Mathematics I for Teachers and MATH 1351 Fundamentals of Mathematics II for Teachers).

##### AS Degree

MATH 1314 College Algebra or any math for which MATH 1314 is a prerequisite (except MATH 1350 Fundamentals of Mathematics I for Teachers and MATH 1351 Fundamentals of Mathematics II for Teachers).

**COMPUTER COMPETENCY:**

COSC 1301 Computer Literacy or ITSC 1301 Introduction to Computers or ITSC 1309 Integrated Software Applications I, or an equivalent course transferred to San Antonio College.

**OR** any course identified as a computer-dedicated course which is the equivalent of COSC 1301, ITSC 1301, or ITSC 1309.

**OR** complete the Computer Literacy Challenge Test.

**OR** six semester hours of computer-intensive (CI) courses which have a prerequisite of either COSC 1301, ITSC 1301, or ITSC 1309.

**READING COMPETENCY:**

READ 1370 Critical Reading and Reasoning.

**OR** demonstration of college-level reading proficiency on a standardized examination (Accuplacer RS of 82 or higher; Nelson Denny total 13.0 or higher).

**REQUIREMENTS FOR 2+2 TRANSFER PROGRAMS**

If a student follows the curriculum identified in the 2+2 transfer agreements, there will be no loss of credit in transferring coursework from San Antonio College to the senior institutions. If a student completes the entire first two years of any such program with a minimum of 60 applicable degree hours, he or she will have satisfied requirements for an applicable AA, AS, or AAT Degree.

These hours of credit must include 15 hours in core curriculum areas as required by the Southern Association of Colleges and Schools (SACS) which must include at least one course each in the following areas: humanities/fine arts; social/behavioral sciences; natural science; and mathematics. The hours must also include the courses required by the Texas Higher Education Act (THEA) as set forth in Subchapter F, sections 51.301 and 51.302 (six semester hours in U.S./Texas government and six semester hours in U.S./Texas history).

Students must maintain a minimum GPA of 2.0 (“C”) for all college-level courses taken at San Antonio College and a minimum grade of “C” in each course required in the major field of study, whether taken at San Antonio College or attempted at another college. Students must also have demonstrated competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers, as required by SACS. Students should consult the Counseling Center (MLC first floor) or their faculty advisor for specific information.

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## ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

The AAS Degree is designed to teach specific professional/technical skills. The requirements for each major in the AAS Degree are clearly shown in section 13 of this bulletin. Students seeking such a degree should become familiar with the specific required courses in the appropriate curriculum. The AAS Degree may transfer all or in part to senior colleges and universities. Contact the Transfer Center (MLC first floor) or the department advisor for specific transfer information.

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### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Accounting Technology  
 Addiction Studies  
 Administrative Assistant (Tech Prep Program)  
 American Sign Language: Deaf Support Specialist  
 American Sign Language: Sign Language Interpreter  
 Banking and Financial Services  
 Business Management  
 Chemical Dependency Counseling: Correctional Science  
 Child Development  
 Computer-Aided Drafting and Design Technology (Tech Prep Program)  
 Computer-Aided Drafting and Design Technology: Engineering  
 Computer Database Specialist  
 Computer Help Desk Specialist  
 Computer Network Administration  
 Computer Programming  
 Computer Security Administration  
 Court Reporting: Computer-Aided Transcription Technology  
 Criminal Justice: Correctional Science (Tech Prep Program)  
 Criminal Justice: Law Enforcement (Tech Prep Program)  
 Dental Assisting  
 Drug and Alcohol Abuse Counseling  
 Electronics Technology (Tech Prep Program)  
 Emergency Management  
 Emergency Medical Services  
 Engineering Technology  
 Financial Management  
 Fire and Arson Investigation  
 Fire Science  
 Forensics: Criminal Justice  
 Geographic Information Systems  
 Gerontological Services  
 Graphic Arts  
 Human Resources Management  
 International Business  
 Legal Admin Asst/Secretary (Tech Prep Program)  
 Marketing Management  
 Medical Assisting  
 Mortgage Banking  
 Mortuary Science  
 Nursing: Career Mobility - LVN to RN  
 Nursing: Generic



Occupational Safety and Health Technology  
 Paralegal Studies  
 Paralegal Studies: Nonlawyer Advocacy  
 Public Administration  
 Radio-Television-Broadcasting  
 Real Estate Management  
 Records Management

## ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

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The AAS Degree is awarded to students who successfully complete an approved two-year technical curriculum of integrated general education and specialty courses with at least 15 hours of general education. Students must also have met the following requirements:

- Satisfy minimum entrance requirements of the college and specific degree programs.
- Complete at least 25 percent of the hours at San Antonio College. Included in these hours must be the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- Successfully complete an approved technical curriculum of integrated general education and specialty courses with at least 15 hours of general education. (See section 13 of this bulletin for degree plans.)
- Successfully complete ENGL 1302 Freshman Composition II or six hours of writing-intensive (WI) courses, which may be substituted for ENGL 1302.
- Satisfy the college computer competency requirements.
- Maintain a minimum GPA of 2.0 (“C”) for all college-level courses taken at San Antonio College and a minimum grade of “C” in each course required in the major field of study (technical courses), whether taken at San Antonio College or attempted at another college.
- Take and pass any exit assessments required by the individual programs. Students majoring in any of the technical programs must have an approved degree plan on file with their academic advisor.

## ASSOCIATE IN APPLIED SCIENCE DEGREE EXIT COMPETENCIES

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Students applying for graduation under a catalog from 1989 or later must meet the exit competencies listed below before an associate degree will be granted by the college. For additional information see Exit Competencies in section five of this bulletin.

Students graduating from San Antonio College with an AAS Degree are required to demonstrate exit competencies, with a grade of “C” or better, in:

### WRITTEN COMMUNICATIONS COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II.

**OR** ENGL 1301 Freshman Composition I plus six hours of writing-intensive (WI) courses.

### ORAL COMMUNICATIONS COMPETENCY:

SPCH 1311 Fundamentals of Speech or SPCH 1321 Business and Professional Speech.

**OR** six credit hours of speech-intensive (SI) courses.

### MATHEMATICAL SKILLS COMPETENCY:

Students may choose between the following options if degree requirements do not specify a math requirement:

THEA Mathematics passing score of 230

**OR** Accuplacer EA score of 76 or higher.

**OR** three hours of college-level mathematics (MATH 1314 or MATH 1332 or equivalent).

**OR** six hours of math-intensive (MI) courses.

**COMPUTER COMPETENCY:**

COSC 1301 Computer Literacy or ITSC 1301 Introduction to Computers or ITSC 1309 Integrated Software Applications I or an equivalent course transferred to San Antonio College.

**OR** any course identified as a computer-dedicated course which is the equivalent of COSC 1301, ITSC 1301, or ITSC 1309.

**OR** complete the Computer Literacy Challenge Test.

**OR** six semester hours of computer-intensive (CI) courses which have a prerequisite of either COSC 1301, ITSC 1301, or ITSC 1309.

Students should always consult their faculty advisor or counselor at San Antonio College, or the college to which they intend to transfer, to determine which courses will satisfy degree requirements before registering for classes.

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## CERTIFICATES - LEVEL I AND II

Numerous certificates are part of the College's Division of Professional and Technical Education offerings.

### LEVEL I CERTIFICATE

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The Level I Certificate consists of 15 to 42 semester hours of prescribed coursework. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 25 percent of the required semester hours must be completed at San Antonio College, which offers the following Level I Certificates:

- Accounting Technician
- Administrative Design Management
- Administrative Systems Technician
- Banking
- Budgeting in the Public Sector
- Business Management
- Child Care Administration
- Child Development
- Child Development Associate Training
- Computer-Aided Drafting Operations
- Computer Assistant
- Computer Database Technician
- Computer Data Entry Technician
- Computer Desktop Support Technician
- Computer Help Desk Technician
- Computer Programming Technician
- Court Reporting: Rapid Text Entry
- Court Reporting: Realtime Medical Reporting
- Court Reporting: Transcriptionist/Scopist
- Dental Assisting
- Drug and Alcohol Abuse Counseling
- Electronics Technology
- Emergency Medical Technician: Basic
- Emergency Medical Technician: Paramedic
- Engineering Technician
- Financial Analysis

Financial Management  
 Financial Services Industry  
 Fire and Arson Investigation  
 Firefighter: Basic  
 Fire Inspector  
 Forensics: Criminal Justice  
 Funeral Director  
 Geographic Information Systems  
 Geriatric Case Manager  
 Geriatric Technician  
 Gerontology  
 Human Resources Management  
 Human Resources Technician  
 Industrial Electronics  
 Infant and Toddler Care  
 Information Technology Security  
 International Business  
 Labor Studies  
 Law Enforcement  
 Leadership in Public Service  
 Marketing Management  
 Medical Office Administrative Assistant  
 Medical Transcription Specialist  
 Mortgage Banking  
 Mortgage Finance  
 Mortgage Management  
 Occupational Safety and Health Management  
 Operations Management  
 Real Estate Management  
 Records Management  
 Small Business Management  
 Substance Abuse Counseling  
 Surveying Engineering Technology  
 Teacher Assistant  
 Voice Recognition Systems Technician

## LEVEL II CERTIFICATE

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The Level II Certificate consists of 43 to 59 semester hours of prescribed coursework. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 25 percent of the required semester hours must be completed at San Antonio College, which offers the following Level II Certificates:

Court Reporting  
 Medical Assisting

## LEVEL I & LEVEL II CERTIFICATE REQUIREMENTS

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- Complete 25 percent of required semester hours of prescribed course work in the specific program at San Antonio College.
- Maintain a minimum GPA of 2.0 (“C”) for all college-level courses taken at San Antonio College and a minimum grade of “C” in each course required in the major field of study (technical courses), whether taken at San Antonio College or attempted at another college.
- Maintain good academic standing.

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## CERTIFICATES - LOCAL, MARKETABLE SKILLS, AND ENHANCED SKILLS

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### LOCAL CERTIFICATE

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The Local Certificate consists of six to 14 semester hours of prescribed coursework representing achievement of identifiable skill proficiency. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 50 percent of the hours must be completed at San Antonio College, which offers the following Local Certificates:

- Beginning and Intermediate Spanish for Professionals
- Electronics Technology: Digital Fundamentals
- Facility Management
- International Studies

### MARKETABLE SKILLS CERTIFICATE

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The Marketable Skills Certificate consists of nine to 14 semester hours of prescribed coursework making a student eligible for immediate employment or adding to the student's marketability to employers. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 50 percent of the hours must be completed at San Antonio College, which offers the following Marketable Skills Certificates:

- Accounting Computer Applications
- Accounting Technology
- Banking
- Electronics Technology: Basic DC/AC
- Electronics Technology: Basic Electronics
- Electronics Technology: Basic Semiconductor
- Business Communications
- Computer-Aided Drafting and Design Technology: Autocad®
- Construction Technician
- Customer Services Specialist
- Disaster Response Management
- Disaster Response Technician
- Engineering Drafting Technician I
- Financial Services Industry
- HR Assistant
- HR Benefits and Compensations Coordinator
- HR Employment Specialist
- HR Training Specialist
- Mortgage Banking
- Mortgage Finance
- Mortgage Management
- Occupational Safety and Health Technician
- Software Specialist
- Surveying Technician I
- Surveying Technician II

## ENHANCED SKILLS CERTIFICATE

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The Enhanced Skills Certificate is associated with an AAS Degree Program. The AAS Degree must be a prerequisite for the Enhanced Skills Certificate. The certificate is well-focused, clearly related to the program, and provides skills beyond career entry. It consists of six to 15 semester hours and may extend an AAS Degree to an overall total that shall not exceed 87 semester hours. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 50 percent of the hours must be completed at San Antonio College, which offers the following Enhanced Skills Certificates:

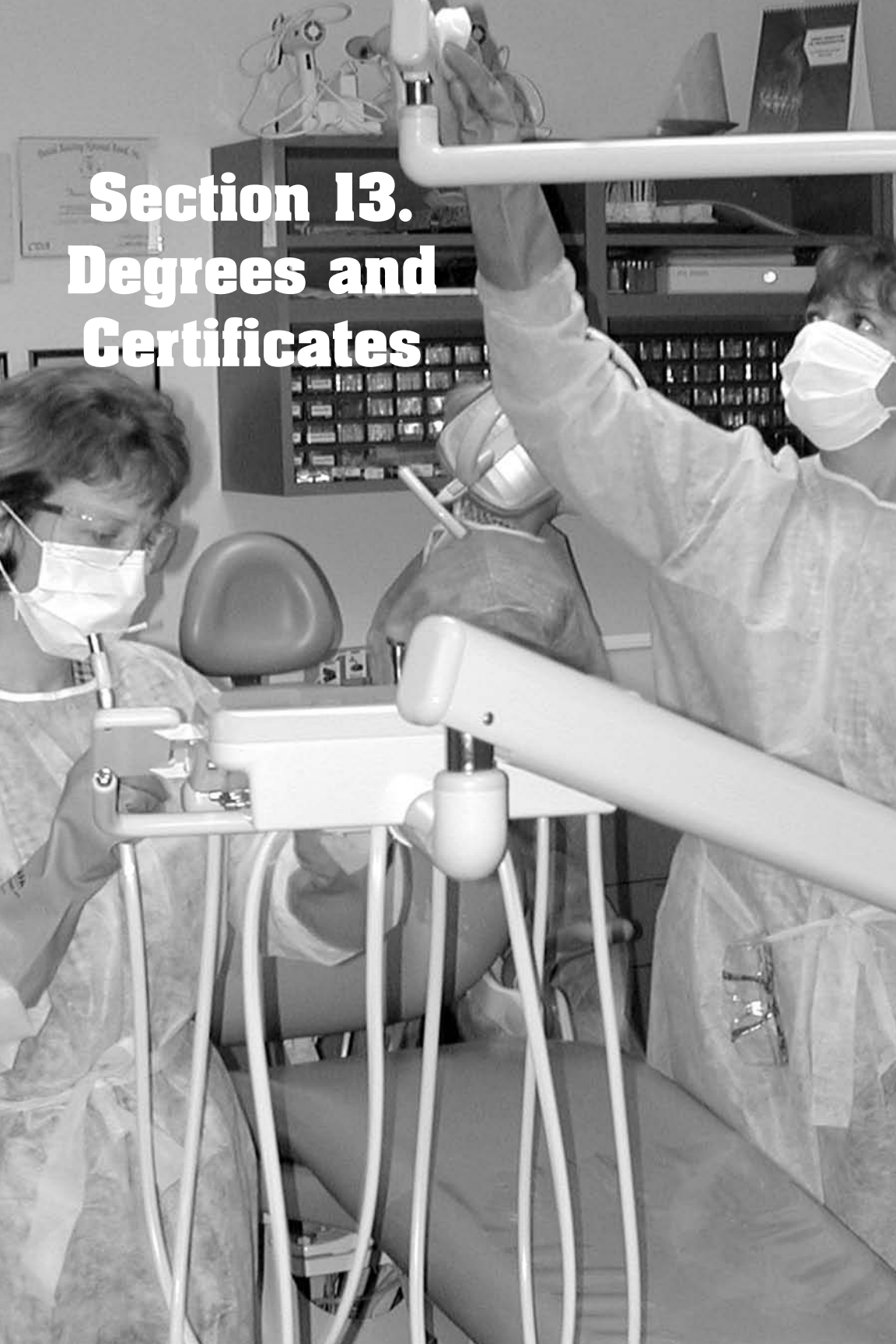
- Captioning Court Reporting Skills
- Computer-Aided Drafting and Design Technology
- Computer Security
- Dental Assisting
- Interpreting
- Trilingual Interpreting

## REQUIREMENTS FOR LOCAL, MARKETABLE SKILLS, & ENHANCED SKILLS CERTIFICATES

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- Complete prescribed coursework in the specific program.
- Complete at least 50 percent of the hours at San Antonio College.
- Maintain a minimum GPA of 2.0 (“C”) for all college-level courses taken at San Antonio College and a minimum grade of “C” in each course required in the major field of study (technical courses), whether taken at San Antonio College or attempted at another college.
- Maintain good academic standing.

# Section 13. Degrees and Certificates



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## SAN ANTONIO COLLEGE DEGREES AND CERTIFICATES

The degrees/certificates listed in this section are listed in alphabetical order by the title of the program. Following the title will be the type of degree/certificate awarded. The department that administers that particular degree/certificate will be the last item listed. The degree/certificate course requirements will then be listed. Contact either the department chairperson or a counselor should you need additional information regarding a particular degree/certificate.

Students planning to transfer to a senior college or university should consult the bulletin of that institution, a counselor, a faculty advisor, or the registrar when planning their courses to meet specific degree requirements. Students undecided as to which degree-granting institution they will attend should follow the general outlines listed in this section.

The technical, or career-oriented courses, are accepted by some senior colleges for transfer. The counseling staff is available for consultation concerning the applicability of these courses to transfer degree plans. A conference with the department chairperson or a counselor before registering in one of the technical programs is advisable.

The Continuing Education Training Network Division frequently schedules non-credit, short-term courses related to some of the degrees/certificates listed in this section. For further information, please contact the Continuing Education Training Network Division.

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## PREPARING FOR PROFESSIONAL SCHOOLS

Professional schools, including but not limited to dental school, law school, medical school, pharmacy school, physician's assistant programs, and veterinary medicine require varying amounts of undergraduate preparation. Many of the required courses at the freshman and sophomore level are offered by San Antonio College. It is the responsibility of the student to know the exact requirements for admission to the specific professional school to which he/she is applying. For additional information, consult a counselor at San Antonio College or at the professional school of interest.

### PRE-MEDICAL/PRE-DENTAL PROGRAM UNITED STATES

San Antonio College offers the courses recommended for the first two years of a pre-medical and pre-dental program for most colleges and universities in the United States. In general, requirements for acceptance to medical school would require a minimum of 90 hours; and for dental school a minimum of 60 hours. The following courses offered at San Antonio College apply to the above requirements at most medical and dental schools. The required courses are general and will be different at some schools; therefore, students are strongly advised to consult the institution offering the program they wish to enter concerning specific prerequisites. Additional hours may be obtained by taking other courses listed in the Associate in Science (AS) Degree Program. Students are encouraged to obtain their Associate Degree at San Antonio College by completing the other course requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
ENGLISH	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	6

<b>MATHEMATICS</b>	<b>STUDENTS MUST TAKE:</b> MATH 2413 Calculus I	<b>4</b>
<b>SCIENCES</b>	<b>STUDENTS MUST TAKE:</b> BIOL 1406 General Biology I BIOL 1407 General Biology II BIOL 2416 Genetics BIOL 2421 General Microbiology	<b>16</b>
<b>CHEMISTRY</b>	<b>STUDENTS MUST TAKE:</b> CHEM 1411 General Chemistry I CHEM 1412 General Chemistry II CHEM 2223 Organic Chemistry Laboratory I CHEM 2323 Organic Chemistry I CHEM 2225 Organic Chemistry Laboratory II CHEM 2325 Organic Chemistry II	<b>18</b>
<b>PHYSICS</b>	<b>STUDENTS MUST TAKE:</b> PHYS 1401 General Physics I PHYS 1402 General Physics II	<b>8</b>
		<b>TOTAL HOURS: 52</b>

## PRE-MEDICAL/PRE-DENTAL PROGRAM

### UNIVERSIDAD AUTONOMA DE GUADALAJARA

San Antonio College has a partnership with the Universidad Autonoma de Guadalajara (UAG) that allows students who take the following courses at San Antonio College to apply for admission to medical school at UAG. Following completion of a medical degree at UAG, students need to pass United States national board exams before applying for internship or residency programs in the U.S. Students are encouraged to obtain their Associate Degree at San Antonio College by completing the other course requirements. Medical school applicants must meet all the basic pre-medical requirements necessary for entrance into medical school. This means that the applicant must have a minimum of 90 credit hours required by the UAG to apply for admissions. At San Antonio College this includes 18 semester credit hours of chemistry (eight inorganic and 10 organic), eight hours of physics, and 16 hours in biology as well as four semester hours in calculus and six in English. Students must complete these courses with a 3.0 or better grade point average (GPA). Students should consult the San Antonio College pre-med transfer counselor for additional information.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
<b>ENGLISH</b>	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	<b>6</b>
<b>MATHEMATICS</b>	<b>STUDENTS MUST TAKE:</b> MATH 2413 Calculus I	<b>4</b>
<b>SCIENCES</b>	<b>STUDENTS MUST TAKE:</b> BIOL 1406 General Biology I	<b>16</b>





SOCI 1301 Introduction to Sociology  
 SPCH 1311 Fundamentals of Speech  
 Or a mathematics elective or a science elective

**TECHNICAL EDUCATION COURSES: 37 HOURS**

ACNT 1311 Introduction to Computerized Accounting I	3
ACNT 1382 Cooperative Education: Accounting Technician	3
ACNT 1403 Introduction to Accounting I	4
ACNT 1471 Applied Accounting Topics	4
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3
ITSW 2334 Advanced Spreadsheets	3
POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-Key Skillbuilding	1
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1321 Business Math	3
*POFT 1329 Keyboarding and Document Formatting	3
<b>TOTAL HOURS: 40</b>	

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding or POFT 2333 Advanced Document Formatting and Skillbuilding) may be substituted.

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**ACCOUNTING TECHNOLOGY  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Math or Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social and Behavioral Sciences Elective From:	3
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOCI 1301 Introduction to Sociology	

\*In ACT Programs, once mathematics competency has been proven, students may substitute a natural science course for MATH 1314 College Algebra.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

**OTHER GENERAL EDUCATION COURSES: 3 HOURS**

*ACCT 2301 Financial Accounting	3
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\*With department chairperson approval, ITSW 2334 Advanced Spreadsheets; ACNT 1325 Principles of Accounting I; or an ACNT Special Topics course may substitute for ACCT 2301 Financial Accounting.

**TECHNICAL EDUCATION COURSES: 54 HOURS**

ACNT 1311 Introduction to Computerized Accounting I	3
ACNT 1329 Payroll and Business Tax Accounting	3
ACNT 1403 Introduction to Accounting I	4
ACNT 1471 Applied Accounting Topics	4
ACNT 2371 Business Tax Reporting	3
ACNT 2372 Income Tax Fundamentals	3
ACNT 2373 Microcomputer Accounting Applications II	3
ACNT 2380 Cooperative Education Accounting	3
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1321 Business Math	3
*POFT 1329 Keyboarding and Document Formatting	3
POFT 2312 Business Correspondence and Communications II (WI)	3
Students Must Choose One From:	1
POFI 1171 File/PC Management for Windows	
POFT 1171 Ten-Key Skillbuilding	

**TOTAL HOURS: 72**

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding or POFT 2333 Advanced Document Formatting and Skillbuilding) may be substituted.

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I, POFT 1301 Business English/Communications I (WI), and POFT 2312 Business Correspondence and Communications II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics a passing score of 230  
 OR Accuplacer elementary algebra score of 76 or higher  
 OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSW 1304 Introduction to Spreadsheets

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**ACCOUNTING TECHNOLOGY  
 MARKETABLE SKILLS CERTIFICATE  
 ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**TECHNICAL EDUCATION COURSES: 12-13 HOURS**

Students Must Choose One From:

**CREDIT HOURS**

3-4

ACCT 2301 Financial Accounting  
 ACNT 1311 Introduction to Computerized Accounting I  
 ACNT 1325 Principles of Accounting I  
 ACNT 1403 Introduction to Accounting I

Students Must Choose Three From: 9

ACNT 1326 Principles of Accounting II  
 ACNT 1329 Payroll and Business Tax Accounting  
 ACNT 2371 Business Tax Reporting  
 ACNT 2372 Income Tax Fundamentals  
 ACNT 2373 Microcomputer Accounting Applications II  
 ACNT 2380 Cooperative Education

TOTAL HOURS: 12-13

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**ADMINISTRATIVE ASSISTANT (TECH PREP PROGRAM)  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Math or Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social and Behavioral Sciences Elective From:	3
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	

\*In AAS Degree Programs offered through the ACT Department, a natural science course may be substituted once mathematics competency is proven.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

**TECHNICAL EDUCATION COURSES: 56 HOURS**

ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3
POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-Key Skillbuilding	1
POFT 1274 Database Applications	2
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1319 Records and Information Management I	3
POFT 1321 Business Math	3
POFT1329 Keyboarding and Document Formatting	3
POFT 2301 Document Formatting and Skillbuilding	3
POFT 2312 Business Correspondence and Communications II (WI)	3

POFT 2331 Administrative Systems	3
POFT 2380 Cooperative Education - Administrative Asst/Secretarial Science, Gen	3
*Students Must Choose Three Directed Electives From:	9
ITSC 1309 Integrated Software Applications I	
ITSC 2321 Integrated Software Applications II	
ITSW 1310 Presentation Media Software	
ITSW 2334 Advanced Spreadsheets	
MRKG 1301 Customer Relations	
POFI 1301 Computer Applications I	
POFI 2301 Word Processing	
POFI 2371 Advanced Word Processing	
POFI 2431 Desktop Publishing for the Office	
POFL 1303 Legal Office Procedures	
POFL 2301 Legal Document Processing	
POFM 1331 Medical Transcription I	
POFT 1273 Spreadsheets	
POFT 1274 Database Applications	
POFT 1275 Presentation Software	
POFT 1309 Administrative Office Procedures I	
POFT 1359 Records and Information Management II	
POFT 1380 Cooperative Work Experience	
POFT 1391 E-mail/Electronic Communications	
POFT 2203 Speed and Accuracy Building	
POFT 2321 Machine Transcription	
POFT 2359 Records and Information Management III	
POFT 2371 Financial Reporting in Spanish	
SPNL 1342 Business Spanish	

**TOTAL HOURS: 71**

\*Any course required in a Marketable Skills Certificate offered through the ACT Department may be counted as a directed elective. Any special topics course approved by the ACT Department chairperson may also serve as a directed elective.

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I, POFT 1301 Business English/Communications I (WI), and POFT 2312 Business Correspondence and Communications II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230  
**OR** Accuplacer elementary algebra score of 76 or higher  
**OR** Any college level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSW 1304 Introduction to Spreadsheets

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**ADMINISTRATIVE DESIGN MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 18 HOURS</b>	<b>CREDIT HOURS</b>
ARCH 1302 History of Architecture II	3
ARCH 1311 Architecture, Society & Culture	3
*ARCH 2312 Construction I	3
BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills in Managers	3
HRPO 2307 Organizational Behavior	3
<b>TOTAL HOURS: 18</b>	

\*This course has trigonometry and physics as a prerequisite.

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**ADMINISTRATIVE SYSTEMS TECHNICIAN  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
 <b>TECHNICAL EDUCATION COURSES: 38-39 HOURS</b>	
ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3
POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-Key Skillbuilding	1
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1319 Records and Information Management I	3
POFT 1321 Business Math	3
POFT 1329 Keyboarding and Document Formatting	3
POFT 1380 Cooperative Education	3
POFT 2301 Document Formatting and Skillbuilding	3
Students Must Choose One From:	2-3
ITSW 1310 Presentation Media Software	
POFT 1274 Database Applications	
POFT 1275 Presentation Software	
<b>TOTAL HOURS: 41-42</b>	

NOTE: POFT 2203 Speed and Accuracy Building may be taken to ensure keyboarding competency.

**AMERICAN SIGN LANGUAGE  
ASSOCIATE IN ARTS (AA) DEGREE  
AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT**

The AA Degree is intended for those students interested in transferring credit to Baccalaureate Degree Programs in related fields of study such as Deaf Education, Speech Pathology, Audiology, Special Education, General Education, Social Work, etc. A minimum of 60 hours of coursework is required.

If you are taking classes for foreign language credit for an AA Degree, be sure you are registered for the following courses listed under the SGNL prefix:

- SGNL 1301 American Sign Language (ASL): Beginning I
- SGNL 1302 American Sign Language (ASL): Beginning II
- SGNL 2301 American Sign Language (ASL): Intermediate I
- SGNL 2302 American Sign Language (ASL): Intermediate II

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AA Degree requirements

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
COMMUNICATIONS	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2

**MAJOR FIELD OF STUDY: AMERICAN SIGN LANGUAGE**

**STUDENTS MUST CHOOSE FROM:                      MIN 15 HRS.**

- SGNL 1301 American Sign Language (ASL): Beg I
- SGNL 1302 American Sign Language (ASL): Beg II
- SGNL 2301 American Sign Language (ASL): Inter I
- SGNL 2302 American Sign Language (ASL): Inter II
- SLNG 1211 Fingerspelling and Numbers
- SLNG 1215 Visual Gestural Communications
- SLNG 1317 Introduction to the Deaf Community

**TOTAL HOURS: 63**

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## AMERICAN SIGN LANGUAGE: DEAF SUPPORT SPECIALIST ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT

The AAS Degree in American Sign Language (ASL): Deaf Support Specialist is comprised of a combination of technical and general education courses. The degree requires 70-72 semester hours of designated coursework. Students must pass a mid-program evaluation and a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to provide the student with sign language communication skills necessary to communicate with a broad cross-section of deaf consumers. In addition, students will acquire social, cultural, and educational foundations necessary for working with deaf and hard of hearing consumers in a variety of settings.

### AAS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE: 18 HOURS	CREDIT HOURS
DRAM 1351 Acting I	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
ITSC 1301 Introduction to Computers	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
Any Mathematics course	
Any Natural Science course	
 <b>OTHER GENERAL EDUCATION COURSES: 3 HOURS</b>	
Students Must Choose One From:	3
GOVT 2301 American/Texas Government: National and State	
PSYC 2301 General Psychology	
 <b>TECHNICAL EDUCATION COURSES: 45 HOURS</b>	
CDEC 1359 Children with Special Needs	3
EDTC 1301 Instructional Practices: Educational Processes	3
SLNG 1207 Intra-Lingual Skills Development for Interpreters	2
SLNG 1211 Fingerspelling and Numbers	2
SLNG 1215 Visual Gestural Communications	2
SLNG 1300 Fundamentals & Techniques For Deaf Sppt Specialist/Service Providers	3
SLNG 1304 American Sign Language (ASL): Beginning I	3
SLNG 1305 American Sign Language (ASL): Beginning II	3
SLNG 1317 Introduction to the Deaf Community	3
SLNG 1321 Introduction to the Interpreting Profession	3
SLNG 1344 American Sign Language (ASL): Intermediate I	3
SLNG 1345 American Sign Language (ASL): Intermediate II	3
SLNG 1347 Deaf Culture	3
SLNG 2330 Advanced Instructional Tech for Deaf Sppt Specialist/Service Providers	3
SLNG 2334 American Sign Language (ASL): Advanced	3
SLNG 2389 Internship - Deaf Support Specialist (Capstone Course)	3



**DIRECTED ELECTIVES: 4-6 HOURS**

Students Must Choose From:

4-6

- SLNG 1291 Special Topics - Visual Gestural Communication Advanced
- SLNG 1391 Special Topics - Greek and Latin Roots for Interpreters
- SLNG 2303 Transliterating
- SLNG 2311 Interpreting in Specialized Settings
- SLNG 2315 Interpreting in Educational Settings
- SLNG 2401 Interpreting I
- SLNG 2402 Interpreting II
- SLNG 2431 Interpreting III

**TOTAL HOURS: 70-72**

**AMERICAN SIGN LANGUAGE: SIGN LANGUAGE INTERPRETER  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT**

The AAS Degree in American Sign Language (ASL): Sign Language Interpreter is comprised of a combination of technical and general education courses. The degree requires 70-72 semester hours of designated coursework. Students must pass a mid-program evaluation, the level I state interpreting certification exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to prepare the student for an entry-level position in the field of ASL interpreting. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

**AAS DEGREE REQUIREMENTS**

**GENERAL EDUCATION CORE: 18 HOURS**

**CREDIT HOURS**

DRAM 1351 Acting I	3
ENGL 1301 Freshman Composition I	3
ENGL1302 Freshman Composition II	3
ITSC 1301 Introduction to Computers	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
Any Mathematics course	
Any Natural Science course	

**OTHER GENERAL EDUCATION COURSES: 3 HOURS**

Students Must Choose One From:	3
GOVT 2301 American/Texas Government: National and State	
PSYC 2301 General Psychology	

**TECHNICAL EDUCATION COURSES: 48 HOURS**

SLNG 1207 Intra-Lingual Skills Development for Interpreters	2
SLNG 1211 Fingerspelling and Numbers	2
SLNG 1215 Visual Gestural Communications	2
SLNG 1304 American Sign Language: Beginning I	3
SLNG 1305 American Sign Language: Beginning II	3
SLNG 1317 Introduction to the Deaf Community	3
SLNG 1321 Introduction to the Interpreting Profession	3

SLNG 1344 American Sign Language: Intermediate I	3
SLNG 1345 American Sign Language: Intermediate II	3
SLNG 1347 Deaf Culture	3
SLNG 2311 Interpreting in Specialized Settings	3
SLNG 2315 Interpreting in Educational Settings	3
SLNG 2388 Internship - Sign Language Interpreter (Capstone)	3
SLNG 2401 Interpreting I	4
SLNG 2402 Interpreting II	4
SLNG 2431 Interpreting III	4

**DIRECTED ELECTIVES: 3 HOURS**

Students Must Choose One From:	3
SLNG 1300 Fundamentals & Techniques For Deaf Support Specialist/Service Providers	
SLNG 1391 Special Topics - American Sign Language Linguistics	
SLNG 1391 Special Topics - American Sign Language for Native Sign Language Users	
SLNG 2303 Transliterating	
SLNG 2330 Advanced Instructional Techniques Deaf Sppt Specialist/Service Providers	
SLNG 2334 American Sign Language: Advanced	

**TOTAL HOURS: 70-72****ENHANCED SKILLS CERTIFICATES**

Students may obtain an AAS Degree without an Enhanced Skills Certificate. To be eligible for the Enhanced Skills Certificate, the student must be a level I certified interpreter or have completed an accredited interpreter training program.

**INTERPRETING ENHANCED SKILLS CERTIFICATE: 14 HOURS****CREDIT HOURS**

SLNG 1391 Special Topics - Interpreting IV	3
SLNG 1391 Special Topics - Greek and Latin Roots	3
SLNG 2335 American Sign Language: Advanced II	3
SLNG 1291 Special Topics - Visual Gestural Communications Adv.	2
Students Must Choose One From:	3
SLNG 1391 Special Topics - Interpreting in Academic Setting	
SLNG 1391 Special Topics - Interpreting V	

**TOTAL HOURS: 14****TRILINGUAL INTERPRETER ENHANCED SKILLS CERTIFICATE: 15 HOURS**

SLNG 2370 Trilingual Interpreting I	3
SLNG 2372 Trilingual Interpreting II	3
SLNG 2373 Latino Interpreting Issues	3
SPAN 2311 Intermediate Spanish I	3
SPAN 2312 Intermediate Spanish II	3

**TOTAL HOURS: 15****TOTAL HOURS WITH ENHANCED SKILLS CERTIFICATE: 84 - 101**

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**ARCHITECTURE  
ASSOCIATE IN ARTS (AA) DEGREE  
PHYSICS/ENGINEERING/ARCHITECTURE DEPARTMENT**

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**AA DEGREE REQUIREMENTS**

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Unless specific courses are listed, see section 12 for AA Degree requirements

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
<b>COMMUNICATIONS</b>	<b>SEE SECTION 12</b>	<b>12</b>
<b>MATHEMATICS</b>	<b>STUDENTS MUST TAKE:</b> *MATH 2412 Precalculus	<b>4</b>

\*Students not prepared to enroll in MATH 2412 Precalculus may be required to enroll in MATH 1314 College Algebra.

<b>NATURAL SCIENCES</b>	<b>**SEE SECTION 12</b>	<b>7</b>
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\*\*Students must take PHYS 1401 General Physics I.

<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>		
<b>LITERATURE</b>	<b>SEE SECTION 12</b>	<b>3</b>
<b>HUMANITIES</b>	<b>SEE SECTION 12</b>	<b>3</b>
<b>VISUAL/PERFORMING ARTS</b>		
	<b>STUDENTS MUST TAKE:</b> ARCH 1301 History of Architecture I	<b>3</b>

<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
	<b>SEE SECTION 12</b>	<b>15</b>

<b>PHYSICAL EDUCATION</b>	<b>SEE SECTION 12</b>	<b>2</b>
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<b>MAJOR FIELD OF STUDY: ARCHITECTURE</b>		
	<b>STUDENTS MUST CHOOSE FROM:</b>	<b>MIN. 15 HRS.</b>
	ARCH 1302 History of Architecture II	
	ARCH 1303 Architectural Design I	
	ARCH 1304 Architectural Design II	
	ARCH 1307 Architectural Graphics I	
	ARCH 1308 Architectural Graphics II	
	ARCH 1311 Architecture, Society, and Culture	
	ARCH 1315 Architectural Computer Graphics	
	ARCH 2301 Architectural Freehand Drawing I	
	ARCH 2302 Architectural Freehand Drawing II	

**TOTAL HOURS: 64**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. For information on transfer requirements, students

should check with the College's Department of Physics, Engineering, and Architecture, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer.

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## ART ASSOCIATE IN ARTS (AA) DEGREE VISUAL ARTS AND TECHNOLOGY DEPARTMENT

The College's Department of Visual Arts and Technology offers coursework that meets the recommended transfer curriculum of the Texas Association of Schools of Art (TASA).

Advanced placement is awarded to students scoring five on the college board drawing test for ARTS1316 Drawing I.

Students planning for a Baccalaureate Degree in Art or Art History should check with the four-year school of choice for a list of specific courses that will transfer. A list of transfer programs in art and art history are available through the Visual Arts and Technology Department Office. Students should consult the Visual Arts and Technology Department for academic advising and a suggested curriculum. Students with a concentration in art, planning to transfer to a college or university, must maintain no less than "C" in all art courses as well as a cumulative average of "C" for graduation.

NOTE: See Graphic Arts in this section for career and technical programs in the visual arts.

### AA DEGREE REQUIREMENTS

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Unless specific courses are listed, see section 12 for for AA Degree requirements

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATIONS	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
MAJOR FIELD OF STUDY: FINE ARTS	STUDENTS MUST TAKE:	12
	ARTS 1311 Design I	
	ARTS 1312 Design II	
	ARTS 1316 Drawing I	
	ARTS 1317 Drawing II	

**STUDENTS MUST CHOOSE FROM:****3**

ARTS 1303 Art History Survey I

ARTS 1304 Art History Survey II

**TOTAL HOURS: 63**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the San Antonio College Department of Visual Arts and Technology, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer to for information on transfer agreements.

## AUTOCAD® CERTIFICATE (SEE COMPUTER-AIDED DRAFTING)

### BANKING LEVEL I CERTIFICATE BUSINESS DEPARTMENT

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and Banking	3
BNKG 1343 Law and Banking	3
Students Must Choose Two Electives From:	6
BMGT 1303 Principles of Management	
BNKG 1349 Commercial Lending	
BNKG 1351 Selling Bank Products and Services	
BNKG 1356 Analyzing Financial Statements	
BNKG 1391 Special Topics in Banking and Financial Services	
BNKG 2380 Cooperative Education	
ECON 2302 Principles of Microeconomics	
IBUS 2339 International Banking and Finance	
	<b>TOTAL HOURS: 15</b>

### BANKING MARKETABLE SKILLS CERTIFICATE BUSINESS DEPARTMENT

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
BNKG 1303 Principles of Bank Operations	3
BNKG 1340 Money and Banking	3
Students Must Choose Two Electives From:	6
BMGT 1303 Principles of Management	
BNKG 1343 Law and Banking	
BNKG 1349 Commercial Lending	
BNKG 1351 Selling Bank Products and Services	
BNKG 1356 Analyzing Financial Statements	
BNKG 1391 Special Topics in Banking and Financial Services	
BNKG 2380 Cooperative Education	

ECON 2302 Principles of Microeconomics  
IBUS 2339 International Banking and Finance

TOTAL HOURS: 12

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**BANKING AND FINANCIAL SERVICES  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
<b>OTHER GENERAL EDUCATION COURSES: 6 HOURS</b>	
ACCT 2301 Financial Accounting	3
SPCH 1311 Fundamentals of Speech	3
<b>TECHNICAL EDUCATION COURSES: 33 HOURS</b>	
BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers	3
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and Banking	3
BNKG 1343 Law and Banking	3
BNKG 1345 Consumer Lending	3
BNKG 1349 Commercial Lending	3
BNKG 1351 Selling Bank Products and Services	3
BNKG 1356 Analyzing Financial Statements	3
BNKG 2380 Cooperative Education	3
ITSC 1301 Introduction to Computers	3
<b>ELECTIVES: 6 HOURS</b>	
Students Must Choose Two From:	6
ACCT 2302 Managerial Accounting	
BMGT x3xx Any BMGT Course	
BUSA 1313 Investments	
BUSG 1303 Principles of Finance	
ECON 2302 Principles of Microeconomics	
HRPO 2301 Human Resources Management	

- HRPO 2303 Employment Practices
- HRPO 2304 Employee Relations
- HRPO 2305 Human Resources Information Systems
- HRPO 2306 Benefits and Compensation
- HRPO 2307 Organizational Behavior
- IBUS 2339 International Banking and Finance
- MRKG 1301 Customer Relations
- RELE 1309 Real Estate Law
- RELE 1319 Real Estate Finance

**TOTAL HOURS: 60**

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY,**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**BUDGETING IN THE PUBLIC SECTOR  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ACNT 2330 Governmental & Not-For-Profit Accounting	3
PBAD 1392 Sp Topics in Public Admin: Grant & Funding Admin in Public Sector	3
PBAD 2331 Budgeting in the Public Sector	3
*PBAD or HRPO Elective	3
Students Must Choose One From:	3
PBAD 2364 Practicum - Public Administration	
PBAD 2365 Practicum - Public Administration	

**TOTAL HOURS: 15**

\*Any PBAD or HRPO course listed in the Public Administration Program. Contact advisor for approval of elective.

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**BUSINESS ADMINISTRATION  
ASSOCIATE IN ARTS (AA) DEGREE  
BUSINESS DEPARTMENT**

The AA Degree in Business is a new transferable degree. It is designed to prepare the

student for transfer to a Texas public four-year college or university. The business field of study curriculum applies to all students majoring in business-related areas. Included are the Baccalaureate of Business Administration, Baccalaureate of Arts, or Baccalaureate of Science Degree, with any major in a business-related area, including, but not limited to, General Business, Business Administration, Accounting, Finance, Marketing, Management, Management Information Systems, and Business Computer Information Systems.

The Texas Higher Education Coordinating Board (THECB) will be converting the “areas of concentration” to “fields of study” over the next few years. The business field of study curriculum will be uniform in all public two-year and four-year colleges and universities throughout Texas. Students who major in a specific field will be required to take the courses in the appropriate field of study, no matter which Texas public college or university they will be attending. The combination of the core curriculum and the field of study will constitute a complete set of courses for the freshman and sophomore years and the student will then be ready to begin junior-level classes in a Texas public four-year college or university.

## AA DEGREE REQUIREMENTS

Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES		
HISTORY	SEE SECTION 12	6
GOVERNMENT	SEE SECTION 12	6
OTHER SOCIAL/BEHAVIORAL SCIENCES		
	STUDENTS MUST CHOOSE ONE:	3
	*ECON 2301 Principles of Macroeconomics	
	*ECON 2302 Principles of Microeconomics	
*Also included in field of study curriculum for business		
PHYSICAL EDUCATION	SEE SECTION 12	2
MAJOR FIELD OF STUDY: BUSINESS ADMINISTRATION		
	STUDENTS MUST TAKE:	12
	ACCT 2301 Financial Accounting	
	ACCT 2302 Managerial Accounting	
	BCIS 1305 Business Computer Applications	
	MATH 1325 Calculus for Business	



<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
	<b>TOTAL HOURS: 63</b>

## BUSINESS COMMUNICATIONS MARKETABLE SKILLS CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

The Business Communications Certificate strengthens essential writing skills and develops skill related to electronic business communications.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 2312 Business Correspondence & Communications II	3
Students Must Choose One From:	3
*ITSC 1309 Integrated Software Applications I	
*POFI 1345 Integrated Software Applications II	
*POFT 1391 Special Topics: E-Mail/E-Communications	
*POFT 2331 Administrative Systems	
	<b>TOTAL HOURS: 12</b>

\*Special topics courses relevant to the certificate content may be substituted with department chairperson's approval.

## BUSINESS MANAGEMENT ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE BUSINESS DEPARTMENT

The Business Management Program is a two-year program designed to develop the fundamental skills, knowledge, attitudes, and experience necessary for men and women to function in decision-making positions.

Combining academic training with practical on-the-job training compatible with the student's career objective, courses in the Business Management Program are offered in both the day and the evening.

Those students interested in the AAS Degree in Business Management with the design engineering emphasis must complete the following courses:

- ARCH 1302 History of Architecture I
- ARCH 1311 Architecture, Society, and Culture
- ARCH 2312 Construction I

Departmental advisement is required.

Pre-registration counseling is required for admission to this degree program and is available from departmental personnel in the Moody Learning Center.

## AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One From:	3
ECON 2301 Principles of Macroeconomics	
GOVT 2301 American/Texas Government: National/State	
PSYC 2301 General Psychology	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
 <b>OTHER GENERAL EDUCATION COURSES: 9 HOURS</b>	
PHIL 2371 Business Ethics	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	
 <b>TECHNICAL EDUCATION COURSES: 36 HOURS</b>	
BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers	3
BMGT 2341 Strategic Management	3
BUSG 1303 Principles of Finance	3
BUSG 2307 Legal & Social Environment of Business	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction to International Business & Trade	3
ITSC 1301 Introduction to Computers	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Coop-Ed. Business Admin. & Mgt. General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Coop-Ed. Business Admin. & Mgt. General	
HRPO 2301 Human Resources Management	
 <b>ELECTIVES: 3 HOURS</b>	
Students Must Choose One From:	3
BMGT 1331 Production and Operations Management	
BMGT 2309 Leadership	
BNKG 1340 Money and Banking	
BUSA 1313 Investments	

- BUSG 2309 Small Business Management
- HRPO 2301 Human Resource Management
- MRKG 1391 Special Topics in Business Marketing and Marketing Mgmt.
- MRKG 2333 Principles of Selling
- PBAD 2339 Human Resource Management in the Public Sector
- RELE 1406 Real Estate Principles

**TOTAL HOURS: 63**

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**BUSINESS MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

**TECHNICAL EDUCATION COURSES: 15 HOURS**

**CREDIT HOURS**

BMGT 1303 Principles of Management	3
BMGT 2341 Strategic Management	3
BUSG 1303 Principles of Finance	3
HRPO 2307 Organizational Behavior	3
MRKG 1311 Principles of Marketing	3

**TOTAL HOURS: 15**

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**CHEMICAL DEPENDENCY COUNSELING: CORRECTIONAL SCIENCE  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
PROTECTIVE SERVICES DEPARTMENT**

The AAS Degree in Chemical Dependency Counseling is a specialty degree. It is designed to assist students in developing the skills necessary for a career in corrections. The specialty will allow the student to broaden their skills into areas normally not entered by criminal justice corrections personnel.

Upon completion of this degree, the student will be qualified to pursue licensure as a chemical dependency counselor in the state of Texas.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15-16 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
GOVT 2301 American/Texas: National and State	3
HUMA 1301 The Humanistic Tradition	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3-4
MATH 1314 College Algebra	
Natural Science	
<b>OTHER GENERAL EDUCATION COURSES: 9 HOURS</b>	
ENGL 1302 Freshman Composition II	3
SPAN 1300 Beginning Conversation Spanish I	3
Students Must Choose One From:	3
ITSC 1301 Introduction to Computers	
COSC 1301 Computer Literacy	
<b>TECHNICAL EDUCATION CORE: 24 HOURS</b>	
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1306 Court Systems & Practices	3
CRIJ 1307 Crime in America	3
CRIJ 1310 Fundamentals of Criminal Justice	3
CRIJ 1313 Juvenile Justice System	3
CRIJ 2301 Community Resources In Corrections	3
CRIJ 2313 Correctional Systems & Practices	3
CJCR 2325 Legal Aspects of Corrections	3
<b>OTHER TECHNICAL EDUCATION COURSES: 21 HOURS</b>	
DAAC 1304 Pharmacology of Addiction	3
DAAC 1307 Addicted Family Intervention	3
DAAC 1319 Introduction to Alcohol & Other Addictions	3
DAAC 2166 Alcohol/Drug Abuse Counseling Practicum I	1
DAAC 2167 Alcohol/Drug Abuse Counseling Practicum II	1
DAAC 2271 Core Functions	2
DAAC 2272 Case Presentation Method	2
DAAC 2374 Principles of Evaluation I	3
DAAC 2375 Principles of Evaluation II	3
<b>TOTAL HOURS: 69-70</b>	

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy

**CHILD CARE ADMINISTRATION  
LEVEL I CERTIFICATE  
CHILD DEVELOPMENT DEPARTMENT**

The Level I Certificate in Child Care Administration is recognized by the Texas Department of Protective and Regulatory Services (TDPRS) as meeting the educational requirements to qualify as a director of a child care center. TDPRS has additional experience requirements.

**GENERAL EDUCATION COURSES: 3 HOURS**

ENGL 1301 Freshman Composition I

**CREDIT HOURS**

3

**TECHNICAL EDUCATION COURSES: 35 - 39 HOURS**

CDEC 1313 Curriculum Resources for Early Childhood Programs

3

CDEC 1319 Child Guidance

3

CDEC 1358 Creative Arts for Early Childhood

3

CDEC 2326 Administration of Programs for Children I

3

CDEC 2428 Administration of Programs for Children II

4

TECA 1303 Family, School, and Community

3

TECA 1311 Educating Young Children

3

TECA 1318 Wellness of the Young Child

3

TECA 1354 Child Growth and Development (WI)

3

Students Must Choose One From:

3

CDEC 1321 The Infant and Toddler

CDEC 1359 Children with Special Needs

CDEC 2341 The School Age Child

Students Must Choose One From:

1-4

CDEC 1164 Field Experience in Child Development: Infant/Toddler Care

CDEC 1165 Field Experience in Child Development: Preschool Care

CDEC 1480 Cooperative Education in Child Development

CDEC 1481 Cooperative Education in Child Development

Students Must Choose One From:

3-4

ACNT 1403 Introduction to Accounting I

BUSG 2309 Small Business Management

ITSC 1301 Introduction to Computers

ITSC 1309 Integrated Software Applications I

**TOTAL HOURS: 38-42**

**CHILD DEVELOPMENT  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
CHILD DEVELOPMENT DEPARTMENT**

This program is designed to train personnel for jobs in the child care industry. Completion of the following curriculum entitles students to an AAS Degree in Child Development.

Consult the department regarding advanced standing credit for high school early childhood professions courses.

## AAS DEGREE REQUIREMENTS

GENERAL EDUCATION COURSES: 15-16 HOURS	CREDIT HOURS
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 or higher Math or Science course	3-4
*Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social/Behavioral Sciences Elective From:	3
ANTH 2351 Introduction to Anthropology - Cultural	
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GEOG 1302 Cultural Geography	
GEOG 1303 Geography of the World	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
IDST 2370 Individual, Family, and Community	
IDST 2371 Society and Social Issues	
PSYC 2301 General Psychology	
SOC 1301 Introduction to Sociology	

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

### OTHER GENERAL EDUCATION COURSES: 3 HOURS

SPCH 1311 Fundamentals of Speech	3
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### TECHNICAL EDUCATION COURSES: 43-49 HOURS

CDEC 1313 Curriculum Resources in Early Childhood Programs	3
CDEC 1319 Child Guidance	3
CDEC 1321 The Infant and Toddler	3
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 1357 Math & Science for Early Childhood	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1359 Children with Special Needs	3
CDEC 2280 Cooperative Experience in Child Dev.	2
CDEC 2341 The School Age Child	3
TECA 1303 Family, School, & Community	3
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3
TECA 1354 Child Growth and Development (WI)	3
Students Must Choose One From:	1-4
CDEC 1164 Field Experience in Child Development: Infant/Toddler Care	
CDEC 1480 Cooperative Education in Child Development	
Students Must Choose One From:	1-4
CDEC 1165 Field Experience in Child Development: Preschool Care	
CDEC 1481 Cooperative Education in Child Development	
Students Must Choose One From:	3
ITSC 1301 Introduction to Computers	

ITSC 1309 Integrated Software Applications I

TOTAL HOURS: 61-68

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATION COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics, passing score of 230

OR Accuplacer elementary algebra score of 76 or higher

OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

OR ITSC 1309 Integrated Software Applications I

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**CHILD DEVELOPMENT  
LEVEL I CERTIFICATE  
CHILD DEVELOPMENT DEPARTMENT**

**GENERAL EDUCATION COURSES: 3 HOURS**

ENGL 1301 Freshman Composition

**CREDIT HOURS**

3

**TECHNICAL EDUCATION COURSES: 29-35 HOURS**

CDEC 1313 Curriculum Resources in Early Education Programs

3

CDEC 1319 Child Guidance

3

CDEC 1356 Emergent Literacy for Early Childhood

3

CDEC 1358 Creative Arts for Early Childhood

3

TECA 1303 Family, School, &amp; Community

3

TECA 1311 Educating Young Children

3

TECA 1318 Wellness of the Young Child

3

TECA 1354 Child Growth and Development (WI)

3

Students Must Choose One From:

1-4

CDEC 1164 Infant/Toddler Laboratory Experience

CDEC 1480 Cooperative Education-Early Childhood Provider/Assistant

Students Must Choose One From:

1-4

CDEC 1165 Pre-school Laboratory Experience

CDEC 1481 Cooperative Education-Early Childhood Provider/Assistant

Students Must Choose One From:

3

CDEC 1321 The Infant and Toddler

CDEC 1359 Children with Special Needs

CDEC 2341 The School Age Children

TOTAL HOURS: 32-38

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## CHILD DEVELOPMENT ASSOCIATE (CDA) TRAINING LEVEL I CERTIFICATE CHILD DEVELOPMENT DEPARTMENT

The following sequence of courses provides preparation for assessment for the child development associate (CDA) credential. Students must be employed in an approved early childhood program and working with children of the appropriate age for CDA credential sought.

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
CDEC 1341 CDA Preparation of Assessment	3
CDEC 1380 Coop. Education in Child Development I	3
CDEC 1381 Coop. Education in Child Development II	3
CDEC 2322 Child Development Associate Training II	3
CDEC 2324 Child Development Associate Training III	3
<b>TOTAL HOURS: 15</b>	

### ADVANCED STANDING CREDIT

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Credit toward an Associate in Applied Science (AAS) Degree or Certificate in Child Development may be awarded upon successful completion of the CDA credential certificate from San Antonio College. Contact the Child Development Department for course substitution information.

Credit toward an AAS Degree or Certificate in Child Development may be awarded upon successful completion of the CDA credential from training sources other than San Antonio College. To receive advanced standing credit, the applicant must:

- Earn nine hours of child development credit at San Antonio College.
- Provide the original credential to the chairperson of the Child Development Department indicating successful completion of the assessment for the CDA credential. A copy will be maintained by San Antonio College for documentation. The credential must be valid at the time of application to the college.

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## COMPUTER ASSISTANT LEVEL I CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

The Computer Assistant Certificate assists individuals in developing basic office skills needed for employment in the business community. The certificate articulates with the administrative systems technician, providing a natural progression from the certificates to an Associate in Applied Science (AAS) Degree in the Administrative Computer Technology Department.

<b>GENERAL EDUCATION CORE: 3 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Choose One Academic Elective From:	3
ENGL 1301 Freshman Composition I	
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOCI 1301 Introduction to Sociology	



SPCH 1311 Fundamentals of Speech  
 Math Elective  
 Science Elective

**TECHNICAL EDUCATION COURSES: 14-19 HOURS**

ITSW 1304 Introduction to Spreadsheets	3
POFT 1319 Records and Information Management I	3
*POFT 1329 Keyboarding and Document Formatting	3
Students Must Choose One From:	3
ITSW 1301 Introduction to Word Processing	
POFI 2301 Word Processing	
Students Must Choose Two Courses From:	2-7
ITSC 1309 Integrated Software Applications I	
ITSC 2321 Integrated Software Applications II	
ITSW 1310 Presentation Media Software	
ITSW 2334 Advanced Spreadsheets	
POFI 1171 File/PC Management for Windows	
POFI 1380 Cooperative Work Experience	
POFI 2431 Desktop Publishing	
POFT 1171 Ten-Key Skillbuilding	
POFT 1273 Spreadsheets	
POFT 1274 Database Applications	
POFT 1275 Presentation Software	
POFT 2203 Speed and Accuracy Building	
POFT 2331 Administrative Systems	

**TOTAL HOURS: 17-22**

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding or POFT 2333 Advanced Document Formatting and Skillbuilding) or POFT 2203 Speed and Accuracy Building, may be substituted.

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**COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY  
 (TECH PREP PROGRAM)  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 ENGINEERING TECHNOLOGIES DEPARTMENT**

The general option gives the students a wide range of experience in most of the design disciplines in which they might find employment. The student who follows this option might find themselves working in any of the eight fields which are represented by the advanced drafting courses. Examples of these include architectural drafting, electronic drafting, and civil engineering drafting. The graduate of this program will be prepared to work as a designer or drafter in these disciplines using the latest computer-aided drafting systems as well as using traditional board methods.

**AAS DEGREE REQUIREMENTS**

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<b>GENERAL EDUCATION COURSES: 21-22 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3

SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From	3-4
MATH 2412 Pre-Calculus	
TECM 1317 Technical Trigonometry	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	
SOC1 1301 Introduction to Sociology	

**TECHNICAL EDUCATION COURSES: 49 HOURS**

CETT 1333 Introduction to Computers and CAD Operations	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1417 Architectural Drafting-Residential	4
DFTG 1458 Electrical/Electronics Drafting	4
DFTG 2170 Adv. Problems in Computer-Aided Drafting & Design (Capstone)	1
DFTG 2402 Machine Drafting	4
DFTG 2410 Structural Drafting	4
DFTG 2417 Descriptive Geometry	4
DFTG 2419 Intermediate Computer-Aided Drafting	4
DFTG 2421 Topographical Drafting	4
DFTG 2423 Pipe Drafting	4
DFTG 2430 Civil Drafting	4
POFI 1171 File/PC Management for Windows	1
<b>TOTAL HOURS: 70-71</b>	

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**  
SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**  
MATH 1314 College Algebra

**COMPUTER COMPETENCY:**  
DFTG 1409 Basic Computer-Aided Drafting

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**COMPUTER-AIDED DRAFTING (CAD)  
AND DESIGN TECHNOLOGY: ENGINEERING  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

The student in this option can expect a focused study of selected drafting disciplines along with a study of the elements of engineering technology. A graduate of this course is familiar with fewer drafting disciplines but has the added depth of the study of engineering technology. The graduate from this program is expected to find employment as a member of the engineering team as a technician who can do office design work and function as a field or plant technician representing the engineer.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 21-22 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3-4
MATH 2412 Pre-Calculus	
TECM 1317 Technical Trigonometry	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	

PSYC 2301 General Psychology  
 PSYC 2303 Business Psychology  
 SOCI 1301 Introduction to Sociology

**TECHNICAL EDUCATION COURSES: 44 HOURS**

CETT 1333 Introduction to Computer and CAD Operations	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1458 Electrical/Electronics Drafting	4
DFTG 2170 Adv. Problems in Computer-Aided Drafting and Design (Capstone)	1
DFTG 2402 Machine Drafting	4
DFTG 2417 Descriptive Geometry	4
DFTG 2419 Intermediate Computer-Aided Drafting	4
ELMT 1405 Basic Fluid Power	4
ENTC 1343 Statics	3
ENTC 1423 Strength of Materials	4
POFI 1171 File/PC Management for Windows	1
SRVY 1413 Plane Surveying	4

**ELECTIVES: 4 HOURS**

\*Students Must Choose One Advanced Drafting Elective 4

**TOTAL HOURS: 69-70**

\*Electives must be approved by departmental academic advisor.

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

DFTG 1409 Basic Computer-Aided Drafting

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**COMPUTER-AIDED DRAFTING (CAD) AND DESIGN TECHNOLOGY  
 ENHANCED SKILLS CERTIFICATE  
 ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers an Enhanced Skills Certificate which consists of work beyond the normal two-year degree point. Completion of the Associate in Applied Science (AAS) Degree is required before pursuit of the Enhanced Skills Certificate. The courses which make up this certificate are designed to utilize the latest developments in hardware, software, and methods being used in the field of computer-aided drafting and design.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
DFTG 1402 Introduction to Technical Animation and Rendering	4
DFTG 1491 Special Topics in Drafting	4
DFTG 2436 Computer-Aided Drafting Programming	4
<b>TOTAL HOURS: 12</b>	

**COMPUTER-AIDED DRAFTING (CAD)  
AND DESIGN TECHNOLOGY: AUTOCAD®  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

This certificate is designed for the practicing professional or technician who is working in the manufacturing or construction industries. It includes three courses which cover the use of the AutoCAD® software to produce drawings and diagrams as used in industry. The topics of study in these courses range from the production of two-dimensional and three-dimensional drawings to the modification of AutoCAD® for specific design disciplines. The courses in this program presume no previous background in the use of AutoCAD®. However, the person who enrolls in these classes is expected to know the basic principles of drafting including the principles and applications of multi-view projection, dimensioning, and sections. Courses are available for the person who may need a review of these prerequisite topics.

<b>TECHNICAL EDUCATION COURSES: 13 HOURS</b>	<b>CREDIT HOURS</b>
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®)	4
DFTG 2419 Intermediate Computer-Aided Drafting	4
DFTG 2436 Computer-Aided Drafting Programming	4
POFI 1171 File/PC Management for Windows	1
<b>TOTAL HOURS: 13</b>	

**COMPUTER-AIDED DRAFTING (CAD) OPERATIONS  
LEVEL I CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

The graduates of this program will be prepared to fill positions in the construction and manufacturing fields requiring basic drafting skills and a thorough understanding of the leading computer-aided drafting systems.

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
MATH 1314 College Algebra	3
<b>TECHNICAL EDUCATION COURSES: 37 HOURS</b>	
CETT 1333 Introduction to Computer and CAD Operations	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®)	4
DFTG 1419 Fundamentals of Computer-Aided Drafting (Microstation®)	4
DFTG 2170 Advanced Problems in Computer Aided Drafting & Design (Capstone)	1
DFTG 2417 Descriptive Geometry	4
DFTG 2419 Intermediate Computer-Aided Drafting	4

POFI 1171 File/PC Management for Windows	1
Students Must Choose Three Advanced Drafting Electives From:	12
DFTG 1417 Architectural Drafting-Residential	
DFTG 1458 Electrical/Electronics Drafting	
DFTG 2402 Machine Drafting	
DFTG 2410 Structural Drafting	
DFTG 2421 Topographical Drafting	
DFTG 2423 Pipe Drafting	
DFTG 2430 Civil Drafting	
<b>TOTAL HOURS: 40</b>	

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**COMPUTER DATABASE SPECIALIST  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

### AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or Higher	3
PHIL 2303 Introduction to Logic	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	
SOC 1301 Introduction to Sociology	
SOC 2301 Marriage and Family	
 <b>OTHER GENERAL EDUCATION COURSES: 3 HOURS</b>	
ENGL 1302 Freshman Composition II	3
 <b>TECHNICAL EDUCATION COURSES: 51 HOURS</b>	
INEW 2338 Advanced Java Programming	3
INEW 2340 Object Oriented Design	3
ITMC 2337 Programming a Microsoft SQL Server Database	3
ITNW 1321 Introduction to Networking	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1307 UNIX Operating System I	3
ITSE 1302 Introduction to Computer Programming	3
ITSE 1311 Web Page Programming	3
ITSE 1329 Program Logic and Design	3
ITSE 1345 Introduction to Oracle SQL	3
ITSE 1346 Database Theory and Design	3
ITSE 2317 JAVA Programming	3
ITSE 2346 Oracle Forms: Applications I	3

ITSE 2356 Oracle Database Administration I	3
ITSE 2358 Oracle Database Administration II	3
Students Must Choose One From:	3
INEW 2332 Comprehensive Software Project II: Coding, Testing & Implementation	
ITSC 2364 Practicum — Computer and Information Sciences	
Students Must Choose One From:	3
ITNW 2352 Administering SQL Server	
ITSE 2348 Oracle Forms: Applications II	
<b>TOTAL HOURS: 69</b>	

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATION COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra, or higher

**COMPUTER COMPETENCY:**

ITSC 1305 Introduction to PC Operating Systems

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**COMPUTER DATABASE TECHNICIAN  
LEVEL I CERTIFICATE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
MATH 1314 College Algebra or higher	3
<b>TECHNICAL EDUCATION COURSES: 33 HOURS</b>	
INEW 2340 Object Oriented Design	3
ITNW 1321 Introduction to Networking	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1364 Practicum- Computer and Information Sciences, General	3
ITSE 1302 Computer Programming	3
ITSE 1329 Program Logic and Design	3
ITSE 1345 Introduction to Oracle SQL	3
ITSE 1346 Database Theory and Design	3
ITSE 2317 JAVA Programming	3
ITSE 2356 Oracle Database Administration I	3
Students Must Choose One From:	3
ITMC 2337 Programming a Microsoft SQL Server Database	
ITSE 2346 Oracle Forms: Application I	
<b>TOTAL HOURS: 36</b>	

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**COMPUTER DATA ENTRY TECHNICIAN  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Choose One From:	3
ENGL 1301 Freshman Composition I	
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	
SPCH 1311 Fundamentals of Speech	
Any Mathematics or Science Elective	
 <b>TECHNICAL EDUCATION COURSES: 28 HOURS</b>	
HRPO 1311 Human Relations	3
ITSW 1304 Introduction to Spreadsheets	3
ITSW 1313 Introduction to Data Entry	3
POFI 1171 File/PC Management for Windows	1
POFI 1380 Cooperative Education - Information Processing/Data Entry Technician	3
POFT 1171 Ten-Key Skillbuilding	1
POFT 1274 Database Applications	2
POFT 1319 Records and Information Management I	3
*POFT 1329 Keyboarding and Document Formatting	3
Students Must Choose One From:	3
ITSC 1301 Introduction to Computers	
ITSC 1309 Integrated Software Applications I	
Students Must Choose One From:	3
ITSW 1301 Introduction to Word Processing	
POFI 2301 Word Processing	
<b>TOTAL HOURS: 31</b>	

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding, POFT 2333 Advanced Document Formatting and Skillbuilding, or POFT 2203 Speed and Accuracy Building) may be substituted.

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**COMPUTER DESKTOP SUPPORT TECHNICIAN  
LEVEL I CERTIFICATE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
MATH 1314 College Algebra or Higher	3
 <b>TECHNICAL EDUCATION COURSES: 36 HOURS</b>	
ITNW 1321 Introduction to Networking	3
ITMC 1419 Installing and Administering Microsoft Windows Server Op Systems	4
ITNW 1325 Fundamentals of Networking Technologies	3
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications: Supporting Desktop Operating Systems	4
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications:	



Supporting Desktop Applications	4
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1321 Intermediate PC Operating Systems	3
ITSC 1325 Personal Computer Hardware	3
ITSC 1364 Practicum - Computer and Information Sciences, Gen.	3
ITSE 1302 Computer Programming	3
ITSE 1329 Program Logic and Design	3
<b>TOTAL HOURS:</b>	<b>39</b>

**COMPUTER HELP DESK SPECIALIST  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

**GENERAL EDUCATION COURSES: 15 HOURS** **CREDIT HOURS**

ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or Higher	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	
SOC 1301 Introduction to Sociology	
SOC 1370 Sociology of Death and Dying	
SOC 2301 Marriage and Family	

\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

**TECHNICAL EDUCATION COURSES: 54-56 HOURS**

HRPO 1311 Human Relations	3
ITNW 1321 Introduction to Networking	3
ITNW 1492 Special Topics: Supporting Desktop Operating Systems	4
ITSC 1301 Introduction to Computers	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1325 Personal Computer Hardware	3
ITSC 1364 Practicum - Computer and Information Science	3
ITSE 1329 Program Logic and Design	3
ITSW 1304 Introduction to Spreadsheets	3
*POFT 1172 Introduction to Keyboarding	1
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 2312 Business Correspondence and Communications II	3
Students Must Choose One From:	3-4

ITNW 1492 Special Topics: Supporting Desktop Applications	
ITSC 2364 Practicum - Computer and Information Sciences, General	
Students Must Choose One From:	3
HRPO 1371 Issues in the Workplace	
MRKG 1301 Customer Relations	
Students Must Choose One From:	3
ITSW 1301 Introduction to Word Processing	
POFI 2301 Word Processing	
Students Must Choose One From:	2-3
ITSW 1307 Introduction to Database	
POFT 1274 Database Applications	
Students Must Choose One From:	2
POFI 1291 Dreamweaver MX	
POFT 1293 FrontPage	
Students Must Choose One From:	3
ITSC 2339 Personal Computer Help Desk	
POFT 2331 Administrative Systems	
<b>TOTAL HOURS: 69-71</b>	

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding, POFT 2333 Advanced Document Formatting and Skillbuilding, or POFT 2203 Speed and Accuracy Building) may be substituted.

## EXIT COMPETENCIES

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Students must pass each class with a grade of "C" or better.

### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I, POFT 1301 Business English/Communications I (WI), and POFT 2312 Business Correspondence and Communications II (WI)

### ORAL COMMUNICATION COMPETENCY:

SPCH 1311 Fundamentals of Speech

### MATHEMATICAL SKILL COMPETENCY:

MATH 1314 College Algebra, or higher

### COMPUTER COMPETENCY:

ITSC 1301 Introduction to Computers

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## COMPUTER HELP DESK TECHNICIAN LEVEL I CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

### GENERAL EDUCATION COURSES: 3 HOURS

### CREDIT HOURS

Students Must Choose One From:

3

ENGL 1301 Freshman Composition I

SPCH 1311 Fundamentals of Speech

Social or Behavioral Science Elective From:

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

- GOVT 2301 American/Texas: National and State
- GOVT 2302 American Government: Problems and Policies
- PSYC 2301 General Psychology
- PSYC 2303 Business Psychology
- SOCI 1301 Introduction to Sociology
- SOCI 1370 Sociology of Death and Dying
- SOCI 2301 Marriage and Family

**TECHNICAL EDUCATION COURSES: 35-36 HOURS**

HRPO 1311 Human Relations	3
ITNW 1321 Introduction to Networking	3
ITSC 1301 Introduction to Computers	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1364 Practicum - Computer and Information Sciences, Gen.	3
ITSE 1329 Program Logic and Design	3
ITSW 1304 Introduction to Spreadsheets	3
*POFT 1172 Introduction to Keyboarding	1
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
Students Must Choose One From:	3
ITSW 1301 Introduction to Word Processing	
POFI 2301 Word Processing	
Students Must Choose One From:	2-3
ITSW 1307 Introduction to Database	
POFT 1274 Database Applications	
Students Must Choose One From:	2
POFI 1291 Dreamweaver MX	
POFT 1293 FrontPage	

**TOTAL HOURS: 38-39**

\*A higher level keyboarding course (POFT 2301 Document Formatting and Skillbuilding, POFT 2333 Advanced Document Formatting and Skillbuilding, or POFT 2203 Speed and Accuracy Building) may be substituted.

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**COMPUTER NETWORK ADMINISTRATION  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or higher	3
PHIL 2303 Introduction to Logic	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	

HIST 1302 History of the United States, Part II  
 PSYC 2301 General Psychology  
 PSYC 2303 Business Psychology  
 SOCI 1301 Introduction to Sociology  
 SOCI 2301 Marriage and Family

**OTHER GENERAL EDUCATION COURSES: 3 HOURS**

ENGL 1302 Freshman Composition II 3

**TECHNICAL EDUCATION COURSES: 53-54 HOURS**

ITMC 1419 Installing & Administering Microsoft Windows Server Op Systems 4  
 ITMC1458 Supporting Microsoft Windows Client Network Operating Systems 4  
 ITNW 1321 Introduction to Networking 3  
 ITNW 1325 Fundamentals of Networking Technology 3  
 ITNW 2321 Networking with TCP/IP 3  
 ITSC1305 Introduction to PC Operating Systems 3  
 ITSC 1307 UNIX Operating System I 3  
 ITSC 1321 Intermediate PC Operating Systems 3  
 ITSC 1325 Personal Computer Hardware 3  
 ITSC 2337 UNIX Operating System II 3  
 ITSE 1302 Computer Programming 3  
 ITSE 1329 Program Logic and Design 3  
 ITSE 1359 Introduction to Scripting Language 3  
 Students Must Choose One From: 3  
     INEW 2332 Comprehensive Software Project II: Coding, Testing, and Implementation  
     ITSC 2364 Practicum – Computer and Information Sciences  
 Students Must Choose One Specialty Track From: 9-10  
     Network Administrator Track  
     Cisco Track

**TOTAL HOURS: 71-72****NETWORK ADMINISTRATOR TRACK: 10 HOURS**

ENGL 2311 Technical Writing 3  
 ITNW 2409 Network Administration for Novell IntraNetwork 4  
 ITSY 1342 Information Technology Security 3  
**TOTAL HOURS: 10**

**CISCO TRACK: 9 HOURS**

ITCC 2332 Advanced Routing: Cisco 5 3  
 ITCC 2340 Multilayer Switching: Cisco 7 3  
 ITNW 1392 Special Topics Business Network: Cisco Routing 3  
**TOTAL HOURS: 9**

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATION COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra, or higher

**COMPUTER COMPETENCY:**

ITSC 1305 Introduction to PC Operating Systems

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**COMPUTER PROGRAMMING**  
**ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE**  
**COMPUTER INFORMATION SYSTEMS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or Higher	3
PHIL 2303 Introduction to Logic	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	
SOC 1301 Introduction to Sociology	
SOC 2301 Marriage and Family	
 <b>OTHER GENERAL EDUCATION COURSES: 3 HOURS</b>	
ENGL 1302 Freshman Composition II	3
 <b>TECHNICAL EDUCATION COURSES: 51 HOURS</b>	
INEW 2330 Comprehensive Software Project I: Planning and Design	3
INEW 2340 Object Oriented Design	3
ITNW 1321 Introduction to Networking	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1307 UNIX Operating System I	3
ITSE 1302 Computer Programming	3
ITSE 1307 Introduction to C++ Programming	3
ITSE 1311 Web Page Programming	3
ITSE 1329 Program Logic and Design	3
ITSE 1345 Introduction to Oracle SQL	3
ITSE 2302 Intermediate Web Programming	3
ITSE 2331 Advanced C++ Programming	3
ITSE 2345 Data Structures	3
Students Must Choose One From	3
ITSE 1331 Introduction to Visual BASIC Programming	
ITSE 2317 Java Programming	
Students Must Choose One From:	3
INEW 2338 Advanced Java Programming	

ITSE 2349 Advanced Visual Basic Programming	
Students Must Choose One From:	3
ITxx xxxx Approved Visual Basic topic	
ITxx xxxx Approved Java topic	
Students Must Choose One From	3
INEW 2332 Comprehensive Software Project II: Coding, Testing, & Implementation	
ITSC 2364 Practicum – Computer Information and Sciences	
	<b>TOTAL HOURS: 69</b>

## EXIT COMPETENCIES

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Students must pass each class with a grade of “C” or better.

### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

### ORAL COMMUNICATION COMPETENCY:

SPCH 1311 Fundamentals of Speech

### MATHEMATICAL SKILL COMPETENCY:

MATH 1314 College Algebra, or higher

### COMPUTER COMPETENCY:

ITSC 1305 Introduction to PC Operating Systems

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## COMPUTER PROGRAMMING TECHNICIAN LEVEL I CERTIFICATE COMPUTER INFORMATION SYSTEMS DEPARTMENT

GENERAL EDUCATION COURSES: 3 HOURS	CREDIT HOURS
MATH 1314 College Algebra or Higher	3
<b>TECHNICAL EDUCATION COURSES: 33 HOURS</b>	
INEW 2340 Object Oriented Design	3
ITNW 1321 Introduction to Networking	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1364 Practicum - Computer and Information Sciences, Gen.	3
ITSE 1302 Computer Programming	3
ITSE 1307 Introduction to C++ Programming	3
ITSE 1318 Introduction to COBOL Programming	3
ITSE 1329 Program Logic and Design	3
ITSE 2331 Advanced C++ Programming	3
ITSE 2345 Data Structures	3
ITSE 2351 Advanced COBOL Programming	3
	<b>TOTAL HOURS: 36</b>

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**COMPUTER SECURITY ADMINISTRATION  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or higher	3
PHIL 2303 Introduction to Logic	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	
SOC1 1301 Introduction to Sociology	
SOC1 2301 Marriage and Family	
 <b>OTHER GENERAL EDUCATION COURSES: 3 HOURS</b>	
ENGL 1302 Freshman Composition II	3
 <b>TECHNICAL EDUCATION COURSES: 53 HOURS</b>	
ITCC 2332 Advanced Routing	3
ITMC 1419 Installing & Administering Microsoft Windows Server Op Systems	4
ITMC 1458 Supporting Microsoft Windows Client Network Operating Systems	4
ITNW 1321 Introduction to Networking	3
ITNW 1392 Cisco Routing	3
ITNW 2321 Networking with TCP/IP	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1307 UNIX Operating System I	3
ITSC 2337 UNIX Operating System II	3
ITSE 1302 Computer Programming	3
ITSE 1307 Introduction to C++ Programming	3
ITSE 1329 Program Logic and Design	3
ITSE 1359 Introduction to Scripting Language	3
ITSY 1342 Information Technology Security	3
ITSY 2301 Firewalls and Network Security	3
ITSY 2342 Incident Response and Handling	3
Students Must Choose One From:	3
*Advanced Technical Elective	
ITSC 2364 Practicum – Computer and Information Sciences	

**TOTAL HOURS FOR AAS DEGREE: 71**

\*Advisor approval required.

**ENHANCED SKILLS CERTIFICATES**

Students may obtain an AAS Degree without an Enhanced Skills Certificate. To be eligible for the Enhanced Skills Certificate, the student must have completed the AAS Degree in Computer Security Administration.

**COMPUTER SECURITY ENHANCED SKILLS CERTIFICATE**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
ITNW 1392 Sp Topics in Bus System Network & Telecom: Adv Computer Security	3
ITNW 1392 Sp Topics in Business System Network and Telecom: Windows Security	3
ITSE 1391 Special Topics in Computer Programming: Unix Security	3
ITSY 2343 Computer System Forensics	3
<b>TOTAL HOURS: 12</b>	
<b>TOTAL HOURS FOR AAS DEGREE WITH ENHANCED SKILLS CERTIFICATE: 83</b>	

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**CONSTRUCTION TECHNICIAN  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGY**

This program is for students who want to get the technical skills involved in engineering technology as quickly as possible so that they can fill entry-level positions in the profession.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1333 Introduction to Computer and CAD Operations	3
CNBT 1311 Construction Material and Methods	3
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
<b>TOTAL HOURS: 12</b>	

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**COURT REPORTING: COMPUTER-AIDED  
TRANSCRIPTION TECHNOLOGY  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Math or Natural Science Course	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	



- PSYC 2303 Business Psychology
- SOCI 1301 Introduction to Sociology
- SOCI 1370 Sociology of Death and Dying
- SOCI 2301 Marriage and Family

\*In Court Reporting Programs, once mathematics competency has been proven, students may substitute a natural science course, biology, chemistry, geology, and physics (introduction classes and labs), for MATH 1314 College Algebra. BIOL 2401 Human Anatomy and Physiology is recommended.

**OTHER GENERAL EDUCATION COURSES: 3 HOURS**

\*Students Must Choose One Humanities/Fine Arts Elective 3

\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

**TECHNICAL EDUCATION COURSES: 48 HOURS**

CRTR 1113 Reporting Orientation	1
CRTR 1208 Realtime Reporting I	2
CRTR 1210 Realtime Reporting II	2
CRTR 1304 Machine Shorthand I	3
CRTR 1306 Machine Shorthand II	3
CRTR 1312 Reporting Communications I	3
*CRTR 1355 Dictation Speedbuilding	3
CRTR 2213 Reporting Technology II	2
CRTR 2217 Technical Dictation	2
*CRTR 2218 Testimony Dictation I	2
CRTR 2219 Testimony Dictation II	2
CRTR 2241 Reporting Technology III	2
CRTR 2301 Intermediate Machine Shorthand	3
CRTR 2303 Advanced Machine Shorthand	3
CRTR 2312 Reporting Procedures	3
MDCA 1313 Medical Terminology	3
POFI 1171 File/PC Management for Windows	1
POFL 1305 Legal Terminology	3
POFT 1307 Proofreading and Editing	3
**POFT 2203 Speed and Accuracy Building	2
<b>TOTAL HOURS FOR AAS DEGREE: 66</b>	

\*A grade of “B” in Court Reporting Program courses is required for progression to the next skill development course.

\*\*POFT 1329 Keyboarding and Document Formatting, POFT 2301 Document Formatting and Skillbuilding, or 2333 Advanced Document Formatting and Skillbuilding may be substituted for POFT 2203. POFT 2203 may be repeated to achieve required skill level.

**CAPTIONING COURT REPORTING ENHANCED SKILLS CERTIFICATE: 15 HOURS**

The Captioning Court Reporting Enhanced Skills Certificate provides advanced instruction and skill development related to realtime and/or captioning activities, software, and equipment. A machine shorthand note-taking skill of at least 200 words per minute is required. Special topics courses relevant to the certificate content may be substituted with department chairperson’s approval.

	CREDIT HOURS
CRTR 1201 Introduction to Captioning	2
CRTR 1241 Captioning Technology I	2
CRTR 1242 Captioning Technology II	2
CRTR 1244 Captioning Literary/Jury Charge	2
CRTR 1246 Captioning Reporting I	2
CRTR 1248 Captioning Speedbuilding	2
CRTR 2186 Internship - Court Reporter/Captioning	1
Students Must Choose One From:	2
CRTR 1254 Captioning Testimony	
CRTR 2233 Captioning Reporting II	

**TOTAL HOURS FOR AAS DEGREE WITH ENHANCED SKILLS CERTIFICATE: 81**

## EXIT COMPETENCIES

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Students must pass each class with a grade of “C” or better.

### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

### ORAL COMMUNICATIONS COMPETENCY:

SPCH 1311 Fundamentals of Speech

### MATHEMATICAL SKILL COMPETENCY:

THEA mathematics, passing score of 230

**OR** Accuplacer elementary algebra score of 76

**OR** MATH 1314, MATH 1332, or equivalent

### COMPUTER COMPETENCY:

CRTR 2241 Reporting Technology III and POFI 1171 File/PC Management for Windows

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## COURT REPORTING LEVEL II CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

### GENERAL EDUCATION CORE: 3 HOURS

	CREDIT HOURS
ENGL 1301 Freshman Composition I	3

### TECHNICAL EDUCATION COURSES: 56 HOURS

CRTR 1113 Reporting Orientation	1
CRTR 1208 Realtime Reporting I	2
CRTR 1210 Realtime Reporting II	2
CRTR 1304 Machine Shorthand I	3
CRTR 1306 Machine Shorthand II	3
CRTR 1312 Reporting Communications I	3
*CRTR 1355 Dictation Speedbuilding	3
**CRTR 2186 Internship - Court Reporting (Capstone)	1
CRTR 2213 Reporting Technology II	2
CRTR 2217 Technical Dictation	2
*CRTR 2218 Testimony Dictation I	2

CRTR 2219 Testimony Dictation II	2
***CRTR 2231 CSR and RPR Preparation	2
CRTR 2241 Reporting Technology III	2
CRTR 2245 Testimony Dictation III	2
CRTR 2301 Intermediate Machine Shorthand	3
CRTR 2303 Advanced Machine Shorthand	3
CRTR 2312 Reporting Procedures	3
***CRTR 2335 Accelerated Machine Shorthand	3
CRTR 2343 Simulated Courtroom Proceedings	3
POFL 1305 Legal Terminology	3
POFT 1307 Proofreading and Editing	3
MDCA 1313 Medical Terminology I	3
<b>TOTAL HOURS: 59</b>	

\*A grade of “B” or better is required in Court Reporting Program courses to progress to the next level.

\*\*A total of 48 hours of internship with at least 40 hours of actual writing time on the steno machine is required. Competency in producing transcripts on the computer is required.

\*\*\*To receive school certification required to take the state CSR examination, a student must have attained the exit-level competencies in all court reporting courses at San Antonio College, including passing two five-minute dictations of Q&A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm. All must be transcribed with minimum accuracy of 96 percent and typed within a total of three hours. Minimum typewriting speed on two five-minute timed writings is 60 net words a minute. POFT 2203 Speed and Accuracy Building may be taken and repeated to achieve typing skill level.

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## COURT REPORTING: RAPID TEXT ENTRY LEVEL I CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

<b>GENERAL EDUCATION CORE: 3 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3

<b>TECHNICAL EDUCATION COURSES: 36-37 HOURS</b>	
CRTR 1113 Reporting Orientation	1
CRTR 1208 Realtime Reporting I	2
CRTR 1210 Realtime Reporting II	2
CRTR 1304 Machine Shorthand I	3
CRTR 1306 Machine Shorthand II	3
CRTR 1312 Reporting Communications I	3
*CRTR 1355 Dictation Speedbuilding	3
*CRTR 2218 Testimony Dictation I	2
POFI 1171 File/PC Management for Windows	1
POFL 1305 Legal Terminology	3
POFT 1307 Proofreading and Editing	3
**POFT 2203 Speed and Accuracy Building	2
Students Must Choose Directed Electives From:	<b>8-9</b>
CRTR 2206 Medical Reporting	

CRTR 2213 Reporting Technology II  
 CRTR 2312 Reporting Procedures  
 ITSW 1301 Introduction to Word Processing  
 MDCA 1313 Medical Terminology  
 POFI 1191 Keyboarding Skillbuilding I  
 POFI 2301 Word Processing  
 POFL 2301 Legal Document Processing  
 POFT 1192 Keyboarding Skillbuilding II  
 POFT 1329 Keyboarding and Document Formatting  
 POFT 2301 Document Formatting and Skillbuilding

**TOTAL HOURS: 39-40**

\*A grade of “B” or better is required to progress to the next speed level in all Court Reporting Program courses.

\*\*National Court Reporter Certification Board (CRCB) requirement is 60 net words a minute typing speed.

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## COURT REPORTING: REALTIME MEDICAL REPORTING LEVEL I CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

### GENERAL EDUCATION CORE: 4 HOURS

BIOL 2401 Human Anatomy and Physiology

**CREDIT HOURS**

**4**

### TECHNICAL EDUCATION COURSES: 35-36 HOURS

CRTR 1113 Reporting Orientation

**1**

CRTR 1208 Realtime Reporting I

**2**

CRTR 1210 Realtime Reporting II\*

**2**

CRTR 1304 Machine Shorthand I

**3**

CRTR 1306 Machine Shorthand II

**3**

CRTR 1380 Cooperative Education - Court Reporter

**3**

CRTR 2206 Medical Reporting

**2**

CRTR 2210 Realtime Reporting III

**2**

CRTR 2340 Adv. Medical Reporting

**3**

MDCA 1313 Medical Terminology

**3**

POFI 1171 File/PC Management for Windows

**1**

POFT 1307 Proofreading and Editing

**3**

POFT 2203 Speed and Accuracy Building

**2**

Students Must Choose One From:

**3**

\*CRTR 1355 Dictation Speedbuilding

POFT 1301 Business English/Communications I (WI)

Students Must Choose One From:

**2-3**

\*CRTR 2218 Testimony Dictation I

POFT 1329 Keyboarding and Document Formatting

POFT 2301 Document Formatting and Skillbuilding

**TOTAL HOURS: 39-40**

\*A grade of “B” or better is required to progress to the next level in all Court Reporting Program courses.

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**COURT REPORTING: TRANSCRIPTIONIST/SCOPIST  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

The Court Reporting Transcriptionist/Scopist Certificate provides basic instruction in machine shorthand theory and computer-aided transcription (CAT). Scopists transcribe machine shorthand notes to provide essential transcripts and court documents.

**GENERAL EDUCATION COURSES: 3 HOURS**

ENGL 1301 Freshman Composition

**CREDIT HOURS**

3

**TECHNICAL EDUCATION COURSES: 24-25 HOURS**

CRTR 1113 Reporting Orientation

1

CRTR 1208 Realtime Reporting I

2

CRTR 1210 Realtime Reporting II

2

CRTR 1304 Machine Shorthand I

3

CRTR 1306 Machine Shorthand II

3

CRTR 1312 Reporting Communications I

3

POFT 1307 Proofreading and Editing

3

POFT 2203 Speed and Accuracy Building

2

Students Must Choose Two From:

5-6

CRTR 1355 Dictation Speedbuilding

CRTR 2218 Testimony Dictation I

ITSW 1301 Introduction to Word Processing

POFI 2301 Word Processing

POFL 2301 Legal Document Processing

POFT 1329 Keyboarding and Document Formatting

POFT 2301 Document Formatting and Skillbuilding

**TOTAL HOURS: 27-28**


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**CRIMINAL JUSTICE  
ASSOCIATE IN ARTS (AA) DEGREE  
PROTECTIVE SERVICES DEPARTMENT**

This degree is designed to assist students seeking a Baccalaureate Degree in Criminal Justice in the state of Texas. It was approved by the Texas Higher Education Coordinating Board for transfer to public universities. If followed, this degree will allow the student to transfer the entire degree as the first two years of any Baccalaureate Degree Program in Criminal Justice in Texas public universities. Tech Prep Program students should check with the Department of Protective Services for awarding of applicable credit. Courses with the "CRIJ" prefix may also be used to fulfill degree requirements for an Associate in Applied Science Degree.

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for requirements for the AA degree.

**CORE COMPONENTS****COURSE SELECTIONS****SEMESTER HOURS****COMMUNICATIONS****SEE SECTION 12****12**

MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
MAJOR FIELD OF STUDY: CRIMINAL JUSTICE		
	STUDENTS MUST TAKE:	15
	CRIJ 1301 Introduction to Criminal Justice	
	CRIJ 1306 Court Systems and Practices	
	CRIJ 1310 Fundamentals of Criminal Law	
	CRIJ 2313 Correctional Systems and Practices	
	CRIJ 2328 Police Systems and Practices	
	<b>TOTAL HOURS: 63</b>	

Some four-year institutions may accept additional CRIJ courses. Students should check with the Protective Services Department, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on transfer agreements.

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## CRIMINAL JUSTICE: CORRECTIONAL SCIENCE (TECH PREP PROGRAM) ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROTECTIVE SERVICES DEPARTMENT

This degree is designed to assist students in developing the skills necessary for a career in corrections. Some of the criminal justice courses have equivalent transfer credit courses. For information on the transferability of courses, contact the Criminal Justice Program coordinator or the department chairman. A workplace connection course is required. Mathematics competency is also required and must be demonstrated by passing with a “C” or better a college-level mathematics course of at least three credits or taking a minimum of a four credit-hour geology, chemistry, physics, astronomy, or biology course and receiving an appropriate mathematics competency score on either the Accuplacer or THEA exam.

### AAS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE: 18-19 HOURS	CREDIT HOURS
ENGL 1301 Freshman Composition I	3
GOVT 2301 American/Texas: National and State	3
HIST 1301 History of the United States, Part I	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From	3
ARTS 1301 Art Appreciation	
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II (Spring Semester offering only)	
HUMA 1301 The Humanistic Tradition	

- LATI 1311 Beginning Latin I
- LATI 1312 Beginning Latin II
- MUSI 1306 Music Appreciation
- PHIL 1301 Introduction to Philosophy
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Students Must Choose One From: 3-4  
 Math Elective  
 Natural Science Elective

**OTHER GENERAL EDUCATION COURSES: 15 HOURS**

- ENGL 1302 Freshman Composition II 3
- HIST 1302 History of the United States, Part II 3
- PSYC 2301 General Psychology 3
- \*Students Must Choose One Sociology Elective 3
- \*\*Students Must Choose One Foreign Language Elective 3

\*Choose from any sociology, social work or appropriate IDST courses.

\*\*Spanish is preferred.

**TECHNICAL EDUCATION CORE: 21 HOURS**

- \*CJCR 1307 (CRIJ 2313) LE - Correctional Systems and Practices 3
- \*CJCR 2324 (CRIJ 2301) LE - Community Resources in Corrections 3
- CJCR 2325 LE - Legal Aspects of Corrections 3
- \*CJSA 1312 (CRIJ 1307) Crime in America 3
- \*CJSA 1313 (CRIJ 1306) Court Systems and Practices 3
- \*CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice 3
- \*CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law 3

\*These courses have criminal justice (CRIJ) transfer equivalent courses. See the department chairman for more information.

**OTHER TECHNICAL EDUCATION COURSES: 3 HOURS**

Any Computer-dedicated Course 3

**ELECTIVES: 8 HOURS**

- Students Must Choose From: 8
- CJCR 1300 LE - Basic Jail Course
  - CJCR 1304 LE - Probation and Parole
  - CJCR 2280 Cooperative Education - Correction's/Correctional Admin (Capstone)
  - CJSA 1308 Criminalistics I
  - \*CJSA 1317 (CRIJ 1313) Juvenile Justice System
  - CJSA 1325 Criminology
  - \*CJSA 1342 (CRIJ 2314) Criminal Investigation
  - \*CJSA 1359 (CRIJ 2328) Police Systems and Practices
  - \*CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement
  - CJSA 2323 Criminalistics II

**TOTAL HOURS: 65-66**

\*These courses have criminal justice (CRIJ) transfer equivalent courses. See the department chairman for more information.

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

Any computer-dedicated course of three semester hours or more.

NOTE: Tech Prep Program high school students need to see the department chairman for course credit awards.

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**CRIMINAL JUSTICE: LAW ENFORCEMENT (TECH PREP PROGRAM)  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
PROTECTIVE SERVICES DEPARTMENT**

This degree is designed to assist students in developing the skills necessary for a career in law enforcement and is based on Texas requirements. Mathematics competency is also required and must be demonstrated by passing, with a “C” or better, a college-level mathematics course of at least three credits or taking a minimum of a four credit-hours geology, chemistry, physics, astronomy, or biology course and receiving an appropriate mathematics competency score on either the Accuplacer or THEA exam.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 18-19 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
GOVT 2301 American/Texas: National and State	3
HIST 1301 History of the United States, Part I	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From	3
ARTS 1301 Art Appreciation	
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II (Spring Semester offering only)	
HUMA 1301 The Humanistic Tradition	
LATI 1311 Beginning Latin I	
LATI 1312 Beginning Latin II	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	



Students Must Choose One From: 3-4  
 MATH Elective  
 Natural Science Elective

**OTHER GENERAL EDUCATION COURSES: 15 HOURS**

ENGL 1302 Freshman Composition II 3  
 HIST 1302 History of the United States, Part II 3  
 PSYC 2301 General Psychology 3  
 \*Students Must Choose One Sociology Elective 3  
 \*\*Students Must Choose One Foreign Language Elective 3

\*Choose from any sociology, social work or appropriate IDST courses.

\*\*Spanish is preferred.

**TECHNICAL EDUCATION CORE: 21 HOURS**

\*CJSA 1312 (CRIJ 1307) Crime in America 3  
 \*CJSA 1313 (CRIJ 1306) Court Systems and Practices 3  
 \*CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice 3  
 \*CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law 3  
 \*CJSA 1342 (CRIJ 2314) Criminal Investigation 3  
 \*CJSA 1359 (CRIJ 2328) Police Systems and Practices 3  
 \*CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement 3

\*These courses have criminal justice (CRIJ) transfer equivalent courses. See the program coordinator for more information.

**OTHER TECHNICAL EDUCATION COURSES: 3 HOURS**

Students Must Choose Any Computer-Dedicated Course 3

**ELECTIVES: 8 HOURS**

Students Must Choose From: 8

CJCR 1300 LE - Basic Jail Course  
 CJCR 1304 LE - Probation and Parole  
 \*CJCR 1307 (CRIJ 2313) LE - Correctional Systems and Practices  
 \*CJCR 2324 (CRIJ 2301) LE - Community Resources in Corrections  
 CJCR 2325 LE - Legal Aspects of Corrections  
 CJLE 1333 Traffic Law and Investigation  
 \*\*CJLE 1506 Basic Peace Officer I  
 \*\*CJLE 1512 Basic Peace Officer II  
 \*\*CJLE 1518 Basic Peace Officer III  
 \*\*CJLE 1524 Basic Peace Officer IV (Capstone)  
 CJLE 2284 Cooperative Education - Law Enforcement/Police Science (Capstone)  
 CJSA 1308 Criminalistics I  
 \*CJSA 1317 (CRIJ 1313) Juvenile Justice System  
 CJSA 1325 Criminology  
 \*CJSA 1359 (CRIJ 2328) Police Systems and Practices  
 CJSA 2323 Criminalistics II

**TOTAL HOURS: 65-66**

\*These courses have criminal justice (CRIJ) transfer equivalent courses. See the department chairman for more information.

\*\*Equivalent of TCLEOSE basic peace officer license.

## EXIT COMPETENCIES

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Students must pass each class with a grade of “C” or better.

### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

### ORAL COMMUNICATIONS COMPETENCY:

SPCH 1311 Fundamentals of Speech

### MATHEMATICAL SKILL COMPETENCY:

THEA mathematics passing score of 230

OR Accuplacer elementary algebra score of 76 or higher

OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

### COMPUTER COMPETENCY.

Any computer-dedicated course of three semester hours or more

NOTE: Other TCLEOSE-accredited courses may be used in this degree with approval of department chairman. Tech Prep Program high school students need to see the department chairman for course credit awards.

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## CUSTOMER SERVICES SPECIALIST MARKETABLE SKILLS CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

TECHNICAL EDUCATION COURSES: 12 HOURS	CREDIT HOURS
HRPO 1301 Customer Relations	3
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSC 1309 Integrated Software Applications I	3
	<b>TOTAL HOURS: 12</b>

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## DENTAL ASSISTING ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE ALLIED HEALTH DEPARTMENT

**Students are required to submit an application and schedule an appointment with a Dental Assisting Program faculty member for academic advisement.**

The Dental Assisting Program is a Fall-entry only program with limited enrollment.

The mission of the program is to provide for and support competency-based learning for a multicultural community. As one of seven accredited Dental Assisting Programs in Texas, the program is committed to excellence in helping to meet the diverse needs of both traditional and nontraditional students. The program seeks to provide each student with the essential knowledge and skills necessary to become a functional dental team member and meet the requirements of the national examining entity.

In addition to meeting the general admission requirements of San Antonio College, students desiring admission into Dental Assisting program courses must submit all of the following for Fall admission:

- A complete Dental Assisting Program application to the program office.
- Written proof of an advisement appointment with a member of the program faculty.
- An application for formal admission to San Antonio College. (See section two of this bulletin.)
- A counseling card from the Department of Counseling and Student Development. Meeting with a college counselor will provide the paperwork necessary to take the Accuplacer test.
- Proof of meeting the program's entry-level competencies which are MATH 0300, ENGL 0301, and READ 0303. This can be accomplished by scoring appropriately on the Accuplacer test or taking and passing the courses.

Students entering the Dental Assisting Program will receive notification from the program office by mail and must attend the orientation meeting in the Summer prior to enrollment in classes. At this meeting, scrubs and name tags are purchased and the American Dental Assistants Association (ADAA) student membership fees and Texas State Board of Dental Examiners (TSBDE) radiology fees are collected. New Dental Assisting Program students must submit the following by September 1: a completed program health assessment policy packet which includes a completed updated immunization record including hepatitis B series; PPD/TB; TD; MMR; a current dental examination with interproximal radiographs; and a dental prophylaxis.

Applications that include all the requested information will be considered complete. Only completed applications are reviewed. Applications and forms needed for admission to the Dental Assisting Program are available in the Allied Health Department (NTC 102).

Students must earn a minimum grade of "C" in each course required in the AAS Degree or Certificate in Dental Assisting curricula.

Students are responsible for registration fees required for the TSBDE radiologic examination. The radiologic examination must be taken and passed before being allowed to register for DNTA 1249 Dental Radiology in the Clinic.

The TSBDE certificates are awarded upon successful completion of both DNTA 1305 Dental Radiology I and DNTA 1249 Dental Radiology in the Clinic. Students are also responsible for taking the TSBDE nitrous oxide monitoring examination, cost \$15, prior to enrollment in DNTA 2266 Practicum - Dental Assistant.

Upon being awarded a degree or certificate, the graduate is eligible to take the Dental Assisting National Board certification (DANB) exam. If the examination is passed, the graduate will become a certified dental assistant (CDA).

The Dental Assisting Program also offers a Tech Prep Program degree that consists of a combination of San Antonio College courses and training courses offered by the U.S. Navy. For more information about this degree, contact the Dental Assisting Program at (210) 733-2572.

NOTE: Should a student withdraw, fail, or drop, for whatever reason, he/she is readmitted on a space available basis.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
BIOL 1371 Nutrition for Today	3
ENGL 1301 Freshman Composition I	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	

\*Choose one of the listed humanities electives upon discussion with program coordinator.

**OTHER GENERAL EDUCATION COURSES: 6 HOURS**

ENGL 1302 Freshman Composition II	3
SOCI 1301 Introduction to Sociology	3

**TECHNICAL EDUCATION COURSES: 34 HOURS**

DNTA 1102 Communication and Behavior in the Dental Office	1
DNTA 1241 Dental Lab Procedures	2
DNTA 1245 Preventive Dentistry	2
DNTA 1249 Dental Radiology In the Clinic	2
DNTA 1301 Dental Materials	3
DNTA 1305 Dental Radiology I	3
DNTA 1311 Dental Science	3
DNTA 1351 Dental Office Management	3
DNTA 1353 Dental Assisting Applications	3
DNTA 1415 Chairside Assisting	4
DNTA 2130 Seminar for the Dental Assistant	1
DNTA 2266 Practicum - Dental Assistant	2
DNTA 2270 Emergency Management in the Dental Office	2
DNTA 2350 Advanced Dental Assisting Applications	3

**OTHER TECHNICAL COURSES: 6 HOURS**

ITSC 1301 Introduction to Computers	3
KINE 1306 First Aid - Responding to Emergencies	3

**TOTAL HOURS FOR AAS DEGREE: 61**

**COMMUNICATIONS ENHANCED SKILLS CERTIFICATE: 9-10 HOURS**

Courses for the Communications Enhanced Skills Certificate may be included in the AAS Degree Program. Students may also obtain an AAS Degree without an Enhanced Skills Certificate.

	<b>CREDIT HOURS</b>
SGNL 1301 American Sign Language (ASL): Beginning I	3
SPCH 1318 Interpersonal Communication	3
Students Must Choose One From:	3-4
SPAN 1300 Beginning Conversational Spanish I	
SPAN 1411 Elementary Spanish I	

**TOTAL HOURS: 9-10**

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**DENTAL ASSISTING  
LEVEL I CERTIFICATE  
ALLIED HEALTH DEPARTMENT**

**GENERAL EDUCATION CORE: 6 HOURS**

ENGL 1301 English Composition I  
SPCH 1311 Fundamentals of Speech

**CREDIT HOURS**

3  
3

**TECHNICAL EDUCATION COURSES: 34 HOURS**

DNTA 1102 Communication and Behavior in the Dental Office  
DNTA 1241 Dental Lab Procedures  
DNTA 1245 Preventive Dentistry  
DNTA 1249 Dental Radiology In the Clinic  
DNTA 1301 Dental Materials  
DNTA 1305 Dental Radiology I  
DNTA 1311 Dental Science  
DNTA 1351 Dental Office Management  
DNTA 1353 Dental Assisting Applications  
DNTA 1415 Chairside Assisting  
DNTA 2130 Seminar for the Dental Assistant  
DNTA 2266 Practicum - Dental Assistant  
DNTA 2270 Emergency Management in the Dental Office  
DNTA 2350 Advanced Dental Assisting Applications

1  
2  
2  
2  
3  
3  
3  
3  
3  
4  
1  
2  
2  
3

**TOTAL HOURS: 40**

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**DISASTER RESPONSE MANAGEMENT  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

This Disaster Response Management Certificate Program will introduce the student to the basic concepts of safety and health as they relate to disaster response management. The

student will receive an overview of cost analysis of accidents, record keeping, reporting, and job safety analysis. After completing this certificate program, the student should have an understanding of pertinent safety and environmental regulations and organization and management of various government agencies.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
EPCT 1313 Contingency Planning	3
FIRE 1309 Fire Administration I	3
OSHT1391 Special Topics in Occupational Safety and Health Technology	3
OSHT 2309 Safety Program Management	3
	<b>TOTAL HOURS: 12</b>

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## DISASTER RESPONSE TECHNICIAN MARKETABLE SKILLS CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

This Disaster Response Technician Certificate Program will introduce the student to the basic concepts of safety and health as they relate to the area of disaster response. The student will receive an overview of environmental legislation and will recognize hazards associated with the handling of hazardous waste and demonstrate knowledge in the selection and proper use of personal protection equipment. The principles of toxicology in relation to hazardous materials and hazardous waste, and the identification, evaluation, and control of chemical and physical hazards will be studied. After completion of this certificate program, the student should have an understanding of pertinent safety and environmental regulations. The certificate program will meet the classroom requirements of 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
EPCT 1301 Hazard Waste Operation & Emerg Resp Train & Related Topics	3
EPCT 1341 Principles of Industrial Hygiene	3
EPCT 2333 Environmental Toxicology	3
OSHT 1391 Special Topics in Occupational Safety and Health Technology	3
	<b>TOTAL HOURS: 12</b>

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## DRAMA ASSOCIATE IN ARTS (AA) DEGREE THEATRE & SPEECH COMMUNICATION DEPARTMENT

### AA DEGREE REQUIREMENTS

Unless specific courses are listed, see section 12 for AA Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7

<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>		
SEE SECTION 12		9
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
SEE SECTION 12		15
<b>PHYSICAL EDUCATION</b>	SEE SECTION 12	2
<b>MAJOR FIELD OF STUDY: DRAMA</b>		
<b>STUDENTS MUST TAKE:</b>		12
DRAM 1330 Stagecraft I		
DRAM 1351 Acting I		
DRAM 1352 Acting II		
DRAM 2331 Stagecraft II		
<b>STUDENTS MUST CHOOSE ONE ELECTIVE FROM:</b>		3
DRAM 1341 Stage Makeup		
DRAM 2336 Voice and Articulation		
		<b>TOTAL HOURS: 63</b>

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the Department of Theatre and Speech Communication, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on transfer agreements.

It is strongly suggested that drama majors take one technical production lab hour each semester to total four technical production lab hours in four semesters. This is a consistent requirement for drama majors in all major universities. If a drama major fails to fulfill four technical production lab hours at the freshman and sophomore levels, the student must double-up their lab hours at the junior and senior levels.

All electives should be chosen in accordance with the degree requirements at the college or university to which the student will be transferring.

Students may earn the AA Degree with an emphasis in Drama by either completing the entire first two years of any drama curriculum identified in the current transfer agreement or by completing the degree requirements listed above.

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## DRUG/ALCOHOL ABUSE COUNSELING ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PSYCHOLOGY DEPARTMENT

The Mental Health Technology (MHT) Program offers two specialty options leading to an AAS Degree. Certificates are also offered in Drug/Alcohol Abuse Counseling (DAAC) and Substance Abuse Counseling.

Specialty A, DAAC, is for students pursuing licensure as a chemical dependency counselor. Students completing this degree fulfill the basic requirements set by the Texas Department of State Health Services (DSHS) for pursuing licensure as a chemical dependency counselor. Licensure as a chemical dependency counselor in Texas requires a minimum of an Associate's Degree.

Specialty B, addiction studies, is designed for individuals who are currently licensed by DSHS as chemical dependency counselors in Texas. Individuals enrolled under this specialty option may be awarded up to 18 semester hours of DAAC credit toward degree completion. Contact the MHT Program coordinator for details.

Formal 2+2 transfer agreements as well as informal agreements have been established with several local universities. For more information, please contact the MHT Program coordinator.

San Antonio College is designated as a provider of continuing education for licensure renewal. For further information, please contact the MHT Program coordinator or the Continuing Education Training Network Division.

Students must meet with the MHT Program coordinator before enrolling in any DAAC course. Students enrolling in any of the MHT-DAAC degree/certificate program options must meet all current basic skill prerequisites. See Course Descriptions in section 11 for additional information.

## AAS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE: 34 HOURS	CREDIT HOURS
COSC 1301 Computer Literacy (or ITSC 1301)	3
ENGL 1301 English Composition I	3
ENGL 1302 English Composition II	3
GOVT 2301 American Government: National, State, and Local	3
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
PSYC 2371 Abnormal Psychology	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	4
BIOL 1408 General Biology I	
BIOL 2401 Human Anatomy and Physiology	
Students Must Choose One From:	3
MATH 1314 College Algebra	
MATH 1332 Liberal Arts Mathematics	
Students Must Choose One From:	3
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundation of the Modern World	
HUMA 2319 American Minorities	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics (WI)	
<b>TECHNICAL EDUCATION COURSES: 24 HOURS</b>	
DAAC 1304 Pharmacology of Addiction	3
DAAC 1307 Addicted Family Intervention	3
DAAC 1309 Assessment Skills of AOD Addictions	3
DAAC 1311 Counseling Theories	3
DAAC 1314 Dynamics of Group Counseling	3
DAAC 1317 Basic Counseling Skills	3
DAAC 1319 Introduction to Alcohol & Other Drug Addiction	3
DAAC 1343 Current Issues	3



**DRUG/ALCOHOL ABUSE COUNSELING SPECIALTY A: 6 HOURS**

DAAC 2166 Alcohol/Drug Abuse Counseling Practicum I (Capstone)	1
DAAC 2167 Alcohol/Drug Abuse Counseling Practicum II (Capstone)	1
DAAC 2271 Core Functions	2
DAAC 2272 Case Presentation Method	2

**ADDICTION STUDIES SPECIALTY B: 6 HOURS**

DAAC 2329 Clinical Supervision (Capstone)	3
Students Must Choose One From:	3
PSYC 2319 Social Psychology	
SOCI 1301 Introduction to Sociology	

**TOTAL HOURS FOR AAS DEGREE WITH EITHER SPECIALTY: 64****EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATION COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher**OR** Any college-level mathematics course, MATH 1314, MATH 1332 or equivalent**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy

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**DRUG/ALCOHOL ABUSE COUNSELING  
LEVEL I CERTIFICATE  
PSYCHOLOGY DEPARTMENT**

This Level I Certificate is designed for individuals who wish to pursue training in the substance abuse field who have an Associate’s Degree or higher. Upon successful completion of this certificate, the individual will have met the requirements for “counselor intern” status as directed by the Texas Department of State Health Services (DSHS). Completion of all post-certificate requirements mandated by DSHS can lead to becoming a licensed chemical dependency counselor. This certificate can be taken for academic credit or through the Continuing Education Training Network Division. Students may also obtain an Associate in Applied Science (AAS) Degree in Drug/Alcohol Abuse Counseling (DAAC) and/or a Certificate in Substance Abuse.

The award of the chemical dependency counselor license requires a minimum of an Associate’s Degree.

Students enrolling in either academic or continuing education programs are required to satisfy the basic skills prerequisites in English and reading before enrolling in DAAC courses. See Course Descriptions in section 11 for additional information.

San Antonio College is designated as a provider of continuing education for re-licensure and re-certification in Texas (TCBAP Provider Number 1179-94). Students may take any of the DAAC courses for continuing education credit. For further information, please contact the program coordinator or the Continuing Education Training Network Division..

<b>TECHNICAL EDUCATION COURSES: 33 HOURS</b>	<b>CREDIT HOURS</b>
DAAC 1304 Pharmacology of Addiction	3
DAAC 1307 Addicted Family Intervention	3
DAAC 1309 Assessment Skills of AOD Addictions	3
DAAC 1311 Counseling Theories	3
DAAC 1314 Dynamics of Group Counseling	3
DAAC 1317 Basic Counseling Skills	3
DAAC 1319 Introduction to Alcohol & Other Drug Addiction	3
DAAC 1343 Current Issues	3
DAAC 2166 Alcohol/Drug Abuse Counseling Practicum I	1
DAAC 2167 Alcohol/Drug Abuse Counseling Practicum II	1
DAAC 2271 Core Functions	2
DAAC 2272 Case Presentation Method	2
Students Must Choose One From:	3
COSC 1301 Computer Literacy	
ITSC 1301 Introduction to Computers	
	<b>TOTAL HOURS: 33</b>

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## **ELECTRONICS TECHNOLOGY (TECH PREP PROGRAM) ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers a Tech Prep Program for electronics technology students who desire to specialize in the field of communications electronics technology, computer electronics technology, or industrial electronics technology. This program leads to an AAS Degree in Electronics Technology with specialties in any of the three areas. Advanced courses and well-equipped laboratories enable students to extend their theoretical and practical knowledge in the field of electronics. The program provides the student with practical internships with local businesses and manufacturers to provide real life experiences in the electronics career field in preparation for full-time employment after graduation. In addition to the two-year AAS Degree, the program provides students with the following exit options: Certificates in Electronics Technology or Industrial Electronics; transfer to any other Associate's Degree Program in Texas which offers an electronics major under the Workforce Education Course Manual (WECM); and/or transfer to a four year university to continue their education. This degree transfers to several general Baccalaureate Degree Programs.

Two additional degrees are also offered in nuclear electronics or communications/radar electronics. These approved Tech Prep Program degrees consist of a combination of San Antonio College courses and training courses offered by the U.S. Navy. For more information, contact the Electronics Program Office at 733-2881.

Credit transferable from high school include: 12 semester hours credit for CETT 1402 Electricity Principles, CETT 1429 Solid State Devices, and CETT 1425 Digital Fundamentals, for students who have attained the appropriate competencies from an approved Tech Prep Program high school or completed the courses in high school for dual credit.

## AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra (or higher MATH)	3
Students Must Choose One Social or Behavioral Science Elective	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
 <b>OTHER GENERAL EDUCATION COURSES: 3 HOURS</b>	
SPCH 1311 Fundamentals of Speech	3
 <b>TECHNICAL EDUCATION COURSES: 42 HOURS</b>	
CETT 1402 Electricity Principles	4
CETT 1409 DC/AC Circuits	4
CETT 1425 Digital Fundamentals	4
CETT 1429 Solid State Devices	4
CETT 1431 Technical Programming	4
CETT 1441 Solid State Circuits	4
CETT 1445 Microprocessor	4
CETT 1457 Linear Integrated Circuits	4
CETT 1472 Electronics Problems	4
CETT 2433 Digital Computer Circuits	4
EECT 2288 Internship I	2
 <b>COMMUNICATIONS ELECTRONICS SPECIALTY: 12 HOURS</b>	
EECT 1444 Telecommunications Broadband Systems	4
EECT 2435 Telecommunications (Capstone)	4
EECT 2439 Communications Circuits	4
 <b>COMPUTER ELECTRONICS SPECIALTY: 12 HOURS</b>	
CETT 2435 Advanced Microprocessors	4
CETT 2449 Research and Project Design (Capstone)	4
EECT 1444 Telecommunications Broadband Systems	4
 <b>INDUSTRIAL ELECTRONICS SPECIALTY: 11 HOURS</b>	
ELMT 1301 Basic Programmable Logic Controllers	3
ELMT 2433 Industrial Electronics	4
RBTC 2433 Robotics	4

**TOTAL HOURS FOR AAS DEGREE WITH A SPECIALTY: 71-72**

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra or higher

**COMPUTER COMPETENCY:**

CETT 1431 Technical Programming

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**ELECTRONICS TECHNOLOGY  
LEVEL I CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers a Level I Certificate Program for electronic technology students who wish to enter the workforce at the apprentice technician level and possibly continue their electronics education at a later date. Students may also transfer to another two-year Associate’s Degree Program in Texas in a specialty not available at San Antonio College, where the follow-on school offers courses under the Workforce Education Course Manual (WECM). This certificate is an established exit point from the two-year electronics technology degree program and includes one semester of internship. Students earning this certificate will have a solid background in electronics fundamentals, a firm knowledge of how to use test equipment, good soldering skills, practical experience in electronics gained through supervised internships, and good communicative skills. The student should also possess the knowledge and skills required for testing and certification as a certified electronics technician at the associate level.

**GENERAL EDUCATION COURSES: 6 HOURS**

ENGL 1301 Freshman Composition I  
MATH 1314 College Algebra (or higher)

**CREDIT HOURS**

3  
3

**TECHNICAL ELECTRONICS COURSES: 34 HOURS**

CETT 1402 Electricity Principles  
CETT 1409 DC/AC Circuits  
CETT 1425 Digital Fundamentals  
CETT 1429 Solid State Devices  
CETT 1441 Solid State Circuits  
CETT 1457 Linear Integrated Circuits  
CETT 1472 Electronics Problems  
CETT 2433 Digital Computer Circuits  
EECT 2288 Internship I (Capstone)

4  
4  
4  
4  
4  
4  
4  
4  
2

**TOTAL HOURS: 40**

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**ELECTRONICS TECHNOLOGY: BASIC DC/AC  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers a short specialized certificate for students who wish to learn the fundamentals of DC/AC electronics. Students earning this certificate will have a solid background in DC/AC electronics and circuit analysis.

<b>TECHNICAL ELECTRONICS COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1402 Electricity Principles	4
CETT 1409 DC/AC Circuits	4
CETT 1472 Electronics Problems	4
	<b>TOTAL HOURS: 12</b>

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**ELECTRONICS TECHNOLOGY: BASIC ELECTRONICS  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers a short specialized certificate for students who wish to learn the fundamentals of electronics concepts. The student will get an overview of how electronic circuits, semiconductor devices, and digital circuits function.

<b>TECHNICAL ELECTRONICS COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1402 Electricity Principles	4
CETT 1425 Digital Fundamentals	4
CETT 1429 Solid State Devices	4
	<b>TOTAL HOURS: 12</b>

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**ELECTRONICS TECHNOLOGY: BASIC SEMICONDUCTOR  
MARKETABLE SKILLS CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers a short specialized certificate for students who wish to learn the fundamentals of semiconductor electronics. Students earning this certificate will have a solid background in semiconductor device operations and circuit analysis. They will develop the knowledge required to analyze semiconductor circuitry using test equipment.

<b>TECHNICAL ELECTRONICS COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1429 Solid State Devices	4
CETT 1441 Solid State Circuits	4
CETT 1457 Linear Integrated Circuits	4
	<b>TOTAL HOURS: 12</b>

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## ELECTRONICS TECHNOLOGY: DIGITAL FUNDAMENTALS LOCAL CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

San Antonio College offers a short specialized certificate for students who wish to learn the fundamentals of digital electronics. Students earning this certificate will have a solid background in digital mathematics and the basic components involved in digital circuits.

<b>TECHNICAL ELECTRONICS COURSES: 8 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1425 Digital Fundamentals	4
CETT 2433 Digital Computer Circuits	4
	<b>TOTAL HOURS: 8</b>

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## EMERGENCY MANAGEMENT ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROTECTIVE SERVICES DEPARTMENT

All municipalities, public service organizations, and large industries must have a disaster plan. These plans are developed and coordinated by an emergency manager. The need for disaster preparedness has been magnified by the added threat of a terrorist attack using weapons of mass destruction. San Antonio College is the first college in Texas to offer an AAS Degree in Emergency Management.

### AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
GOVT 2301 American/Texas: National and State	3
MATH 1314 College Algebra	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
HUMA 1301 Introduction to Humanities	
PHIL 1301 Introduction to Philosophy	
 <b>OTHER GENERAL EDUCATION COURSES: 18 HOURS</b>	
ENGL 1302 Freshman Composition II	3
HIST 1301 History of U.S. Part I	3
KINE 1104 Physical Conditioning	1
PSYC 2317 Introduction to Statistics	3
Students Must Choose One From:	4
BIOL 1406 General Biology I	
CHEM 1411 General Chemistry I	
PHYS 1401 General Physics I	
Students Must Choose One From:	4
BIOL 1406 General Biology II	
CHEM 1411 General Chemistry II	
PHYS 1401 General Physics II	
 <b>TECHNICAL EDUCATION COURSES: 39 HOURS</b>	
BMGT 1305 Communications in Management	3

EMAP 1176 Internship	1
EMAP 1372 Texas Disaster Recovery and Emergency Management Planning	3
EMAP 1373 Leadership and Effective Communication	3
EMAP 1374 Developing Volunteer Resources and Decision Making	3
EMAP 1375 Texas Hazard Mitigation and Debris Management	3
EMAP 1377 Mass Casualty and Critical Incident Stress Debriefing	3
EMAP 1471 Principles of Basic Emergency Management	4
EMAP 1472 Texas Exercise Design and Incident Command	4
FIRT 1315 Hazardous Materials I	3
*Students Must Choose One Directed Elective	3
Students Must Choose One From:	3
COSC 1301 Computer Literacy	
ITSC 1301 Introduction to Computers	
Students Must Choose One Directed Elective From:	3
BMGT 1303 Principles of Management	
FIRT 1309 Fire Administration I	
FIRT 1349 Fire Administration II	
<b>TOTAL HOURS: 72</b>	

\*Students can take any CRIJ, EMAP, EMSP, or FIRT course not required for this degree.

## EXIT COMPETENCIES

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Students must pass each class with a grade of “C” or better.

### WRITTEN COMMUNICATIONS COMPETENCY

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

### ORAL COMMUNICATIONS COMPETENCY

SPCH 1311 Fundamentals of Speech

### MATHEMATICAL SKILL COMPETENCY:

THEA mathematics passing score of 230

OR Accuplacer elementary algebra score of 76 or higher

OR Any college-level mathematics course, MATH 1314, MATH 1332, or equivalent

### COMPUTER COMPETENCY:

ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy

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## EMERGENCY MEDICAL SERVICES (EMS) ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROTECTIVE SERVICES DEPARTMENT

In addition to meeting the general admission requirements of San Antonio College, all students desiring admission to the EMS Program must meet the following requirements:

- Must be current in all immunizations: MMR, PPD test for TB, and hepatitis B series. The hepatitis B series must be started prior to the first day of class.
- Request an interview with the program coordinator or another EMS faculty member.
- Meet college-level skills for English and reading for EMSP 1401 and EMSP 1260. College-level skills for math are required for EMSP 1338, 1356, 1355, 2260, 2444, 2434, 2438, 2143, 2330, and 2261.

Before registering for any paramedic-level course, students must meet all requirements for admission to the college. They are also required to take and pass a written pre-test and be interviewed by the program coordinator or other EMS faculty member. The passing score for this pretest is 70 percent. Upon successful completion of the pre-test and interview, the student will be registered for the paramedic-level classes. The pre-test must be taken by August 1. Contact the Protective Services Department to make an appointment to take the test and for additional information.

## AAS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE: 29 HOURS	CREDIT HOURS
BIOL 2401 Human Anatomy & Physiology	4
BIOL 2402 Human Anatomy & Physiology	4
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National State	3
MATH 1314 College Algebra	3
PSYC 2301 Introduction to Psychology	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II	
HUMA 1301 The Humanistic Tradition	
LATI 1311 Beginning Latin I	
LATI 1312 Beginning Latin II	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	
<b>TECHNICAL EDUCATION COURSES: 39 HOURS</b>	
EMSP 1145 Basic Trauma Life Support	1
EMSP 1147 Pediatric Advanced Life Support	1
EMSP 1260 Clinical - Emergency Medical Services	2
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 1401 Emergency Medical Technician - Basic	4
EMSP 2135 Advanced Cardiac Life Support	1
EMSP 2143 Assessment Based Management	1
EMSP 2147 Pediatric Education for Pre-hospital Providers	1
EMSP 2260 Clinical EMT Technology/Technician	2
EMSP 2261 Clinical EMT Technology/Technician	2
EMSP 2330 Special Populations	3
EMSP 2434 Medical Emergencies	4
EMSP 2438 Emergency Operations	4
EMSP 2444 Cardiology	4
<b>OTHER TECHNICAL COURSES: 3 HOURS</b>	
ITSC 1301 Introduction to Computers	3
<b>TOTAL HOURS: 71</b>	



**EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I

**ORAL COMMUNICATION COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** Any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**EMERGENCY MEDICAL TECHNICIAN/BASIC  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

**GENERAL EDUCATION COURSES: 10 HOURS**

BIOL 2401 Human Anatomy and Physiology

ENGL 1301 Freshman Composition I

SPCH 1311 Fundamentals of Speech

**CREDIT HOURS**

4

3

3

**TECHNICAL EDUCATION COURSES: 9 HOURS**

EMSP 1260 Clinical - Emergency Medical Technology/Technician

EMSP 1401 Emergency Medical Technician

ITSC 1301 Introduction to Computers

2

4

3

**TOTAL HOURS: 19**


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**EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

**TECHNICAL EDUCATION COURSES: 27 HOURS**

EMSP 1338 Intro. to Advanced Practice

EMSP 1355 Trauma Management

EMSP 1356 Patient Assessment and Airway Management

EMSP 2143 Assessment Based Management

EMSP 2261 Clinical - EMT Technology/Technician

EMSP 2330 Special Populations

EMSP 2434 Medical Emergencies

EMSP 2438 Emergency Operations

EMSP 2444 Cardiology

**CREDIT HOURS**

3

3

3

1

2

3

4

4

4

**TOTAL HOURS: 27**

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**ENGINEERING**  
**ASSOCIATE IN SCIENCE (AS) DEGREE**  
**PHYSICS/ENGINEERING/ARCHITECTURE DEPARTMENT**

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**AS DEGREE REQUIREMENTS**

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Unless specific courses are listed, see section 12 for AS Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
<b>COMMUNICATION</b>	<b>SEE SECTION 12</b>	<b>12</b>
<b>MATHEMATICS</b>	<b>STUDENTS MUST TAKE:</b> *Math 2413 Calculus I	<b>4</b>
*Students not prepared to enroll in MATH 2413 Calculus I may be required to take MATH 1314 College Algebra and/or MATH 2412 Precalculus.		
<b>NATURAL SCIENCES</b>	<b>STUDENTS MUST TAKE:</b> PHYS 1570 Mechanics, Waves, and Heat PHYS 2570 Electricity, Magnetism, and Optics	<b>10</b>
	<b>STUDENTS MUST CHOOSE ONE FROM:</b> CHEM 1311 General Chemistry Lecture I CHEM 1411 General Chemistry I GEOG 1301 Elements of Physical Geography GEOL 1301 Earth Sciences	<b>3-4</b>
<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>		
<b>LITERATURE</b>	<b>SEE SECTION 12</b>	<b>3</b>
<b>HUMANITIES</b>	<b>SEE SECTION 12</b>	<b>3</b>
<b>VISUAL/PERFORMING ARTS</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> ARCH 1301 History of Architecture I ARCH 1302 History of Architecture II	<b>3</b>
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>	<b>SEE SECTION 12</b>	<b>15</b>
<b>PHYSICAL EDUCATION</b>	<b>SEE SECTION 12</b>	<b>2</b>
<b>MAJOR FIELD OF STUDY: ENGINEERING</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>MIN 9 HRS</b>
	ENGR 1201 Introduction to Engineering	
	ENGR 1204 Engineering Graphics I	
	ENGR 1205 Engineering Graphics II	
	ENGR 1370 Engineering Problems	
	ENGR 2304 Computer Programming for Engineering App	
	ENGR 2305 Fundamentals of Electrical Engineering	
	ENGR 2370 Applied Engineering Mathematics	
	ENGR 2403 Statics and Dynamics	

**STUDENTS MUST TAKE:**  
MATH 2414 Calculus II

4

**TOTAL HOURS: 68-69**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. For information on transfer requirements, students should check with the San Antonio College Physics/Engineering/Architecture Department, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer.

## ENGINEERING DRAFTING TECHNICIAN I MARKETABLE SKILLS CERTIFICATE ENGINEERING TECHNOLOGIES

This program is for students who want to get the technical skills involved in engineering technology as quickly as possible so that they can fill entry-level positions in the profession.

<b>TECHNICAL EDUCATION COURSES: 14 HOURS</b>	<b>CREDIT HOURS</b>
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer Aided Drafting	4
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
	<b>TOTAL HOURS: 14</b>

## ENGINEERING TECHNICIAN LEVEL I CERTIFICATE ENGINEERING TECHNOLOGIES

This program is for students who are looking for skills which will allow them to get an initial job in the field of engineering technology. Jobs in the construction and civil engineering field as well as jobs in the manufacturing sector would be appropriate for this certificate.

<b>TECHNICAL EDUCATION COURSES: 28 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1333 Introduction to Computer and CAD Operations	3
CNBT 1311 Construction Materials and Methods	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer Aided Drafting	4
ENTC 1491 Sp Topics in Engineering Technology/Technician, General (Capstone)	4
SRVY 1413 Plane Surveying	4
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
	<b>TOTAL HOURS: 28</b>

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## ENGINEERING TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

#### ENGINEERING TECHNOLOGIES DEPARTMENT

Students will find that this program prepares them for positions as technicians, surveyors, or estimators. High paying positions are available to the graduates of this program almost anywhere in the U.S. The AAS Degree Program in Engineering Technology is also for people already in jobs who wish to increase their knowledge and eligibility for promotion. The courses in this degree program transfer in whole or part to several Baccalaureate Degree Programs, including at Texas State University in San Marcos, Texas A&M University, and the University of Houston.

For further information, call (210) 733-2930 or meet with a faculty advisor in room 145 of the Chance Academic Center.

### AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION CORE: 18-19 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 English Composition I	3
ENGL 1302 English Composition II	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Science Elective Based on Speciality From:	<b>3-4</b>
GEOL 1403 Physical Geology (Surveying Specialty)	
PHYS 1305 Introductory Physics I (Engineering Technology Specialty)	
Students Must Choose One Humanities/Fine Arts Elective From:	<b>3</b>
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
Students Must Choose One Social or Behavioral Science Elective From:	<b>3</b>
ECON 1301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	
<b>TECHNICAL EDUCATION COURSES: 27 HOURS</b>	
CETT 1333 Introduction to Computers and CAD Operations	3
CNBT 1311 Construction Materials and Methods	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic CAD (AutoCAD)	4

QCTC 1305 Teaming	3
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
Students Must Choose One Capstone Course Based on Specialty From:	4
ENTC 1491 Sp Topics in Engineering Technology (Engineering Technology Specialty)	
SRVY 2486 Internship - Surveying Technology/Surveying (Surveying Specialty)	

**SPECIALTIES: 25-26 HOURS**

Students Must Choose One of Two Specialties

**25-26****TOTAL HOURS: 70-72****ENGINEERING TECHNOLOGY SPECIALTY: 25 HOURS**

The engineering technology speciality gives the student a wide range of experiences in various aspects of the engineering technology field. The graduates of this option will be prepared to work in civil, manufacturing, or mechanical engineering technology fields or transfer to a Baccalaureate Degree Program in Engineering Technology.

**CREDIT HOURS**

CHEM 1305 Introductory Chemistry	3
ELMT 1405 Basic Fluid Power	4
ENTC 1343 Statics	3
ENTC 1423 Strength of Materials	4
ENTC 2302 Dynamics	3
HART 1451 Energy Management	4
SRVY 1413 Plane Surveying	4

**SURVEYING ENGINEERING TECHNOLOGY SPECIALTY: 26 HOURS**

The surveying engineering technology graduate is prepared to work as a technician for a professional surveyor or for a construction company. The surveyor's education includes exposure to all the traditional procedures of surveying plus newer procedures using total station, computer drawing, and global positioning system equipment. This degree transfers in part to a Baccalaureate Degree Program in Surveying at Texas A&M University at Corpus Christi.

**CREDIT HOURS**

DFTG 2421 Topographical Drafting	4
SRVY 1315 Surveying Calculations I	3
SRVY 1413 Plane Surveying	4
SRVY 2343 Surveying-Legal Principles I	3
SRVY 2440 Advanced Plane Surveying	4
SRVY 2442 Global Positioning System Techniques for Surveying and Mapping	4
Students Must Choose One From:	4
CRTG 1411 Intro Geographic Info Systems (GIS) & Global Positioning Systems (GPS)	
GEOG 2470 Introduction to GIS	

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

TECM 1317 Technical Trigonometry and TECM 1341 Technical Algebra

**COMPUTER COMPETENCY:**

CETT 1333 Introduction to Computer and CAD Operations

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**ENGLISH**  
**ASSOCIATE IN ARTS (AA) DEGREE**  
**ENGLISH DEPARTMENT**

**AA DEGREE REQUIREMENTS**


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Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
<b>MAJOR FIELD OF STUDY: ENGLISH</b>		
	<b>STUDENTS MUST TAKE:</b>	<b>6</b>
	ENGL 2342 Introduction to Literature and Literary Crit	
	One Sophomore ENGL course not already taken in core	
	<b>STUDENTS MUST CHOOSE ONE PAIR FROM:</b>	<b>6</b>
	ENGL 2322/2323 British Literature	
	ENGL 2327/2328 American Literature	
	ENGL 2332/2333 World Literature	
	<b>TOTAL HOURS: 60</b>	

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. For information on transfer requirements, students should check with the San Antonio College English Department, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer.

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**FACILITY MANAGEMENT  
LOCAL CERTIFICATE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

This Local Certificate Program is for students who want to get the technical or management skills involved in facility management as quickly as possible so that they can fill technician positions in the facility management profession.

**FACILITY ENGINEERING TECHNICIAN I**

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<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
ENTC 2471 Facility Operation and Maintenance I	4
ENTC 2473 Facility Operation and Maintenance II	4
HART 1451 Energy Management	4
	<b>TOTAL HOURS: 12</b>

**FACILITY OPERATION TECHNICIAN I**

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<b>TECHNICAL EDUCATION COURSES: 11 HOURS</b>	<b>CREDIT HOURS</b>
ENTC 1370 Introduction to Facility Management	3
ENTC 2471 Facility Operation and Maintenance I	4
FACM 2472 Facility Management and Finance	4
	<b>TOTAL HOURS: 11</b>

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**FINANCIAL ANALYSIS  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
*ACCT 2301 Financial Accounting	3
**BNKG 1349 Commercial Lending	3
BNKG 1356 Analyzing Financial Statements	3
Choose Two Electives From:	6
**ACCT 2302 Managerial Accounting	
BUSA 1313 Investments	
BUSG 1303 Principles of Finance	
ECON 2302 Microeconomics	
	<b>TOTAL HOURS: 15</b>

\*To be eligible to register for this course the following levels of competency are required: ENGL 0301 Basic English II, READ 0303 College Reading Skills, and MATH 0301 Introduction to Algebra and Geometry.

\*\*ACCT 2301 Financial Accounting is a prerequisite for these courses.

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**FINANCIAL MANAGEMENT**  
**ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE**  
**BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
 <b>OTHER GENERAL EDUCATION COURSES: 12 HOURS</b>	
PHIL 2371 Business Ethics	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	
Students Must Choose One From:	3
ACCT 2302 Managerial Accounting	
ACNT 1326 Principles of Accounting II	
 <b>TECHNICAL EDUCATION COURSES: 42 HOURS</b>	
BMGT 1303 Principles of Management	3
BMGT 2341 Strategic Management	3
BNKG 1340 Money and Banking	3
BUSA 1313 Investments	3
BUSG 1303 Principles of Finance	3
BUSG 1304 Personal Finance	3
BUSG 2307 Legal & Social Environment of Business	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction to International Business and Trade	3
ITSC 1301 Introduction to Computers	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Coop-Ed. Business Administration & Mgt. General	
BMGT 2309 Leadership	



Students Must Choose One From:	3
BMGT 2383 Coop-Ed. Business Administration & Mgt. General	
HRPO 2301 Human Resources Management	
<b>TOTAL HOURS: 69</b>	

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**FINANCIAL MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
BNKG 1340 Money and Banking	3
BUSA 1313 Investments	3
BUSG 1303 Principles of Finance	3
BUSG 1304 Personal Finance	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	
<b>TOTAL HOURS: 15</b>	

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**FINANCIAL SERVICES INDUSTRY  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
BMGT 1303 Principles of Management	3
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money & Banking	3
Students Must Choose Two Electives From:	6
BNKG 1343 Law and Banking	
BNKG 1345 Consumer Lending	
BNKG 1351 Selling Bank Products and Services	
BNKG 1391 Special Topics in Banking and Financial Services	
BNKG 2380 Co-Op	

BUSA 1313 Investments  
 BUSG 1303 Principles of Finance

TOTAL HOURS: 15

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**FINANCIAL SERVICES INDUSTRY  
 MARKETABLE SKILLS CERTIFICATE  
 BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
BMGT 1345 Communications Skills for Managers	3
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and Banking	3
BNKG 1351 Selling Bank Products and Services	3
	<b>TOTAL HOURS: 12</b>

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**FIRE SCIENCE  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 PROTECTIVE SERVICES DEPARTMENT**

Enrollment in FIRS 1301, 1319, 1329, 1407, 1413, 1423, and 1433 is approved by the program coordinator. Students should report to room 163B of the Chance Academic Center for enrollment. Enrollment in these courses is for the entire block.

**AAS DEGREE REQUIREMENTS**

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<b>GENERAL EDUCATION CORE: 19 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
KINE 1104 Physical Conditioning	1
MATH 1332 Liberal Arts Math	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II	
HUMA 1301 The Humanistic Tradition	
LATI 1311 Beginning Latin I	
LATI 1312 Beginning Latin II	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	

**TECHNICAL EDUCATION COURSES: 49 HOURS**

FIRS 1301 Firefighter Certification I	3
FIRS 1319 Firefighter Certification IV	3
FIRS 1407 Firefighter Certification II	4

FIRS 1413 Firefighter Certification III	4
FIRS 1423 Firefighter Certification V	4
FIRS 1429 Firefighter Certification VI	4
FIRS 1433 Firefighter Certification VII	4
FIRT 1315 Hazardous Materials I	3
FIRT 1327 Building Construction in the Fire Service	3
FIRT 1333 Fire Chemistry I	3
FIRT 1334 Fire Chemistry II	3
FIRT 1338 Fire Protection Systems	3
FIRT 1345 Hazardous Materials II	3
FIRT 1353 Legal Aspects of Fire Protection	3
FIRT 2331 Tactics and Strategies II (Capstone)	3

**OTHER TECHNICAL EDUCATION COURSES: 3 HOURS**

ITSC 1301 Introduction to Computers	3
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**TOTAL HOURS: 71**

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1332 Liberal Arts Math or higher

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**FIRE AND ARSON INVESTIGATION  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
PROTECTIVE SERVICES DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

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<b>GENERAL EDUCATION CORE: 19 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
KINE 1104 Physical Conditioning	1
MATH 1314 College Algebra	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II	
HUMA 1301 The Humanistic Tradition	
LATI 1311 Beginning Latin I	

LATI 1312 Beginning Latin II  
 MUSI 1306 Music Appreciation  
 PHIL 1301 Introduction to Philosophy  
 PHIL 2306 Ethics  
 SPAN 2312 Intermediate Spanish II  
 SPAN 2321 Introduction to Hispanic Literature

**OTHER GENERAL EDUCATION COURSES: 12 HOURS**

ENGL 2311 Technical Writing	3
GOVT 2302 American Government	3
HIST 1301 History of the United States I	3
PSYC 2301 General Psychology	3

**TECHNICAL EDUCATION COURSES: 27 HOURS**

FIRT 1303 Fire and Arson Investigation I	3
FIRT 1309 Fire Administration I	3
FIRT 1315 Hazardous Materials	3
FIRT 1327 Building Construction in the Fire Service	3
FIRT 1333 Fire Chemistry I	3
FIRT 1334 Fire Chemistry II	3
FIRT 1338 Fire Protection Systems	3
FIRT 2333 Fire and Arson Investigation II (Capstone)	3
*Students Must Choose One FIRT Elective From Approved List	3

**OTHER TECHNICAL COURSES: 9 HOURS**

CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1306 Courts and Criminal Procedures	3
CRIJ 2314 Criminal Investigation	3

**ELECTIVES: 3 HOURS**

*Students Must Choose One FIRT Elective from Approved List	3
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**TOTAL HOURS: 70****\*FIRT Elective Fire Commission Approved List:**

FIRT 1301 Foundations of Fire Protection  
 FIRT 1305 Public Education Programs  
 FIRT 1307 Fire Prevention Codes and Inspections  
 FIRT 1309 Fire Administration I  
 FIRT 1311 Fire Service Hydraulics  
 FIRT 1319 Firefighter Health and Safety  
 FIRT 1323 Building Codes  
 FIRT 1329 Building Codes and Construction  
 FIRT 1331 Tactics and Strategies I  
 FIRT 1347 Industrial Fire Protection  
 FIRT 1349 Fire Administration II  
 FIRT 1353 Legal Aspects of Fire Protection  
 FIRT 1355 Methods of Teaching  
 FIRT 1391 Special Topics in Fire Protection and Safety Technology/Technician  
 FIRT 1491 Special Topics in Fire Protection and Safety Technology/Technician  
 FIRT 2331 Tactics and Strategies II  
 FIRT 2345 Hazardous Materials III

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

Successful passing of Computer Competency Examination

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**FIRE AND ARSON INVESTIGATION  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

**GENERAL EDUCATION COURSES: 3 HOURS**

GOVT 2301 American/Texas Government: National and State

**CREDIT HOURS****3****TECHNICAL EDUCATION COURSES: 24 HOURS**

FIRT 1303 Fire and Arson Investigation I

**3**

FIRT 1315 Hazardous Materials I

**3**

FIRT 1327 Building Construction in the Fire Service

**3**

FIRT 1338 Fire Protection Systems

**3**

FIRT 1345 Hazardous Materials II

**3**

FIRT 2333 Fire and Arson Investigation II

**3**

\*Students Must Choose Two FIRT Electives from Approved List:

**6**

\*FIRT Elective Fire Commission Approved List:

FIRT 1301 Foundations of Fire Protection

FIRT 1305 Public Education Programs

FIRT 1307 Fire Prevention Codes and Inspections

FIRT 1309 Fire Administration I

FIRT 1311 Fire Service Hydraulics

FIRT 1319 Firefighter Health and Safety

FIRT 1323 Building Codes

FIRT 1329 Building Codes and Construction

FIRT 1331 Tactics and Strategies I

FIRT 1347 Industrial Fire Protection

FIRT 1349 Fire Administration II

FIRT 1353 Legal Aspects of Fire Protection

FIRT 1355 Methods of Teaching

FIRT 1391 Special Topics in Fire Protection and Safety Technology/Technician

FIRT 1491 Special Topics in Fire Protection and Safety Technology/Technician

FIRT 2331 Tactics and Strategies II

FIRT 2345 Hazardous Materials III

**OTHER TECHNICAL EDUCATION COURSES: 3 HOURS**

CRIJ 2314 Criminal Investigation

3

**TOTAL HOURS: 30**

**FIREFIGHTER/BASIC  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

**GENERAL EDUCATION COURSES: 1 HOUR**

KINE 1104 Physical Conditioning

**CREDIT HOURS**

1

**TECHNICAL EDUCATION COURSES: 26 HOURS**

FIRS 1301 Firefighter Certification I

3

FIRS 1319 Firefighter Certification IV

3

FIRS 1407 Firefighter Certification II

4

FIRS 1413 Firefighter Certification III

4

FIRS 1423 Firefighter Certification V

4

FIRS 1429 Firefighter Certification VI

4

FIRS 1433 Firefighter Certification VII

4

**TOTAL HOURS: 27**

**FIRE INSPECTOR  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

**GENERAL EDUCATION COURSES: 3 HOURS**

SPCH 1311 Fundamentals of Speech

**CREDIT HOURS**

3

**TECHNICAL EDUCATION COURSES: 27 HOURS**

FIRT 1301 Fundamentals of Fire Protection

3

FIRT 1307 Fire Prevention Codes and Inspections

3

FIRT 1315 Hazardous Materials I

3

FIRT 1327 Building Construction in the Fire Service

3

FIRT 1329 Building Codes

3

FIRT 1338 Fire Protection Systems

3

FIRT 1345 Hazardous Materials II

3

\*Students Must Choose Two FIRT Electives from Approved List:

6

**TOTAL HOURS: 30**

\*FIRT Elective Fire Commission Approved List:

FIRT 1301 Foundations of Fire Protection

FIRT 1305 Public Education Programs

FIRT 1307 Fire Prevention Codes and Inspections

FIRT 1309 Fire Administration I

FIRT 1311 Fire Service Hydraulics

FIRT 1319 Firefighter Health and Safety

FIRT 1323 Building Codes

FIRT 1329 Building Codes and Construction

- FIRT 1331 Tactics and Strategies I
- FIRT 1347 Industrial Fire Protection
- FIRT 1349 Fire Administration II
- FIRT 1353 Legal Aspects of Fire Protection
- FIRT 1355 Methods of Teaching
- FIRT 1391 Special Topics in Fire Protection and Safety Technology/Technician
- FIRT 1491 Special Topics in Fire Protection and Safety Technology/Technician
- FIRT 2331 Tactics and Strategies II
- FIRT 2345 Hazardous Materials III

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## FORENSICS: CRIMINAL JUSTICE

### ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

### PROTECTIVE SERVICES DEPARTMENT

The AAS Degree Program in Forensics: Criminal Justice is designed to assist the student in developing knowledge and skills in the area of law enforcement and forensics. This specialty will prepare a peace officer and student with the necessary background to perform as an evidence technician or for an orderly transfer to a Baccalaureate Degree Program in Forensic Science.

#### AAS DEGREE REQUIREMENTS

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##### GENERAL EDUCATION CORE: 16 HOURS

	CREDIT HOURS
BIOL 1406 Biology I	4
ENGL 1301 Freshman Composition I	3
GOVT 2301 American/Texas: National and State	3
MATH 1314 College Algebra	3
SPCH 1311 Fundamentals of Speech	3

##### OTHER GENERAL EDUCATION COURSES: 16 HOURS

ANTH 2301 Introduction to Physical Anthropology	3
CHEM 1411 General Chemistry I	4
ENGL 1302 Freshman Composition II	3
SPAN 1300 Beginning Conversational Spanish I	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARAB 1471 Beginning Arabic I	
ARAB 1472 Beginning Arabic II	
ARTS 1301 Art Appreciation	
FREN 1411 Elementary French I	
FREN 1412 Elementary French II	
GERM 1411 Elementary German I	
GERM 1412 Elementary German II	
HUMA 1301 The Humanistic Tradition	
ITAL 1411 Elementary Italian I	
ITAL 1412 Elementary Italian II	
JAPN 1411 Elementary Japanese I	
JAPN 1412 Elementary Japanese II	
PHIL 1301 Introduction to Philosophy	
PHIL 2303 Introduction to Logic	
MUSI 1306 Music Appreciation	
SPAN 1411 Elementary Spanish I	
SPAN 1412 Elementary Spanish II	

**TECHNICAL EDUCATION CORE COURSES: 32 HOURS**

CJLE 1345 Intermediate Crime Scene Investigation	3
CJLE 2284 Coop. Education – Law Enforcement/Police Science	2
CJSA 1308 Criminalistics I	3
CJSA 2323 Criminalistics II	3
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1306 Courts/Systems Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2323 Legal Aspects/Law Enforcement	3
CRIJ 2328 Police Systems/Practices	3
ITSC 1301 Introduction to Computers	3
<b>TOTAL HOURS: 64</b>	

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICS SKILL COMPETENCY:**

THEA Mathematics passing score of 230

OR Accuplacer Elementary Algebra score of 76 or higher

OR any college-level mathematics course, MATH 1314, MATH 1332, or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**FORENSICS: CRIMINAL JUSTICE  
LEVEL I CERTIFICATE  
PROTECTIVE SERVICES DEPARTMENT**

The Level I Certificate Program in Forensics: Criminal Justice is designed to develop a heightened level of knowledge and skills as a crime scene technician. This certificate satisfies 18 semester hours towards the Associate of Applied Science (AAS) Degree.

**TECHNICAL EDUCATION COURSES: 18 HOURS**

	<b>CREDIT HOURS</b>
CJLE 1345 Intermediate Crime Scene Investigation	3
CJSA 1308 Criminalistics I	3
CJSA 2323 Criminalistics II	3
CRIJ 1306 Courts/Systems Practices	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2323 Legal Aspects/Law Enforcement	3
<b>TOTAL HOURS: 18</b>	



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**FUNERAL DIRECTOR  
LEVEL I CERTIFICATE  
MORTUARY SCIENCE DEPARTMENT**

**GENERAL EDUCATION COURSES: 12 HOURS**

	CREDIT HOURS
ENGL 1301 Freshman Composition I	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
PSYC 1370 Psychology of Grief	
SOC1 1370 Sociology of Death and Dying	

**TECHNICAL EDUCATION COURSES: 21 HOURS**

MRTS 1191 Special Topics in Funeral Service and Mortuary Science	1
MRTS 1211 History of Mortuary Science	2
MRTS 1301 Contemporary Funeral Service Practices	3
MRTS 1310 Funeral Service Clinical Orientation	3
MRTS 1342 Mortuary Management I	3
MRTS 1386 Internship - Funeral Services and Mortuary Science	3
MRTS 2335 Mortuary Jurisprudence	3
MRTS 2342 Mortuary Management II	3
<b>TOTAL HOURS: 33</b>	

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**GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
ASSOCIATE IN ARTS (AA) DEGREE  
CHEMISTRY/EARTH SCIENCE/ASTRONOMY DEPARTMENT**

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2

**MAJOR FIELD OF STUDY: GEOGRAPHIC INFORMATION SYSTEMS (GIS)****STUDENTS MUST TAKE: 8**GEOG 2470 Introduction Geographic Info Systems  
GEOG 2472 Intermediate Geographic Info Systems**STUDENTS MUST CHOOSE ONE FROM: 3**GEOG 1301 Elements of Physical Geography  
GEOG 2389 Internship in Geography**STUDENTS MUST CHOOSE ONE FROM: 4**GEOG 2474 Advanced Geographic Information Systems  
GEOG 2478 Remote Sensing and Raster GIS**TOTAL HOURS: 63**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the San Antonio College Department of Chemistry/Earth Science/Astronomy, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on transfer agreements.

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**GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ENGINEERING TECHNOLOGIES DEPARTMENT**

San Antonio College offers AAS Degree in GIS for those students who desire to enter a field which essentially links graphic maps with data and utilizes the result for analysis and data manipulation. Graduates of this program will usually enter the field with the title of GIS technician, GIS analyst, or GIS manager depending on the company. This relatively new technology is opening many positions in numerous companies utilizing GIS hardware and software to make important decisions. Areas where these systems are being utilized include marketing, natural resource utilization, tax appraisal data, real estate, geology, petroleum exploration, and any other area where maps and data might be linked.

This program is a combination of GIS software classes, computer-aided drafting (CAD) classes, and surveying classes which will uniquely prepare the graduate for this field. Advanced courses and well-equipped laboratories enable students to extend their theoretical and practical knowledge in these disciplines. Upon satisfactory completion of the two-year program, the student is awarded an AAS Degree in GIS. This degree transfers in part or whole to several Baccalaureate Degree Programs. Information on transferability can be obtained from a department advisor.

Besides the two-year AAS Degree, the program provides students with the option of a one-year Certificate in GIS. This certificate will provide the graduate with the skills needed to gain entry-level employment in this field.

All programs have been designed in cooperation with an advisory committee of geographers and professional GIS technicians and managers.

## AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION COURSES: 18 HOURS</b>		<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I		3
ENGL 1302 Freshman Composition II		3
MATH 1314 College Algebra		3
SPCH 1311 Fundamentals of Speech		3
Students Must Choose One Humanities/Fine Arts Elective From:		3
ARCH 1301 History of Architecture I		
ARCH 1302 History of Architecture II		
ARTS 1301 Art Appreciation		
ARTS 1303 Art History Survey I		
ARTS 1304 Art History Survey II		
HUMA 1301 The Humanistic Tradition		
HUMA 1302 Humanistic Foundations of the Modern World		
MUSI 1306 Music Appreciation		
MUSI 1310 American Music		
PHIL 1301 Introduction to Philosophy		
PHIL 2306 Ethics		
Students Must Choose One Social or Behavioral Science Elective From:		3
ECON 1301 Principles of Macroeconomics		
ECON 2302 Principles of Microeconomics		
GOVT 2301 American/Texas: National and State		
GOVT 2302 American Government: Problems and Policies		
HIST 1301 History of the United States, Part I		
HIST 1302 History of the United States, Part II		
PSYC 2301 General Psychology		
PSYC 2303 Business Psychology		
SOC 1301 Introduction to Sociology		
<b>GEOGRAPHIC INFORMATION SYSTEMS (GIS) COURSES: 21 HOURS</b>		
CRTG 1170 Concepts and Careers in Geographic Info. Systems		1
CRTG 2173 Network Analysis in GIS		1
CRTG 2174 Satellite Image Analysis		1
CRTG 2175 Spatial Analysis in GIS		1
CRTG 2176 Three Dimensional Analysis in (GIS)		1
CRTG 2472 Intermediate Geographic Information Systems		4
CRTG 2474 Advanced Geographic Information Systems		4
CRTG 2479 Programming for Geographic Information Systems		4
Students Must Choose One From:		4
CRTG 1411 Intro Geographic Info Systems (GIS) & Global Positioning Systems (GPS)		
GEOG 2470 Introduction to Geographic Information Systems		
<b>TECHNICAL COURSES: 25 HOURS</b>		
CETT 1333 Introduction to Computer and CAD Operations		3
CRTG 2264 Practicum in Cartography (Capstone)		2
DFTG 1405 Technical Drafting		4
DFTG 1409 Basic Computer Aided Drafting (AutoCAD®)		4
DFTG 1419 Fundamentals of Computer Aided Drafting (Microstation®)		4
DFTG 2421 Topographical Drafting		4
SRVY 1413 Plane Surveying		4

**GIS/TECHNICAL ELECTIVES: 5 HOURS**

\*Students Must Choose an Electives Plan

5

**TOTAL HOURS: 69**

\*Students may choose one of two elective plans: They may take SRVY 2440 Advanced Plane Surveying, and a one-hour course: either CRTG 2171 GIS for Secondary Educators, CRTG 2172 GIS for Business and Realty, or CRTG 2178 GIS for Engineers. Or students may take CRTG 1421 Introduction to Raster-Based Geographic Information Systems and SRVY 1191 Total Station.

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Introduction to Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

CETT 1333 Introduction to Computer and CAD Operations and DFTG 1409 Basic Computer-Aided Drafting

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## GEOGRAPHIC INFORMATION SYSTEMS (GIS) LEVEL I CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

The graduates of this program will be prepared to fill entry-level positions in numerous companies which are utilizing GIS hardware and software to make important decisions. Areas where these systems are being utilized include marketing, natural resource utilization, tax appraisal data, real estate, geology, petroleum exploration, and any other area where maps and data might be linked.

**GENERAL EDUCATION COURSES: 3 HOURS**

MATH 1314 College Algebra

**CREDIT HOURS**

3

**GEOGRAPHIC INFORMATION SYSTEMS COURSES: 13 HOURS**

CRTG 1170 Concepts and Careers in Geographic Info. Systems

1

CRTG 2472 Intermediate Geographic Information Systems

4

CRTG 2474 Advanced Geographic Information Systems

4

Students Must Choose One From:

4

CRTG 1411 Intro Geographic Info Systems (GIS) &amp; Global Positioning Systems (GPS)

GEOG 2470 Introduction to Geographic Information Systems

**TECHNICAL EDUCATION COURSES: 24-25 HOURS**

CETT 1333 Introduction to Computer and CAD Operations

3

DFTG 1405 Technical Drafting

4

DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®)	4
DFTG 1419 Fundamentals of Computer Aided Drafting (Microstation®)	4
DFTG 2421 Topographical Drafting	4
SRVY 1413 Plane Surveying	4
Students Must Choose One Capstone Course From:	1-2
CRTG 2170 Advanced Problems in GIS	
CRTG 2264 Practicum (Field Experience) in Cartography	

**TOTAL HOURS: 40-41**

## GERIATRIC CASE MANAGER LEVEL I CERTIFICATE SOCIOLOGY DEPARTMENT

This Level I Certificate is designed for individuals interested in working with the elderly in a health or social services profession. Individuals will learn to enhance their ability to manage and supervise the required comprehensive care needs of the elderly. The Geriatric Case Manager Certificate is appropriate for an entry-level student and/or seasoned professional who are considering a career and/or specialization as a case manager for the elderly. Professionals working with the elderly who have no formal education in gerontology are encouraged to apply.

TECHNICAL EDUCATION COURSES: 18 HOURS	CREDIT HOURS
GERS 1301 Introduction to Gerontology	3
GERS 1342 Aging and Mental Health	3
GERS 2333 Legal and Ethical Issues in Aging	3
GERS 2366 Practicum in Gerontology (SI)	3
SOCI 2301 Marriage and the Family	3
SOCW 2361 Introduction to Social Work	3
	<b>TOTAL HOURS: 18</b>

## GERIATRIC TECHNICIAN LEVEL I CERTIFICATE SOCIOLOGY DEPARTMENT

The Geriatric Technician Certificate Program is designed to provide collaborative learning experiences that develop advanced skills which will be utilized in the care of elderly clients in community-based, long-term care facilities. Geriatric technicians are employed in community-based, long-term care settings. Their job responsibilities are performed under the delegation and supervision of licensed nurses. Their responsibilities fall between those of a certified nurse's assistant and a licensed practical nurse. The Geriatric Technician Certificate Program also will prepare individuals to care for persons with dementia, Alzheimer's disease, and other related aging conditions. Students receive instruction and training in the areas of assisting with personal care, enhancing communication, planning activities, understanding behaviors, and interacting with patients and/or residents.

TECHNICAL EDUCATION COURSES: 15 HOURS	CREDIT HOURS
GERS 1301 Introduction to Gerontology	3
GERS 1341 Directing Activities in Long-Term Care (SI)	3

GERG 1342 Aging and Mental Health	3
MDCA 1313 Medical Terminology	3
RNSG 2310 Nursing Care of Older Adults	3
<b>TOTAL HOURS: 15</b>	

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## GERONTOLOGICAL SERVICES ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE SOCIOLOGY DEPARTMENT

The AAS Degree Program in Gerontological Services is offered to individuals interested in the field of aging. The field of gerontology is an expanding and ever-changing profession. The degree offers an opportunity for individuals to specialize in the field of aging in many different arenas of job opportunities available for gerontology professionals.

### AAS DEGREE REQUIREMENTS

GENERAL EDUCATION COURSES: 16 HOURS	CREDIT HOURS
BIOL 2401 Human Anatomy and Physiology	4
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Students Must Choose One Humanities Elective From:	3
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 2319 American Minorities	
SPAN 2321 Introduction to Hispanic Literature	
Students Must Choose One From:	3
PSYC 2301 General Psychology	
SOC 1301 Introduction to Sociology	
<b>OTHER GENERAL EDUCATION COURSES: 10 HOURS</b>	
BIOL 1322 Introductory Nutrition	3
BIOL 2402 Human Anatomy and Physiology	4
Students Must Choose One From:	3
PSYC 1370 Psychology of Grief	
SOC 1370 Sociology of Death and Dying	
<b>TECHNICAL EDUCATION COURSES: 36 HOURS</b>	
GERG 1301 Introduction to Gerontology	3
GERG 1341 Directing Activities in Long Term Care Environments (SI)	3
GERG 1342 Aging and Mental Health	3
GERG 1391 Special Topics in Gerontological Services	3
GERG 1392 Special Topics in Gerontology	3
GERG 2331 Contemporary Issues in Aging	3
ITSC 1301 Introduction to Computers	3
MDCA 1313 Medical Terminology	3
RNSG 2310 Nursing Care of the Older Adult	3
Students Must Choose One:	3
GERG 1345 Policies and Programs for Older Adults	
GERG 2330 Issues of Long-Term Care	
Students Must Choose One:	3
GERG 1351 Sociology of Aging	
SOC 2371 Sociology of Aging	

Students Must Choose One:	3
GERS 2333 Legal and Ethical Issues	
GERS 2366 Practicum in Gerontological Services	
<b>TOTAL HOURS: 62</b>	

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY**

ENGL 1301 Freshman Composition I

**ORAL COMMUNICATION COMPETENCY:**

GERS 2333 Legal & Ethical Issues or GERS 2336 Issues of Long-Term Care

**MATHEMATICAL SKILL COMPETENCY:**

THEA Mathematics passing score of 230

**OR** Accuplacer Elementary Algebra Score of 76 or higher

**OR** Any college level mathematics course, MATH 1314, MATH 1332, or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**GERONTOLOGICAL SERVICES  
LEVEL I CERTIFICATE  
SOCIOLOGY DEPARTMENT**

The Level I Certificate Program in Gerontological Services is offered for professionals and/or individuals interested in the field of aging. The certificate offers an opportunity for individuals to enhance their knowledge in the field of gerontology through formal education. The courses in this certificate provide a natural progression to the Associate in Applied Science Degree Program in Gerontological Services.

<b>TECHNICAL EDUCATION COURSES: 24 HOURS</b>	<b>CREDIT HOURS</b>
GERS 1301 Introduction to Gerontology	3
GERS 1342 Aging and Mental Health	3
GERS 1345 Policies and Programs for Older Adults	3
GERS 2330 Issues of Long-Term Care	3
GERS 2331 Contemporary Issues in Aging	3
GERS 2333 Legal and Ethical Issues in Aging	3
Students Must Choose One:	3
GERS 1351 Sociology of Aging	
SOCI 2371 Sociology of Aging	
Students Must Choose One:	3
GERS 1391 Special Topics in Gerontology	
SOCI 1370 Sociology of Death and Dying	

**TOTAL HOURS: 24**

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**GRAPHIC ARTS**  
**ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE**  
**VISUAL ARTS AND TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ARTS 1303 Art History Survey I	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 2301 Principles of Macroeconomics	
ECON 2302 Principles of Microeconomics	
GOVT 2301 American/Texas: National and State	
GOVT 2302 American Government: Problems and Policies	
GOVT 2304 Introduction to Political Science	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
Any College-Level Psychology Course	
Any College-Level Sociology Course	
Students Must Choose One Math or Natural Science Elective From:	3
MATH 1314 College Algebra (Or Higher)	
Any College-Level Natural Science Course	
 <b>OTHER GENERAL EDUCATION COURSES: 18 HOURS</b>	
ARTS 1304 Art History Survey II	3
ARTS 1311 Design I	3
ARTS 1316 Drawing I	3
ARTS 1317 Drawing II	3
ARTS 2311 Design III – Color Theory	3
ARTS 2356 Fine Arts Photography	3
 <b>TECHNICAL EDUCATION COURSES: 18 HOURS</b>	
ARTC 1321 Illustration Techniques	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1327 Typography	3
ARTC 2305 Digital Painting and Imaging	3
ARTC 2311 History of Communication Graphics	3
IMED 1316 Web Page Design I	3
 <b>ELECTIVES: 3 HOURS</b>	
Students Must Choose One Elective From:	3
ARTC 2347 Design Communication II	
IMED 1380 Cooperative Education	
 <b>OPTIONS: 15 HOURS</b>	
Students Must Choose One of Three Options	15
	<b>TOTAL HOURS: 69</b>



**INTERACTIVE GRAPHICS OPTION: 15 HOURS**

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The interactive graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of Web page design and multimedia authoring. Graduates may find art careers in interface design, Web site administration, multimedia development, game design, animation, or video/audio production.

	<b>CREDIT HOURS</b>
ARTC 1301 Basic Animation	3
IMED 1305 Multimedia Authoring I	3
IMED 2305 Multimedia Authoring II	3
IMED 2311 Portfolio Development	3
IMED 2315 Web Page Design II	3

**PRINT GRAPHICS OPTION: 15 HOURS**

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The print graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of graphic design and print production. Graduates may find art careers in publishing, art direction, graphic design, advertising, layout, illustration, photography, or prepress production.

	<b>CREDIT HOURS</b>
ARTC 1317 Design Communication I	3
ARTC 1349 Art Direction I	3
ARTC 2317 Typographic Design	3
GRPH 2309 Electronic Prepress	3
IMED 2311 Portfolio Development	3

**SEQUENTIAL GRAPHICS OPTION: 15 HOURS**

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The sequential graphics option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of animation and video/audio production. Graduates may find art careers in scriptwriting, storyboarding, broadcasting, game design, animation, special effects, or film/video/audio production.

	<b>CREDIT HOURS</b>
ARTC 1301 Basic Animation	3
ARTC 1341 3D Animation I	3
ARTC 2341 3D Animation II	3
IMED 1351 Digital Video	3
IMED 2311 Portfolio Development	3

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATION COMPETENCY:**

ARTC 2311 History of Communication Graphics and IMED 2311 Portfolio Development

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER LITERACY COMPETENCY:**

ARTC 1325 Introduction to Computer Graphics

NOTE: Content of some technology-dependent courses may change radically within a short period of time. In cases where a significant amount of time has passed since a course was taken, students may be required to repeat the course. Obsolescence of a course is determined by the program coordinator.

**HUMAN RESOURCES ASSISTANT  
MARKETABLE SKILLS CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

The Human Resources Assistant Certificate Program reflects the assessed needs of the community for careers in human resources. The curriculum prepares students for initial career opportunities, career development, and/or continued studies in human resources.

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
HRPO 2301 Human Resources Management	3
MRKG 1301 Customer Relations	3
	<b>TOTAL HOURS: 12</b>

**HUMAN RESOURCES BENEFITS AND COMPENSATION COORDINATOR  
MARKETABLE SKILLS CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12-13 HOURS</b>	<b>CREDIT HOURS</b>
ACNT 1329 Payroll and Business Tax Accounting	3
HRPO 2306 Benefits and Compensation	3
Students Must Choose One From:	3-4
ACNT 1325 Principles of Accounting I	
ACNT 1403 Introduction to Accounting I	
Students Must Choose One From:	3
HRPO 2301 Human Resources Management	
HRPO 2305 Human Resources Information Systems	
	<b>TOTAL HOURS: 12-13</b>

**HUMAN RESOURCES EMPLOYMENT SPECIALIST  
MARKETABLE SKILLS CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
HRPO 1371 Issues in the Workplace	3
HRPO 2303 Employment Practices	3
HRPO 2305 Human Resources Information Systems	3

MRKG 1301 Customer Relations

3

TOTAL HOURS: 12

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**HUMAN RESOURCES MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE  
BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One From:	3
ECON 2301 Principles of Macroeconomics	
GOVT 2301 American/Texas Government: National - State	
PSYC 2301 General Psychology	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
 <b>OTHER GENERAL EDUCATION COURSES: 9 HOURS</b>	
PHIL 2371 Business Ethics	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	
 <b>TECHNICAL EDUCATION COURSES: 45 HOURS</b>	
BMGT 1303 Principles of Management	3
BMGT 1345 Communication Skills for Managers	3
BMGT 2341 Strategic Management	3
HRPO 2301 Human Resources Management	3
HRPO 2303 Employment Practices	3
HRPO 2305 Human Resources Information Systems	3
HRPO 2306 Benefits and Compensation	3
HRPO 2307 Organizational Behavior	3
ITSC 1301 Introduction to Computers	3
IBUS 1305 Introduction to International Business & Trade	3
MRKG 1301 Customer Relations	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Coop- Ed Business Admin. & Mgt. General	

BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Coop- Ed Business Admin. & Mgt., General	
HRPO 2304 Employee Relations	

**TOTAL HOURS: 69****EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers

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**HUMAN RESOURCES MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
HRPO 2301 Human Resource Management	3
HRPO 2303 Employment Practices	3
HRPO 2305 Human Resources Information Systems	3
HRPO 2306 Benefits and Compensation	3
HRPO 2307 Organizational Behavior	3
<b>TOTAL HOURS: 15</b>	

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**HUMAN RESOURCES TECHNICIAN  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Choose One From:	3
ENGL 1301 Freshman Composition I	
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOCI 1301 Introduction to Sociology	
<b>TECHNICAL EDUCATION COURSES: 39 HOURS</b>	
ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3

*HRPO course	3
ITSC 1309 Integrated Software Applications I	3
POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-Key Skillbuilding	1
POFT 1301 Business English/Communications I	3
POFT 1307 Proofreading and Editing	3
POFT 1380 Cooperative Education	3
**POFT 2301 Document Formatting and Skillbuilding	3
Students Must Choose One From:	3
HRPO 2305 Human Resources Information Systems	
*HRPO Designated Course	
POFT 1319 Introduction to Records Management I	
Students Must Choose One From:	3
POFT 1321 Business Math	
POFT 2312 Business Correspondence and Communications (WI)	
Students Must Choose One From:	3
*HRPO Designated Course	
**POFT 1329 Keyboarding and Document Formatting	

**TOTAL HOURS: 42**

- \*Students may choose from the following HRPO courses:
- HRPO 1191 - 1491 Special Topics in Human Resources Mgt.
  - HRPO 1302 Human Resources Training and Development
  - HRPO 2301 Human Resources Management
  - HRPO 2302 Trainer Skills for Human Resources
  - HRPO 2303 Employment Practices
  - HRPO 2304 Employee Relations
  - HRPO 2305 Human Resources Information Systems
  - HRPO 2306 Benefits and Compensation
  - MRKG 1301 Customer Relations

\*\*POFT 2203 Speed and Accuracy Building, may be taken to assure keyboarding competency.

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**HUMAN RESOURCES TRAINING SPECIALIST  
MARKETABLE SKILLS CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
HRPO 1302 Human Resources Training and Development	3
HRPO 2302 Trainer Skills for Human Resources	3
Students Must Choose One From:	3
ITSC 1309 Integrated Software Applications I	
MRKG 1301 Customer Relations	
Students Must Choose One From:	3
HRPO 1311 Human Relations	
HRPO 2301 Human Resources Management	

**TOTAL HOURS: 12**

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## INDUSTRIAL ELECTRONICS LEVEL I CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

San Antonio College offers a Level I Certificate Program for electronic technology students who wish to enter the workforce at the apprentice technician level and possibly continue their electronics education at a later date. Students may also transfer to another two-year Associate's Degree Program in Texas in a speciality not available at San Antonio College, where the follow-on school offers courses under the Workforce Education Course Manual (WECM). This certificate is an established exit point from the two-year electronics technology degree program for students pursuing the industrial electronics speciality. The certificate includes one semester of internship. Students earning this certificate will have a solid background in industrial electronics fundamentals, a firm knowledge of how to use test equipment, good soldering skills, practical experience in electronics gained through supervised internships, and good communicative skills. The student should also possess the knowledge and skills required for testing and certification as a certified electronics technician at the associate level.

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
 <b>TECHNICAL ELECTRONICS COURSES: 37 HOURS</b>	
CETT 1402 Electricity Principles	4
CETT 1409 DC/AC Circuits	4
CETT 1425 Digital Fundamentals	4
CETT 1429 Solid State Devices	4
CETT 1441 Solid State Circuits	4
CETT 1457 Linear Integrated Circuits	4
CETT 1472 Electronics Problems	4
EECT 2288 Internship I (Capstone)	2
ELMT 1301 Basic Programmable Logic Controllers	3
ELMT 2433 Industrial Electronics	4
	<b>TOTAL HOURS: 40</b>

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## INFANT AND TODDLER CARE LEVEL I CERTIFICATE CHILD DEVELOPMENT DEPARTMENT

This certificate is designed to train personnel for jobs caring for infants and/or toddlers.

<b>TECHNICAL EDUCATION COURSES: 16-19 HOURS</b>	<b>CREDIT HOURS</b>
CDEC 1321 The Infant and Toddler	3
CDEC 1339 Early Childhood Development: 0-3	3
CDEC 1374 Infant and Toddler Care Seminar	3
TECA 1303 Family, School, & Community	3
TECA 1318 Wellness of the Young Child	3
Students Must Choose One From:	1-4
CDEC 1164 Field Experience in Child Development: Infant/Toddler Care	
CDEC 1480 Cooperative Education in Child Development III	
	<b>TOTAL HOURS: 16-19</b>

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**INFORMATION TECHNOLOGY SECURITY  
LEVEL I CERTIFICATE  
COMPUTER INFORMATION SYSTEMS DEPARTMENT**

The Level I Certificate Program in Information Technology Security is structured to prepare graduates for immediate and continuing employment opportunities in the information security environment. Technical competencies include the design, configuration, implementation, and the administration of networked systems to include securing such systems. This certificate is designed for the Information Security Technology Academy (ITSA) which is a partnership program between high schools and the colleges of the Alamo Community College District.

<b>TECHNICAL EDUCATION COURSES: 27 HOURS</b>	<b>CREDIT HOURS</b>
ITNW 1421 Introduction to Networking	4
ITNW 2321 Networking with TCP/IP	3
ITSC 1301 Introduction to Computers	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1325 Personal Computer Hardware	3
ITSE 1402 Computer Programming	4
ITSY 1300 Fundamentals of Information Security	3
ITSY 1442 Information Technology Security	4
<b>TOTAL HOURS: 27</b>	

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**INTERNATIONAL BUSINESS  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One From:	3
ECON 2301 Principles of Macroeconomics	
GOVT 2301 American/Texas Government: National-State	
PSYC 2301 General Psychology	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	

**OTHER GENERAL EDUCATION COURSES: 9 HOURS**

PHIL 2371 Business Ethics	3
SPCH 1311 Fundamentals of Speech	3

Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	

**TECHNICAL EDUCATION COURSES: 39 HOURS**

BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers	3
BMGT 2341 Strategic Management	3
BUSG 1303 Principles of Finance	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction to International Business & Trade	3
IBUS 1354 International Marketing Management	3
IBUS 2335 International Business Law	3
IBUS 2341 Intercultural Management	3
ITSC 1301 Introduction to Computers	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Coop-Ed. Business Administration & Mgt. General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Coop-Ed. Business Administration & Mgt. General	
HRPO 2301 Human Resources Management	

**TOTAL HOURS: 63****EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers

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**INTERNATIONAL BUSINESS  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
BMGT 1303 Principles of Management	3
IBUS 1305 Introduction to International Business and Trade	3
IBUS 1354 International Marketing Management	3
IBUS 2335 International Business Law	3
IBUS 2341 Intercultural Management	3
<b>TOTAL HOURS: 15</b>	



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## INTERPRETER TRAINING (SEE AMERICAN SIGN LANGUAGE)

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### INTERNATIONAL STUDIES ASSOCIATE OF ARTS (AA) DEGREE HISTORY DEPARTMENT

San Antonio College offers an AA Degree Program in International Studies in order to promote globally competent citizens. This program advances greater comprehension and awareness of the changing realities of our world and the increasing interdependence of nations as the 21st century unfolds. It prepares students to face the challenges of living and working in a global community. Transnational forces, be they economic, monetary, environmental, or demographic, will continue to shape students' lives long after they leave college. Today's job market especially requires employees who can successfully work in a globally interconnected and interdependent environment. This degree strives to increase students' knowledge of history, culture, economics, the environment, government, and languages from a global perspective. Through coursework in a variety of disciplines, this initiative strives to promote sensitivity to political, economic, environmental, and social issues within an international context.

A globally competent student:

- Understands how his/her actions have a global impact.
- Has the ability to understand diverse cultural frames of reference.
- Has the ability to participate in the global marketplace.
- Has an understanding of the economic interdependency among nations.
- Understands social, political, religious, and cultural constructions throughout the world.
- Understands global environmental issues.
- Has knowledge of one or more foreign languages.
- Has the ability to access and evaluate global information.
- Accepts responsibility for global citizenship.

For more information on the international studies degree, contact the History Department.

### AA DEGREE REQUIREMENTS

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Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>		
LITERATURE	<b>STUDENTS MUST CHOOSE FROM:</b>	<b>3</b>
	ENGL 2323 British Literature II	
	ENGL 2332 World Lit: Antiquity through Renaissance	
	ENGL 2333 World Literature: Classical to Present	
	ENGL 2371 Introduction to Mexican-American Literature	



continue to shape students' lives long after they leave college. Today's job market especially requires employees who can successfully work in a globally interconnected and interdependent environment. This concentration strives to increase students' knowledge of history, culture, and languages of other countries. Through coursework in a variety of disciplines, this initiative strives to promote sensitivity to political, economic, environmental, and social issues within an international context that impacts U.S. citizens and residents at many levels. Students completing this concentration will receive a Local Certificate in International Studies.

A globally competent student:

- Understands how his/her actions have a global impact.
- Has the ability to understand diverse cultural frames of reference.
- Has the ability to participate in the global marketplace.
- Has an understanding of the economic interdependency among nations.
- Understands social, political, religious, and cultural constructions throughout the world.
- Understands global environmental issues.
- Has knowledge of one or more foreign languages.
- Has the ability to access and evaluate global information.
- Accepts responsibility for global citizenship.

To pursue an international concentration, students can follow the course offering listed below or they can select sections of other courses designated in the current San Antonio College Class Schedule as "internationalized." An internationalized course is any course designated in the current class schedule as being part of the internationalized curriculum.

For more information about this Local Certificate, contact the History Department.

**GENERAL EDUCATION COURSES: 3 HOURS**

**CREDIT HOURS**

Students Must Choose One From:

**3**

GOVT 2378 Introduction to International Relations

HIST 2321 World Civilization to the Fifteenth Century

HIST 2322 World Civilization Since the Fifteenth Century

**ADDITIONAL GENERAL EDUCATION COURSES: 9 HOURS**

\*Students Must Choose From Internationalized Courses

**9**

**TOTAL HOURS: 12**

\*Choose three from any course designated in the current San Antonio College Class Schedule as being part of the internationalized curriculum or visit the Web site:

<http://www.accd.edu/sac/history/tc/localcert.html>

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**INTERNATIONAL STUDIES IN LATIN AMERICA  
LOCAL CERTIFICATE  
HISTORY DEPARTMENT**

San Antonio College offers students the option of completing a 12-hour international concentration within their degree plan in order to encourage and foster globally competent citizens. This particular Local Certificate emphasizes Latin America studies and provides students greater expertise in this important topic. Increase political and economic linkages between the U.S. and Latin America necessitates improved understanding of the geographic, historical, cultural, political, and economic systems of that region.

For more information about this certificate, contact Jonathan Lee in the History Department at 733-2565 or jlee@accd.edu.

<b>GENERAL EDUCATION COURSES: 12-14 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Choose One From:	<b>3</b>
GEOG 1303 Geography of the World	
GEOG 1304 Geography of Mexico, Central America, and the Caribbean	
Students Must Choose One From:	<b>3</b>
ENGL 2372 The Literature of Mexico in Translation	
GOVT 2378 Introduction to International Relations	
HIST 2321 World Civilization to the Fifteenth Century (Same as IDST 2372)	
HIST 2322 World Civilization Since the Fifteenth Century (Same as IDST 2373)	
Students Must Choose Two From:	<b>6-8</b>
SPAN 1411 Elementary Spanish I	
SPAN 1412 Elementary Spanish II	
SPAN 2311 Intermediate Spanish I	
SPAN 2312 Intermediate Spanish II	
	<b>TOTAL HOURS: 12-14</b>

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**INTERNATIONAL STUDIES W/  
EMPHASIS ON MIDDLE EASTERN AND ISLAMIC CULTURE  
LOCAL CERTIFICATE  
HISTORY DEPARTMENT**

San Antonio College offers students the option of completing a 12-hour international concentration within their degree plan in order to encourage and foster globally competent citizens. This particular Local Certificate emphasizes Middle Eastern and Islamic Cultural studies and provides students greater expertise in this important topic. Increased political and economic linkages between the U.S. and the Middle Eastern/Central Asian region necessitates improved understanding of the geographic, historical, cultural, political, and economic systems of that region.

For more information about this certificate, contact Jonathan Lee in the History Department at 733-2565 or jlee@accd.edu.

<b>GENERAL EDUCATION COURSES: 14 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Take:	<b>8</b>
ARAB 1411 Beginning Arabic I	
ARAB 1412 Beginning Arabic II	
Students Must Choose Two From:	<b>3</b>
GEOG 1303 Geography of the World	
HIST 2321 World Civilization to the Fifteenth Century (Same as IDST 2372)	
HIST 2322 World Civilization Since the Fifteenth Century (Same as IDST 2373)	
GOVT 2378 Introduction to International Relations	
PHIL 1304 Major World Religions	
	<b>TOTAL HOURS: 14</b>

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**JOURNALISM**  
**ASSOCIATE IN ARTS (AA) DEGREE**  
**JOURNALISM/PHOTOGRAPHY DEPARTMENT**

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**AA DEGREE REQUIREMENTS**

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Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES		
HISTORY	SEE SECTION 12	6
GOVERNMENT	SEE SECTION 12	6
OTHER SOCIAL/BEHAVIORAL SCIENCES		
	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
	ECON 2301 Principles of Macroeconomics	
	ECON 2302 Principles of Microeconomics	
	GEOG 1302 Cultural Geography	
	GEOG 1303 Geography of the World	
	IDST 2370 Individual, Family and Community	
	IDST 2371 Society and Social Issues	
	PSYC 2301 General Psychology	
	SOCI 1301 Introduction to Sociology	
PHYSICAL EDUCATION	SEE SECTION 12	2
MAJOR FIELD OF STUDY: JOURNALISM		
	<b>STUDENTS MUST TAKE:</b>	<b>3</b>
	COMM 1307 Introduction to Mass Communications	
	<b>STUDENTS MUST CHOOSE AT LEAST FOUR FROM:</b>	<b>12</b>
	COMM 1316 News Photography I	
	COMM 1317 News Photography II	
	COMM 1318 Photography I	
	COMM 2309 News Editing and Copy Reading I	
	COMM 2310 News Editing and Copy Reading II	
	COMM 2311 News Gathering and Writing I	
	COMM 2315 News Gathering and Writing II	
	COMM 2324 Practicum in Electronic Media (Digital)	
	COMM 2325 Practicum in Electronic Media (Web)	
	COMM 2373 Feature Writing	

**TOTAL HOURS: 63**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the Department of Journalism-Photography, the Department of Counseling and Student Development, or the four-year institution to which they plan to transfer for information.

Students may earn the AA Degree in Journalism by either completing the entire two years of any journalism curriculum identified in the current 2+2 transfer agreement or by completing the degree requirements listed above.

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## LABOR STUDIES LEVEL I CERTIFICATE BUSINESS DEPARTMENT

This certificate will give students the technical skills and knowledge to function effectively in an organized collective bargaining environment.

<b>GENERAL EDUCATION COURSES: 6 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
GOVT 1301 American Government/Texas: National and State	3
 <b>TECHNICAL EDUCATION COURSES: 21 HOURS</b>	
HRPO 1305 Management and Labor Relations	3
HRPO 1392 Special Topics in Labor/Personnel Relations and Studies	3
PBAD 2301 Public Relations for the Public Sector	3
PBAD 2305 Public Sector Management	3
PBAD 2339 Human Resource Management in the Public Sector	3
PBAD 2341 Legal Aspects of Public Management	3
Students Must Choose One From:	3
PBAD 2364 Practicum - Public Administration	
PBAD 2365 Practicum - Public Administration	
<b>TOTAL HOURS: 27</b>	

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## LAW ENFORCEMENT LEVEL I CERTIFICATE PROTECTIVE SERVICES DEPARTMENT

Students completing this certificate can apply the credits to the Associate in Applied Science (AAS) Degree Program in Criminal Justice: Law Enforcement.

<b>TECHNICAL EDUCATION COURSES: 23 HOURS</b>	<b>CREDIT HOURS</b>
CJLE 2284 Cooperative Education — Law Enforcement/Police Science	2
*CJSA 1312 (CRIJ 1307) Crime in America	3
*CJSA 1313 (CRIJ 1306) Court Systems and Practices	3
*CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice	3
*CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law	3
*CJSA 1342 (CRIJ 2314) Criminal Investigation	3
*CJSA 1359 (CRIJ 2328) Police Systems and Practices	3
*CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement	3
<b>TOTAL HOURS: 23</b>	

\*These courses have criminal justice (CRIJ) transfer equivalent courses. See the program coordinator for more information.

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**LEADERSHIP IN PUBLIC SERVICE  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
*PBAD 1392 Special Topics in Public Administration	3
PBAD 2301 Public Relations for the Public Sector	3
PBAD 2339 Human Resource Management in the Public Sector	3
PBAD 2341 Legal Aspects of Public Management	3
Students Must Choose One From:	3
PBAD 2364 Practicum - Public Administration	
PBAD 2365 Practicum - Public Administration	
<b>TOTAL HOURS: 15</b>	

\*Students must choose an emphasis from one of the following: leadership in public service, women in leadership roles in the public sector, or labor leadership.

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**LEGAL ADMINISTRATIVE ASSISTANT/SECRETARY  
(TECH PREP PROGRAM)  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Math or Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social and Behavioral Sciences Elective From:	3
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOC 1301 Introduction to Sociology	

\*In AAS Degree Programs offered through the ACT Department, a natural science course may be substituted once mathematics competency is proven.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

<b>TECHNICAL EDUCATION COURSES: 44-45 HOURS</b>	<b>CREDIT HOURS</b>
ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3

POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-key Skillbuilding	1
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1319 Introduction to Records Management I	3
POFT 1321 Business Math	3
POFT 1329 Keyboarding and Document Formatting	3
POFT 2301 Document Formatting and Skillbuilding	3
POFT 2312 Business Correspondence & Communications (WI)	3
POFL 2380 Legal Administrative Assistant/Secretary	3
Students Must Choose One From:	2-3
ITSW 2334 Advanced Spreadsheets	
POFT 1274 Database Applications	

**LEGAL/SECRETARIAL SPECIALIZATION: 9 HOURS**

Students Must Choose Directed Electives From:	9
POFL 1191-1491 Special Topics in Administrative Assistant/Secretary	
POFL 1303 Legal Office Procedures	
POFL 1305 Legal Terminology	
POFL 1340 Legal Office Procedures II	
POFL 1359 Legal Transcription	
POFL 2301 Legal Document Processing	

**TOTAL HOURS: 68-69****EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I, POFT 1301 Business English/Communications I, and POFT 2312 Business Correspondence & Communications

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** CLM score of 40 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSW 1304 Introduction to Spreadsheets

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**MARKETING MANAGEMENT**  
**ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE**  
**BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS****GENERAL EDUCATION CORE: 15 HOURS**

ENGL 1301 Freshman Composition I

**CREDIT HOURS**

3



ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One From:	3
ECON 2301 Principles of Macroeconomics	
GOVT 2301 American/Texas Government: National - State	
PSYC 2301 General Psychology	
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	

**OTHER GENERAL EDUCATION COURSES: 9 HOURS**

PHIL 2371 Business Ethics	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	

**TECHNICAL EDUCATION COURSES: 42 HOURS**

BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers	3
BMGT 2341 Strategic Management	3
BUSG 1303 Principles of Finance	3
BUSG 2307 Legal & Social Environment of Business	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Intro. To International Business & Trade	3
ITSC 1301 Introduction to Computers	3
MRKG 1302 Principles of Retailing	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
MRKG 2349 Advertising & Sales Promotion	3
Students Must Choose One From:	3
BMGT 1382 Coop- Ed Business Admin. & Mgt. General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Coop- Ed Business Admin. & Mgt., General	
HRPO 2301 Human Resources Management	

**TOTAL HOURS: 66****EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers

**MARKETING MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

TECHNICAL EDUCATION COURSES: 15 HOURS	CREDIT HOURS
BMGT 1303 Principles of Management	3
MRKG 1302 Principles of Retailing	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
MRKG 2349 Advertising and Sales Promotion	3
<b>TOTAL HOURS: 15</b>	

**MATHEMATICS  
ASSOCIATE IN SCIENCE (AS) DEGREE  
MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT**

**AS DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AS Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCE	STUDENTS MUST CHOOSE ONE PAIR: BIOL 1406, 1407: General Biology I, II CHEM 1411, 1412: General Chemistry I, II PHYS 1570 and 2570	8-10
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2

**MAJOR FIELD OF STUDY: MATHEMATICS****STUDENTS MUST CHOOSE FROM:****MIN 12 HRS.**

MATH 2318 Linear Algebra  
 MATH 2320 Differential Equations  
 MATH 2413 Calculus I  
 MATH 2414 Calculus II  
 MATH 2415 Calculus III

**STUDENTS MUST CHOOSE ONE FROM:****3**

MATH 1324 Finite Mathematics  
 MATH 1442 Elements of Statistics  
 \*MATH 2412 Precalculus

**TOTAL HOURS: 68-69**

\*MATH 2412 Precalculus will be counted only if taken in sequence.

The Mathematics and Computer Science Department recommends that students pursuing a minor or other major in the natural sciences consult with personnel in the appropriate departments for completion of the required courses. These students may be required to complete additional hours. Also, some institutions require sixteen hours of science for transfer.

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**MEDICAL ASSISTING  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 ALLIED HEALTH DEPARTMENT**

The mission of the Medical Assisting Program is to train students to perform routine medical assisting administrative and clinical tasks, primarily in a physician's office, hospital outpatient clinics, and other health care facilities. Medical assistants work under the direct supervision of a physician, and although their duties may be similar, or even overlap, they are not nurses. The duties of medical assistants vary from office to office and/or practice to practice. Administrative duties often include answering telephones, greeting patients, making appointments, performing transcription, initiating and maintaining medical records, and managing the financial records of a practice, as well as performing duties in billing, coding, and collections.

Clinical skills include assessing vital signs, positioning and preparing patients for examinations, and assisting the physician with a variety of medical and surgical training procedures, which includes collecting and analyzing specimens. Medical assistants also prepare and administer medications, dispose of contaminated supplies, and decontaminate and sterilize instruments, performing phlebotomy and routine blood and urine tests. Medical assistants may take electrocardiograms, perform diathermy, remove sutures, perform dressing changes, and assist with the application of casts. An important aspect of their occupation is patient education and instruction of patients concerning medications, diets, and regimes pertinent to the patient's condition.

In addition to meeting the general admission requirements of San Antonio College, all students desiring admission to the Medical Assisting Program must meet the following requirements:

- Submit a transcript of all previous college work and ACT scores, if applicable.
- Apply for formal admission to San Antonio College.

- Present a counseling card from the Department of Counseling and Student Development.
- Request an interview with the program coordinator or other faculty as designated to complete program application, counseling, and advisement as necessary.
- Meet the following entry-level skills competencies levels:
  - ENGL 0301 Basic English II
  - MATH 0300 Basic Mathematics
  - READ 0303 College Reading Skills
 Scoring appropriately on the Accuplacer test will verify these competencies.
- Prior to enrolling into the one-year certificate program, students must complete
  - ENGL 1301 Freshman Composition I
  - MDCA1313 Medical Terminology
  - POFT 1329 Keyboarding and Document Formatting
- Attend an initial advisement session and completion of:
  - Medical Assisting Program Application Form
  - Medical Assisting AAS Degree plan
- A completed program health assessment packet which includes a health history and physical assessment, proof of immunizations: i.e. DDT, MMR, varicella. The hepatitis B series must be started prior to enrolling in any clinical course (MDCA1216, MDCA 1217, MDCA 1352, MDCA 1417, and MDCA 1448).
- Proof of an approved CPR course “C” (adult, infant, child) taken through the American Heart Association must be provided prior to start of internship.
- With the exception of MDCA 1313 Medical Terminology, and MDCA 1254 Certified Medical Assistant Exam Review, enrollment in Medical Assisting Program (MDCA) courses is restricted to medical assisting majors and those students whose program major lists a medical assisting course as either a requirement or an elective, unless approved by the program coordinator.

Beginning with the administration of the January 2001 certification examination, felons are not eligible to sit for the examination unless the certifying board grants a waiver based on one or more of the mitigating circumstances listed in the disciplinary standards. For a copy of the disciplinary standards, contact the Medical Assisting Program coordinator.

The Medical Assisting Program also offers a Tech Prep Program degree that consists of a combination of San Antonio College courses and training courses offered by the U.S. Navy. For more information about this degree, contact the Allied Health Department at (210) 733-2574.

## AAS DEGREE REQUIREMENTS

GENERAL EDUCATION CORE: 15 HOURS	CREDIT HOURS
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	

## TECHNICAL EDUCATION COURSES: 42 HOURS

MDCA 1216 Procedures in a Clinical Setting I	2
MDCA 1217 Procedures in a Clinical Setting II	2

MDCA 1220 Administrative Procedures I	2
MDCA 1221 Administrative Procedures II	2
MDCA 1254 Certified Medical Assisting Exam Review	2
MDCA 1302 Human Diseases/Pathophysiology	3
MDCA 1305 Medical Law and Ethics	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
*MDCA 1313 Medical Terminology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
MDCA 1391 Special Topics in Medical Assisting	3
MDCA 1417 Procedures in a Clinical Setting III	4
MDCA 1443 Medical Insurance	4
MDCA 1448 Pharmacology & Administration of Medications	4
MDCA 2267 Practicum - Medical Assisting	2

\*College credit is awarded for high school Tech Prep Program courses taken in districts with which the college has agreements.

**OTHER TECHNICAL COURSES: 6 HOURS**

ITSC 1301 Introduction to Computers	3
POFT 1329 Keyboarding and Document Formatting	3

**TOTAL HOURS: 63**

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**MEDICAL ASSISTING  
LEVEL II CERTIFICATE  
ALLIED HEALTH DEPARTMENT**

**GENERAL EDUCATION COURSES: 6 HOURS**

ENGL 1301 Freshman Composition I	3	<b>CREDIT HOURS</b>
PSYC 2301 General Psychology	3	

**TECHNICAL EDUCATION COURSES: 39 HOURS**

MDCA 1216 Procedures in a Clinical Setting I	2
MDCA 1217 Procedures in a Clinical Setting II	2

MDCA 1220 Administrative Procedures I	2
MDCA 1221 Administrative Procedures II	2
MDCA 1254 Certified Medical Assisting Exam Review	2
MDCA 1302 Human Diseases/Pathophysiology	3
MDCA 1305 Medical Law and Ethics	3
MDCA 1309 Anatomy and Physiology for Medical Assistants	3
*MDCA 1313 Medical Terminology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
MDCA 1417 Procedures in a Clinical Setting III	4
MDCA 1443 Medical Insurance	4
MDCA 1448 Pharmacology & Administration of Medications	4
MDCA 2267 Practicum-Medical Assistant	2

\*College credit is awarded for high school Tech Prep Program courses taken in districts with which the college has agreements.

**OTHER TECHNICAL EDUCATION COURSES: 3 HOURS**

POFT 1329 Keyboarding and Document Formatting

3

**TOTAL HOURS: 48**

**MEDICAL OFFICE ADMINISTRATIVE ASSISTANT  
LEVEL I CERTIFICATE  
ALLIED HEALTH DEPARTMENT**

**GENERAL EDUCATION COURSES: 3 HOURS**

ENGL 1301 Freshman Composition I

**CREDIT HOURS**

3

**TECHNICAL EDUCATION COURSES: 18 HOURS**

MDCA 1220 Administrative Procedures I

2

MDCA 1221 Administrative Procedures II

2

MDCA 1305 Medical Law and Ethics

3

MDCA 1313 Medical Terminology

3

MDCA 1391 Special Topics in Medical Assisting

3

MDCA 1443 Medical Insurance

4

MDCA 2167 Medical Office Administrative Practicum

1

**OTHER TECHNICAL EDUCATION COURSES: 6 HOURS**

ITSC 1301 Introduction to Computers

3

POFT 1329 Keyboarding and Document Formatting

3

**TOTAL HOURS: 27**

**MEDICAL TRANSCRIPTION SPECIALIST  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

This certificate provides basic skills for medical transcription entry-level employment.

**GENERAL EDUCATION COURSES: 3-4 HOURS**

Students Must Choose One Academic Elective From:

**CREDIT HOURS**

3-4

- BIOL 2401 Human Anatomy and Physiology
- BIOL 2404 Human Anatomy and Physiology
- ENGL 1301 Freshman Composition I
- GOVT 2301 American/Texas: National and State
- PSYC 2301 General Psychology
- SOCI 1301 Introduction to Sociology
- SPCH 1311 Fundamentals of Speech
- A Math Elective

<b>TECHNICAL EDUCATION COURSES: 19-20 HOURS</b>	<b>CREDIT HOURS</b>
*POFM 1331 Medical Transcription I	3
**POFM 1380 Cooperative Education	3
POFM 2313 Medical Transcription II	3
POFT 1307 Proofreading and Editing	3
***POFT 2203 Speed and Accuracy Building	2
Students Must Choose One From:	<b>2-3</b>
POFI 2301 Word Processing (Microsoft Word)	
POFT 1272 Word Processing: MS Word	
POFT 1329 Keyboarding and Document Formatting	
POFT 2301 Document Formatting and Skillbuilding	
Students Must Choose One From:	<b>3</b>
****MDCA 1302 Human Diseases/Pathophysiology	
MDCA 1313 Medical Terminology	
<b>TOTAL HOURS: 22-23</b>	

\*POFT 2203 Speed and Accuracy Building, POFT 1307 Proofreading and Editing, and MDCA 1313 Medical Terminology or equivalent courses must be completed prior to enrolling in POFM 1331 Medical Transcription I.

\*\*POFM 1680 Cooperative Education - Medical Administrative Assistant/Secretary may replace POFM 2313 Medical Transcription II and POFM 1380 Cooperative Education with approval by department chairperson.

\*\*\*POFT 2203, POFI 1191, or POFT 1192 (keyboarding skillbuilding classes) may be taken or repeated to assure minimum keyboarding competency of 60 words per minute.

\*\*\*\*MDCA 1302 Human Disease/Pathophysiology may substitute for a keyboarding or word processing course with approval of department chairperson.

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**MENTAL HEALTH TECHNOLOGY**  
**(SEE DRUG/ALCOHOL ABUSE COUNSELING)**

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**MICROSOFT OFFICE SPECIALIST**  
**MARKETABLE SKILLS CERTIFICATE**  
**ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 11 HOURS</b>	<b>CREDIT HOURS</b>
ITSW 1304 Introduction to Spreadsheets: Microsoft Excel	3
POFI 2301 Word Processing: Microsoft Word	3

POFT 1173 Microsoft Outlook	1
POFT 1274 Database Applications: Microsoft Access	2
POFT 1275 Presentation Software: Microsoft Powerpoint	2
<b>TOTAL HOURS: 11</b>	

**MICROSOFT OFFICE SPECIALIST (MOS)  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

<b>GENERAL EDUCATION COURSES: 3 HOURS</b>	<b>CREDIT HOURS</b>
Students Must Choose One From:	3
ENGL 1301 Freshman Composition I	
GOVT 1301 American Government/Texas: National and State	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	
SPCH 1311 Fundamentals of Speech	
Math Elective	
Science Elective	

<b>TECHNICAL EDUCATION COURSES: 26-27 HOURS</b>	
ITSC 1309 Integrated Software Applications I	3
ITSW 1304 Introduction to Spreadsheets: Microsoft Excel	3
ITSW 2334 Advanced Spreadsheets	3
POFI 2301 Word Processing: Microsoft Word	3
POFI 2371 Advanced Word Processing	3
POFT 1171 Ten-key Skillbuilding	1
POFT 1274 Database Applications: Microsoft Access	2
POFT 1275 Presentation Software: Microsoft Powerpoint	2
POFT 1173 Microsoft Outlook	1
POFT 1329 Keyboarding and Document Formatting	3
Students Must Choose One From:	2-3
POFI 1380 Cooperative Education	
POFT 1220 Job Search Skills	

**TOTAL HOURS: 29-30**

**MORTGAGE BANKING  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	



ARTS 1301 Art Appreciation  
 HUMA 1301 The Humanistic Tradition  
 HUMA 1302 Humanistic Foundations of the Modern World  
 HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop  
 MUSI 1306 Music Appreciation  
 PHIL 1301 Introduction to Philosophy  
 PHIL 2306 Ethics

**OTHER GENERAL EDUCATION COURSES: 6 HOURS**

ACCT 2301 Financial Accounting 3  
 SPCH 1311 Fundamentals of Speech 3

**TECHNICAL EDUCATION COURSES: 34 HOURS**

BMGT 1345 Communications Skills for Managers 3  
 BNKG 1343 Law and Banking 3  
 BNKG 1353 Mortgage Lending 3  
 BNKG 1359 Loan Servicing 3  
 BNKG 1391 Special Topics: Qualifying Complex Borrowers 3  
 BNKG 2380 Cooperative Education Banking & Financial Support Services 3  
 ITSC 1301 Introduction to Computers 3  
 RELE 1307 Real Estate Investment 3  
 RELE 1319 Real Estate Finance 3  
 RELE 1406 Real Estate Principles 4  
 Students Must Choose One From: 3  
     BMGT 1303 Principles of Management  
     HRPO 2307 Organizational Behavior

**ELECTIVES: 9 HOURS**

Students Must Choose Two Directed Electives From: 6  
 BNKG 1303 Principles of Banking  
 BNKG 1340 Money and Banking  
 BNKG 1345 Consumer Lending  
 BNKG 1349 Commercial Lending  
 BNKG 1351 Selling Bank Products and Services  
 HRPO 2307 Organizational Behavior  
 IBUS 2339 International Banking and Finance  
 RELE 1309 Real Estate Law

\*Students Must Choose One Free Elective 3

**TOTAL HOURS: 64**

\*Choose any three-hour college credit course.

**EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers

**MORTGAGE BANKING  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 16 HOURS</b>	<b>CREDIT HOURS</b>
BNKG 1353 Mortgage Lending	3
BNKG 1359 Loan Servicing	3
RELE 1406 Real Estate Principles	4
Students Must Choose Two Electives From:	6
BMGT 1303 Principles of Management	
BNKG 1343 Law and Banking	
RELE 1307 Real Estate Investment	
RELE 1319 Real Estate Finance	
<b>TOTAL HOURS: 16</b>	

**MORTGAGE BANKING  
MARKETABLE SKILLS CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 13 HOURS</b>	<b>CREDIT HOURS</b>
BNKG 1353 Mortgage Lending	3
BNKG 1359 Loan Servicing	3
RELE 1406 Real Estate Principles	4
Students Must Choose One Electives From:	3
BNKG 1343 Law and Banking	
RELE 1307 Real Estate Investment	
RELE 1319 Real Estate Finance	
<b>TOTAL HOURS: 13</b>	

**MORTGAGE FINANCE  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 16 HOURS</b>	<b>CREDIT HOURS</b>
ACCT 2301 Financial Accounting	3
BNKG 1353 Mortgage Lending	3
BNKG 1391 Special Topics: Qualifying Complex Borrowers	3
RELE 1319 Real Estate Finance	3
RELE 1406 Real Estate Principles	4
<b>TOTAL HOURS: 16</b>	

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**MORTGAGE FINANCE  
MARKETABLE SKILLS CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
ACCT 2301 Financial Accounting	3
BNKG 1359 Loan Servicing	3
RELE 1307 Real Estate Investment	3
RELE 1319 Real Estate Finance	3
	<b>TOTAL HOURS: 12</b>

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**MORTGAGE MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 21 HOURS</b>	<b>CREDIT HOURS</b>
ACCT 2301 Financial Accounting	3
BMGT 1303 Principles of Management	3
BMGT 1345 Communication Skills for Managers	3
BNKG 1353 Mortgage Lending	3
BNKG 1391 Special Topics: Qualifying Complex Borrowers	3
RELE 1307 Real Estate Investment	3
RELE 1319 Real Estate Investment	3
	<b>TOTAL HOURS: 21</b>

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**MORTGAGE MANAGEMENT  
MARKETABLE SKILLS CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 12 HOURS</b>	<b>CREDIT HOURS</b>
BMGT 1303 Principles of Management	3
BMGT 1345 Communication Skills for Managers	3
BNKG 1353 Mortgage Lending	3
BNKG 1359 Loan Servicing	3
	<b>TOTAL HOURS: 12</b>

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**MORTUARY SCIENCE  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
MORTUARY SCIENCE DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

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Beginning in January 2004, each student will be required to take the National Board Exam (NBE) as a requirement of graduation from the Mortuary Science Program.

<b>GENERAL EDUCATION CORE: 18 HOURS</b>	<b>CREDIT HOURS</b>
BIOL 2370 Fundamentals of Pathology	3

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
PSYC 2301 General Psychology	3
Students Must Choose One From:	3
PSYC 1370 Psychology of Grief	
SOCI 1370 Sociology of Death and Dying	
*Students Must Choose One Humanities, Lit, and Visual/Performing Arts Elective	3

\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

#### **OTHER GENERAL EDUCATION COURSES: 11 HOURS**

BIOL 2404 Human Anatomy and Physiology	4
BIOL 2420 Microbiology and Pathology	4
SPCH 1311 Fundamentals of Speech	3

#### **TECHNICAL EDUCATION COURSES: 37 HOURS**

MRTS 1211 History of Mortuary Science	2
MRTS 1272 Thanatochemistry	2
MRTS 1301 Contemporary Funeral Service Practices	3
MRTS 1310 Funeral Service Clinical Orientation	3
MRTS 1342 Mortuary Management I	3
MRTS 1386 Internship - Funeral Services and Mortuary Science	3
MRTS 2335 Mortuary Jurisprudence	3
MRTS 2342 Mortuary Management II	3
MRTS 2386 Internship - Funeral Services and Mortuary Science	3
MRTS 2432 Human Anatomy	4
MRTS 2445 Technical Procedures I	4
MRTS 2447 Technical Procedures II	4

**TOTAL HOURS: 66**

#### **EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

#### **WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

#### **ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

#### **MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

#### **COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy or an equivalent course transferred to San Antonio College.

**OR** any course identified as a computer-dedicated course which is the equivalent of COSC 1301, ITSC 1301, or ITSC 1309.

**OR** complete the Computer Literacy Challenge Test.

**OR** six semester hours of computer-intensive (CI) courses which have a prerequisite of either COSC 1301, ITSC 1301, or ITSC 1309.

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**MUSIC**  
**ASSOCIATE OF ARTS (AA) DEGREE**  
**MUSIC/HUMANITIES DEPARTMENT**

The AA Degree in Music is designed to apply to the Baccalaureate Degree Program in Music but may also be applied to the Baccalaureate of Arts Degree or other Baccalaureate-level Degrees in Music as deemed appropriate by the awarding institution. Only 31 of the 48 general education core requirements will be completed at San Antonio College. The remaining 17 semester hour credits will be completed at the receiving institution. Students who complete the 31 hours of the general education core and 35 hours of music courses as outlined below will be eligible to receive the AA Degree in Music.

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### AA DEGREE REQUIREMENTS

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Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
<b>COMMUNICATION COMPOSITION</b>	<b>STUDENTS MUST TAKE:</b> ENGL 1301 Freshman Composition I ENGL 1302 Freshman Composition II	<b>6</b>
<b>MATHEMATICS</b>	<b>STUDENTS MUST CHOOSE FROM:</b> MATH 1314 College Algebra MATH 1332 Liberal Arts Mathematics Any math course that MATH 1314 or MATH 1332 is a prerequisite (except MATH 1350 AND 1351)	<b>3</b>
<b>NATURAL SCIENCES</b>	<b>STUDENTS MUST CHOOSE FROM:</b> ANTH 2301 Introduction to Physical Anthropology GEOG 1171 Physical Geography Laboratory GEOG 1172 Weather and Climate Laboratory GEOG 1301 Elements of Physical Geography GEOG 1371 Introduction to Weather GEOG 1372 Introduction to Climate Any Astronomy Course Any Biology Course Any Chemistry Course Any Geology Course Any Physics Course	<b>3-4</b>
<b>HUMANITIES, LITERATURE &amp; VISUAL/PERFORMING ARTS</b>		
<b>LITERATURE</b>	<b>STUDENTS MUST CHOOSE FROM:</b> IDST 2374 World Literature I, The Narrative Mode IDST 2375 World Literature II, Dramatic & Lyric Modes Any Sophomore-Level ENGL or IDST Course	<b>3</b>
<b>VISUAL/PERFORMING ARTS</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b> MUSI 1308 Introduction to Music Literature I MUSI 1309 Introduction to Music Literature II	<b>3</b>



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## NURSING: GENERIC

### ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

### NURSING DEPARTMENT

Students in the Nursing Program will be required to take nationally normed/standardized tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the Nursing Program curriculum, students will be required to take a comprehensive exam. A satisfactory score is required to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) examination.

#### AAS DEGREE REQUIREMENTS

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##### GENERAL EDUCATION CORE: 17 HOURS

	CREDIT HOURS
*BIOL 2401 Human Anatomy & Physiology I	4
BIOL 2402 Human Anatomy & Physiology II	4
ENGL 1301 Freshman Composition I	3
PHIL 2306 Ethics	3
PSYC 2301 General Psychology	3

\*Prerequisite to admission to program.

##### OTHER GENERAL EDUCATION COURSES: 14 HOURS

BIOL 2420 Microbiology & Pathology	4
CHEM 1105 Introductory Chemistry Laboratory I	1
CHEM 1305 Introduction to Chemistry	3
ENGL 1302 Freshman Composition II	3
PSYC 2314 Lifespan Growth and Development	3

##### TECHNICAL EDUCATION COURSES: 41 HOURS

###### 1ST SEMESTER

*RNSG 1160 Clinical Course-Foundations for Nursing Practice	1
*RNSG 1262 Clinical Course-Common Concepts of Adult Health	2
*RNSG 1341 Common Concepts of Adult Health	3
*RNSG 1413 Foundations For Nursing Practice	4

###### 2ND SEMESTER

RNSG 1201 Pharmacology	2
*RNSG 1263 Clinical Course-Complex Concepts of Adult Health	2
*RNSG 1343 Complex Concepts of Adult Health	3
*RNSG 2213 Mental Health Nursing	2
*RNSG 2260 Clinical Course-Mental Health Nursing	2

###### 3RD SEMESTER

*RNSG 2201 Care of Children and Their Families	2
RNSG 2207 Transition to Nursing Practice	2
*RNSG 2208 Maternal/Newborn Nursing and Women's Health	2
*RNSG 2261 Clinical Course-Maternal/Newborn Nursing and Women's Health	2
*RNSG 2262 Clinical Course-Care of Children and Their Families	2

###### 4TH SEMESTER

*RNSG 2221 Management of Client Care	2
*RNSG 2263 Clinical Course-Advanced Concepts of Adult Health	2

*RNSG 2331 Advanced Concepts of Adult Health	3
*RNSG 2361 Clinical Course-Management of Client Care	3

\*These flex term courses are eight weeks in length.

### ELECTIVES (OPTIONAL)

Students Can Choose From:

- RNSG 1192 Clinical: Special Topics in Nursing
- RNSG 1193 Special Topics in Nursing
- RNSG 1292 Clinical: Special Topics in Nursing
- RNSG 1293 Special Topics in Nursing
- RNSG 1393 Special Topics in Nursing

**TOTAL HOURS: 72**

### EXIT COMPETENCIES

Students must pass each class with a grade of “C” or better.

#### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

#### ORAL COMMUNICATIONS COMPETENCY:

RNSG 2207 Transition to Nursing Practice and RNSG 2221 Management of Client Care

#### MATHEMATICAL SKILL COMPETENCY:

- THEA mathematics passing score of 250
- OR Accuplacer elementary algebra score of 76 or higher
- OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

#### COMPUTER COMPETENCY:

- ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy or an equivalent course transferred to San Antonio College.
- OR any course identified as a computer-dedicated course which is the equivalent of COSC 1301, ITSC 1301, or ITSC 1309.
- OR complete the Computer Literacy Challenge Test.
- OR six semester hours of computer-intensive (CI) courses which have a prerequisite of either COSC 1301, ITSC 1301, or ITSC 1309.

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## NURSING: CAREER MOBILITY - LVN TO RN ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE NURSING DEPARTMENT

Students in the Nursing Program will be required to take nationally normed/standardized tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the Nursing Program curriculum, students will be required to take a comprehensive exam. A satisfactory score is required to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) examination.

### AAS DEGREE REQUIREMENTS

**GENERAL EDUCATION CORE: 17 HOURS**

**CREDIT HOURS**

\*BIOL 2401 Human Anatomy & Physiology

4



BIOL 2402 Human Anatomy & Physiology	4
ENGL 1301 Freshman Composition I	3
PHIL 2306 Ethics	3
PSYC 2301 General Psychology	3

\*Prerequisite to admission to program.

#### **OTHER GENERAL EDUCATION COURSES: 14 HOURS**

BIOL 2420 Microbiology & Pathology	4
CHEM 1105 Introductory Chemistry Laboratory I	1
CHEM 1305 Introduction to Chemistry	3
ENGL 1302 Freshman Composition II	3
PSYC 2314 Lifespan Growth and Development	3

#### **TECHNICAL EDUCATION COURSES: 40 HOURS**

##### **1ST SEMESTER**

RNSG 1261 Clin. Course - Nursing Practice for Articulating Students	2
RNSG 1417 Concepts of Nursing Practice I for Articulating Students	4
RNSG 2213 Mental Health Nursing	2
RNSG 2260 Clinical Course-Mental Health Nursing	2
*RNSG Course Credit	10

##### **2ND SEMESTER**

**RNSG 2201 Care of Children and Families	2
RNSG 2207 Transition in Nursing	2
**RNSG 2208 Maternal/Newborn Nursing and Women's Health	2
**RNSG 2261 Clinical Course-Maternal/Newborn Nursing and Women's Health	2
**RNSG 2262 Clinical Course-Care of Children and Their Families	2

##### **3RD SEMESTER**

**RNSG 2221 Management of Client Care	2
**RNSG 2263 Clinical Course-Advanced Concepts of Adult Health	2
**RNSG 2331 Advanced Concepts of Adult Health	3
**RNSG 2361 Clinical Course-Management of Client Care	3

\*An additional 10 hours of credit will be granted for licensed vocational nurse (LVN) experience following successful completion of RNSG 1417 Concepts of Nursing Practice I for Articulating Students and RNSG 1261 Clinical Course - Nursing Practice for Articulating Students.

\*\*These flex courses are eight weeks in length.

#### **ELECTIVES (OPTIONAL)**

Students Can Choose From:

- RNSG 1192 Clinical: Special Topics in Nursing
- RNSG 1193 Special Topics in Nursing
- RNSG 1292 Clinical: Special Topics in Nursing
- RNSG 1293 Special Topics in Nursing
- RNSG 1393 Special Topics in Nursing

**TOTAL HOURS: 71**

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

RNSG 2207 Transition to Nursing Practice and RNSG 2221 Management of Client Care

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 250

**OR** Accuplacer elementary algebra score of 76 or higher

**OR** any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers or COSC 1301 Computer Literacy or an equivalent course transferred to San Antonio College.

**OR** any course identified as a computer-dedicated course which is the equivalent of COSC 1301, ITSC 1301, or ITSC 1309.

**OR** complete the Computer Literacy Challenge Test.

**OR** six semester hours of computer-intensive (CI) courses which have a prerequisite of either COSC 1301, ITSC 1301, or ITSC 1309.

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## OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT LEVEL I CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

The Level I Certificate Program in Occupational Safety and Health Management is designed to prepare the student to manage a safety program in general industry. The course of study will cover OSHA regulations including recordkeeping, the hazard communication standard, electrical standard, machine guarding, confined spaces, and requirements for written programs. The student will complete a study of the basic concepts of threshold limits, dose response sampling statistics, calibration, and equipment use. In addition this course will include studies in Texas workers' compensation, fleet safety, and substance abuse complying with the Federal Motor Carrier Safety Regulations (FMCSR) and Department of Transportation (DOT), accident prevention, inspection, and investigation. The capstone course includes the general principles of developing and presenting effective industrial or business training needed for managing a safety program.

**TECHNICAL EDUCATION COURSES: 29 HOURS****CREDIT HOURS**

EPCT 1301 Hazard Waste Op & Emerg Resp (HAZWOPER) Train & Related Topics	3
EPCT 1313 Contingency Planning	3
EPCT 1341 Principles of Industrial Hygiene	3
OSHT 1313 Accident Prevention, Inspection and Investigation	3
OSHT 1325 Safety Training Presentation Techniques(Capstone)	3
OSHT 1401 Introduction to Safety and Health	4
OSHT 2305 Ergonomics and Human Factors in Safety	3
OSHT 2309 Safety Program Management	3
OSHT 2401 OSHA Regulations - General Industry	4
<b>TOTAL HOURS:</b>	<b>29</b>

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## OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN MARKETABLE SKILLS CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

This certificate will enable the student to identify the OSHA regulations which apply to general industry, list and describe the requirements of the hazard communication standard, and exhibit proficiency in retrieving specific information from 29 CFR 1910 regulations. The student will complete the study of the basic concepts of threshold limits, dose response sampling statistics, calibration, and equipment use. The course will include a study of the OSHA recordkeeping requirements and the workers' compensation system relating to Texas law concerning work-related accidents. This course of study is designed to prepare a student for an entry-level safety technician position in general industry.

<b>TECHNICAL EDUCATION COURSES: 14 HOURS</b>	<b>CREDIT HOURS</b>
EPCT 1313 Contingency Planning	3
EPCT 1341 Principles of Industrial Hygiene	3
OSHT 1401 Introduction to Safety and Health	4
OSHT 2401 OSHA Regulations - General Industry	4
<b>TOTAL HOURS: 14</b>	

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## OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE ENGINEERING TECHNOLOGIES DEPARTMENT

The occupational safety technician assists in developing and implementing safety programs. It is the technician's responsibility to prevent or correct unsafe working conditions. The technician utilizes knowledge of industrial processes, hazardous materials, and loss control analysis. The technician investigates accidents and near-accidents to determine causes and to provide preventive measures.

With the AAS Degree in Occupational Safety and Health Technology, the graduate finds a satisfying career in settings ranging from small industrial operations to large office environments as well as risk management firms.

### AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION CORE: 21 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
ENGL 2311 Technical Writing	3
GOVT 2301 American/Texas Government: National-State	3
PHYS 1305 Introductory Physics I	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Humanities/Fine Arts Elective From	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
HUMA 1301 The Humanistic Tradition	

HUMA 1302 Humanistic Foundations of the Modern World  
 MUSI 1306 Music Appreciation  
 MUSI 1310 American Music  
 PHIL 1301 Introduction to Philosophy  
 PHIL 2306 Ethics

\*Electives must be approved by a departmental academic advisor.

#### TECHNICAL EDUCATION COURSES: 48 HOURS

CETT 1333 Introduction to Computer and CAD Operations	3
EPCT 1301 Hazard Waste Operation & Emerg Resp Train & Related Topics	3
EPCT 1313 Contingency Planning	3
EPCT 1340 Industrial Chemical Processes	3
EPCT 1341 Principles of Industrial Hygiene	3
OSHT 1313 Accident Prevention, Inspection and Investigation	3
OSHT 1325 Safety Training Presentation Techniques (Capstone)	3
OSHT 1371 Fleet Safety and Substance Abuse	3
OSHT 1401 Introduction to Safety and Health	4
OSHT 1405 OSHA Regulations - Construction Industry	4
OSHT 2309 Safety Program Management	3
OSHT 2401 OSHA Regulations - General Industry	4
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
Students Must Choose One From:	3
EPCT 2333 Environmental Toxicology	
OSHT 2305 Ergonomics and Human Factors in Safety	

**TOTAL HOURS: 69**

#### EXIT COMPETENCIES

Students must pass each class with a grade of "C" or better.

#### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

#### ORAL COMMUNICATIONS COMPETENCY:

SPCH 1311 Fundamentals of Speech

#### MATHEMATICAL SKILL COMPETENCY:

TECM 1317 Technical Trigonometry and TECM 1341 Technical Algebra

#### COMPUTER COMPETENCY:

CETT 1333 Introduction to Computer and CAD Operations

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## OPERATIONS MANAGEMENT LEVEL I CERTIFICATE BUSINESS DEPARTMENT

#### TECHNICAL EDUCATION COURSES: 15 HOURS

BMGT 1303 Principles of Management

#### CREDIT HOURS

3

BMGT 1331 Production and Operations Management	3
BMGT 2331 Principles of Quality Management	3
LMGT 1319 Introduction to Business Logistics	3
LMGT 1321 Introduction to Materials Handling	3
<b>TOTAL HOURS: 15</b>	

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## PARALEGAL STUDIES

### ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

### ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

The Paralegal Studies Program curriculum is designed to provide paraprofessional education to qualify a person as an assistant or aide to lawyers. The need for assistance in the legal profession has expanded greatly as our population increases and with growing demands for legal services in both civil and criminal matters. The qualified paralegal works at all times under the direct supervision of a lawyer.

#### AAS DEGREE REQUIREMENTS

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<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
*Students Must Choose One Social/Behavioral Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3

\*See the social and behavioral sciences section of the core curriculum in section 12 of this bulletin for qualified social/behavioral science courses.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

#### OTHER GENERAL EDUCATION COURSES: 3 HOURS

SPCH 1311 Fundamentals of Speech	3
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#### TECHNICAL EDUCATION COURSES: 47 HOURS

ITSC 1309 Integrated Software Applications I	3
LGLA 1301 Legal Research and Writing	3
LGLA 1345 Civil Litigation	3
LGLA 1351 Contracts	3
LGLA 1353 Wills, Trusts, and Probate Administration	3
LGLA 1355 Family Law	3
LGLA 1407 Introduction to Law and the Legal Professions	4
LGLA 2303 Torts and Personal Injury Law	3
LGLA 2305 Interviewing and Investigating	3
LGLA 2311 Business Organizations	3
LGLA 2313 Criminal Law and Procedure	3
LGLA 2331 Advanced Legal Research and Writing	3
LGLA 2388 Internship-Paralegal/Legal Assisting	3
POFT 2301 Document Formatting and Skillbuilding	3
Students Must Choose One From:	1
LGLA 1119 Legal Ethics and Professional Responsibility	

LGLA 2188 Internship for Paralegals I	
Students Must Choose One From:	3
BMGT 1303 Principles of Management	
HRPO 2307 Organizational Behaviors	

**TOTAL HOURS: 65****EXIT COMPETENCIES**

Students must pass each class with a grade of "C" or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

Six credit hours of computer-intensive (CI) courses

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**PARALEGAL STUDIES: NONLAWYER ADVOCACY  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

The nonlawyer advocacy option of the Paralegal Studies Program grounds the student in the fundamentals of a traditional Paralegal Studies Program and enables them to develop as independent advocates in those areas of law where the federal government has authorized representation by nonlawyers.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
*Students Must Choose One Social/Behavioral Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3

\*See the social and behavioral sciences section of the core curriculum in section 12 of this bulletin for qualified social/behavioral science courses.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

**OTHER GENERAL EDUCATION CLASSES: 3 HOURS**

SPCH 1311 Fundamentals of Speech	3
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**TECHNICAL EDUCATION COURSES: 52 HOURS**

ITSC 1309 Integrated Software Applications I	3
LGLA 1291 Special Topics in Paralegal/Legal Assistant: Advocacy	2

LGLA 1301 Legal Research and Writing	3
LGLA 1341 Administrative Law	3
LGLA 1345 Civil Litigation	3
LGLA 1351 Contracts	3
LGLA 1353 Wills, Trusts, and Probate Administration	3
LGLA 1355 Family Law	3
LGLA 1359 Immigration Law	3
LGLA 1391 Special Topics in Paralegal/Legal Assistant: Social Security Law	3
LGLA 1407 Introduction to Law and the Legal Professions	4
LGLA 2303 Torts and Personal Injury Law	3
LGLA 2305 Interviewing and Investigating	3
LGLA 2313 Criminal Law and Procedure	3
LGLA 2331 Advanced Legal Research and Writing	3
LGLA 2388 Internship-Paralegal/Legal Assisting	3
POFT 2301 Document Formatting and Skillbuilding	3
Students Must Choose One From:	1
LGLA 1119 Legal Ethics and Professional Responsibility	
LGLA 2188 Internship for Paralegals I	

TOTAL HOURS: 70

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

Six hours of computer-intensive skills courses

**PHOTOGRAPHY**

**ASSOCIATE IN ARTS (AA) DEGREE  
JOURNALISM/PHOTOGRAPHY DEPARTMENT**

Students seeking an AA Degree in Photography must check with Professor James McBride, Photography Program coordinator, in room 200 of the Loftin Student Center.

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AA Degree requirements

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3

NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
<b>MAJOR FIELD OF STUDY: PHOTOGRAPHY</b>		
	<b>STUDENTS MUST TAKE:</b>	6
	COMM 1318 Photography I	
	COMM 1319 Photography II	
	<b>STUDENTS MUST CHOOSE FROM:</b>	9
	COMM 1316 News Photography I	
	COMM 2324 Practicum in Electronic Media (Digital)	
	PHOT 1372 Portrait Photography	
	PHOT 2370 Color Photography I	
	PHOT 2371 Color Photography II	
	PHOT 2372 Commercial Photography	
	PHOT 2373 Photographic Perceptual Design	
	<b>TOTAL HOURS: 63</b>	

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the Department of Journalism-Photography, the Department of Counseling and Student Development, or the four-year institution to which they plan to transfer for information. Students may earn the AA Degree in Photography by either completing the entire two years of any photography curriculum identified in the current 2+2 transfer agreement or by completing the degree requirements listed above.

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## POLITICAL SCIENCE

### ASSOCIATE IN ARTS (AA) DEGREE

### POLITICAL SCIENCE DEPARTMENT

#### AA DEGREE REQUIREMENTS

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Unless specific courses are listed, see section 12 for AA Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	1
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9



<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
HISTORY	SEE SECTION 12	6
GOVERNMENT	SEE SECTION 12	6
<b>OTHER SOCIAL/BEHAVIORAL SCIENCES</b>		
	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	3
	PSYC 2301 General Psychology	
	PSYC 2371 Abnormal Psychology	
	SOCI 1301 Introduction to Sociology	
PHYSICAL EDUCATION	SEE SECTION 12	2
<b>*MAJOR FIELD OF STUDY: POLITICAL SCIENCE</b>		
	<b>STUDENTS MUST TAKE:</b>	15
	GOVT 2304 Introduction to Political Science	
	GOVT 2378 Introduction to International Relations	
	GOVT 2389 Academic Internship	
	PHIL 2303 Introduction to Logic	
	PHIL 2306 Ethics	
		<b>TOTAL HOURS: 63</b>

\*Students must take 15 hours in government/political science and related courses in addition to core courses GOVT 2301 and 2302.

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Programs. Students should check with the San Antonio College Political Science Department, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on transfer agreements.

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**PSYCHOLOGY**  
**ASSOCIATE IN ARTS (AA) DEGREE**  
**PSYCHOLOGY DEPARTMENT**

Students may earn the AA Degree in Psychology by either completing the entire first two years of any psychology curriculum identified in a current transfer agreement or by completing the degree requirements listed below.

All psychology majors should contact the Psychology Department for advising before registering for courses.

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AA Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
COMMUNICATION	SEE SECTION	12
MATHEMATICS	SEE SECTION 12	3
<b>*NATURAL SCIENCES</b>		
	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	4
	BIOL 1408 General Biology I	

BIOL 1409 General Biology II  
 BIOL 2401 Human Anatomy & Physiology I  
 BIOL 2402 Human Anatomy & Physiology II  
 CHEM 1411 General Chemistry I  
 CHEM 1412 General Chemistry II  
 PHYS 1401 General Physics I  
 PHYS 1402 General Physics II

**STUDENTS MUST CHOOSE FROM:** 3-4

Any Biology Course  
 Any Chemistry Course  
 Any Physics Course

\*Four hours of the requirement must be in a laboratory science.

**HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS**

**SEE SECTION 12** 9

**SOCIAL & BEHAVIORAL SCIENCES**

**HISTORY** **SEE SECTION 12** 6

**GOVERNMENT** **SEE SECTION 12** 6

**OTHER SOCIAL/BEHAVIORAL SCIENCES**

**STUDENTS MUST CHOOSE ONE FROM:** 3

ANTH 2351 Introduction to Anthropology - Cultural  
 ECON 2301 Principles of Macroeconomics  
 ECON 2302 Principles of Microeconomics  
 IDST 2370 Individual, Family, and Community  
 IDST 2371 Society and Social Issues  
 SOCI 1301 Introduction to Sociology

**PHYSICAL EDUCATION** **SEE SECTION 12** 2

**MAJOR FIELD OF STUDY: PSYCHOLOGY**

**STUDENTS MUST TAKE:** 9

PSYC 2301 General Psychology  
 PSYC 2314 Lifespan Growth and Development  
 PSYC 2317 Statistical Methods in Psychology

**STUDENTS MUST CHOOSE TWO FROM:** 6

PSYC 2302 Applied Psychology  
 PSYC 2303 Business Psychology  
 PSYC 2306 Human Sexuality  
 PSYC 2316 Psychology of Personality  
 PSYC 2319 Social Psychology  
 PSYC 2371 Abnormal Psychology

**TOTAL HOURS: 63**

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the San Antonio College Psychology Department, the Department of Counseling and Student Development, or the university to which they plan to transfer for information on transfer agreements.

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**PUBLIC ADMINISTRATION  
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE  
BUSINESS DEPARTMENT**

The Public Administration Program is designed to provide the student with the knowledge, skills, and techniques required to be effective within public-sector fields of employment. The emphasis is directed toward the interrelated concepts of public management, civil service systems, labor relations, human resources, budgeting techniques, and organizational development.

### AAS DEGREE REQUIREMENTS

<b>GENERAL EDUCATION CORE: 15-16 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
Students Must Choose One Natural Science Course From:	<b>3-4</b>
Any Astronomy Listed Course	
Any Biology Listed Course	
Any Chemistry Listed Course	
Any Geography Listed Course	
Any Geology Listed Course	
Any Physics Listed Course	
Students Must Choose One Humanities/Fine Arts Elective From:	<b>3</b>
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	
<b>OTHER GENERAL EDUCATION COURSES: 18 HOURS</b>	
HIST 1301 History of U.S. Part I	3
HIST 1302 History of U.S. Part II	3
GOVT 2301 American/Texas Government: National-State	3
GOVT 2302 American Government: Problems and Policies	3
SOCI 1301 Introduction to Sociology	3
SPCH 1311 Fundamentals of Speech	3
<b>TECHNICAL EDUCATION COURSES: 30 HOURS</b>	
HRPO 1305 Management and Labor Relations	3
ITSC 1301 Introduction to Computers	3
PBAD 1321 Public Administration	3
PBAD 2305 Public Sector Management	3
PBAD 2311 Public Sector Supervision	3
PBAD 2331 Budgeting in the Public Sector	3
PBAD 2339 Human Resource Management in the Public Sector	3
PBAD 2341 Legal Aspects of Public Management	3

PBAD 2347 Urban Planning	3
Students Must Choose One From:	3
PBAD 2364 Practicum-Public Administration	
PBAD 2365 Practicum-Public Administration	

**ELECTIVES: 3 HOURS**

Students Must Choose One From:	3
ACNT 2330 Governmental and Not-For-Profit Accounting	
BMGT 1345 Communication Skills for Managers	
HRPO 1392 Special Topics in Labor/Personnel Relations and Studies	
PBAD 1341 Governmental Agencies	
PBAD 1392 Special Topics in Public Administration	
PBAD 2301 Public Relations for the Public Sector	
PBAD 2335 Ethics in the Public Sector	

**TOTAL HOURS: 66-67****EXIT COMPETENCIES**


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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY**

ITSC 1301 Introduction to Computers

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**RADIO-TELEVISION-BROADCASTING  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
RADIO-TELEVISION-FILM DEPARTMENT**

The Radio-Television-Film Department at San Antonio College prepares you for employment in a variety of media positions and communications related professions. You’ll take courses that will prepare you to compete in the new digital broadcasting environment. Students interested in an AA Degree should refer to the degree requirements in section 12 of the bulletin. Students should consult the Radio-Television-Film Department for academic advising and a suggested curriculum.

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas Government: National and State	3
Students Must Choose One Math or Natural Sciences Elective From:	3
MATH 1314 College Algebra or Higher	
Any Astronomy Course	

- Any Biology Course
- Any Chemistry Course
- Any Geology Course
- Any Physics Course

Students Must Choose One Humanities/Fine Arts Elective From: 3  
 ARTS 1301 Art Appreciation  
 DRAM 1310 Introduction to the Theatre  
 MUSI 1306 Music Appreciation

**OTHER GENERAL EDUCATION COURSES: 24 HOURS**

COMM 1307 Introduction to Mass Communications 3  
 COMM 1335 Survey of Radio/Television 3  
 COMM 1336 Television Production 3  
 COMM 2303 Audio/Radio Production 3  
 COMM 2332 Radio/Television News 3  
 COMM 2339 Writing for Radio, Television and Film 3  
 HIST 1301 History of US 3  
 SPCH 1311 Fundamentals of Speech 3

**TECHNICAL EDUCATION COURSES: 14 HOURS**

RTVB 1150 Radio Experience I 1  
 RTVB 1391 Special Topics in Radio & TV Broadcasting:Computers in Radio & TV 3  
 \*RTVB 1421 Television Field Production 4  
 RTVB 2339 Broadcast Sales 3  
 RTVB 2373 Portfolio Development 3

\*Students from approved Tech Prep Program high school programs may receive college credit for RTVB 1421.

**ELECTIVES: 9-12 HOURS**

Students Must Choose From: 9-12  
 COMM 2327 Principles of Advertising  
 FLMC 1311 Survey of the Motion Picture  
 FLMC 1492 Special Topics in Film-Video Making/Cinematography & Production  
 RTVB 1455 Radio/Television Announcing  
 RTVB 2351 Programming for Radio & Television  
 RTVB 2380 Cooperative Education - Radio and Television Broadcasting  
 RTVB 2430 Non-Linear Video Editing  
 RTVB 2431 Audio/Radio Production III (Multi-Track Recording)

**TOTAL HOURS: 62-65**

**EXIT COMPETENCIES**

Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

English 1301 Freshman Composition I and English 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

Speech 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

THEA mathematics passing score of 230

OR Accuplacer elementary algebra score of 76 or higher,  
 OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

**COMPUTER COMPETENCY:**

RTVB 1391 Special Topics in Radio and Television Broadcasting: Computers in Radio and Television

**REAL ESTATE  
 LEVEL I CERTIFICATE  
 BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 16 HOURS</b>	<b>CREDIT HOURS</b>
RELE 1311 Real Estate-Law of Contracts	3
RELE 1406 Real Estate Principles	4
RELE 2301 Real Estate Law of Agency	3
Students Must Choose Two RELE Electives From:	6
RELE 1303 Real Estate Appraisal,	
RELE 1307 Real Estate Investment	
RELE 1309 Real Estate Law	
RELE 1315 Property Management	
RELE 1319 Real Estate Finance	
RELE 1321 Real Estate Marketing	
<b>TOTAL HOURS: 16</b>	

**REAL ESTATE MANAGEMENT  
 ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
 BUSINESS DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas Government: National-State	3
MATH 1314 College Algebra	3
Students Must Choose One Humanities/Fine Arts Elective From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARTS 1301 Art Appreciation	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of the Modern World	
HUMA 1315 Fine Arts in Modern Culture, from Revolutions to Pop	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy	
PHIL 2306 Ethics	

**OTHER GENERAL EDUCATION COURSES: 9 HOURS**

ECON 2301 Principles of Macroeconomics	3
SPCH 1311 Fundamentals of Speech	3

Students Must Choose One From:	3
PSYC 2301 General Psychology	
PSYC 2303 Business Psychology	

**TECHNICAL EDUCATION COURSES: 37 HOURS**

BMGT 1303 Principles of Management	3
BUSG 1303 Principles of Finance	3
ITSC 1301 Introduction to Computers	3
RELE 1303 Real Estate Appraisal	3
RELE 1309 Real Estate Law	3
RELE 1311 Real Estate-Law of Contracts	3
RELE 1319 Real Estate Finance	3
RELE 1321 Real Estate Marketing	3
RELE 1406 Real Estate Principles	4
RELE 2301 Law of Agency	3
RELE 2380 Cooperative Education - Real Estate	3
Students Must Choose One From:	3
BUSG 2309 Small Business Management	
HRPO 2307 Organizational Behavior	

**TOTAL HOURS: 61**

**EXIT COMPETENCIES**

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Students must pass each class with a grade of “C” or better.

**WRITTEN COMMUNICATION COMPETENCY:**

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

**ORAL COMMUNICATIONS COMPETENCY:**

SPCH 1311 Fundamentals of Speech

**MATHEMATICAL SKILL COMPETENCY:**

MATH 1314 College Algebra

**COMPUTER COMPETENCY:**

ITSC 1301 Introduction to Computers

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**RECORDS MANAGEMENT  
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

**AAS DEGREE REQUIREMENTS**

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<b>GENERAL EDUCATION CORE: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech	3
*Students Must Choose One Math or Science Elective	3
**Students Must Choose One Humanities/Fine Arts Elective	3
Students Must Choose One Social/Behavioral Sciences Elective From:	3
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	

\*In AAS Degree Programs offered through the ACT, a natural science course may be substituted once mathematics competency is proven.

\*\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

### TECHNICAL EDUCATION COURSES: 52-53 HOURS

ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSC 1309 Integrated Software Applications I	3
ITSW 1301 Introduction to Word Processing	3
ITSW 1304 Introduction to Spreadsheets	3
POFI 1171 File/PC Management for Windows	1
POFT 1171 Ten-Key Skillbuilding	1
POFT 1274 Database Applications	2
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 1319 Records and Information Management I	3
POFT 1321 Business Math	3
POFT 1329 Keyboarding and Document Formatting	3
POFT 1359 Records and Information Management II	3
POFT 2301 Document Formatting and Skillbuilding	3
POFT 2312 Business Correspondence and Communications II (WI)	3
POFT 2331 Administrative Systems	3
POFT 2359 Records and Information Management III	3
POFT 2380 Cooperative Education – Admin Assistant/Secretarial Science, General	3
<b>TOTAL HOURS:</b>	<b>67-68</b>

### EXIT COMPETENCIES

Students must pass each class with a grade of “C” or better.

#### WRITTEN COMMUNICATION COMPETENCY:

ENGL 1301 Freshman Composition I, POFT 1301 Business English/Communications I, and POFT 2312 Business Correspondence and Communications II

#### ORAL COMMUNICATIONS COMPETENCY:

SPCH 1311 Fundamentals of Speech

#### MATHEMATICAL SKILL COMPETENCY:

THEA mathematics passing score of 230

OR Accuplacer elementary algebra score of 76 or higher

OR any college-level mathematics course, MATH 1314, MATH 1332 or equivalent

#### COMPUTER COMPETENCY:

ITSW 1304 Introduction to Spreadsheets



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**RECORDS MANAGEMENT  
LEVEL I CERTIFICATE  
ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT**

The Level I Certificate in Records Management is designed for the practicing records and information management professional and/or those individuals involved in compliance with the Texas Local Government Records Law (formerly HB 1285).

<b>GENERAL EDUCATION CORE: 3 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
 <b>TECHNICAL EDUCATION COURSES: 18 HOURS</b>	
POFI 1171 File/PC Management for Windows	1
POFT 1274 Database Applications	2
POFT 1319 Records and Information Management I	3
POFT 1359 Records and Information Management II	3
POFT 2331 Administrative Systems	3
POFT 2359 Records and Information Management III	3
Students Must Choose One From:	3
ITSC 1309 Integrated Software Applications I	
ITSW 1304 Introduction to Spreadsheets	
<b>TOTAL HOURS: 21</b>	

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**SIGN LANGUAGE (SEE AMERICAN SIGN LANGUAGE)**

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**SMALL BUSINESS MANAGEMENT  
LEVEL I CERTIFICATE  
BUSINESS DEPARTMENT**

<b>TECHNICAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
BMGT 1303 Principles of Management	3
BUSG 1303 Principles of Finance	3
BUSG 2309 Small Business Management	3
ITSC 1301 Introduction to Computers	3
MRKG 1311 Principles of Marketing	3
<b>TOTAL HOURS: 15</b>	

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**SOCIOLOGY/SOCIAL WORK  
ASSOCIATE IN ARTS (AA) DEGREE  
SOCIOLOGY DEPARTMENT**

**AA DEGREE REQUIREMENTS**

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Unless specific courses are listed, see section 12 for AA Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
<b>COMMUNICATION</b>	<b>SEE SECTION 12</b>	<b>12</b>

MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES		
HISTORY	SEE SECTION 12	6
GOVERNMENT	SEE SECTION 12	6
OTHER SOCIAL/BEHAVIORAL SCIENCES		
	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	3
	ECON 2301 Principles of Macroeconomics	
	PSYC 2301 General Psychology	
	PSYC 2371 Abnormal Psychology	
PHYSICAL EDUCATION	SEE SECTION 12	2
MAJOR FIELD OF STUDY: SOCIAL WORK		
	<b>STUDENTS MUST TAKE:</b>	9
	SOCI 1301 Introduction to Sociology	
	SOCW 2361 Introduction to Social Work	
	SOCW 2362 Introduction to Welfare	
	<b>STUDENTS MUST CHOOSE TWO FROM:</b>	6
	ANTH 2351 Introduction to Anthropology - Cultural	
	PSYC 2317 Statistical Methods in Psychology	
	SOCI 1306 Contemporary Social Problems	
	SOCI 2301 Marriage and Family	
	<b>TOTAL HOURS: 63</b>	

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the San Antonio College Sociology Department, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on 2+2 transfer agreements.

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## SOFTWARE SPECIALIST MARKETABLE SKILLS CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

This certificate provides introductory and/or advanced applications software courses to prepare individuals for positions requiring technical skill in software applications.

TECHNICAL EDUCATION COURSES: 13-14 HOURS	CREDIT HOURS
POFT 1274 Database Applications (Microsoft Access)	2
POFT 1275 Presentation Software (Microsoft Powerpoint)	2
Students Must Choose One From:	3
ITSW 1301 Introduction to Word Processing	

POFI 2301 Word Processing (Microsoft Word)	
Students Must Choose One From:	3
ITSW 1304 Introduction to Spreadsheets (Microsoft Excel)	
ITSW 2334 Advanced Spreadsheets	
Students Must Choose One From:	3-4
ITSW 1310 Presentation Media Software	
POFI 2431 Desktop Publishing for the Office (Pagemaker)	
POFT 2331 Administrative Systems	

**TOTAL HOURS: 13-14**

**SPANISH  
LOCAL CERTIFICATES  
FOREIGN LANGUAGES DEPARTMENT**

<b>INTERMEDIATE SPANISH FOR BUSINESS I: 6 HOURS</b>	<b>CREDIT HOURS</b>
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish (for Business)	3
	<b>TOTAL HOURS: 6</b>

<b>INTERMEDIATE SPANISH FOR BUSINESS II: 9 HOURS</b>	
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Business)	3
SPAN 2317 Career Spanish II (for Business)	3
	<b>TOTAL HOURS: 9</b>

<b>INTERMEDIATE SPANISH FOR LEGAL PERSONNEL I: 6 HOURS</b>	
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Legal Personnel)	3
	<b>TOTAL HOURS: 6</b>

<b>INTERMEDIATE SPANISH FOR LEGAL PERSONNEL II: 9 HOURS</b>	
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Legal Personnel)	3
SPAN 2317 Career Spanish II (for Legal Personnel)	3
	<b>TOTAL HOURS: 9</b>

<b>BEGINNING SPANISH FOR MEDICAL PERSONNEL: 14 HOURS</b>	
SPAN 1300 Beg. Conversational Span. I (for Medical Personnel)	3
SPAN 1310 Beg. Conversational Span. II (for Medical Personnel)	3
SPAN 1411 Elementary Spanish I	4
SPAN 1412 Elementary Spanish II	4
	<b>TOTAL HOURS: 14</b>

<b>INTERMEDIATE SPANISH FOR MEDICAL PERSONNEL I: 6 HOURS</b>	
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Medical Personnel)	3
	<b>TOTAL HOURS: 6</b>

<b>INTERMEDIATE SPANISH FOR MEDICAL PERSONNEL II: 9 HOURS</b>	
SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Medical Personnel)	3

SPAN 2317 Career Spanish II (for Medical Personnel)	3
<b>TOTAL HOURS: 9</b>	

**BEGINNING SPANISH FOR PROTECTIVE SERVICES PERSONNEL: 14 HOURS**

SPAN 1300 Beg. Conversational Spanish I (for Protective Services)	3
SPAN 1310 Beg. Conversational Spanish II (for Protective Services)	3
SPAN 1411 Elementary Spanish I	4
SPAN 1412 Elementary Spanish II	4
<b>TOTAL HOURS: 14</b>	

**INTERMEDIATE SPANISH FOR PROTECTIVE SERVICES PERSONNEL I: 6 HOURS**

SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Protective Services)	3
<b>TOTAL HOURS: 6</b>	

**INTERMEDIATE SPANISH FOR PROTECTIVE SERVICES PERSONNEL II: 9 HOURS**

SPAN 2311 Intermediate Spanish I	3
SPAN 2316 Career Spanish I (for Protective Services)	3
SPAN 2317 Career Spanish II (for Protective Services)	3
<b>TOTAL HOURS: 9</b>	

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**SPEECH**  
**ASSOCIATE IN ARTS (AA) DEGREE**  
**THEATRE & SPEECH COMMUNICATION DEPARTMENT**

**AA DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AA Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
<b>MAJOR FIELD OF STUDY: SPEECH</b>		
	<b>STUDENTS MUST TAKE:</b>	12
	SPCH 1315 Public Speaking	
	SPCH 1318 Interpersonal Communication	
	SPCH 1321 Business and Professional Speech	
	SPCH 1342 Voice and Articulation	
	<b>TOTAL HOURS: 60</b>	

Some four-year institutions may not accept all courses in the major field of study as part of their Baccalaureate Degree Program. Students should check with the San Antonio College Department of Theatre and Speech Communication, the Department of Counseling and Student Development, or the four-year university to which they plan to transfer for information on 2+2 transfer agreements.

All electives should be chosen in accordance with the degree requirements at the college or university to which the student will be transferring.

Students may earn the AA Degree in Speech by either completing the entire first two years of any speech curriculum identified in the current 2+2 transfer agreement or by completing the degree requirements listed above.

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## SUBSTANCE ABUSE COUNSELING LEVEL I CERTIFICATE PSYCHOLOGY DEPARTMENT

The Level I Certificate Program in Substance Abuse Counseling is designed to meet the requirements set by the Texas Department of State Health Services (DSHS), per current licensure rules, Chapter 150. Individuals who have not been licensed due to non-passing scores on the written/oral exams after four attempts or have not completed the 4000-hour internship, must complete 24 college semester hours. Students must show prior test scores and that they have completed the initial education requirements for initial licensure. Students enrolling in this certificate program must meet the basic skill prerequisites set by the department. Students may also obtain an Associate in Applied Science Degree and/or a Certificate in Drug/Alcohol Abuse Counseling.

<b>TECHNICAL EDUCATION COURSES: 24 HOURS</b>	<b>CREDIT HOURS</b>
DAAC 1304 Pharmacology of Addiction	3
DAAC 1307 Addicted Family Intervention	3
DAAC 1309 Assessment Skills of AOD Addictions	3
DAAC 1311 Counseling Theories	3
DAAC 1314 Dynamics of Group Counseling	3
DAAC 1317 Basic Counseling Skills	3
DAAC 1319 Introduction to Alcohol & Other Drug Addiction	3
DAAC 1343 Current Issues	3
	<b>TOTAL HOURS: 24</b>

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## SURVEYING ENGINEERING TECHNOLOGY LEVEL I CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

The Level I Certificate Program in Surveying Engineering Technology is for students who want to get all the technical skills involved in surveying as quickly as possible so that they can fill the office and field technician openings in construction or in professional surveying.

<b>TECHNICAL EDUCATION COURSES: 40 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1333 Introduction to Computer and CAD Operations	3

DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer Aided Drafting	4
DFTG 2421 Topographical Drafting	4
SRVY 1315 Surveying Calculations I	3
SRVY 1413 Plane Surveying	4
SRVY 2440 Advanced Plane Surveying	4
SRVY 2486 Internship - Surveying Technology/Surveying (Capstone)	4
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
Students Must Choose One From:	4
CRTG 1411 Intro Geographic Info. Systems (GIS) & Global Positioning Systems (GPS)	
GEOG 2470 Introduction to GIS	

**TOTAL HOURS: 40**

## SURVEYING TECHNICIAN I MARKETABLE SKILLS CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

This certificate program is for students who want to get all the technical skills involved in surveying as quickly as possible so that they can fill the office and field technician openings in construction or in professional surveying.

<b>TECHNICAL EDUCATION COURSES: 14 HOURS</b>	<b>CREDIT HOURS</b>
DFTG 1405 Technical Drafting	4
SRVY 1413 Plane Surveying	4
TECM 1317 Technical Trigonometry	3
TECM 1341 Technical Algebra	3
	<b>TOTAL HOURS: 14</b>

## SURVEYING TECHNICIAN II MARKETABLE SKILLS CERTIFICATE ENGINEERING TECHNOLOGIES DEPARTMENT

This certificate program is designed for students who have completed the Surveying Technician I Certificate and want to get additional technical skills involved in surveying so that they can advance their positions in construction or in professional surveying.

<b>TECHNICAL EDUCATION COURSES: 14 HOURS</b>	<b>CREDIT HOURS</b>
CETT 1333 Introduction to Computer and CAD Operations	3
DFTG 1409 Basic Computer Aided Drafting	4
SRVY 1315 Surveying Calculation I	3
SRVY 2440 Advanced Plane Surveying	4
	<b>TOTAL HOURS: 14</b>

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## TEACHER ASSISTANT LEVEL II CERTIFICATE CHILD DEVELOPMENT DEPARTMENT

This certificate program is designed for students whose main career goal is to be a teacher assistant/aide in a public school setting. It is also designed to help teacher assistants/aides who work in Title I schools (No Child Left Behind Act) meet federal regulations.

<b>GENERAL EDUCATION COURSES: 24-28 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Students Must Choose One Foreign Language Elective From:	<b>3-4</b>
American Sign Language	
Spanish	
*Students Must Choose One Humanities Elective	3
**Students Must Choose One Natural Science Elective	<b>3-4</b>
***Students Must Choose One Social/Behavioral Science Elective	3
Students Must Choose Free Electives	<b>6-8</b>

\*See the humanities, literature, & visual/performing arts section of the core curriculum in section 12 of this bulletin for qualified humanities/fine arts courses.

\*\*See the natural science section of the core curriculum in section 12 of this bulletin for qualified natural science courses.

\*\*\*See the social/behavioral science section of the core curriculum in section 12 of this bulletin for qualified social/behavioral science courses.

<b>TECHNICAL EDUCATION COURSES: 23-24 HOURS</b>	
EDTC 1317 Developing Positive Student Behavior	3
Students Must Choose One From:	<b>3</b>
TECA 1311 Educating Young Children	
EDTC 1311 Instructional Practices: Effective Learning Environment	
Students Must Choose One From:	<b>3</b>
EDTC 1301 Instructional Practices: Educational Processes	
EDUC 1301 Introduction to Education	
Students Must Choose One From:	<b>3</b>
TECA 1354 Child Growth and Development (WI)	
PSYC 2308 Child Psychology	
Students Must Choose One From:	<b>3</b>
CDEC 1359 Children with Special Needs	
EDUC 2301 Introduction to Special Populations	
Students Must Choose One From:	<b>2-3</b>
EDTC 1364 Field Experience: Teacher Assistant	
EDTC 1264 Field Experience: Teacher Assistant	
Students Must Choose One From:	<b>3</b>
ITSC 1301 Introduction to Computers	
COSC 1301 Computer Literacy	

Students Must Choose One From:

3

SPCH 1311 Fundamentals of Speech

SLNG 1304 American Sign Language (ASL): Beginning I

TOTAL HOURS: 47-52

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**TEACHER EDUCATION EC-GRADE 4  
EARLY CHILDHOOD DEGREE SPECIALIZATION  
ASSOCIATE IN ARTS IN TEACHING (AAT) DEGREE  
CHILD DEVELOPMENT DEPARTMENT**

The AAT Degree Program in Teacher Education EC-Grade 4, Early Childhood Degree Specialization, is designed for students who plan on transferring to a Texas four-year public university majoring in EC-4 Early Childhood Degree Specialization only.

### AAT DEGREE REQUIREMENTS

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Unless specific courses are listed, see section 12 for AAT Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>		
HUMANITIES	SEE SECTION 12	3
LITERATURE	SEE SECTION 12	3
<b>VISUAL/PERFORMING ARTS</b>	<b>STUDENTS MUST CHOOSE ONE FROM:</b>	<b>3</b>
	ARCH 1301 History of Architecture I	
	ARCH 1302 History of Architecture II	
	ARTS 1301 Art Appreciation	
	ARTS 1303 Art History Survey I	
	ARTS 1304 Art History Survey II	
	DRAM 1310 Introduction to the Theatre	
	IDST 2376 Interdisciplinary Studies in the Fine Arts	
	MUSI 1306 Music Appreciation	
	MUSI 1310 American Music	
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2



**MAJOR FIELD OF STUDY: TEACHER PREPARATION****STUDENTS MUST TAKE:****18**

TECA 1303 Family, School, & Community  
 TECA 1311 Educating Young Children  
 TECA 1318 Wellness of the Young Child  
 TECA 1354 Child Growth and Development  
 MATH 1350 Fundamentals of Math I for Teachers  
 MATH 1351 Fundamentals of Math II for Teachers

**TOTAL HOURS: 66**

This degree is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the chairperson of the Child Development Department at San Antonio College or the four-year university to which they plan to transfer for information on 2+2 transfer agreements.

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**TEXAS TEACHER CERTIFICATION: EC-4, 4-8, EC-12  
 ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE  
 READING AND EDUCATION DEPARTMENT**

The AAT Degree Program in Texas Teacher Certification: EC-4, 4-8, EC-12 targets individuals who have a desire to enter the field of education as a teacher, teacher's aide, school administrator, counselor, or some aspect of child/adolescent development. Students will initiate coursework leading to an AAT Degree. Students will be advised to continue their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. This degree is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the San Antonio College Reading and Education Department, the Transfer Center, or the university to which they plan to transfer for additional information.

**AAT DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AAT Degree requirements.

<b>CORE COMPONENTS</b>	<b>COURSE SELECTIONS</b>	<b>SEMESTER HOURS</b>
<b>COMMUNICATION</b>	SEE SECTION 12	12
<b>MATHEMATICS</b>	SEE SECTION 12	3
<b>NATURAL SCIENCES</b>	SEE SECTION 12	7
<b>HUMANITIES, LITERATURE, &amp; VISUAL/PERFORMING ARTS</b>	SEE SECTION 12	9
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>	SEE SECTION 12	15
<b>PHYSICAL EDUCATION</b>	SEE SECTION 12	2

**MAJOR FIELD OF STUDY: TEACHING****STUDENTS MUST TAKE: 18**

EDUC 1301 Introduction to the Teaching Profession  
 EDUC 2301 Introduction to Special Populations  
 MATH 1350 Fundamentals of Math I for Teachers  
 MATH 1351 Fundamentals of Math II for Teachers  
 Science Electives (6 Hours)

**TOTAL HOURS: 66**

**TEXAS TEACHER CERTIFICATION: 8-12, OTHER EC-12  
 ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE  
 READING AND EDUCATION DEPARTMENT**

The AAT Degree Program in Texas Teacher Certification: 8-12, Other EC-12 targets individuals who have a desire to enter the field of education as a teacher, teacher's aide, school administrator, counselor, or some aspect of child/adolescent development. Students will initiate coursework leading to an AAT Degree. Students will be advised to continue their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. This degree is fully transferable to all Texas public universities which offer applicable Baccalaureate Degrees leading to initial teacher certification. Students should check with the San Antonio College Reading and Education Department, the Transfer Center, or the university to which they plan to transfer for additional information.

**AAT DEGREE REQUIREMENTS**

Unless specific courses are listed, see section 12 for AAT Degree requirements.

CORE COMPONENTS	COURSE SELECTIONS	SEMESTER HOURS
COMMUNICATION	SEE SECTION 12	12
MATHEMATICS	SEE SECTION 12	3
NATURAL SCIENCES	SEE SECTION 12	7
HUMANITIES, LITERATURE, & VISUAL/PERFORMING ARTS	SEE SECTION 12	9
SOCIAL & BEHAVIORAL SCIENCES	SEE SECTION 12	15
PHYSICAL EDUCATION	SEE SECTION 12	2
<b>MAJOR FIELD OF STUDY: TEACHING</b>		
	<b>STUDENTS MUST TAKE:</b>	<b>18</b>

EDUC 1301 Introduction to the Teaching Profession  
 EDUC 2301 Introduction to Special Populations  
 Electives (12 Hours): Content Area Teaching  
 Fields/Academic Disciplines

**TOTAL HOURS: 66**

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## VOICE RECOGNITION SYSTEMS TECHNICIAN LEVEL I CERTIFICATE ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

**GENERAL EDUCATION COURSES: 3 HOURS****CREDIT HOURS**

Students Must Choose One Academic Elective From:

**3**

- BIOL 2401 Human Anatomy and Physiology
- BIOL 2404 Human Anatomy and Physiology
- ENGL 1301 Freshman Composition I
- GOVT 2301 American/Texas: National and State
- PSYC 2301 General Psychology
- SOCI 1301 Introduction to Sociology
- SPCH 1311 Fundamentals of Speech
- A Math Elective
- A Science elective

**TECHNICAL EDUCATION COURSES: 12 HOURS**

- |  |          |
|--|----------|
| POFT 1307 Proofreading and Editing                             | <b>3</b> |
| POFT 1380 Cooperative Education - Admin. Asst/Sec. Science     | <b>3</b> |
| POFT 1392 Introduction to Voice Recognition Systems Technology | <b>3</b> |
| Students Must Choose One From:                                 | <b>3</b> |
| ITSC 1309 Integrated Software Applications I                   |          |
| POFT 1329 Keyboarding & Document Formatting                    |          |
| *POFT 2301 Document Formatting and Skillbuilding               |          |

\*POFT 2203 Speed and Accuracy Building or a higher level keyboarding course may be substituted for this course.

**DIRECTED ELECTIVES: 10-14 HOURS**Students Must Choose Four From: **10-14**

- CRTR 1208 Realtime Reporting I
- CRTR 1210 Realtime Reporting II
- CRTR 1304 Machine Shorthand I
- CRTR 1306 Machine Shorthand II
- ITSW 1301 Word Processing (Word Perfect) or POFI 2301 Word Processing (MsftWord)
- ITSW 1304 Introduction to Spreadsheets (Microsoft Excel)
- MDCA 1313 Medical Terminology
- POFI 2431 Desktop Publishing
- POFL 1305 Legal Terminology
- POFL 1359 Legal Transcription
- POFM 1331 Medical Transcription I
- POFT 1319 Records and Information Management I
- POFT 1359 Records and Information Management II
- POFT 1391 E-Mail/Electronic Communication
- POFT 1392 Special Topics
- POFT 2331 Administrative Systems

**TOTAL HOURS: 25-29**

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**WOMEN'S STUDIES  
LOCAL CERTIFICATE  
SOCIOLOGY DEPARTMENT**

The Local Certificate in Women's Studies is offered for students who desire formal recognition for coursework in women's studies. Students should select courses designated in the class schedule as having an emphasis in women's studies.

<b>GENERAL EDUCATION COURSES: 15 HOURS</b>	<b>CREDIT HOURS</b>
ENGL 2378 Women's Literature	3
SOCI 1301 Introduction to Sociology	3
Students Must Choose One From:	3
ENGL 1301 Freshman Composition I	
ENGL 1302 Freshman Composition II	
Students Must Choose One From:	3
GOVT 2301 American/Texas Government: National and State	
GOVT 2302 American Government: Problems and Policies	
HIST 1301 History of the United States, Part I	
HIST 1302 History of the United States, Part II	
Students Must Choose One From:	3
ARTS 1301 Art Appreciation	
ARTS 1303 Art History Survey I	
ARTS 1304 Art History Survey II	
<b>TOTAL HOURS: 15</b>	

Some four-year institutions may not accept all courses as part of a major field of study. For information on transfer requirements, students should check with the College's Department of Counseling and Student Development or the four-year university to which they plan to transfer. For further information, students should contact the Sociology Department.

A black and white photograph of a man in a suit and glasses, holding a document. He is smiling slightly. In the foreground, the back of a woman's head and shoulder is visible on the left, and the profile of an older woman's face is visible on the right. The background is a plain wall.

**Section 14.  
Staff and  
Faculty**

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## ALAMO COMMUNITY COLLEGE DISTRICT

### ACCD BOARD OF TRUSTEES

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The date following Board Member's name indicates expiration of term.

District 1	Dr. Bernard K. Weiner	2010
District 2	Denver McClendon	2010
District 3	Jennifer Ramos	2010
District 4	Marcelo Casillas	2008
District 5	Roberto Zarate	2006
District 6	Dr. Eugene Sprague	2006
District 7	Charles J. Connor	2008
District 8	Gary Beitzel	2008
District 9	James A. Rindfuss	2008

### ACCD ADMINISTRATIVE STAFF

---

Chancellor of the District	J. Terence Kelly, Ed.D.
Chief of Department of Public Safety	Terrie Hoffmann, A.A.S.
Director of Acquisitions and Administrative Services	Linda O'Nave, B.A.
Director of Athletics	Denny Ryther, B.S.
Director of Institutional Research, Effectiveness, and Planning	Velda Villarreal, M.A.
Director of Facilities	Val Santos, M.S.
Director of Finance and Accounting	Carlos Ramirez, B.B.A., C.P.A.
Director of Governmental & Community Affairs/ Director of Public Relations, Interim	Leo Zuniga, B.A.
Director of Human Resources, Interim	Gloria Medellin, M.B.A.
Director of Information Systems	Charles W. Burmeister, Ph.D.
Director of Internal Audits	Vacant
Director of Student and Community Program Development	Adelina S. Silva, Ph.D.
Director of Student Financial Services	Richard G. Hernandez, M.A.
Ethics and Compliance Officer	Carol Riley, B.B.A., C.P.A.
Executive Director of Institutional Advancement	Roland Dubay, M.A.
General Counsel	Martha McCabe, J.D., M.F.A., A.M.
Vice Chancellor for Administration	Daniel R. Derrico, Ed.D.
Vice Chancellor for Professional, Technical, and Workforce Development	Federico Zaragoza, Ph.D.

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## SAN ANTONIO COLLEGE

### SAC ADMINISTRATIVE STAFF

---

President	Robert Zeigler, Ph.D.
Vice President	Vacant
Dean of Arts & Sciences, Interim	Bill Richardson, M.S.
Dean of Continuing Education Training Network	Vacant
Dean of Evening, Weekend, and Distance Education	Ruben Flores, M.A.
Dean of Learning Resources	Alice Johnson, Ph.D.
Dean of Professional & Technical Education	Lula W. Pelayo, Ph.D.
Dean of Student Affairs	Joy Gates Black, Ed.D.
Director of Admissions and Records	Rosemarie Hoopes, M.S.
Director of Enrollment Management	Manuel L. Flores, M.A.

## PROFESSIONAL STAFF

Academic Support Specialist .....	Martha Buchanan, M.Ed.
Assistant Director of Admissions .....	J. Martin Ortega, M.A.
Assistant Director of Admissions .....	Joe Jacques, B.B.A.
Assistant Director of Records .....	Marion P. Garza, B.S.
Assistant to Coordinator, disABILITY Support Services .....	Regina S. Pino, B.S.
Assistant to the President .....	Joanne Wilson, M.A.
Associate Director of Admissions .....	Gail Jonas, B. A.
Associate Director of Records .....	Donna L. Deming, B.B.A.
Associate Director of Residency and Reports .....	Yolanda S. Cano, B.A.
Broadcast Engineer .....	Victor Pfau, A.S.
Career Guidance Specialist .....	Linda Romero-Moreno, M.S.
Chief Financial Officer .....	David Mrizek, M.A.
Child Development Lead Specialist .....	Alfonso Ortiz, A.A.S.
Continuing Education Specialist .....	Wynn Gordy, B.S.
Continuing Education Specialist .....	Joanna Grogan, M.S.Ed.
Continuing Education Specialist .....	Anelia Luna, M.P.A.
Continuing Education Specialist .....	Steven D.R. Sparks, M. Ed.
Continuing Education Specialist .....	Brady Thompson, B.S.
Continuing Education Specialist .....	Richard White, M.A.
Coordinator of Campus Technology .....	Leslie Germer, A.A.S.
Coordinator of Child Development Center .....	Earlene Gonzales, B.S.
Coordinator of College Health Center .....	Paula Daggett, B.S.N.
Coordinator of Community Outreach .....	Oscar C. San Miguel, M.P.A.
Coordinator of Dual Credit .....	Fabian Cortez, B.A.
Coordinator of Dual Credit .....	Alma Nino, B.A.
Coordinator of Educator Preparation Programs .....	Mona Aldana-Ramirez, M.A.
Coordinator of Facilities Scheduling .....	Debra V. Garcia, A.A.S.
Coordinator of Institutional Research.....	Sonia Valdez, B.A.A.S.
Coordinator of LMS Computer/Network Support .....	Douglas N. Reed, A.S.
Coordinator of Off-Site Location, Fort Sam Houston .....	Richard Delgado, M.S.
Coordinator of Schedules and Catalog .....	Matthew Bartosh, B.S.
Coordinator of Scobee Planetarium .....	Bryan Snow, B.S.
Coordinator of Service Learning .....	Audrey Grams, M.Ed.
Coordinator of Special Projects .....	Ernest Rodriguez, B.B.A.
Coordinator of Technology Center.....	Pearl English, A.A.S.
Director of Academic Development Programs .....	Betty Lee Birdsall, B.A.
Director of Assessment .....	Adolph Lopez, III, M.A.
Director of Distance Education .....	Helen Torres, M.A.
Director of Instructional Technologies & Innovation .....	Charlotte Wolf, Ph.D.
Director of Public Relations .....	John Hammond, Ph.D.
Director of Resource and College Development .....	Susan Espinoza, B.A.
Director of Student Life, Interim .....	Darryl R. Nettles, B.S.
Distance Learning Programs Specialist .....	Gerald Manahan, B.A.
Education Skills Specialist .....	Rose Mary Alexander
Education Skills Specialist .....	Frances Coonan, B.A.
Education Skills Specialist II .....	James T. Williams, B.S.
Educator Preparation Program Specialist .....	Virginia M. Kinney, M.Ed.
Information and Advisement Specialist .....	Timothy Rockey, M.A.
Job Placement Specialist, Senior .....	Xandy V. Rocha, B.S.
Local Area Network Administrator .....	Pete Vigil, M.A.

Local Area Network Administrator/Engineer .....	Kenneth Bray, B.S.
Multimedia Specialist.....	Geraldo R. Guerra, Jr., A.A.S.
Multimedia Specialist .....	Michael Irizarry, B.A.
Multimedia Specialist .....	Dan Melgoza, A.A.S.
Multimedia Specialist .....	Darla Tolliver, A.A.S.
Multimedia Specialist.....	Richard Williams
Multimedia Specialist, Senior.....	Michael Alvarado, B.S.
Multimedia Specialist, Senior .....	Mark Goodspeed, B.S.
Multimedia Specialist, Senior .....	Dana Morris, A.A.S.
Network Engineer .....	Fred Lott, A.A.S.
Network Engineer .....	Juanita Estep, A.A.S.
Network Engineer .....	Thomas Shannon
Photographer .....	Leonard Ziegler
Planetarium Educational Specialist .....	Bobby Kelley, B.S.
Public Information Officer .....	Deborah Martin, B.A.
Senior Statistical Research Specialist .....	Cynthia C. Price, B.A.
Student Development Specialist .....	Edie E. Huff
Test Administrator .....	Angie Wiese, B.S.

### ADMINISTRATIVE EMERITI

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Benedict, Irvin J., Vice President of Academic Affairs and Professor Emeritus Ed.D., University of Texas at Austin (Deceased)
Chance, Truett L., Dean, President and Professor Emeritus Ph.D., University of Texas at Austin
Culwell, Paul R., Dean of the College and Professor Emeritus Ph.D., University of Texas
Goerner, Lewis, Dean and Professor Emeritus Ph.D., Colorado State University
Hallmark, Wame, Dean of Men Emeritus M.Ed., University of Texas at Austin (Deceased)
Hamilton, Alva Glen, Director of Counseling and Professor Emeritus M.Ed., Sam Houston State University
Keasler, Edwin S., Associate Dean Emeritus D.Ed., University of Texas at Austin (Deceased)
Larson, Betty J., Dean of Professional and Technical Education and Professor Emeritus, M.Ed., Texas Tech University
McCarley, Phyllis N., Director of Admissions and Records Emeritus M.S., St. Mary's University
Moody, Wayland P., President Emeritus D.Ed., University of Texas at Austin (Deceased)
Morrison, Lois G., Dean of Women Emeritus Ph.D., University of Texas at Austin (Deceased)
Nail, Clyde R., Vice President Emeritus L.L.D., Howard Payne College (Deceased)
Shumate, Kenneth M., Vice President of Academic Affairs and Professor Emeritus Ph.D., University of Texas at Austin
Thiesen, Dick, Director of Continuing Education and Associate Professor Emeritus M.Ed., Trinity University
Wallace, James O., Director of Learning Resources, Professor and Program Director Emeritus, M.A., St. Mary's University

### DEPARTMENT CHAIRS

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Administrative Computer Technology/Court Reporting .....	Connianne Pugh, M.B.Ed.
Allied Health.....	Stella Lovato, M.S.H.P.
American Sign Language/Interpreter Training .....	Lauri Metcalf, B.S.
Biological Sciences .....	Teanna Staggs, Ph.D.
Business .....	Vernell E. Walker, M.A.
Chemistry, Earth Sciences and Astronomy.....	Phil Glaspay, Ph.D.



Child Development .....	Cathleen F. McAuliffe, Ph.D.
Computer Information Systems .....	Steve Kolars, M.B.A.
Counseling and Student Development .....	Jim Lucchelli, Ph.D.
Economics .....	Wesley F. Booth, M.A.
Engineering Technologies .....	Michael D. Psencik, M.Ed.
English .....	Alexander V. Bernal, M.A.
Foreign Language/E.S.L. ....	Anna Budzinski, Ph.D.
History .....	Paul Browning, M.A.
Journalism/Photography .....	Chet Hunt, M.A.
Kinesiology .....	Leslie F. Bleamaster, M.S.
Library and Media Services .....	Candace Peterson, M.L.I.S.
Mathematics & Computer Science .....	Conrad D. Krueger, M.S.
Mortuary Science .....	Mary E. Allen-Martin, M.A.
Music/Humanities .....	Jessica Howard, Ph.D.
Nursing .....	Judy Staley, R.N., M.S.N.
Philosophy .....	Ronald R. Cox, Ph.D.
Physics, Engineering, and Architecture .....	Jerry R. O'Connor, M.S.
Political Science .....	J. C. Horton, M.Ed.
Protective Services .....	J.D. Richardson, M.A.
Psychology .....	Thomas E. Billimek, Ph.D.
Radio-Television-Film .....	L. Markene Bennett, M.A.
Reading & Education .....	Mary Ann DeArmond Greenlees, M.A.
Sociology .....	Nancy H. Saunders, Ph.D.
Theatre & Communication .....	Jeff Hunt, M.A.
Visual Arts and Technology .....	Richard C. Arredondo, M.A.

## ADMINISTRATIVE COMPUTER TECHNOLOGY/COURT REPORTING

### CHAIRPERSON

Pugh, Connie, M.B.Ed., Indiana University

### ADMINISTRATIVE COMPUTER TECHNOLOGY

#### FULL-TIME FACULTY

- Allison, Genevieve J., Professor, Ph.D., Texas A&M University
- Doering, Rena, Associate Professor, Ph.D., Texas A&M University
- Graham, Lucile P., Professor, M.S., Northwestern State University of Louisiana
- Murphrey, Kathleen A., Professor, M.A., Texas Woman's University
- Reed, Maurine, Instructor, M.B.Ed., Texas State University
- Salinas, Maria Del Carmen, Professor, M.B.A., University of Texas at San Antonio
- Tas, Murat, Assistant Professor, Ph.D., University of the Incarnate Word
- Timberlake, Billy L., Professor, M.B.Ed., North Texas State University
- Whitehead, Mary W., Professor, M.B.Ed., Memphis State University

#### EMERITI

- Chadwick, Ruth P., Professor Emeritus, M.B.Ed., George Peabody College
- Doyle, Carl L., Professor Emeritus, M.B.A., West Texas State University
- Kohlman, Harold, Professor Emeritus, M.S., Emporia State Teachers College
- Lewis, Rayford, Professor Emeritus, M.B.A., Sam Houston State University
- McHaney, Virgie, Professor Emeritus, M.B.Ed., North Texas State University
- O'Brien, Juanita, Professor Emeritus, M.B.A., University of Texas at Austin (Deceased)
- Paul, Patricia, Professor Emeritus, M.B.Ed., University of Houston

Pena, Englantina C., Professor Emeritus, M.B.A., University of Texas at Austin  
 Reynolds, Cecil, Professor Emeritus, M.B.A., University of Houston  
 Simmons, Gaynelle, Professor Emeritus, M.B.Ed., North Texas State University

**ADJUNCT FACULTY**

Dean, Barbara, B.S.  
 Gold, Richard, B.B.A.  
 Moreno, Linda, M.S.  
 Parma, Tim, B.S.  
 Vaello, Linda, M.S.  
 Ward, Marilyn, Ph.D.

French, John, B.S.  
 Holcombe, Ken, Ph.D.  
 Muschalek, Kim C., M.S.  
 Salinas, Antonio, B.S.E.D.  
 Venkat, Usha, M.A.

**COURT REPORTING**

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**FULL-TIME FACULTY**

Deen, David, Instructor, B.A. Syracuse University  
 Hopkins, Rickey J., Instructor, B.S.B., Murray State University

**ADJUNCT FACULTY**

Mallan, Cheryl, B.S.  
 Woodard, Patricia, M.Ed.  
 Zimpel, Stacy, B.S.

Nagao, Sachiko, A.A.S.  
 Zarate, David, C.S.R.

**PARALEGAL STUDIES**

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**PROGRAM COORDINATOR**

McMaster, Jodi, Assistant Professor, J.D., St. Mary's University School of Law

**FULL-TIME FACULTY**

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**ADJUNCT FACULTY**

Caruso, Christine, J.D.  
 Rausch, Jim, J.D.  
 Yeary, Kevin

McAuliffe, Erin, J.D.  
 Walsh, Bob, J.D.

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**ALLIED HEALTH****CHAIRPERSON**

Lovato, Stella, Professor, CDA M.S.H.P., South Texas State University,  
 M.A., University of Texas at San Antonio

**DENTAL ASSISTING**

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 Santiago, Carmen, CDA

Mireles, Esther G., CDT

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**FULL-TIME FACULTY**

Buntley, Hal G., Instructor, B.S., L.V.N., C.M.A.

**EMERITUS**

Carson, Anne E., R.N., Associate Professor Emeritus, St. Xavier College (Deceased)

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Botros, Ann, B.S., L.V.N., C.M.P.E.

Cadena, Susan, B.S., M.B.A., C.M.P.E.

Daggett, Paula, B.S.N.

Herbst, Les, J.D.

McCann, Joseph E., B.A.

Rodriguez, Rudy, D.C., C.C.S.

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**FULL-TIME FACULTY**

Ballard, Darlene, Associate Professor, M.A., University of Arkansas at Little Rock

Barwise, Brian, Instructor, B.S., Gallaudet University

Carruth, Houston, Instructor, A.A.S., San Antonio College

Dobson, Darin, Assistant Professor, M.S., Texas Women's University

Hull, Melody, Assistant Professor, M.A., Southern Methodist University

**ADJUNCT FACULTY**

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Slasor, Nancy, M.A.

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**ADJUNCT FACULTY**

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Ortiz, Carlos, B.S.

Tafoya, Laura, M.A.

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Davenport, Stephen, Instructor, M.A., University of the Incarnate Word

Fardal, John, Professor, M.S., University of Nebraska

Garcia Jr., Russell, Professor, Ph.D., University of Texas at Austin

Hansen, Daniel, Instructor, M.A., Trinity University  
 Purcell, Jerry, Professor, M.S., Texas Tech University  
 Robinson, Jay, Associate Professor, M.S., Texas A&I University  
 Rodriguez, Luis, Associate Professor, M.S., University of North Texas  
 Smith, David, Professor, D.A., Idaho State University  
 Theilengerdes, Aaron, Associate Professor, M.A., Southwest Texas State University  
 Torres-Ortiz, Rafael, Associate Professor, M.S., University of Puerto Rico  
 Trevino, Victor, Professor, M.A., Southwest Texas State University  
 Welch, R. Barry, Professor, M.S., Texas A&I University  
 Wernli, Ron, Professor, M.A., Southwest Texas State University

### EMERITI

Benedict, Irvin J., Vice President of Academic Affairs and Professor Emeritus,  
 Ed.D., University of Texas at Austin (Deceased)  
 Boyson, James, Professor Emeritus, M.S., Trinity University  
 Goerner, Lewis A., Dean and Professor Emeritus, Ph.D., Colorado State University  
 Harber, Ernest Joe, Professor Emeritus, M.A., Southwest Texas State University  
 Johnson, Rosemary, Associate Professor Emeritus, M.A., University of Texas at Austin  
 Sinclair, Robert, Associate Professor Emeritus, M.S., University of the Incarnate Word  
 Weichlein, Russell, Associate Professor Emeritus, M.S., Trinity University (Deceased)

### ADJUNCT FACULTY

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Fernandez, John A., M.A.	Foster, Nancy, M.S.
Garza, Mauro R., M.S.	Goerner, Lewis, Ph.D.
Hughes, Elizabeth, M.A.	Kinman, Fred O., M.A.
Lozano, Ramiro R., M.A.	Mendoza, Linda M., M.S.
Nickson, Dalena, M.A.	Ricks, Terry, M.S.
Stephens, Tyler, M.S.	Talamantez, Jose, M.S.
Taras, Scott S., M.S.	Warner, Sidney, M.S.

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Walker, Vernell E., Professor, M.A., University of Texas at San Antonio

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#### PROGRAM COORDINATOR

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Majek, Randy G., M.B.A.	Poch, Mary, B.B.A.
Rouse, Rebecca J., B.A.	Villarreal, Joe, B.B.A.
Wallace, David, M.B.A.	

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Blizzard, Susan T., Instructor, M.B.A., Sul Ross University  
 Lamphear, Fay D., Assistant Professor, M.B.A., University of Nebraska at Lincoln  
 Mallory, Catherine A., Professor, M.B.A., St. Mary's University  
 Martinez, Hector A., Associate Professor, M.B.A., C.P.A., St. Mary's University  
 Rosinbaum, Larry, Instructor, M.S.A., C.P.A., University of Houston

**EMERITI**

McGaffigan, Bernard A., Professor Emeritus, M.B.A., St. Mary's University  
 Slovacek, Marvin J., Professor Emeritus, M.B.A., University of Texas at Austin (Deceased)  
 Waterman, William J., Professor Emeritus, M.Ed., Northeast Missouri State University

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Duesing, Allison, M.B.A.	Gillum, Dale C., M.B.A.
Habina, Joyce F., Ph.D.	Jackson, Gloria, Ed.D.
Kearns, Beryl, M.A.	Margulies, Charles L., M.B.A.

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 Friday, Thomas C., Associate Professor, M.B.A., University of Chicago  
 Hunt, Charles W., Associate Professor, M.A., Webster University

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Melchor, Ruben R., Professor Emeritus, M.Ed., Prairie View A&M University  
 Newell, Jamieson H. B., Associate Professor Emeritus, M.B.A., University of Colorado  
 Snider, Glenn S., Professor Emeritus, M.Ed. McMurry College  
 Tuck, Charles W., Associate Professor Emeritus, M.H.A., Washington University of St. Louis

**ADJUNCT FACULTY**

Biancardi, Andrew, M.S.	DeMasi, James M., M.A.
Gewertz, Martin, J.D.	Herrera, Heriberto, M.B.A.
Morales, John, M.B.A.	Padilla, Antonio, M.A.
Ristau, Robert, M.B.A.	Salinas, Fred, M.A.
Shaw, Ron, M.S.	Swanson, George, M.S.

**FINANCIAL MANAGEMENT****PROGRAM COORDINATOR**

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**HUMAN RESOURCE MANAGEMENT****PROGRAM COORDINATOR**

Calvert, T. Velica, Assistant Professor, M.B.A, University of Phoenix

**INTERNATIONAL BUSINESS****PROGRAM COORDINATOR**

Calvert, T. Velica, Assistant Professor, M.B.A, University of Phoenix

**MARKETING MANAGEMENT**

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**PROGRAM COORDINATOR**

Calvert, T. Velica, Assistant Professor, M.B.A., University of Phoenix

**OPERATIONS MANAGEMENT**

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**ADJUNCT FACULTY**

Swanson, George, M.S.

**PUBLIC ADMINISTRATION**

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**PROGRAM COORDINATOR**

DeLeon, Sylvia, Professor, M.P.A., City University of New York, Bernard Baruch College,  
M.A., University of Texas at San Antonio

**FULL-TIME FACULTY**

Soliz, Lusiano S., Associate Professor, Ed.D., Texas A&M University

**ADJUNCT FACULTY**

Adams, Fred T., M.B.A.

**REAL ESTATE**

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**PROGRAM COORDINATOR**

Rosenauer, Johnnie, Professor, Ed.D., Texas A&M University

**ADJUNCT FACULTY**

Carroll, Mark, B.B.A.

Evans, Michelle, J.D.

Jeffers, Joe, B.A.

Young, Roberta, M.A.

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**CHEMISTRY/EARTH SCIENCES/ASTRONOMY****CHAIRPERSON**

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**CHEMISTRY**

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Garza, Victor L., Professor, M.S., Purdue University

Haley, Jr., William T., Professor, M.S., St. Mary's University

Krishnan, Usha, Instructor, Ph.D., University of Cincinnati

Madappat, Krishnan, Associate Professor, Ph.D., University of Alabama

Paparelli, John A., Assistant Professor, M.S., St. Mary's University

Petrich, James A., Professor, Ph.D., University of Texas at Austin

**EMERITI**

Couser, William F., Associate Professor Emeriti, M.A., Southwest Texas State University

Lewis, Charles A., Professor Emeritus, M.S., Trinity University

McAmus, Ava J., Professor Emeritus, Ph.D., Yale University

Melvill, Marjorie H., Professor Emeritus, Ph.D., John Hopkins University  
 Shumate, Kenneth M., Professor and Vice President Emeritus,  
 Ph.D., University of Texas at Austin  
 Shumate, Sandra S., Associate Professor Emeritus, MA., University of Texas at Austin

### ADJUNCT FACULTY

Aboul-Saad, Halim, Ph.D.	Aboul-Saad, Wissam, M.S.
Benavides, Maria, Ph.D.	Caballero, Julio, Ph.D.
Dube, Bridget, M.A.	Hardies, Jean, Ph.D.
Hamby, Robert, M.S.	Rice, Rory, Ph.D.
Sargent, Marie, M.S.	

## EARTH SCIENCES

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### FULL-TIME FACULTY

Dietz, Anne D., Instructor, M.S., Texas A&M Kingsville  
 Lambert, Dean, Assistant Professor, Ph.D., University of Texas at Austin  
 Qudus, Abdul, Professor, M.S., University of Houston  
 Troell, Arthur R., Professor, Ph.D., Rice University

### EMERITUS

Langford, Eldon W., Associate Professor Emeritus, M.A., University of Texas at Austin

### GEOGRAPHY ADJUNCT FACULTY

Girhard, Thomas S., M.S.	Rudnicki, Ryan E., Ph.D.
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### GEOLOGY ADJUNCT FACULTY

Hefner, Rene G., M.S.	Tellez, Jose, M.S.
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## ASTRONOMY

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### FULL-TIME FACULTY

Alaniz, Alfred N., Instructor, M.S., University of Colorado  
 Stanley, Jr., George R., Instructor, M.A., University of Texas at Austin  
 Wood, David, Instructor, Ph.D., University of Arizona

### ASTRONOMY ADJUNCT FACULTY

Boice, Daniel C., Ph.D.

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## CHILD DEVELOPMENT

### CHAIRPERSON

McAuliffe, Cathleen F., Professor, Ph.D., Texas A&M University

### FULLTIME FACULTY

Enders, Sandra, Assistant Professor, M.A., University of Texas at San Antonio  
 Fikes, Cheryl, Professor, M.A., Texas Women's University  
 Jensen, Steven, Assistant Professor, M.A., University of Texas at San Antonio  
 Lowman, Linda H., Associate Professor, M.Ed., University of Texas at Austin  
 Marshall, Ellen, Professor, Ph.D., Texas A&M University  
 O'Connor, Ana Dehoyos, Instructor, M.A., University of Texas at San Antonio  
 Ruhmann, Linda H., Professor, M.Ed., Trinity University  
 Sinclair, Theresa, Instructor, M.A., University of Texas at San Antonio

**EMERITUS**

Rochs, Lucille H., Associate Professor Emeritus, Our Lady of the Lake University  
 Ziegler, Norma L., Professor Emeritus, M.S., University of Illinois (Deceased)

**ADJUNCT FACULTY**

Catlin, Cynthia A., M.A.	Cavazos, Lynda, B.A.
Flores, Maria, B.A.	Gladden, Randall, M. Ed.
Goetz, Jane, M.Ed.	Gonzales, Earlene, B.S.O.E.
Huff, Roger, M. Ed.	Hissong, Gail, M.A.
Mooso, Karen, M.A.	Osborn, M. Kay, M.A.
Rentfro, Anita, M.S.	Skaggs, Margie, M.A.
Sutton, Virgil, M.A.	

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## COMPUTER INFORMATION SYSTEMS

**CHAIRPERSON**

Kolars, Stephen, Assistant Professor, M.B.A., Our Lady of the Lake University

**FULL-TIME FACULTY**

Borger-Boglin, Grietje, Assistant Professor, B.A.A.S., Southwest Texas State University;  
 M.B.A., University of the Incarnate Word  
 Boswell, Glenn F., Associate Professor, M.S., Corpus Christi State University  
 Carswell, Ron, Assistant Professor, M.B.A., Baylor University  
 Conrad, Ralph L., Professor, M.A., University of Texas at San Antonio  
 Dubbs, R. Bruce, Instructor, Ph.D., Texas A&M University  
 Jiang, Shen "Sharon," Instructor, M.S., Dakota State University  
 Massey, Harold, Assistant Professor, M.S., St. Mary's University  
 Matuszek, Michael, Assistant Professor, M.S., National University  
 Puhaly, Kenneth, Instructor, B.A., Oberlin College; B.A., Texas Lutheran University;  
 M.A., University of Michigan  
 Schulze, Larry, Instructor, B.A., Texas A & M University  
 Smith, Andrew I., Associate Professor, M.A., Webster University;  
 B.A., St. Mary's University  
 Theopistos, J. Michael, Assistant Professor, M.B.A., Our Lady of the Lake University  
 Touchette, Troy, Assistant Professor, M. Eng., McNeese State University  
 Webb, Heidi, Assistant Professor, M.S., St. Mary's University  
 Wein, Rodger, Assistant Professor, M.A. Central Michigan University MCP

**EMERITUS**

Veatch, Ken, Associate Professor Emeritus, B.A., Central Missouri State (Deceased)

**ADJUNCT FACULTY**

Belcher, Kenneth L., M.A.	Carr, John T., B.S.
Chaskin, Elizabeth, M.S.	Devore, Ray, B.A., M.A.
Freese, Terril, M.S.	Gonzalez, Ana Maria, B.A.A.S
Gonzalez, Jesus, E.C.S., B.A.A.S.	Hausler, George, M.B.A.
Hill, Robert, M.A.C.I.S.	Hoertz, Rick, M.S.
Kidwell, James, B.S.	Lee, Greg, B.S., M.B.A., M.S.C.I.S.
Martinez, Jesus, B.B.A., MCSE, MCT	Oettle, Dennis, M.S., M.B.A., B.A.
Ramos, Jose A., M.S., B.S.	Sanders, Brian, M.S.



## COUNSELING AND STUDENT DEVELOPMENT

### CHAIRPERSON

Lucchelli, Jim, Professor, Ph.D., North Texas State University

### FULL-TIME FACULTY

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Instructor, M. M.F.T., Abilene Christian University

Borawski, Suzanna, Instructor, M.A. Ed., University of Texas at San Antonio

Canteau, Joseph D., Professor, M.A., L.P.C., L.M.F.T., Our Lady of the Lake University

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Foster, Carolyn A., Professor, M.A., St. Mary's University

Gause, Claude Owen, Professor, M.Ed., L.P.C., L.M.F.T., Our Lady of the Lake University

Gomez, Maria T., Counselor/Coordinator of Disabled Student Services, Instructor,  
M.A., St. Mary's University

Gonzalez, Rosa Maria, Professor, M.Ed., Pan American University

Hoy, Thomas C., Professor, Ed.D., L.P.C., L.C.D.C., L.M.F.T., Nova Southeastern University

Jones, Gloria L., Associate Professor, Ed.D., L.P.C., Texas A&M University at Kingsville

Kovacs-Long, Judith, Assistant Professor, M.A., L.P.C., N.C.C.,  
Western Michigan University

Lechuga, Casey, Instructor, M.S., Texas A&M University at Kingsville

Lopez, III, Adolph, Assistant Professor, M.A., University of Texas at San Antonio

McConnell, Kimberly, Instructor, Ed.D., University of Southern California

Mendiola, Emma L., Counselor/Coordinator of Strategies for Success, Assistant Professor,  
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Ortiz, Rudy C., Assistant Professor, M.S.W., Our Lady of the Lake University

Rocha, Ernest C., Assistant Professor, M.Ed., Texas Tech University

Rodriguez, David, Instructor, M.A., L.P.C., St. Mary's University

Rubin, Rebecca A., Associate Professor, M.S.Ed., Purdue University

Samano, Sara, Assistant Professor, M.A.Ed, University of Texas at San Antonio

Samet, Steve, Associate Professor, M.Ed., L.P.C., North Texas State University

Starnes, Jan E., Professor, M.Ed., Sul Ross State University

Trevino, Carolina V., Instructor, M.A., Governor's State University

Velasquez, Enrique, Associate Professor, M.A., Eastern Michigan University

Vera, Mary Helen, Counselor/Coordinator of the Women's Center, Professor,  
Ph.D., L.P.C., Texas A&M University

Walch, Theresa, Assistant Professor, Ed.D., Texas A & M University at Commerce

White, Amy J., Professor, M.Ed., L.P.C., L.M.F.T., N.C.C., Our Lady of the Lake University

### EMERITI

Anderson, Joe White, Associate Professor Emeritus,

M.Ed., Our Lady of the Lake University (Deceased)

Davis, Alice, Professor Emeritus, M.Ed., L.P.C., Our Lady of the Lake University

Hamilton, Alva Glen, Professor and Director of Counseling Emeritus,

M.Ed., Sam Houston State University

Hahn, Gus W., Professor Emeritus, Ph.D., University of Texas at Austin

Korthauer, Melvin L., Professor Emeritus, M.Ed., Sam Houston State University

Leikam, William H., Professor Emeritus, M.Ed., University of Oklahoma

Mabe, William R., Professor Emeritus, M.A., Trinity University

Moeller, Glen A., Counselor/Coordinator of Veterans' Affairs, Professor Emeritus, M.Ed., L.P.C., L.M.F.T., Southwest Texas State University  
 Nowotny, Allan R., Assistant to the Executive Vice-President, Professor Emeritus, M.Ed., L.P.C., L.M.F.T., N.C.C., University of Texas at Austin (Deceased)  
 Sigman, Maxine, Professor Emeritus, M.Ed., Our Lady of the Lake University  
 Zajicek, Charles J., Professor Emeritus, M.Ed., University of Texas at Austin (Deceased)

### ADJUNCT FACULTY

Adams, Patricia, M.A., L.M.F.T.	Alonzo, Jose, M.A.
Alvarado, Irene, M.A.	Black, Lisa, M.S., L.M.S.W.
Bunch, Jeanette, M.A.	Caballero, Doug, M.Ed.
Calvario, Claudia, M.S.	Chance, Gary, Ed.D.
Diehl, Trina, M.A.	Engel, Julie, M.A.
Flores, Manuel, M.A.	Flores, Roberto, M.A.
Garza, Roland, M.S.	Hadnott Keller, Wynette, M.A.
Hernandez, Raul, M.A.	Hilton, Jo, L.M.S.W.
Jarzombek, Sandi, M.A.	Jimenez, Therese, M.A.
Johnson, Thomas, Ph.D.	Johnson-Harvey, Dawn, M.S.
Karam, Pat, Ph.D.	Marshall-Schrader, Terri, M.A.
Martin, Jennifer J., M.A.	Martin, Mignon, Ph.D.
McFadden, Dawn, M.A., L.P.C.	Menard, Lisa, M.A.
Mowrey, Kara, M.A.	Ortiz, Elvira D., M.Ed.
Pena, Nelda, M.S.	Perez, Ron, M.A.
Perez, Rueben, M.Ed.	Perez, Yolanda, M.A.
Rodriguez, Richard, M.A.	Royalty, Roxanne, M.A.
Sutherland, Melissa, M.Ed., L.P.C.	Treviño, Robert M., M.S.
Valle, Mario A., M.S.W.	Whitney, Ruben, Ed.D.
Wise, Christy, M.A.	

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## ECONOMICS

### CHAIRPERSON

Booth, Wesley F., Professor, M.A., North Texas State University

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Fernandez, Jr., Gilbert, Assistant Professor, M.A., St. Mary's University  
 LaRocca, Michael J., Instructor, M.A., St. Mary's University  
 Morong, Cyril, Assistant Professor, Ph.D., Washington State University  
 Norton, Bruce E., Assistant Professor, Ph.D., University of Massachusetts  
 Spencer, Susan K., Associate Professor, M.A., Washington University  
 Thomasson, David L., Professor, M.A., University of Houston

### EMERITI

Fox, Lewis M., Chairperson and Professor Emeritus, M.A., University of Texas at Austin  
 Schmalhorst, Scott, Professor Emeritus, M.A., University of Texas at Austin

### ADJUNCT FACULTY

Armstrong, Luke A., M.A.	Garza, Margarita P., Ph.D.
Nordfelt, Ross L., MA.	Price, Carter, Ph.D.
Rosenauer, Patrick J., M.A.	Skeete, Kashim M., M.A.
Smith, Kenneth D., Ph.D.	Staats, Donald J., M.A.

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## ENGINEERING TECHNOLOGIES

**CHAIRPERSON**

Spencik, Michael D., Professor, M.Ed., Southwest Texas State University

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### COMPUTER AIDED DRAFTING AND DESIGN TECHNOLOGY PROGRAM

**FULL-TIME FACULTY**

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Wilson, W. Kevin, Professor, M.Ed., Our Lady of the Lake University

**EMERITI**

Currier, John W., Sr., Associate Professor Emeritus, M.Ed., Southwest Texas State University

Fetner, Guinn S., Associate Professor Emeritus, M.Ed., Southwest Texas State University

Neundorf, Norman A., Associate Professor Emeritus, M.Ed., Texas A&M University

**ADJUNCT FACULTY**

Gonzales, Joe Luis, M.A.

Lamm, Harold S., M. B.A.

Strube, Rhonda, M.A.

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**PROGRAM COORDINATOR**

Strottner, Phillip L., Assistant Professor, M.S., Air Force Institute of Technology

**FULL-TIME FACULTY**

Johnson, David, Assistant Professor, M.A.S., Embry Riddle Aeronautical University

Mochen, David, Assistant Professor, M.S., West Texas State University

Rushing, Alvin J., Assistant Professor, M.A., Southwest Missouri State University

**EMERITI**

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Way, William A., Professor Emeritus, M.Ed., Trinity University

Wilson, Richard, Associate Professor Emeritus, M.S., Northwestern State University

**ADJUNCT FACULTY**

Lopez, Alfredo Jr., M.S.

Laster, Clay, M.S.

Waller, Harry S., M.A.

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### ENGINEERING TECHNOLOGY PROGRAM

**PROGRAM COORDINATOR**

Agrawal, B. P., Assistant Professor, M.E.S., M.B.A., Lamar University, P.E., C.P.A.

**ADJUNCT FACULTY**

Cook, Stephen, B.S., R.P.L.S.

Haberer, Michael, A.S, R.P.L.S.

Hampton, Phil, B.A.

Pratka, Greg, B.A.

Snell, Daniel, R.P.L.S., B.A.

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### OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY PROGRAM

**PROGRAM COORDINATOR**

Mooso, Dale T., Assistant Professor, M.P.A., University of Texas at San Antonio

**ADJUNCT FACULTY**

Beck, John, B.A.

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**ENGLISH**
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Bernal, Alexander V., Professor, M.A., Southwest Texas State University

**FULL-TIME FACULTY**

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 Bernal, Mary Anne, Professor, M.A., St. Mary's University  
 Britt, Carol Ann, Professor, M.A., St. Mary's University  
 Burton, Gilliam M., Associate Professor, M.A., University of Texas at Austin  
 Clayton, Janice U., Professor, M.A., University of Texas at Austin  
 Coleman, Laurie, Assistant Professor, M.A., Our Lady of the Lake University  
 Cruz, Barbara, Professor, M.A., St. Mary's University  
 Cruz-Gonzales, Norma, Professor, M.A., St. Mary's University  
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 Elmore-McCrary, Dawn, Associate Professor, Ph.D., St. Louis University  
 Focht-Hansen, Jane, Instructor, M.A., St. Mary's University  
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 Haile, Mekonnen, Assistant Professor, M.A., Southwest Missouri State University  
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 M.A., University of Texas at San Antonio  
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 McQuien, Tillman Paul, Professor, Ph.D., Texas Tech University  
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 Portales, Patricia, Assistant Professor, M.A., St. Mary's University  
 Redmond, Jeanne M., Professor, M.A., Southern Methodist University, J.D.,  
 St. Mary's University  
 Reposa, Carol, Professor, M.A., University of Texas at Austin  
 Rossignol, James, Professor, M.A., San Francisco State University  
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 Shute, William, Professor, M.A., Oklahoma State University  
 Swanson, Carol Louise, Professor, Ph.D., University of Texas at Austin

Tsacalis, Ernest W., Instructor, M.F.A., Southwest Texas State University  
 Vassiliou, Ioannis, Assistant Professor, Ph.D., University of Texas at Austin  
 Wells, Marjorie, Professor, M.A., Southwest Texas State University

### EMERITI

Adkins, Sue H., Professor Emeritus, M.A., Southwest Texas State University  
 Billingsley, Artell, Professor Emeritus, M.A., North Texas State University (Deceased)  
 Billingsley, Bruce, Professor Emeritus, Ph.D., University of Texas at Austin  
 Blondin, Arsenne, Professor Emeritus, M.A., St. Mary's University (Deceased)  
 Crabb, Tommye L., Professor Emeritus, M.A., Texas A&M University  
 Davis, Barbara, Professor Emeritus, M.A., St. Mary's University (Deceased)  
 Epner, Marcia, Professor Emeritus, Ph.D., University of Texas at Austin  
 Henderson, June M., Professor Emeritus, M.A., University of Texas at Austin  
 Igo, Jr., John N., Professor Emeritus, M.A., Trinity University  
 Jennings, Isabel, Professor Emeritus, Ph.D., University of Texas at Austin  
 Johnson, Myrtle C., Professor Emeritus, M.A., Trinity University  
 Lieb, Florence, Professor Emeritus, M.A., University of Texas at Austin  
 Lynn, Harry B., Professor Emeritus, M.A., University of Texas at Austin,  
 St. Andrews University, Scotland (Deceased)  
 McCrystal, Irene, Professor Emeritus, M.A., The Catholic University of America  
 McManus, June, Professor Emeritus, M.A., Midwestern University  
 Olivares, Nora M., Professor Emeritus, M.A., Fordham University  
 Park, Ruth L., Professor Emeritus, M.A., Texas A&I University  
 Phillips, Billie, Professor Emeritus, Ph.D., North Texas State University  
 Summers, Harvey S., Professor Emeritus, M.A., University of Texas at Austin  
 Tarpley, Joe, Professor Emeritus, M.A., Hardin-Simmons University  
 Vizard, Zula, Professor Emeritus, M.A., University of Texas at Austin

### ENGLISH ADJUNCT FACULTY

Adamina, Maia, M.A.	Albrecht, Rita, M.A.
Baynton, Sally M., M.A.	Becker, Robbie, M.A.
Berma, Jennie D., M.A.	Berry, Sara, M.A.
Bodin, Karen Elizabeth, M.A.	Brown, Dolores, M.A.
Browning, John, M.A.	Caesar, Terry, Ph.D.
Carroll, Brian, M.A.	Cerna, Felix, M.A.
Coffey, Marie, M.A.	Cohn, William, M.A.
Coley, Francesca, Ph.D.	Cox, Doris, M.A.
Crabb, Tommye, M.A.	Cronin, Margie, M.A.
Degutis, Renee, M.A.	Eisamon, Helen, M.A.
Farmer, Heather Ann, M.A.	Feldman, Audrey, M.A.
Fleming, David L., M.A.	Flieger, Richard, M.A.
Flores, Anel I., M.F.A.	Folbre, Jane, M.A.
Foss, David H., M.A.	Fullen, Ken, M.A.
Greenlee, Joyce, M.T.A.	Guthrie, Leona, M.A.
Hamilton, Jason R., M.F.A.	Hammond, John, Ph.D.
Hammond, Susan, M.A.	Hart, Jamie, D. M.A.
Hawkins, Cynthia, Ph.D.	Heller, Shirley, Ph.D.
Helton, John, M.F.A.	Hogan, Betty, M.A.
Horner, Irene, M.A.	Horner, John, Ph.D.
Infante, Mary Judith, M.F.A.	Iyengar, Kalpana Mukunda, M.A.
Jennings, Rachel, Ph.D.	Kaderli, Daniel, M.A.
Kappel, Mary, M.A.	Kaur, Manjit, M.A.

Kilby, Jan, Ph.D.  
 Kuykendall, Tom, M.A.  
 MacRae, Drucie, M.A.  
 Malcolm, Jason, M.A.  
 Massey, Cynthia, M.A.  
 McCalla, Susie K., M.A.  
 McLaughlin, Susan, M.A.  
 Miller, Janice, Ph.D.  
 Moorman, Honor, M.A.  
 Morris, Teresa, M.A.  
 Murphy, Amy C., Ph.D.  
 Nichols, Jacqueline Denise, M.A.  
 Orozco-Dempsey, Monica, M.A.  
 Perry, Paul, M.A.  
 Pinson, Linda, M.A.  
 Pletz, Sarah, M.A.  
 Richards, Michael G., M.F.A.  
 Rodriguez-Rabin, Rose, M.A.  
 Roell, Nancy A., Ed.D., M.A.  
 Ross, Jan S., M.A.  
 Roy, Sandra, Ph.D.  
 Sabo-Riseley, Constance, M.A.  
 Schwartz, Beverly Ann, M.A.  
 Sierra, Art, M.A.  
 Smith, Barbara M., M.A.  
 Temple, Diane, M.A.  
 Trevino, Frances M., M.A.  
 Vela, Cynthia, M.A.  
 Walroth, Ellen P., M.B.A.  
 Williams, Cynthia, M.A.

King, Marie, M.A.  
 Lozano-Malcolm, Tammy, M.A.  
 Maddox-Cook, Jolly A., M.A.  
 Martin, Amanda Kaye, M.A.  
 Matthews, Rebecca, M.A.  
 McCormick, Victoria, M.A.  
 Means, Rosemary, M.A.  
 Moon, Richard, M.A.  
 Morin, James Scott, M.A.  
 Moss, Betty H., Ph.D.  
 Myers, Lana, M.A.  
 O'Keefe, John H., M.A.  
 Payne, Ginger, M.A.  
 Pierce, Jeanette, M.A.  
 Platt, Kamala J., Ph.D.  
 Ramseur, Rita J., M.A.  
 Robinson, Gaylynn, M.A.  
 Roe, Margie, M.A.  
 Romano, Jennilyn, M.A.  
 Ross, Robert E., M.F.A.  
 Royall, Karen, M.A.  
 Schroeder, Linda, M.A.  
 Searcey, Tanya, M.A.  
 Simpson, April, M.A.  
 Stallins, Denise Renee, M.A.  
 Traeger, Elizabeth, M.A.  
 Vannella, Anthony, M.A.  
 Walker, John, Ph.D.  
 West, Phillippe, M.F.A.

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## FOREIGN LANGUAGE/ENGLISH AS A SECOND LANGUAGE

### CHAIRPERSON

Budsinkski, Anna, Assistant Professor, Ph.D., Georgetown University

### ENGLISH AS A SECOND LANGUAGE

#### FULL-TIME FACULTY

Campos, Guillermo, Professor, M.A., University of Arizona  
 Davis, Thomas G., Assistant Professor, M.A., University of Texas at San Antonio  
 Rossignol, James, Associate Professor, M.A., San Francisco State University  
 Swanson, Carol, Professor, Ph.D., University of Texas at Austin

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Bernal, Isabel Rodríguez, M.A.  
 Burggraf, Tammy, M.A.  
 Cunningham, Susan, M.A.  
 Hayden, Elaine, M.Ed.  
 King, Jack C., M.A..  
 Laguna, Diana V., M.A.  
 Meek, Teresa Guadalupe, M.A.

Boyd, Joshua R. Jr., Ed. D.  
 Campbell, Michael, M.A.  
 Dunwoody, Joseph, M.A.  
 Johns-Niedzielski, Eva, M.A.  
 King, Helene M. M.A.  
 Laird, Sarah, M.A.  
 North, Cheryl, M.A.

Owens, Mary Anne, M.A.  
Tollefsrud-Hansen, Charles, M.A.

Skugland, Robin, M.A.  
Walsh, Rachel, M.A.

## FOREIGN LANGUAGE

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Clarkson, William M., Professor, Ph.D., University of Kentucky  
DeLeon, Marino Anthony, Professor, M.A., Middlebury College  
Garza Del Cueto, Ruth Ester, Professor, M. A., Southwest Texas State University  
Gathings, Mansel Booth, Instructor, M.A., Middlebury College  
Manzo, Jude Thomas, Associate Professor, Ph.D., Yale University  
Kaufmann, Hanna Wanda, Assistant Professor, Ph. D., University of Texas at Austin  
Martinez, Sergio, Assistant Professor, M.A., Texas A & M University  
Montemayor, Marta Guadalupe, Instructor,  
M.A., Universidad Nacional Autónoma de México  
Salinas, Delia M., Professor, M.Ed., Our Lady of the Lake University

### EMERITI

Burnett, Auman E., Professor Emeritus, M.A., University of Alabama  
Cox, Jessie, Professor Emeritus, M.A., Incarnate Word College  
Ramirez, Francisco C., Associate Professor Emeritus, M.A., Texas College of A&I  
Samelson, William, Professor Emeritus, Ph.D., University of Texas at Austin

### ADJUNCT FACULTY

Bernal, Isabel Rodríguez, M.Ed.	Bretón, Hercilia D., M.S.
Catalano, María Elena, M.A.	Costello, Gioconda, M.A.
Dunn, James, M.A.	Duranceau-Church, Lucie, M.A.
Fernández, Michael, M.A.	Finder, Yvette Y., M.A.
Flores, Piedad, M.A.	Foster, Mieko K., M.Ed.
Garza, Raúl Jr., M.A.	González, Elvira R., M.A.
Guerra, Fidelio, M.A.	Kawabe, Yuko, M.A.
Leichnitz, Roberta, M., M.A.	Marin, Michele P., M.A.
McMillian, Joan V., M.A.	Meek, Teresa, M.A.
Ojeda, Magda, M.A.	Polanco, German, M.A.
Serieysool-Mayer, Jennifer, M.A.	Somers, Carla, M.A.
Tondre, Paul A., M.A.	Twomey, Lynn, M.A.
Watkins, Joyce Phillip, M.A.	Zaldivar, Molly, M.A.

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## HISTORY

### CHAIRPERSON

Browning, Paul M., Professor, M.A., Stephen F. Austin State University

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Cervantes, Alfonso, Associate Professor, M.A., St. Mary's University  
Flaherty, Thomas, Associate Professor, M.A., University of Notre Dame  
Gomez, Robert M., Professor, M.A., Texas A&M University  
Hairgrove, Kenneth D., Professor, Ph.D., Texas Tech University  
Keller, Carol A., Assistant Professor, Ph.D., University of Texas at Austin  
Knippa, Jr., E. William, Associate Professor, M.A., Southwest Texas State University  
Lee, Jonathan A., Associate Professor, Ph.D., University of Texas at Austin

Marcom, Robert F., Professor, Ph.D., University of Texas at Austin  
 Martin, James P., Professor, M.S., Texas A&I University  
 McMillan, Nora E., Professor, M.A., Texas Tech University  
 Myers, Ellen Howell, Professor, Ph.D., University of Virginia  
 O'Neal, May Parish, Professor, M.A., Sam Houston State University  
 Poole, Jerry Robert, Associate Professor, M.A., University of Texas at Austin  
 Settles, Thomas M., Professor, Ph.D., Texas Christian University

### EMERITI

Davis, Richard H., Professor Emeritus, M.A., University of South Carolina  
 Dillon, Reed, Associate Professor Emeritus, M.A., North Texas State University  
 Johnston, Douglas E., Professor Emeritus, Ph.D., University of Texas at Austin  
 McCain, Johnny M., Professor Emeritus, Ph.D., University of Texas at Austin  
 Rodriguez, Valdemar, Professor Emeritus, Ph.D., University of Texas at Austin (Deceased)  
 Stutzenburg, Thomas E., Professor Emeritus, M.A., University of Texas at Austin (Deceased)  
 Sebesta, Sylvia, Professor Emeritus, M.A., Smith College  
 Webb, Henry B., Professor Emeritus, M.S., St. Mary's University (Deceased)

### ADJUNCT FACULTY

Acosta, Phillip R., M.A.	Belk, Joe H. Jr., M.A.
Boryczka, Raymond S., M.A.	Boswell, John D., M.A.
Buitron, Richard, Ph.D.	Casey, Dennis, Ph.D.
Clarkin, Thomas F. Ph.D.	Connors, George A., M.A.
Curtis, John J. M.A.	Davis, Paul K. Ph.D.
Enright, Thomas R., M.A.	Fagin, John E., M.A.
Garza, Gloria P., M.A.	Gehring, John G., M.A.
Guidry, Barbara F., Ph.D.	Hansen, Carl P., M.A.
Hanus, Charles E., M.A.	Ivy, James D., Ph.D.
Liserio, David J., M.A.	MacAulay, William B., M.A.
Magnon, Louis A., M.A.T.	McNamee, Lawrence, M.A.
Mendiola, Carla, M.A.	Montgomery, Timothy D., M.Ed.
Nash, Horace D., Ph.D.	Olson, Allen O., M.A.
Olvera, Raymond M., M.A.	Regan, Joseph P., M.A.
Reyes-Johnson, Carmen	Sarles, John E., Ph.D.
Sebesta, Karen J., M.A.	Todd, Edward N., M.A.
Tyson, Sylvia, M.A.	Valadez, Lucy V., M.A.
Venable, Eugene, M.A.	Witt, Barbara C., M.A.

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## JOURNALISM/PHOTOGRAPHY

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 Odom, Marianne, Instructor, M.S., East Texas State University

### EMERITUS

Daugherty, W.B., Chairperson and Professor Emeritus, M.A., University of Oklahoma  
 (Deceased)



## PHOTOGRAPHY

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McBride, James P., Professor, M.A., East Texas State University

Whitcotton, Frederick J., Assistant Professor, M.A., East Texas State University

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Holtz, Sallyanne, M.S.

Davis, Kemp, M.A.

Knickerbocker, Troy, M.A.

Shilts, Jana B., B.J.

Gremillion, Joseph B., B.A.

Sims, Cindy, M.F.A.

Townsend, Gerald, M.A.

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Johnson, Carol, Professor, M.S., University of Arizona

Simpson, George Ann, Associate Professor, M.A., Sam Houston State University

Smith, Sammye J., Professor, M.Ed., Tarleton State University

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Candler, Bill, Chairperson and Professor Emeritus, M.HPER, North Texas State University

Crabb, Kemper B., Professor Emeritus, M.Ed., Sam Houston State University

Drury, Nelda, Professor Emeritus, M.A., Columbia University

Dudney, R. Jean, Professor Emeritus, M.Ed., Southwest Texas State University

Forbes, Margaret Swan, Professor Emeritus, M.Ed., Trinity University

Fox, Dean S., Chairperson and Professor Emeritus, M.Ed., Our Lady of the Lake University

Frazier, Thomas D., Professor Emeritus, M.A., Southwest Texas State University

Pesthy, Paul K., Professor Emeritus, Ph.D., University of Texas at Austin

Waltman, Charles W., Professor Emeritus, M.A., Colorado State College

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Barreira, Medin K., M.Ed.

Boldt, Deborah, M.A.

Crow, Jacqueline, B.A.

Crozier Roger, M.A.

Goldstein, Jane, M.S.

Jackson, Angelina, B.S.

Juarez, Enrique, B.A.

Luna, Hector, M.S.

McVey, Lorraine, M.Ed.

Schoessow, Wallace, M.S.

Wayland, Randi M., M.Ed.

Wiley, Kevin, M.Ed.



Cantu, Juan Manuel, Professor, M.S., Pan American University  
 Chavera, David, Associate Professor, M.S., University of Texas at San Antonio  
 Coleman, Ronald M., Professor, M.A., Southwest Texas State University  
 Corona, Carlos C., Associate Professor, M.S., University of Texas at San Antonio  
 Creswell, Samuel H., Associate Professor, M.S., Texas A&M University  
 Cunningham, Steven S., Instructor, M.A., Southwest Texas State University  
 Davis, Jeffrey B., Associate Professor, M.Ed., Southwest Texas State University  
 Diaz, Cristella R., Assistant Professor, M.S., University of Texas at San Antonio  
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 Elayna, Imad, Instructor, M.S., University of Texas at San Antonio  
 Fariabi, Said, Associate Professor, Ed.D., Oklahoma State University  
 Ferguson, Ronald D., Professor, Ph.D., Texas A&M University  
 Gearhart, Vicki L., Assistant Professor, M.S., Southwest Texas State University  
 Greene, Lynda, Assistant Professor, M.S., University of Texas at San Antonio  
 Hairston, Samuel E., Professor, Ph.D., University of Incarnate Word  
 Hatch, Michael A., Professor, M.A., University of Texas at Austin  
 Hessong, Suzanna T., Professor, M.A., St. Mary's University  
 Humphries, Jefferson A., Associate Professor, M.S., Southwest Texas State University  
 Hunt, Walker E., Professor, Ph.D., University of Texas at Austin  
 Jones, Dawn, Associate Professor, M.S., University of Texas at San Antonio  
 Kennedy, Esmarie A., Associate Professor, M.S., University of Texas at San Antonio  
 Knox, Bettye, Professor, M.Ed., Sam Houston State University  
 Knox, Thomas R., Professor, E.D.D., Texas Tech University  
 Lennon, Mary Elizabeth, Associate Professor, M.S., University of Texas at San Antonio  
 Lopez, Lorraine, Assistant Professor, M.S., University of Texas at San Antonio  
 Lorestani, Anahita S., Assistant Professor, M.S., University of Texas at San Antonio  
 Makroz, Richard, Assistant Professor, M.S., University of Texas at San Antonio  
 Martinez, Ruby, Instructor, M.S., Texas Tech University  
 McKenna, Paula L., Associate Professor, M.S., University of Texas at San Antonio  
 Nanayakkara, Dhammika, Assistant Professor, M.S., University of Texas at San Antonio  
 Ng, Yu-Pa, Instructor, M.S., University of Texas at San Antonio  
 Ortiz, Fermin D., Assistant Professor, M.S., University of Texas at San Antonio  
 Paddock, Susan B., Associate Professor, M.A.T., Indiana University  
 Parsons, Ann J., Professor, M.S., University of Texas at San Antonio  
 Perez, Gilbert B., Professor, M.S., University of Houston  
 Pina, Ricardo J., Associate Professor, M.S., University of Texas at San Antonio  
 Reeves, Kenneth D., Professor, M.A., University of Texas at Austin  
 Rodriguez, Carlos R., Professor, M.A., Texas A&I University  
 Salinas, Ricardo A., Professor, M.Ed., Sam Houston State University  
 Sanchez, David S., Associate Professor, M.A., Sam Houston State University  
 Shrivastava, Suren K., Professor, M.S., Oklahoma State University  
 Sojoodi-Haghighi, Reza, Professor, Ph.D., Loughborough University of Technology  
 Trevino, Roland R., Assistant Professor, M.S., University of Texas at San Antonio  
 Vickers, Horace E., Professor, M.A., Southwest Texas State University  
 White, George A., Associate Professor, M.A., Texas A&I University

### EMERITI

Bordano, Rita J., Professor Emeritus, M.A., University of Texas at Austin (Deceased)  
 Bryant, Robert T., Professor Emeritus, M.A., University of Texas at Austin  
 Culwell, Paul R., Dean of the College, and Professor Emeritus, Ph.D., University of Texas  
 Shaw, Jack V., Professor Emeritus, M.S., University of North Texas  
 Sullivan, Elvis H., Professor Emeritus, M.A., University of Texas at Austin (Deceased)

Tebbetts, Raymond W., Professor Emeritus, M.S., Boston University  
 Zinn, Jr., Bennie A., Professor Emeritus, Ph.D., Texas A&M University

### **MATH ADJUNCT FACULTY**

Agrawal, Chaitanya, M.S.	Assadamraji, Fahimeh, B.A.
Bartels, Klaus, B.S.	Basco, Elvira, B.A.
Bauer, Edmund, M.Ed	Baumann, Larry, M.Ed
Becker, Alan, M.S.	Becan, Jaromir, M.S.
Berry, George, M.S.	Bloom, Alvin, Ph.D.
Bolt, Richard, M.A.	Brummett, Henry, M.S.
Case, John, M.S.	Chang, Chen, Ph.D.
Church, Joan, M.S.	Davis, Richard, M.S.
Deming, Edward, B.S.	DeReese, Jack, B.A.
Dimitriu, Simona, M.S.	Duka, Marichu F., M.A.
Dunn, James, M.A.	Elizondo, Edward, B.S.EE
Erathe, Savithra, Ph.D.	Gomez, Pat, B.A.
Gremmer, Amy, B.S.	Hartwell, Marsha, M.S.
Hills, Timothy, B.S.	Ho, Mei, B.S.
Jacobs, Philip, Ph.D.	Johnson, Cal, M.S.
Johnson, Fred, M.S.	Kabirpour, Parvin, B.A.
Kaufman, Nancy Kay, B.B.A.	Kebriaei-Tabari, Naghi, M.S.
Kenward, Darla, M.S.	Kerestes, Robert, B.A.
Kidd, Lily, B.S.	Lansford, Vicky, B.S.
Lawless, Bernard, M.S.	Lay, Richard, M.S.
Lee, Brooke, M.A.	Lewis, Richard, M.A.
Martinez, Oscar, M.B.A.	Matthews, William, M.S.
McClure, Stephen, M.S.	McClure, Susan, M.Ed.
O'Keefe, Heidi, M.A.T.	Pantuso, Nick, M.B.A.
Patterson, John, B.S.	Peer, Roy Wayne, M.A.
Pena, Gary, B.S.	Phillips, Beverly, B.S.
Qashou, Mohammed, M.S.	Rice, Terrence, B.S.
Rush, Janet, M.S.	Samn, Sherwood, Ph.D
Sandoval, David, M.S.	Sardar, Ratna, M.S.
Sayka, Anthony, M.B.A.	Schulz, Wayne, M.S.
Schwarz, Lista, B.S.	Silva, Juan, M.Ed.
Slaboda, Paul, M.S.	Smith, Bohn, M.Ed
Smith, Norma, M.S.	Sorensen, Andrew, B.A.
Stasko, Michael, B.S.	Suehs, Charles, M.S.
Vargas, Martha, M.S.	Van Blaricom, Jason, B.S.
Wilson, Wes, B.S.	Youssefinia, Mohammad Reza, B.A.

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## **MILITARY SCIENCE**

### **ADJUNCT FACULTY**

Trujillo, Michael, Sergeant First Class

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## **MORTUARY SCIENCE**

### **CHAIRPERSON**

Allen-Martin, Mary E., Assistant Professor,  
 FD/EMB, CFSP, M.A., University of Texas at San Antonio

**FULL-TIME FACULTY**

Gonzales, Felix B., Assistant Professor, FD/EMB, M.S.H.P.,  
Southwest Texas State University

Mena, Mary H., Assistant Professor, FD/EMB, M.S.I.S., Southwest Texas State University  
Solis, Francisco E., Assistant Professor, FD/EMB, J.D., University of Texas at Austin

**ADJUNCT FACULTY**

Beyer, Frederick, FD/EMB, B.S.  
Hewell, Tres, FD/EMB, J.D.

Henderson, Hardy, FD/EMB, B.B.A.  
Puente, Marvin J., FD/EMB, B.A.

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M.M.Ed, Northern Michigan University

Blanchett, Madalyn, Assistant Professor, M.M., University of Texas at San Antonio  
Gignac, Andrew, Assistant Professor, M.M., University of South Carolina at Columbia

Gomez, Alice Lynn, Associate Professor, M.M., University of Texas at San Antonio

Kline, Peter, Assistant Professor, M.M., Eastman School of Music

Muska, Phillip Terry, Associate Professor, M.M., University of Texas at San Antonio

Pue, Veronica, Instructor, M.A., University of Texas at San Antonio,  
M.A., University of Southern California

Russell, Mary Lou, Assistant Professor, M.M., University of Texas at San Antonio

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Gregory, George R., Professor Emeritus, M.M., University of Texas

Kirk, Theron, Chairperson and Professor Emeritus,

M.M., Roosevelt College of Chicago (Deceased)

Liden, Irene E., Professor Emeritus, M.M., The University of Southern California

Parrigan, Richard W., Professor Emeritus, M.M., Midwestern University

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Alexander, Mark, D.M.A.

Duggan, Gretchen, M.A.

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Gomez, Adalberto, Jr., M.M.

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Imboden, Barbara, M.M.

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Malek, Jerome, M.M.

Morgan, Kerrie, M.M.

Rogers, Dr. Mark R., D.M.A.

Syler, James, M.M.

Zeserman, Steve

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Duggan, Owen, D.M.A.

Girko, Elizabeth Stoppels, M.M.

Gollihar, Stephen, D.M.A.

Gregory, George, M.M.

Herbert, David, M.M.

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Lerma, Anastasia, M.M.

Metz, Kenneth, Ph.D.

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Rose, Richard, Ph.D.

Teska, Barbara Anne, M.M.

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M.S.N., University of Texas Health Science Center at San Antonio

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Dryer-Richard, Ruth, R.N., Instructor,  
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Horvath, Trina, R.N., Instructor,  
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R.N.C., W.H.N.P., University of Texas at El Paso

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 M.S.N., University of Texas Health Science Center at San Antonio  
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 M.S.N., University of Texas Health Science Center at San Antonio  
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 Ed.D., Nova Southeastern University  
 Varela, Kiska, R.N., Instructor, M.S.N., Incarnate Word College  
 Zaiontz, Russell, R.N., Instructor,  
 M.S.N., University of Texas Health Science Center at San Antonio

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 M.S., University of Texas Health Science Center at San Antonio  
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 M.S.N., University of Texas Health Science Center at San Antonio

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Mann, Pamela, M.S.N.	Muzquiz, Marguerite, M.S.N.
Richardson, Peggy, M.S.N.	Sandoval, Olivia, M.S.N.
Solis, Carol, M.S.N.	

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 Whitworth, Amy, Instructor, M.A., Marquette University

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Paschal, Marlin D., M.A., J.D.

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Payne, William, Professor Emeritus,

Ph.D., University of Texas Health Science Center at San Antonio

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Egan, Christopher, M. Arch.

Gonzales, Alejandro, B. Arch.

Gonzalez, Dan, M. Arch.

Gunawardena, Shantha, B.F.A. Arts &amp; Design

Luna, Samuel E., B. Arch.

Martin, Loretta J., M. Arch.

Mogas, Richard, B. Arch.

Nance, Andrew, M. Arch.

Sternner, Ana E., M. Arch.



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Sachanwicz, Leslie, J.D.	Smith, Wanda Lee, M.A.
Torres, Mario, M.A.	Tyler, Bruce D., M.A.
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 Lloyd, Marshall B., Assistant Professor, M.A., Texas A&M at Corpus Christi

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Meade, Henry, M.S.	Mock, Thomas, M.P.A.
Mooso, Dale, M.P.A.	Ortiz, Albert, B.A.
Perdue, James, M.A.	Pope, Wallace, M.A.
Reed, Debra, B.S.	Reit, Erin, M.S.
Villareal, Lisa, M.D.	Weiderman, Libby, J.D.
Welsh, Mary, J.D.	

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**PROGRAM COORDINATOR**

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**FULL-TIME FACULTY**

Cowger, Shannon, Instructor,  
 B.S., University of Texas Health Science Center at San Antonio  
 McKeag, Connie, Instructor, B.A., Texas A&M University

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Alanis, Matt, B.A.	Bradshaw, David, A.A.S.
Edwards, Rick, B.A.	Scott, Robert
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**FIRE SCIENCE**

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**EMERITUS**

Pickett, John M., Associate Professor Emeritus, M.A., University of Texas at San Antonio

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De La Garza, John, B.A.S.	Edwards, Richard, M.S.
Flores, Abel, B.A.A.S.	Guisti, Richard, A.A.S.
Howard, J. Kent, A.A.S.	Jones, Earl W. Jr., B.S.
Kielers, Herbert, B.A.	Keys, Ramond III, B.A.
Lee, Allen S., A.A.S.	Martinez, Joe, A.A.S.
Mata, Jeffery, A.A.S.	Mead, Robert, B.A.

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 Crane, Patricia O'Leary, Professor, M.A., Texas Tech University  
 Douglas, Karen, Professor, Ed.D., Texas A & M University  
 Hill, Pamela B., Professor, Ed.D., East Texas State University  
 Hoppstetter, Sally B., Assistant Professor, M.A., St. Mary's University  
 McCloy, Stanley, Professor, Ed.D., Nova University  
 McKenzie, A. Douglas, Professor, M.S., Trinity University  
 Rose, Billy, Professor, M.A., St. Mary's University  
 Sullivan, Joseph Pierce, Professor, Ph.D., University of the Incarnate Word  
 Wright, Earl. L., Professor, Ph.D., University of Texas at Austin

**EMERITI**

Cantrell, George K., Professor Emeritus, Ph.D., University of Denver (Deceased)  
 Estes, Jr., Vernon P., Professor Emeritus, M.A., University of Wyoming  
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 Jennings, John R., Professor Emeritus, M.A., Vanderbilt University (Deceased)  
 Marshall, Anselyn P., Professor Emeritus, Ph.D., University of Texas at Austin  
 Matthaei, Margaret Blevins, Chairperson and Professor Emeritus,  
 Ph.D., University of Texas at Austin  
 Robertson, Edwin D., Professor Emeritus, M.S., Texas A&I University  
 Wagner, Everette K., Professor Emeritus, M.A., St. Mary's University  
 Walls, Jim, Professor Emeritus, Ph.D., University of Texas at Austin (Deceased)  
 Weems, Monard O., Professor Emeritus, M.A., University of Maryland  
 Weichert, Charles, Professor Emeritus, M.A., Texas Tech University (Deceased)  
 Wood, Andrew, Professor Emeritus, M.A., St. Mary's University (Deceased)

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Alvarez, Maria Cecelia, M.A.	Beyer, Marie J., M.A.
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Carroll, Karolyn, Ed.D.	Crimmins, Timothy, M.A.
Dohrn, Larry E., M.A.	Edwards, David, Ph.D.
Eisenhauer, Olivia, M.A.	Feldstone, Charles S., Ph.D.
Flores, Arthur A., Ph.D.	Forthman, John H., M.A.
Gonzalez, Josephine M., M.A.	Guerrero, Carlos Jr., M.A.
Halgunseth, Gary L., Ed.D.	Hernandez, Ralph, M.A.
Hess, Sherry M., Ph.D.	Kalter, Cheryl, M.A.
Latham, Sherry B., Ph.D.	Little, Thomas A., M.A.
Macias, Daniel E., Ph.D.	Martinez, Robert J., M.A.
Monnig, Gayle D., Ph.D.	Moore, Julia Jean, Ph.D.
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Velasquez, Enrique H., M.A.	Walker, Donald M., Ed.D.
Wallis, Dehlia A., M.S.	Walsh, Susan M., Ph.D.
Welsh, Kelly A., M.S.	Wilbourn, James M., M.A.
Whyte, Lara, M.S.	

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Miller, Kathryn A., Associate Professor, Ph.D., L.P.C., L.C.D.C., St. Mary's University

**ADJUNCT FACULTY**

Davis-Thomas, Suzanne, M.A.

Goen, G. Suzanne, M.S.

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Sosa, Hugo P., M.S.W.

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Tackitt, Terry, Assistant Professor, M.A., Texas Tech University

Weiss, Fredric A., Professor, M.A., University of Denver

**EMERITUS**

Longwith, Jean M., Professor Emeritus, M.F.A., University of Iowa (Deceased)

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Primera, Gloria L., Professor, M.Ed., Trinity University

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Ybarra, Sylvia D., Associate Professor, M.Ed., University of Texas at Austin

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Coryell, Nancy, M.A.

Cue, Noemi, M.A.

Dean, Mitsue, M.Ed.

Falcon, Susan, M.A.

Farmer, Jean, M.A.

Gabrillo, Cecilia, M.A.  
 Laffere, Alice J., M.Ed.  
 Perez, Velma, M.S.  
 Rice, Michelle, M.S.  
 Scheinberg, Judy F., M.A.  
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Gutierrez, Salvador, M.S.  
 Moore, Paula C., M.A.  
 Porter, Robert, M.Ed.  
 Richardson, Charleen, M.Ed.  
 Walch, Theresa, Ed.D

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 Lozano, Yvonne M., Instructor, M.S., Baylor University  
 Munro, Margaret, Professor, M.Ed., Our Lady of the Lake University  
 Pimentel, Gloria, Assistant Professor, M.A., Southwest Texas State University

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Coy, Robert, Chairperson and Associate Professor Emeritus, M.S., L.P.C, Trinity University  
 Marshall, Anselyn P., Professor Emeritus, Ph.D., University of Texas at Austin  
 Shupp, Karen E., Assistant Professor Emeritus, M.A., Stephen F. Austin State University  
 Smith, Cole Vernon, Associate Professor Emeritus,  
 M.A., Southern Methodist University (Deceased)

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 Jones, Arthur, M.A.  
 Lyle, Anthony, M.A.  
 Rocha, Rebecca, M.A.  
 Tucker, Farrell, M.A.T., M.A.  
 Wood, Leslie, M.S.W.

Havill, Lorena, Ph.D.  
 Hudgins, Clyde, M.A.  
 Kramer, Kevin, L.M.S.W.-A.C.P.  
 Pachecano, Robert, M.A.  
 Slonaker, Terri, M.A.  
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 McQuien, Carolyn, S., Ph.D.  
 Simonke, Patricia, M.F.A.

Church, W. Colin, M.A.  
 Kimball, Susanne B., Ph.D.  
 Nash, Horace D., Ph.D.  
 Wilson, Christie S., Ph.D.

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 Mrizek, David E., Professor, M.A., Eastern Illinois University  
 Ramsey, Jolinda, Instructor, M.A. Wichita State University  
 Rodriguez, Paula, Instructor, M.F.A., Texas Tech University  
 Skinner, John, Assistant Professor, Ph.D., University of Texas at Austin  
 Skinner, Suzanne, Assistant Professor, M.A., University of Texas at Austin  
 Strain, Barbara J., Professor, Ph.D., University of Texas at Austin  
 Wilking, Karin, Instructor, Ed.D, University of Minnesota

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Lucke, Reinhold, Professor Emeritus, M.Ed., Southwest Texas State University (Deceased)

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Halper, Charles, M.A.	O'Neal, Richard, M.A.
Peed, Shelly, M.A.	Ramos, Laurie, M.A.
Schomburg, Jeffrey, M.A.	Settles, Arthur E., M.S.
West, Richard L., M.A.	Wright, Charles, M.A.

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 Rodriguez, Eduardo, Associate Professor, M.F.A., The School of the Art Institute of Chicago  
 Schafter, Debra, Assistant Professor, Ph.D., University of Texas at Austin  
 Willome, Tom, Professor, M.F.A., University of Idaho  
 Witta-Kemph, Susan, Associate Professor, M.F.A., University of Texas at San Antonio

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 Wogstad, James, Professor Emeritus, M.F.A., University of Texas at Austin

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Fauerso, Johanna, M.F.A.	Goeckler, Holly, M.F.A.
Greco, Margaret M., M.F.A.	Hansen, Mark, M.F.A.
Jennings, Lawrence, M.F.A.	Lawrence, Jane, M.F.A.
Loera, Carlos, M.A.	Polendo, Arthur, M.F.A.
Simpson, Philip, M.F.A.	Suescum, Haydee, M.F.A.
Torres, Salvador, M.F.A.	Velliquette, Michael, M.F.A.

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 Knocke, Joel, Associate Professor, M.F.A., University of Illinois, Urbana  
 Qing, Liu, M.F.A., Instructor, Savannah College of Art and Design  
 Rosser, Augusta Brook, Assistant Professor, M.F.A., Texas Tech University

**ADJUNCT FACULTY**

Arredondo, Steven, M.F.A.	Cooper, Scott, B.F.A.
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## **SAN ANTONIO COLLEGE BULLETIN 2005-2006**

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