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I. 2008 – 2009 ACADEMIC CALENDAR



2008–2009 ACADEMIC CALENDAR

FALL 2008

FALL 2008 SEMESTER

Important Dates	Activity/Event
August 2008	
August 18, Monday	Faculty Convocation
August 25, Monday	Classes begin
August – September 2008	
August 30–September 1, Sat.–Mon.....	LABOR DAY HOLIDAY Weekend College Closed
September 6, Saturday	Weekend classes begin
September 10, Wednesday	Census Date
November 2008	
November 14, Friday	Last day to withdraw
November 27–30, Thurs.–Sun. ..	THANKSGIVING – Weekend College Closed
December 2008	
December 7, Sunday	Last day of classes
December 8–14, Monday–Sunday	FINAL EXAMINATIONS
December 14, Sunday	End of Fall semester
December 2008/January 2009	
December 20–January 4, Sat–Sun	WINTER BREAK – College Closed
April 2009	
April 13, Monday	Last day to complete Fall 2008 incomplete (I) grades.

FALL FLEX I 2008 SESSION

Important Dates	Activity/Event
August 2008	
August 25, Monday	Classes begin
September 2008	
August 30–September 1, Sat.–Mon.. ..	LABOR DAY HOLIDAY Weekend College Closed
September 2, Tuesday.....	Census Date
October 2008	
October 3, Friday	Last day to withdraw
October 14, Tuesday	Last day of classes
October 15–16, Wednesday–Thursday.....	FINAL EXAMINATIONS
October 16, Thursday	End of Fall Flex I
February 2009	
February 13, Friday	Last day to complete Flex I 2008 incomplete (I) grades.

FALL FLEX II 2008 SESSION

Important Dates	Activity/Event
October 2008	
October 20, Monday	Classes begin
October 27, Monday	Census Date
November 2008	
November 24, Monday	Last day to withdraw
November 27–30, Thurs.–Sun. ..	THANKSGIVING – Weekend College Closed
December 2008	
December 7, Sunday	Last day of classes
December 8–14, Monday–Sunday	FINAL EXAMINATIONS
December 14, Sunday	End of Fall Flex II
December 2008/January 2009	
December 20–January 4, Sat–Sun	WINTER BREAK – College Closed
April 2009	
April 13, Monday	Last day to complete Flex II 2008 incomplete (I) grades.

SPRING 2009

SPRING 2009 SEMESTER

Important Dates	Activity/Event
January 2009	
January 5, Monday	College Opens
January 5, Monday	Faculty Convocation
January 12, Monday	Classes begin
January 17, Saturday	Weekend classes begin
January 19, Monday	MARTIN LUTHER KING DAY – College Closed
January 28, Wednesday	Census Date
February 2009	
February 19, Thursday	Employee Development Day – College Closed Evening classes will meet after 5:00 p.m.
March 2009	
March 9–15, Monday–Sunday	SPRING BREAK – College Closed (All administrative offices will be closed from Thursday – Sunday)
April 2009	
April 10–12, Friday–Sunday	EASTER HOLIDAY – College Closed
April 13, Monday	Last day to withdraw
April 24, Friday	FIESTA HOLIDAY – College Closed Weekend classes will meet
May 2009	
May 3, Sunday	Last day of classes
May 4–10, Monday–Sunday	FINAL EXAMINATIONS
May 10, Sunday	End of Spring semester
May 23–25, Sat.–Mon.	MEMORIAL DAY HOLIDAY – College Closed
September 2009	
Sept. 8, Tuesday	Last day to complete Spring 2009 incomplete (I) grades.

SPRING FLEX I 2009 SESSION

Important Dates	Activity/Event
January 2009	
January 12, Monday.....	Classes begin
January 19, Monday.....	MARTIN LUTHER KING DAY - College Closed
January 20, Tuesday	Census Date
February 2009	
February 19, Thursday	Employee Development Day - College Closed Evening classes will meet after 5:00 p.m.
February 20, Friday.....	Last day to withdraw
March 2009	
March 3, Tuesday	Last day of classes
March 4-5, Wednesday-Thursday	FINAL EXAMINATIONS
March 5, Thursday	End of Spring Flex I
July 2009	
July 2, Thursday	Last day to complete Flex I 2009 incomplete (I) grades.

SPRING FLEX II 2009 SESSION

Important Dates	Activity/Event
March 2009	
March 9-15, Monday-Sunday	SPRING BREAK - College Closed (All administrative offices will be closed from Thursday - Sunday)
March 16, Monday.....	Classes begin
March 23, Monday.....	Census Date
April 2009	
April 10-12, Friday-Sunday	EASTER HOLIDAY - College Closed
April 21, Tuesday	Last day to withdraw
April 24, Friday.....	FIESTA HOLIDAY - College Closed Weekend classes will meet
May 2009	
May 3, Sunday	Last day of classes
May 4-10, Monday-Sunday	FINAL EXAMINATIONS
May 10, Sunday	End of Spring Flex II
May 23-25, Sat.-Mon.	MEMORIAL DAY HOLIDAY - College Closed
September 2009	
Sept. 8, Tuesday.....	Last day to complete Flex II 2009 incomplete (I) grades.

MAYMESTER 2009 (THREE-WEEKS) SESSION

Important Dates	Activity/Event
May 2009	
May 11, Monday	Classes begin
May 12, Tuesday	Census Date
May 21, Thursday.....	Last day to withdraw
May 23-25, Sat.-Mon.	MEMORIAL DAY HOLIDAY - College Closed

May 29, FridayLast day of classes
 May 29, FridayFINAL EXAMINATIONS
 May 29, FridayEnd of Maymester 2009

September 2009

Sept. 28, MondayLast day to complete Maymester 2009 incomplete (I) grades.

SUMMER 2009

SUMMER I 2009 SIX–WEEK SESSION

<u>Important Dates</u>	<u>Activity/Event</u>
------------------------	-----------------------

June 2009

June 8, MondayClasses begin
 June 11, ThursdayCensus Date

July 2009

July 2, ThursdayLast day to withdraw
 July 3–5, Fri.–Sun.**INDEPENDENCE DAY HOLIDAY – College Closed**
 July 9, Thursday.....Last day of classes
 July 9–10, Thursday–FridayFINAL EXAMINATIONS
 July 10, FridayEnd of Summer I Six–Week

November 2009

Nov. 4, Wednesday.....Last day to complete Summer I Six–Week 2009 incomplete (I) grades.

SUMMER I 2009 EIGHT–WEEK SESSION

<u>Important Dates</u>	<u>Activity/Event</u>
------------------------	-----------------------

June 2009

June 8, MondayClasses begin
 June 15, MondayCensus Date

July 2009

July 3–5, Fri.–Sun.**INDEPENDENCE DAY HOLIDAY – College Closed**
 July 17, FridayLast day to withdraw
 July 29, WednesdayLast day of classes
 July 30–31, Thursday–FridayFINAL EXAMINATIONS
 July 31, FridayEnd of Summer I Eight–Week

November 2009

Nov. 25, WednesdayLast day to complete Summer I Eight–Week 2009 incomplete (I) grades.

SUMMER II 2009 (SIX-WEEK) SESSION

Important Dates	Activity/Event
July 2009	
July 13, Monday.....	Classes begin
July 16, Thursday	Census Date
August 2009	
August 5, Wednesday	Last day of withdraw
August 13, Thursday	Last day of classes
August 13-14, Thursday-Friday	FINAL EXAMINATIONS
August 14, Friday.....	End of Summer II
December 2009	
Dec. 11, Friday....	Last day to complete Summer II 2009 incomplete (I) grades.



II★ INTRODUCTION

A MESSAGE FROM THE PRESIDENT



Robert E. Zeigler, Ph.D.
SAC President

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 of Arts, Associate of Science, or Associate of 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!

A handwritten signature in blue ink, appearing to read "R. Zeigler".

Robert E. Zeigler, Ph.D.
President

OUR HISTORY

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

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

OUR MISSION

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.

OUR AFFILIATIONS

San Antonio College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate 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 Board of Nurse Examiners (BNE) for the state of Texas and the National League for Nursing (NLN, Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006, phone: 212-363-5555, fax: 212-812-0391).

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 1361 Park St.; Clearwater, Florida 33756; phone number: (727) 210-2350 — 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.

OUR REPRESENTATIVE BODIES

- Adjunct Faculty Council
- Chairs Council
- College Academic Council
- Faculty Senate
- Staff Council
- Student Affairs Council
- Student Government
- Technology Affairs Council

OUR GOVERNANCE

- Academic Policy Review
- Arts and Sciences Council
- Bookstore Committee
- Competency Committee
- Curriculum Review and Evaluation Committee
- Developmental Education Council
- Employee Development Committee
- Enrollment Management
- Food Services Committee
- Institutional Effectiveness Steering Committee
- Institutional Effectiveness Unit Review Committee
- Instructional Innovation Center Advisory Committee
- Medical Advisory Committee
- Professional & Technical Education Council
- Student Activity Fee Committee
- Student Affairs Council
- Student Life Programs:
 - 1) Campus Organizations
 - 2) Recreation Sports
 - 3) Student Activities/Events
- Student Publications Board
- Student Success Advisory Committee
- Technology Committee
- Wellness Committee

OUTSTANDING FORMER STUDENT: 2007–2008

JUSTICE ALMA L. LÓPEZ

Justice Alma L. López is the Chief Justice of the Fourth Court of Appeals, a position she has held since her election in 2002 when she became the first Hispanic woman to be elected as Chief Justice of an appellate court in the United States.

After she graduated from Burbank High School, Justice López said her parents insisted she begin her higher education at San Antonio College, which she attended from 1961-1963. “San Antonio College gave me the foundation I needed,” she said, recalling that Dr. Truett Chance made a significant impact on her: “He was an excellent professor.”

After earning a Certificate of Completion from San Antonio College in 1963, López graduated from St. Mary's University with a B.B.A. and from St. Mary's Law School with a J.D. She practiced law for 25 years, twenty of those as a solo practitioner prior to being appointed to the court. She credits her choice of the law as a career to her maternal grandmother, who noticed that even at the age of five she had the skills of a mediator and negotiator.

In 1993 when Gov. Ann Richards appointed her to the Fourth Court to fill an unexpired term, Justice López became the first Hispanic woman to serve on the Fourth Court of Appeals. She was later elected to two full six-year terms and was appointed by Chief Justice Phil Hardberger to oversee appellate Alternative Dispute Resolution (ADR). She was elected as Chief Justice in 2002, becoming the first Hispanic woman to be elected as Chief Justice of an appellate court in the United States.

She presently serves on the boards of the following organizations: South Texas Higher Education Authority, Kids Exchange, St. Mary's University Board of Trustees, St. Mary's University School of Law Alumni Association, Dress for Success, St. Mary's University School of Law Foundation Board, Hispanic Law Alumni Association, and Council of Chief Justices. She is also a member of the Democratic Women of Texas, Mexican American Bar Association, South San Antonio Chamber of Commerce, among other groups. She is married to Emilio Cavazos, a 34-year veteran of law enforcement.

Some of Justice López' many honors include the Mexican American Bar Association “La Unica” Award, St. Mary's University School of Law “Pioneer” Award, National Association of Women Lawyers President's Award for Excellence 2004, State Bar of Texas Women and the Law Section 2003 Sarah T. Hughes Award, San Antonio Women's Hall of Fame, Outstanding Graduate - St. Mary's University 2003, St. Mary's School of Law Distinguished Graduate Award, La Prensa Newspaper Hispanic Heritage Award, and Who's Who Among Outstanding Americans. On January 15, 1996, the Mayor of the City of Laredo, Texas issued a Proclamation of “Alma L. López Day” in her honor.



Alma L. López
Chief Justice

Texas Fourth Court of Appeals

OUTSTANDING FORMER STUDENT AWARD RECIPIENTS

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
Dr. William Breit (University Professor Emeritus)	2005-06
Ward Allen White III (Assistant District Attorney)	2006-07
Alma L. López (Chief Justice, Texas Fourth Court of Appeals)	2007-08

SCHOLARSHIPS

Scholarships may be awarded from internal (San Antonio College or Alamo Community College 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 Student Financial Services (SFS) Office (in room 101 of the Fletcher Administration Building); or a complete listing of San Antonio College scholarships visit our web site at: http://www.accd.edu/sac/sacmain/finaid/pdf/scholar_list.pdf.

For scholarship requirements, and an application form, visit our web site at: <http://www.accd.edu/district/schships/main/sfs.htm>.

Scholarship

Application Contact

Major

Description / Requirements

1st Generation/Mentor

Manual Gonzales/FAC 203B

Participation in the SAC Senior Summer Program

ACCD Bookstore Scholarship

Student Financial Services

All Majors

- 1) 3.0 GPA
- 2) Academic Achievement
- 3) Financial Need

ACCD Foundation Scholarship

ACCD

All Majors

- 1) Academic Achievement
- 2) Financial Need

Accounting - ACCD Scholarship

ACCD

Accounting Majors

- 1) Academic Achievement
- 2) 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

- 1) 2+2 Transfer Agreement w/ UTSA
- 2) 2.7 GPA
- 3) Full-Time Status

Alamo Chapter Texas Association of Financial and Tax Specialists Scholarship

Administrative Computer Technology Department / Connieanne Pugh
Accounting Technology Majors

- 1) 3.0 GPA
- 2) Full-Time Status
- 3) 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

- 1) 2.0 GPA
- 2) 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 or City Employee

Black Student Alliance Scholarship

Psychology Department
All Majors

- 1) Black Student Alliance Member
- 2) 2.75 GPA

Charles Weichert Memorial Scholarship

ACCD
All Majors

Cheshyre Cheese Club Scholarship

English Department
Liberal Arts Majors
3.0 GPA minimum

Child Development Associate (CDA)**Training Scholarship**

Department of Early Childhood
Studies
Early Childhood Studies Majors
Academic Achievement

Conceptual Mind Works / Dr. Harold G.**Longbotham Scholarship**

ACCD
Math / Science Majors
1) 3.0 GPA
2) Academic Achievement
3) Financial Need
4) Sophomore Level
5) 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
1) Academic Achievement
2) Financial Need

Dagen Bela Scholarship

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

Daniel Stevens Scholarship

English Department
Liberal Arts Majors
3.0 GPA minimum

Data Marie McCabe Scholarship

Student Financial Services
All Majors
1) Academic Achievement
2) Financial Need

Diamond Shamrock Scholarship

Student Financial Services
All Majors
1) Academic Achievement
2) 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
1) Academic Achievement
2) Financial Need

Dr. Kelly / Celebrating Women's History Scholarship

Women's Center
All Majors
1) Academic Achievement
2) Financial Need

Elma A. Neal Scholarship

Student Financial Services
Elementary Education Majors
1) Academic Achievement
2) Financial Need
3) SAISD Graduate

Evelyn Wooley Scholarship

> Nursing Department / Judith
Vallery
> Nursing Majors

Family Learning Academy

Oscar San Miguel/FAC 230E
1) Financial Need
2) Community Service

Gaffney Memorial Real Estate Scholarship

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

Gambrinus Scholarship

Student Financial Services
All Majors
1) High School 75-85 GPA
2) 2+2 Program
3) 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
1) Eligible F-1 Student Visa Status
2) 2.0 GPA

**Greedy, Woodward, Hatton & Vestor
Scholarship**

ACCD
All Majors
1) 2.5 GPA
2) Financial Need

**G. W. Brackenridge Foundation
Scholarship**

ACCD
All Majors
Academic Achievement

Harp & Shamrock Scholarship

Visual Arts and Technology
Department / Susan Witt-Kemph
Visual Arts Majors
1) Academic Achievement
2) Financial Need

Hector Hugo Gonzalez Scholarship

Nursing Department / Judith Vallery
Nursing Majors
1) Academic Achievement
2) Financial Need

Hedwig Kniker Scholarship

Student Financial Services
All Majors
1) Academic Achievement
2) 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
1) Academic Achievement
2) Financial Need

Ida Holland Scholarship

Administrative Computer Technology
(ACT) Department / Bill Timberlake
ACT Majors
1) Academic Achievement
2) Financial Need

Iolita Trust Scholarship

Student Financial Services
All Majors
Academic Achievement

Jacqueline Rossett RN Scholarship

Nursing Department
Nursing Majors
1) 2.0 GPA
2) Financial Need

**Jean Dudney and Nelda Drury
Scholarship**

Kinesiology / Dance Department
Kinesiology / Dance Majors
1) 2.0 GPA
2) Full-Time Status

Joseph Carney Scholarship

ACCD
All Majors
1) Academic Achievement
2) Financial Need

Joseph Suarez Scholarship

ACCD
Public Administration Majors
1) Academic Achievement
2) Financial Need

KCI Nursing Scholarship

Nursing Department / Judith Vallery
Nursing Majors
1) Academic Achievement
2) 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
1) Academic Achievement
2) Financial Need

KZEP Radio-TV-Film Scholarship

Radio-TV-Film Department
Radio-TV-Film Majors

- 1) 2.5 GPA
- 2) Financial Need
- 3) Full-Time Status

Lee A. Christy Scholarship

Student Financial Services
All Majors

- 1) Academic Achievement
- 2) Financial Need

Lillian Taubert Scholarship

Nursing Department / Trina Horvath
Nursing Majors

Loftin Memorial Scholarship

Student Financial Services
All Majors

- 1) Academic Achievement
- 2) Financial Need

LSAMP

Math Department
Science, Engineering, Technology or
Mathematics majors
Financial need
Academic Achievement

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

- 1) Academic Achievement
- 2) Financial Need

McArthur / Friends Communications Scholarship

Radio-TV-Film / Journalism-
Photography / Theatre-Speech
Communication Departments
Mass Communications Majors

- 1) Academic Achievement
- 2) Financial Need

Miller Brewing Tools for Success Scholarship

ACCD
Professional and Technical Education
Majors

- 1) Academic Achievement
- 2) Financial Need
- 3) Essay

Montez-Crow / Merritt Scholarship

Music and Humanities Department
Music Majors
Academic Achievement

Morris R. Pittman Scholarship

ACCD
Business / Engineering Majors

- 1) 2.0 GPA
- 2) 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
(ACT) Department / Bill Timberlake
ACT Majors

- 1) Academic Achievement
- 2) Financial Need
- 3) Sophomore Level

Norma Ziegler Child Development Scholarship

Department of Early Childhood
Studies
Early Childhood Studies Majors
Academic Achievement

Oscar Grunwald Scholarship

Student Financial Services
Professional and Technical Education
Majors

- 1) Academic Achievement
- 2) Financial Need

Occupational and Technical Careers Scholarship

Department of Counseling and Student Development /
 Dr. Jim Luchelli
 Professional and Technical Education Majors
 1) High School 3.0 GPA
 2) 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
 1) P.E.O.P.L.E. Member
 2) 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
 1) Academic Achievement
 2) Financial Need

Randolph D. Nelson Memorial Scholarship

Student Financial Services
 Electronics Majors
 1) Academic Achievement
 2) Financial Need
 3) 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 Majors
 3.0 GPA

Rey Feo Scholarship

ACCD
 Business Majors
 1) 3.0 GPA
 2) 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
 1) SAISD Graduate
 2) 2.0 GPA

Ron Lucke / Speech and Drama Scholarship

Theatre and Speech Communication Department
 Theatre and Speech Communication Majors
 1) Academic Achievement
 2) Financial Need

Roy Karsch Scholarship

Student Financial Services
 All Majors
 Academic Achievement

Sam and Florence Granata Scholarship

Student Financial Services
 Engineering Majors
 1) Academic Achievement
 2) Financial Need

San Antonio College General Scholarship

Student Financial Services
 All Majors
 1) Academic Achievement
 2) Financial Need

San Antonio College Non-Traditional Scholarship

ACCD
 Professional and Technical Education Majors
 1) 2.0 GPA
 2) Completed 12 Semester Hours

**San Antonio Education Partnership
Scholarship**

ACCD

All Majors

- 1) 2.0 GPA
- 2) Full-Time Status
- 3) SAEP High School Student

San Antonio Light-End Scholarship

Journalism / Photography Department

Journalism / Photography Majors

- 1) Academic Achievement
- 2) Financial Need

San Antonio Livestock Exposition

Scholarship

ACCD

Agriculture Majors

- 1) 2.0 GPA
- 2) Full-Time Status

San Antonio Savings Association

Scholarship

Student Financial Services

All Majors

- 1) 3.0 GPA
- 2) Full Time Status
- 3) Financial Need

Schulman, Walheim & Heidelberg, Inc.

Student Community Service

Scholarship

ACCD

All Majors

Community Service

Sembradores of San Antonio

Scholarship

Student Financial Services

2+2 Majors

- 1) 3.0 GPA
- 2) Hispanic
- 3) Financial Need

Single Parent Scholarship

Student Financial Services

All Majors

- 1) 3.0 GPA
- 2) Full-Time Status
- 3) Financial Need

South Texas Central Lions Club

Scholarship

ACCD

All Majors

- 1) Academic Achievement
- 2) Financial Need

**South Texas Women's Hospital
Scholarship**

Nursing Department / Judith Vallery

Nursing Majors

- 1) Academic Achievement
- 2) 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 Witt-Kemph

Visual Arts Majors

Academic Achievement

Stocker Foundation Scholarship

Women's Center

All Majors

Academic Achievement

Student Activities Scholarship

Student Activities Department

All Majors

Student Community Services

Scholarship

ACCD

All Majors

Letters of Recommendation

Sylvia Yolanda Garza Memorial Nursing

Scholarship

Nursing Department

Nursing Majors

- 1) Academic Achievement
- 2) Financial Need
- 3) Full-Time Status

TAPP Teaching Academy Peer Program

Scholarship

English Department-Teaching

Focused

All Majors

3.0 G.P.A. minimum

Texas Association of Chicanos in

Higher Education Scholarship

Business Department / Public

Administration Program / Sylvia

Deleon

All Majors

- 1) 2.5 GPA
- 2) Community Service

Team CMI Future Scholarship

ACCD

Natural and Physical Science Majors

- 1) South S.A. High School Graduate
- 2) 2.5 GPA
- 3) 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

- 1) Academic Achievement
- 2) Financial Need

Walter McAllister Jr. Scholarship

Student Financial Services

All Majors

Academic Achievement

Walter Price Harlan Scholarship

ACCD

Biology Majors

- 1) Academic Achievement
- 2) Financial Need

Wayland Moody Scholarship

Student Financial Services

All Majors

- 1) Academic Achievement
- 2) 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.

CAMPUS SERVICES AND RESOURCE CENTERS

STUDENT ACTIVITIES

The Office of Student Life provides entertainment and academic enrichment through live performances in the Loftin Student Center, music series, nationally known lecturers, fine arts programs, and special events such as Oktoberfest, talent shows, cultural awareness programs, recreational sports programs, and community service referrals.

Recreational Sports

The Recreational Sports Program (in room 256 of the Loftin Student Center) 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, coed cheerleading, fencing, men's softball, and men's basketball.

STUDENT ORGANIZATIONS

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 (in room 152 of the Loftin Student Center) at 733-2680.

San Antonio College Student Assembly

The San Antonio College Student Assembly (SACSA) will serve to improve campus life by functioning as the official voice of the student body. SACSA goals are:

- To function as the liaison between the student body and the College administration by remaining available and visible to the College community.
- To advocate and provide a forum for student interests and concerns.
- To promote, support, and accomplish community service.
- To consistently set a positive example in words and deeds for the student body.
- To maintain strong communications with the student body, staff, faculty, and administration.
- To support the academic and community endeavors of all student clubs and organizations.

The governing body of SACSA will consist of at least 10 but no more than 30 appointed student representatives. Student representatives will elect or appoint the following officers by a two-thirds majority vote: president, vice president, secretary, and treasurer. Appointments will take place during the first week in April and may be held as often as necessary to fill vacancies. Officer elections will take place during the last week in August.

STUDENT REPRESENTATIVE ELIGIBILITY

Any SAC student-at-large who meets the following criteria may serve as a SACSA student representative:

- Must be at least 18 years of age.
- Must be currently enrolled in and maintain at least three semester hours per semester at SAC.
- Must maintain a current and cumulative 2.0 GPA.
- Must not be on administrative hold, scholastic or progress probation, or under suspension for disciplinary reasons.
- Must comply with the Student Code of Conduct as outlined in Section 6 of this bulletin.

In addition to the eligibility requirements for student representatives, officers must also have completed a minimum of six semester hours at SAC and must maintain a current and cumulative 2.5 GPA.

ROLE OF A STUDENT REPRESENTATIVE

Student representatives will work toward achieving the mission and goals of SACSA by:

- Serving on various SACSA and College committees.
- Identifying and addressing student interests and concerns to the administration and faculty.
- Making recommendations to committees, departments, administrators, or other campus affiliations on student-related issues.

The San Antonio College Student Assembly meets at 3:15 p.m. Mondays in room 206A of the Loftin Student Center.

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.
- 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
 - Art Students Guild
 - Atheists, Freethinkers & Agnostics Club
 - Black Student Alliance
 - Business Students Association
 - Chicanos in the Arts
 - Cheshyre Cheese Club - English Department
 - College Republicans
 - Collegiate Coalition
 - Collegiate Secretaries International
 - Criminal Justice Student Association
 - Dental Assisting Association
 - Future Court Reporters of America
 - Global Ambassadors
 - Information Technology Professionals Association
 - International Students Organization
 - Kinesiology Club
 - Medical Assistants of America
 - Mexican American Engineering Students (MAES)
 - Mortuary Science
 - P.E.O.P.L.E.
 - Psychology Club
 - Radio and Television Film Students (RATS)
 - Society of Professional Journalists
 - Student Representative Commission
 - Texas Nursing Students Association
 - United Mexican American Students (UMAS)
 - Young Democrats

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.

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
- Child Care Services
- Counseling and Student Development
- disABILITY Support Services
- Extramurals
- Financial Aid
- Foreign Student Services
- Health Services
- Intramurals
- Job Placement
- Scobee Planetarium
- Services for Women and Non-Traditional Students
- Special Services
- Student Activities
- Student Assistance Program/
Peer Educators Program
- Student Development
- Student Support Services Project
- Transfer Center
- Tutoring Services
- Veterans' Affairs

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 placement, 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.

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 1070 (minimum of 500 in verbal or critical learning and mathematics) must take the Accuplacer test. 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 112 of the Fletcher Administration Center, or call 210/733-2305 for current testing times.

Bailey's Cyber Cafe

Bailey's Cyber Cafe was established in September 2001 through the joint efforts of Academic Development and the Technology Center. The cafe is located on the second floor of the Loftin Student Center.

The cafe is lovingly dedicated to the memory of Dr. Roger Bailey. Dr. Bailey began his extensive career at San Antonio College in 1971. Over the years, his brilliance, altruism, and humanity won him many friends and admirers among students, faculty, and staff at San Antonio College.

Child Care Services

The Department of Early Childhood Studies provides a laboratory which offers quality early care and education for children from six weeks to four years of age. For students earning degrees in Early Childhood Studies, this center provides hands-on, practical experiences working with young children. The center is accredited by the National Association for the Education of Young Children (NAEYC). It is located at 210 West Ashby and the hours of operation are from 7:30 a.m.-4:30 p.m. Students are encouraged to apply for subsidized child care services in the laboratory through either dependent care services or CCAMPIS grants.

College Information Technologies

The mission of College Information Technologies is to allow students, faculty, staff, and the surrounding community to excel in education through proactive support, planning, and management of technologies at the college level.

Deaf and Hard of Hearing Services

Deaf and Hard of Hearing Services (DHHS) at San Antonio College provide interpreting and tutoring services for deaf or hard of hearing students in the classroom and lab. Additionally, most campus events are accessible through sign language interpreters. The interpreting services manager coordinates interpreting services and provides academic advising. There are two full-time staff interpreters on campus as well as a pool of 30 part-time interpreters.

In order to qualify for services, a student must provide DHHS with a current audiogram and/or Certificate of Deafness Tuition Waiver that has been approved by the Texas Department of Assistive and Rehabilitative Services as verification of disability. An interview with the interpreting services manager will begin the process.

In accordance with new District policies and Section 504 of the Education Code, effective Fall 2005, all students will be required to complete an Educational Plan and provide appropriate documentation in order to have the tuition waiver approved and accepted by the College.

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

The faculty and staff of the Department of American Sign Language and Interpreter Training and Deaf and Hard of Hearing Services are dedicated to provide an environment that respects the visual language and communication needs of the deaf and hard of hearing community.

Deaf and Hard of Hearing Services is located in the basement of the Nail Technical Center in 004B. For more information, please call Jo Hilton at 210-785-6084 or 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 the 24-hr dispatch at 210/208-8099. And, for information on College closures due to inclement weather or other emergencies, dial 210/208-8189.

Department of Access and Educational Support Programs 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 Americans 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, 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 a.m.-5:00 p.m Monday through Thursday in room 124 of the Chance Academic Center. Services are provided on the basis of signing in. After hours appointments are available.

The Student Assistance Program & The Peer Educators Program

The purpose of The Student Assistance Program (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 make an appointment to speak with a TSAP counselor. These services are provided at no cost and are totally anonymous and confidential. The Peer Educators Program (PEP) educates 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 should call 733-2175 for the peer educator information.

Student Support Services Project

The Student Support Services Project (SSSP) is an educational program funded by the United States Department of Education to serve students with disabilities, first generation college students, and/or students from low-income families. SSSP offers tutoring assistance in developmental mathematics, writing, and reading; personal and academic counseling; academic and cultural trips and workshops; and a variety of other support services which encourage students to graduate or transfer to a four-year institution. Counseling faculty members meet with students individually to determine which services are best suited for them. The Student Support Services Project is located in MLC 742; the phone number is 733-2755, and the Web address is www.accd.edu/sac/students/sssp/files/sssp.htm. Hours of operation are 8:00 a.m.-5:00 p.m.

Food Services

The cafeteria is located in the Loftin Student Center 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.

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, and the 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 Department of Homeland Security 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.

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, and visual arts and technology (graphic arts, fine arts, animation graphics).

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

Library is located in the Moody Learning Center, 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/library>, 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.

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 Loftin Student Center houses the bookstore, which is located in the basement, 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 San Antonio College Student Assembly, the campus newspaper and magazine, and the Department of Journalism and Photography. Students may pick up bus pass applications in the Office of Student Life 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 Department of Public Safety Office. Every effort is made to return items to the owners, but the DPS Office accepts no responsibility for lost items.

Media Services

In September 2006, the Library and Media Services Department was reorganized into two separate departments.

Media Services is divided into three sections: The Student Multimedia Lab, Audio Visual Center, and The Educational Multimedia Center.

Students: The Student Multimedia Lab provides a hands-on location where students may produce electronic and print media for their classroom presentations and projects. A wide variety of electronic equipment is available for check out and use for approved classroom projects. A small fee is charged for materials used.

Faculty and Staff: Our talented staff of graphic artists, photographer, and video producer are trained to prepare materials for a wide variety of media including print, projection, and electronic. Our media specialists are available to provide video recording, teleconferencing, video conferencing, in studio photography/recording, and distance learning services.

We also lend, maintain, and operate audiovisual equipment in support of classroom teaching and professional presentations. We are committed to providing high quality products and services in a reliable, timely and friendly manner.

The Educational Channel: Following deregulation of the cable industry in Texas, the City of San Antonio asked Media Services to cablecast educational calendar announcements and programming on the Education Channel (Time Warner Ch 98 and Grande Ch 23) for the community.

The Media Services invites you to schedule a visit so we can learn more about your needs. All Media Services areas are conveniently located in the Moody Learning Center. The Audio Visual Center and the Student Multimedia Lab are located on the fourth floor and the Educational Multimedia Center is on the sixth floor.

PALS

PALS stands for Personalized Access to Learning and Services. PALS replaced E-portal in January 2006 and is the Web-based portal application for the Alamo Community College District. Students and faculty may access ACCD courses, e-mail, and other applications and news, including personal information and grades, through the PALS portal. For secure log-in directions and other information about PALS, call the ACCD Support Central Office at (210) 220-1616 or visit the PALS Web site at www.accd.edu/PALS.

San Antonio College Bookstore

The San Antonio College Bookstore is located in the basement of the Loftin Student Center. It compiles the official College booklists and offers the additional books, supplies, and educational aids requested by teachers as well as sundry items. Hours are 7:45-7 p.m. Monday through Thursday, 7:45-4:30 p.m. Friday, and 8:30-1:30 p.m. Saturday. Students may also purchase textbooks, supplies, etc. at the Bookstore's Web site, www.efollet.com.

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 physician's 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 room 119 of the Chance Academic Center.

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:
 - 1) Those living in close quarters
 - 2) 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; 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.

COUNSELING CENTER**FIRST FLOOR OF THE MOODY LEARNING CENTER (MLC)****SERVICES:****Academic Advising**

Academic advising is offered to assist students in planning their educational and career goals. Students who are undecided about their major should meet with counseling faculty, and those students who are decided regarding their major can meet with instructional faculty in the department of their major. Advisement is provided throughout the year and should be done on a regular basis to assure an efficient route to graduation and/or transfer to a four year institution.

- “Ask a Counselor Online”

Although face-to-face is the preferred method of counseling students, the counseling faculty at the College understands that many SAC students have demanding academic and work schedules that prevent them from meeting face-to-face with a counselor. The “Ask A Counselor” web site was created to offer distant learners a way of contacting a counselor and getting answers to their questions. The website can be accessed at http://www.accd.edu/sac/csd/olac/html/contact_distance.htm.

Career Counseling

Counseling faculty can aid students in setting goals and discussing the results of research and exploration into potential majors and careers. Counseling faculty will help students identify and reflect on their abilities, personality traits and values when looking for a successful career match.

Personal Counseling

The Counseling Center has licensed professional counselors and social workers who can aid students in coping with an array of stressors in their education, work and home lives. Short term counseling services are available to currently enrolled students. Students can call 888-344-8244 to make an appointment.

CENTERS:

Career Services

Career Services helps students research and identify majors and careers, search for employment, develop resumes, and improve interviewing skills. Several inventory assessment programs are available in the center for students to explore careers and majors. **JobLink** is an internet-based database that assists students in searching for employment. Also, Career Services staff is trained and ready to assist students with on-line Financial Aid applications (FAFSA), applications for admission to the college, and registration for classes.

Hours of operation are 7:30 a.m. - 6:30 p.m. Monday through Thursday, 7:30 a.m. - 2:00 p.m. Friday. To learn more about these services call 210-733-2144.

International Students Office

The International Students Office (ISO) helps prospective students through the F-1 student visa requirements and guides them through a successful academic experience. 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 a completed International Student Application Form for admission directly to the International Students Office. The ISO also assists students with academic advising, immigration rules and regulations, scholarship information and personal counseling. The International Students Office is dedicated to helping international students succeed while enrolled at San Antonio College. For more information, call 210-733-2306.

Transfer Services

The Transfer Center provides the educational resources - materials, information, and counseling faculty - to assist students in achieving their career goals. These resources might include a course to upgrade skills, an Associate of Applied Science Degree or certificate (from the Professional and Technical Education Division) that provides training to enter the workforce and/or a two year Associate of Arts, Associate of Science, or Associate of Arts in Teaching Degree (from the Arts and Sciences Division) that could lead to a Bachelor's Degree.

Degree plans for Associate 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 center or call 210-733-2099. No appointment is necessary.

Veterans Affairs Services

The office of Veterans Affairs helps Veterans and their eligible dependents access their educational benefits. Eligible individuals must complete the required application procedure prior to being certified for such benefits. For more information, call 210-733-2313.

PROJECTS:**Campus Tour Program**

The Campus Tour Program is dedicated to educating primary and secondary school children on the importance of a college education. School programs (K-12) in Bexar County and the surrounding areas are scheduled for tours of the San Antonio College to expose them to the campus and familiarize them with how San Antonio College can help “Create their Tomorrow”. To schedule a tour please call 210-733-2944.

The College Access Project for Corporate and Business Community (CAPCBC)

CAPCBC has two primary purposes as follows: (a) Intensifying working relationships with employers that have Tuition Assistance Programs for their employees and (b) facilitate for employees that transition into college.

CAPCBC provides on-site/on-campus a system of interrelated transitioning services that includes outreach, recruitment, admissions, assessment, academic counseling, course-placement advice, financial aid information and student-support services. Also, access to continuing education and workforce-development program is made easier.

CAPCBC’s team of Faculty Counselors has assisted scores of employers in helping hundreds of their employees transition to SAC. For more information, contact team members at 210-785-6164 or gotosac@accd.edu.

College Access Project for High School Seniors (CAPHSS)

CAPHSS has two primary purposes as follows: (a) Intensify working relationships with personnel from area high schools and (b) facilitate for seniors the transition into college.

CAPHSS provides on-site/on-campus a system of interrelated transitioning services that includes outreach, recruitment, admissions, assessment, academic counseling, course-placement advice, financial aid information, student support services, and assistance to parents/families.

CAPHSS’s team of Faculty (Counselors) has assisted thousands of high school seniors with their transition to college. We collaborate closely with the Alamo Community College Districts’s Connection Program. Although our primary target consist of the twenty four (24) high schools in the San Antonio Education Partnership (SAEP), more than forty five (45) high schools in San Antonio and the surrounding area have received services. For more information contact team members at 210-733-2145 or gotosac@accd.edu.

Graduation Project

Graduation Project assists students in evaluating their academic progress and reviewing and/or-assisting them in choosing an appropriate Associate Degree plan, transfer degree plan, or transfer guide. It acquaints students with resources available to them including the degree audit system, the Transfer Center and Career Services. Graduation faculty and staff contact sophomore students to create awareness of graduation requirements and to help them apply for graduation. For more information, call 210-785-6314 or 210-733-2752.

Joint Undergraduate Matriculation Program (JUMP!)

The Joint Undergraduate Matriculation Program (JUMP!) has been established for first-time freshmen who are offered deferred admission to The University of Texas at San Antonio (UTSA). It provides students the opportunity to begin college as a freshman at San Antonio College where they can complete the UTSA core curriculum. To help students transition to UTSA, JUMP! provides supplementary academic support and advisement by JUMP! counselors at San Antonio College. For more information, call the Transfer Center at 210-733-2336.

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 room 712 of the Moody Learning Center

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.

PROGRAMS AND SERVICES FOR WOMEN AND NON-TRADITIONAL STUDENTS

The programs and services for women and nontraditional populations at San Antonio College are sources of support and information. Our mission is to assist women, returning and other non-traditional students reach their personal, educational and career goals by offering a wide variety of services and programs. Three components form the foundation for the mission of the Department of Services for Women and Non-traditional Students:

Women's Center

The San Antonio College Women's Center provides academic advising, information, referrals and comprehensive supportive services for women and nontraditional populations including displaced homemakers, women-in-transition, single parents/student parents and re-entry women in order to assist them to realize their potential and capabilities. Supportive services include textbook, transportation and childcare assistance for qualified students, scholarship and financial aid resource identification, special sections of college orientation for women returning to school after an absence as well as a leadership development program for women. The Women's Center is located in room 177B of the Moody Learning Center.

Seguir Adelante/Adult Re-Entry Program

The Adult Re-Entry Program (ARP) provides assistance, encouragement and direction to welfare-to-work/low-income women, dislocated workers, public housing residents and other individuals needing transition services in order to re-enter education and/or the workforce. Programs offered through the ARP include short-term training and employment programs, computerized academic skills upgrading, basic computer skills assistance, financial literacy/money management and homebuyer education classes. These services are currently offered at the Seguir Adelante Community (SAC) Center for Adult Re-Entry Education and Training Building, 703 Howard.

Community Outreach

Special community outreach programs include the annual WE Conference for women returning to school and the LULAC Rey Feo Parent/Child Scholarship Program.

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 room 726 of the Moody Learning Center.

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 room 712 of the Moody Learning Center or contact the BSEP/Academic Development at 210/733-2834.

BUILDING LOCATIONS

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 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 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 contains laboratories including a nuclear chemistry laboratory, classrooms, department and maintenance offices, and the Earth Sciences Museum.

Continuing Education Annex (2005), 309 W. Dewey. The Division of Continuing Education Training Network utilizes the three modular buildings located on W. Dewey for various courses, such as Alternative Teacher Certification, G.E.D./E.S.L., and Real Estate Inspection.

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.

Early Childhood Studies Building (1993), 210 W. Ashby. The Early Childhood Studies Building provides classrooms, laboratories, and office space for the Early Childhood Studies Department and also houses the Early Childhood Center.

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 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 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 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 houses laboratories, classrooms, and offices of the Department of English.

McAllister Fine Arts Center (1956), 1400 San Pedro Avenue. McAllister Fine Arts Center 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 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 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 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 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.

Seguir Adelante Community Center for Adult Re-Entry Education and Training (2006), 703 Howard. The center provides college re-entry/transition services, short-term training, financial literacy/money management, and homebuyer education classes. The center houses staff offices, a computer lab, a conference room, and a training classroom.

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 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.

CONTINUING EDUCATION TRAINING NETWORK

Within the framework of the College philosophy, mission, and goals, the Continuing Education Training Network works 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 GED and English as a Second Language training for persons lacking high school diplomas or language skills.

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:

SERVICE, TRADE, AND INDUSTRY CENTER

The Service, Trade, and Industry Center offers occupational and technical short courses for business, industry, government, and professional groups in food service, dietetic food service supervising, real estate inspection, floral design/management, HAZMAT and safety.

LANGUAGE & GENERAL EDUCATION–SKILLS CENTER

The Language & General Education Skills Center provides such community service programs as GED training, English as a Second Language training, child care training, foreign language courses, College for Kids, and the Intensive English Institute.

CENTER FOR EDUCATOR PREPARATION

The Teacher Certification Program at San Antonio College provides a fast track, teacher preparation program for individuals seeking a career as a teacher in the state of Texas. This program is approved by the State Board for Educator Certification and prepares individuals for a successful career as an educator. Applicants must have a bachelor's degree prior to seeking admission into the program.

San Antonio College offers certification in the field of Math 4th-8th grade, Math 8th-12th grade, Science 4th-8th grade, Science 8th-12th grade, Math/Science 4th-8th grade, and Generalist EC-4th grade. Classes are held in the evening and an occasional Saturday. All internships are paid positions. Individuals may qualify to start teaching immediately or may begin teaching within 1 year and complete teacher certification within 2 years.

For complete information on eligibility requirements and program information or to download an application for admission, visit our website at www.accd.edu/sac/ce/cepp or call (210) 785-6221.

PROFESSIONAL STUDIES, LICENSURE, AND CERTIFICATION CENTER

The Center for Professional Development offers management, leadership, supervision, and other professional certification and licensure programs in real estate sales, 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

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.

MEDICAL OFFICE & ADMINISTRATIVE SUPPORT–SKILLS CENTER

The Technology and Medical Administration Support Institute offers a full complement of computer courses in Microsoft applications, Web Design courses, Computer Graphic courses, and accounting software for the beginning and intermediate computer user. The institute also offers several programs in Medical Front Office administration and Medical specialized coding. Computer-aided drafting and online computer instruction in a multitude of subjects are also offered through the Institute.

SCOBEE PLANETARIUM

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.

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

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

Total Hours: 758

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 1007 Ethics and Texas Pharmacy Law	32
PHRA 1009 Pharmaceutical Mathematics I	32
PHRA 1013 Community Pharmacy Practice	64
PHRA 1041 Pharmacy Drug Therapy and Treatment	128
PHRA 1047 Pharmaceutical Mathematics II	48
PHRA 1060 Community Clinical	80

Total Hours: 432

Peace Officer Certification

The Peace Officer Program prepares the student to take the Texas Commission on 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 to receive full peace officer certification upon successful completion of this program.

Required Courses	Contact Hours
CJLE 1006 Basic Peace Officer Phase I	164
CJLE 1012 Basic Peace Officer Phase II	164
CJLE 1018 Basic Peace Officer Phase III	148
CJLE 1024 Basic Peace Officer Phase IV	164

Total Hours: 640

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
¹ DAAC 2066 Practicum I: Alcohol/Drug Abuse Counseling	150
DAAC 2071 Core Functions	32
¹ DAAC 2067 Practicum II: Alcohol/Drug Abuse Counseling	150
DAAC 2072 Case Presentation Method.....	32

Total Hours: 448-748

¹ 150 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

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
- Floral Design/Management
- Food Protection
- Insurance Licensure
- Law Enforcement Licensing
- Medical Front Office/Coding
- Nurse Aide
- Occupational Health & Safety
- Professional Nurse Education
- Purchasing Management
- Real Estate Sales/Inspection

ENRICHMENT PROGRAMS

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

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.

EVENING, WEEKEND, & DISTANCE EDUCATION

The Distance Education Center at San Antonio College administers the SAC Online Program which provides innovative instructional delivery methods affording students access to college through flexible scheduling. Within the framework of the College mission and goals, the Distance Education Center works with all academic departments, with the local business community, and the cities of Seguin, New Braunfels, Spring Branch, Kerrville, and Bandera to develop educational responses to newly identified needs. Traditional courses, blended courses, as well as video courses (instructional TV) and online courses, 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, Citibank, and the cities of Seguin, New Braunfels, and Kerrville. Internet courses are available to out-of-state students through online registration.

Contract Training Through Distance Education

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

SAC ONLINE PROGRAM

Associate of Arts and Associate of Applied Science Degrees Online

San Antonio College offers 187+ college credit online courses that meet the core curriculum requirements for an online Associate of Arts Degree and an online Associate of Applied Science Degree. Both online degrees are approved by the Southern Association of Colleges and Schools. See the current San Antonio College Class Schedule or Distance Education Web site for specific section numbers and course offerings.

Online Courses

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

Blended Courses

Blended courses are classes in which at least 75 to 80 percent of the course is taught online and 20 to 25 percent of the course is taught on campus. Blended learning combines online learning with face-to-face learning in a traditional classroom.

Blended courses combine online and traditional teaching elements such as:

- Lectures
- Discussions
- Group Work
- In person activities on campus

Blended courses are not recommended for students who do not have a flexible work schedule or who live out-of-state or out-of-country. See the SAC Online Web site at www.accd.edu/sac/online or the current San Antonio College Schedule for blended course offerings.

Video Courses

Video courses are college credit courses that are broadcast on television or accessible DVD. Students attend an on-site orientation, watch televised broadcasts, or DVDs, attend several on-campus review sessions, and take exams on-campus. Most of the course assignments are done by the student independently. Video courses provide flexibility for students who work and want to study at a time convenient to them. Lessons are broadcast on KLRN channel 9 (Time Warner, cable channel 10), and on Time Warner channel 19. Video courses are taught by experienced faculty. Video courses are college credit courses and cost the same as on-campus courses.

SAC Online at Military Bases

San Antonio College provides college student services and SAC Online course information to military and civilian personnel at Fort Sam Houston and Randolph AFB. Students can enroll in on-site courses, video courses, and online courses.

SAC Distance Education Center & SAC Online

Director of Distance Education & SAC Online, Helen Torres

For off-campus course information call:
(210) 733-2045

For SAC Online Program information,
call: (210) 733-2181

- Richard Delgado
(210) 227-5739
Fort Sam Houston
Education Center, Bldg. 2248, Room 204
Fort Sam Houston, Texas
- Mike Fitsko
(830) 629-2647, (830) 303-1195 or
(830) 609-2104, Central Texas Technology Center
New Braunfels ISD Learning Center
900 W. San Antonio Street
New Braunfels, Texas 78130



Helen Torres, SAC Online Director, implements READ I Assessment for SAC Online students.

- Brenda Sendejo
(830) 885-1000
Smithson Valley High
School
Spring Branch, Texas

Dual Credit Program

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 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.
- 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 College

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

SPECIAL ACADEMIC INITIATIVES

DEVELOPMENTAL EDUCATION

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 (Student Services section) 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.

EDGE PROGRAM

The purpose of the EDGE Program is to function as a bridge between the first two years of high school and the freshman year of college for students interested in science, mathematics, engineering, or technology. The program is designed to involve 10th, 11th, and 12th grade students in collaborative learning activities within a learning community environment over an eight-week Summer session at SAC and enhance their ability to achieve academic and personal success in their chosen field. Students who successfully complete the coursework will earn five hours of college credit applicable towards an Associate Degree from SAC.

ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

The English as a Second Language (ESL) Program at San Antonio College provides college credit for its classes so that international students meet F-1 requirements and so that residents of the United States may apply for financial assistance.

The purpose of the ESL Program is to assist students to:

- 1) Maximize their benefits from educational opportunities available as competent speakers of English.
- 2) Acquire communication skills to enable them to function in United States society. Specifically, the ESL Program provides students the opportunity to:
 - Attain sufficient English competence for success in academic credit programs.
 - Achieve English competence for success in technological or job training programs.
 - Acquire functional English literacy.

The ESL Program prepares students to transfer to college-level classes; therefore, it is recommended that students complete the ESL Program before taking the College's placement test. Advancement to college-level courses is determined by students demonstrating:

- 1) (in their ESL classes) Adequate preparation for success in college-level courses.
- 2) Achievement through further testing.

Classes are offered in the day and evening. Beginning level classes that are held in the day and all evening classes are co-listed with the Continuing Education Training Network Division; therefore, residents of the United States who wish to take these classes may do so as non-credit students.

The ESL Program consists of four levels. Placement in the appropriate level of the program includes both oral and written testing. 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.

In addition, a student development course designated for non-native speakers is suggested at level four or completion of the ESL Program. It provides important information about San Antonio College.

Courses at the College that begin with zero, including all ESL classes, are developmental level courses, and, as such, they do not fulfill any requirements for any degrees offered at the College. Nor are the grades for the courses 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.

The office for the ESL Program is located in room 588 of the Moody Learning Center, and its phone number is 733-2620.

LEARNING COMMUNITIES

Learning In Communities (LINC)

Teaching Academy Learning Communities (TALC)

What Is a Learning Community

The idea of a Learning Community is to enroll the same group of students into at least two classes that have some type of connection or link to each other. Having the same students in two of your classes allows you to make friends, form study groups, and learn in a more relaxed atmosphere.

The college expresses its commitment to helping students face and overcome the multiple challenges that college education can present by offering opportunities for them to partner with supportive networks of college faculty and peers. This is accomplished through the college's two learning communities programs; Learning in Communities (LINC) and Teaching Academy Learning Communities (TALC).

Learning In Communities (LINC)

The Learning In Communities (LINC) program is open to all majors. It is comprised of paired classes with a common theme or assignment that promotes collaborative learning, participation in study groups and course connections.

Teaching Academy Learning Communities (TALC)

The Teaching Academy Learning Communities (TALC) program offers learning communities that are specifically geared toward students with an Education major or those who are thinking about a career in teaching. TALC also offers a variety of resources to education majors, including degree plan counseling, transfer and scholarship resources, and Palm Pilot, laptop, and textbook lending.

How Can You Benefit from Learning Communities?

Students benefit from participating in learning communities for several reasons. First, it increases students' feelings of connection to the school and their courses since they are with the same group of peers in at least two of their classes. Second, the overlap in information and/or assignments that results from having paired classes helps students better understand material. Finally, research has shown that students who participate in the Learning in Communities program have increased grade point averages and class completion rates.

For More Information, Contact:

Sophie Caldera-Castaneda
McCreless Hall (MCCH) Room 233
Phone number: (210) 733-2009

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. 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 math, 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 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

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 200 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.

SERVICEMEMBER'S OPPORTUNITY COLLEGE PROGRAM

San Antonio College offers the Associate of Arts Degree in Liberal Arts, the Associate of Science Degree in Pre-Professional Studies, and the Associate of 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, located on the first floor of the Moody Learning Center, at 733-2313.

TECH PREP PROGRAM

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, 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.



III★ ADMISSIONS

ADMISSIONS

The Alamo Community Colleges encourages students to pursue an education beyond high school and welcomes all students to attend one of the Alamo Community Colleges. The Alamo Community Colleges recognize a variety of admissions:

- High school graduation
- General Education Development (GED)
- Early Admission
- College or university transfer
- Individual Approval
- Dual Credit

GENERAL ADMISSION REQUIREMENTS

Students are encouraged to complete the application process well before registration begins for the term they plan to attend the Alamo Community Colleges for the first time. The steps to complete admissions requirements are:

1. Submit the ApplyTexas two (2) year college admission application online
2. Submit an official high school/GED or college transcript from last college attended
3. Meet the placement requirements with official documentation of Texas Success Initiative (TSI) exemption or compliance (test scores or college transcript) or take mandatory placement tests
Exception: Students enrolling in Level One-Certificate Programs that do not identify skill levels are not required to test.
4. Schedule an advising session if attending college for the first time or transferring with less than fifteen (15) semester credit hours
5. Meet additional requirements of some admission types (See information below)

Students applying to one college will also be admitted to any of the other Alamo Community Colleges and are encouraged to explore the programs available at all of the colleges. Students wishing to take courses at more than one college should notify the second college of their interest.

APPLYTEXAS APPLICATION

Potential students must submit an admission application for two-year institutions online at <http://www.applytexas.org>. Students may access computers at all of the Alamo Community Colleges. The process should take 15-30 minutes. If the application is not completed in a single session the file can be saved.

Once students have submitted the ApplyTexas application to one or more of the Alamo Community Colleges they do not need to re-apply for subsequent admission provided there is no break in enrollment.

Checklist of Application Materials

Students should have the following information available before beginning the online application.

- Social Security Number

Note: Recording a social security number (SSN) is optional, but **it is strongly recommended**. Applications and documents without social security numbers are difficult to match up, which may result in additional processing time. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.

- Name of the county in which you live in
- Email address (Students without email accounts can create them at various free sites such as <http://www.yahoo.com> or <http://www.hotmail.com>.)
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, and number
- THEA or other TSI assessment scores
- SAT, ACT, and/or TAKS (grade 11) Scores and Test Dates
- Names and dates of high school(s) and college(s) attended

Guidelines for completing the ApplyTexas application are available through the Alamo Community Colleges' online home page at <http://www.accd.edu>.

- Logon to <http://www.applytexas.org> to create a student profile.
- Record the User ID and Password for future access.
- Select Two-Year Undergraduate Application
- Select the college to which the application will be delivered
- Submit the application the appropriate Alamo Community College
- Copy the ID Number provided in the window for your records

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Email verification will contain a verification number.

When you consult with the Alamo Community Colleges, please have your email verification with you and number with you.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) (online at <http://www.thecb.state.tx.us/Rules/TAC.cfm> under Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university.

TSI measures reading, writing and mathematics skills to determine students' readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of TSI assessment. Students will not be denied admission to the Alamo Community Colleges based on TSI scores or college placement scores. However, testing is required prior to enrollment.

TSI Exams:

- Accuplacer
- ASSET
- COMPASS
- THEA
- or QT (Quick THEA)

TSI Requirement Exemptions

Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT**
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.
- **SAT**
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.
- **TAKS Exit-Level**
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for three (3) years from date of testing.
- **Readiness Status**
Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions**
Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math.
- **Degree**
Earned an Associate or Baccalaureate Degree from an accredited Texas public institution of higher education.
- **Certificate**
Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment.
- **Military**
Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment.

After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces.

Students who do not provide official documentation to verify one of the exemptions above are required to take one of the TSI assessments. **Although students may be exempt from TSI, a college-level placement exam may be required to assist in course placement.**

Students who initially do not meet the college-level standard may re-take an assessment instrument according to Alamo Community Colleges and test instrument guidelines.

Following testing, students consult with a counselor/advisor to develop a plan that assures the best opportunity for each student to attain college-level readiness and student success.

Texas Education Code: Section 51.30621, Chapter 4, Subchapter online at <http://thecb.state.tx.us/Rules/TAC.cfm>

ACADEMIC ADVISING

To be adequately prepared for registration, students should seek academic advising early in the registration process to become familiar with pre-requisites for courses, degrees and programs, and transfer institutions.

Advising in person is required for all first-time college students:

- Students who have not previously attended college.
- Students who have earned college Dual Credit as high school students.
- Transfer college students to the Alamo Community Colleges with fewer than fifteen (15) earned college semester credit hours.

A college may require one-on-one or group advising in which case a registration hold would be placed on the student's record.

Students are encouraged to consult with an academic counselor/advisor about courses and other educational concerns whether currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. Course and degree requirements and policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic counselor/advisor regularly.

Many students who enroll at the Alamo Community Colleges plan to transfer to a college or university with upper-division or junior standing. During their enrollment at the Alamo Community Colleges, they are advised to fulfill the lower-division requirements for the college or university selected for their continued education. The Alamo Community Colleges' transfer services aid students in making their transfer experience a seamless process. **It is the students' responsibility to ensure that they take courses at the Alamo Community Colleges that will be accepted by the senior institution they wish to attend.**

Students should consult a current Class Schedule, the Alamo Community Colleges' website, or contact the Enrollment Services/Admissions and Records Office for specific information pertaining to academic advising.

ACADEMIC HOLDS

Academic Holds will be placed on students' records, preventing release of official Alamo Community Colleges transcripts, until all admissions requirements are met. Academic Holds result when a student does not provide official transcripts from the last institution attended or does not comply with the Alamo Community Colleges' academic policies, such as failing to maintain a 2.0 GPA. Lack of compliance results in delayed registration. Academic Holds will be placed on students' records to ensure that academic counseling is obtained whenever necessary.

ADMISSIONS CLASSIFICATIONS

High School Admissions

High school graduates follow the standard criteria for admission listed above. Following graduation, high school students are responsible for submitting complete, official high school transcripts, **including the graduation date.**

GED Admissions

GED students must submit official passing test scores and follow the standard criteria for admission listed above.

Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as High School Admission graduates. In addition to the standard criteria for admission to the Alamo Community Colleges, home schooled students must meet the following **additional** criteria:

- Be 16 years of age by the start of the academic year in which they enroll
- Present a signed, notarized record of the high school equivalent work completed and the date of successful completion

Early Admissions

Students enrolled in a high school may enroll at the Alamo Community Colleges early. Several programs allow students to get a jump start on their future, including early admission for qualifying students. In addition to the standard criteria for admission to the Alamo Community Colleges, early admission students must meet the following **additional** criteria:

- Complete the sophomore year
- Be 16 years of age by the start of the academic year in which they enroll
- Complete the Early Admit Form
- Submit a letter of recommendation from the principal or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment
- Submit an official high school transcript of coursework completed prior to registration at one of the Alamo Community Colleges

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of “C” or better in all college-level courses.

Dual Credit Admissions

The Dual Credit Program allows eligible high school juniors and seniors to earn college credit for certain high school courses in which they are currently enrolled while completing their high school requirements. Exceptions for sophomores with demonstrated outstanding academic performance and capability must be approved by the high school principal and the chief academic officer of the Alamo Community Colleges. In order for students to participate in the program, the high schools must be approved to offer Dual Credit courses.

In addition to the standard criteria for admission to the Alamo Community Colleges, Dual Credit students must meet the following **additional** requirements:

- Submit Dual Credit Form(s), including Parental Consent Form and high school counselor approval
- Demonstrate college-level ability in the subject area(s) requested

In accordance with Texas state regulations and the Alamo Community Colleges policy, students may take up to two Dual Credit classes per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Current Alamo Community Colleges policy allows tuition to be waived for six (6) to eight (8) eligible semester credit hours per semester for Dual Credit Program students enrolled in a Texas high school, some private schools, and students who have been home schooled. Course credit will be counted for both high school graduation credit and college credit.

Official transcripts of the Alamo Community Colleges' coursework will not be released until the student's complete, official high school transcript, including the graduation date, is on file. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Transfer Admissions

A transfer student is any student who has previous college work at a regionally accredited college or university and plans to attend the Alamo Community Colleges. In addition to the standard criteria for admission, an official transcript sent from the last college attended is required at the time of admission. An official transcript from the Community College of the Air Force (CCAF) fulfills the transcript requirement for the last college attended.

Transfer Transcript Evaluation

The term “official transcript of record” refers to the record of coursework transferred from other regionally accredited colleges and universities to the Alamo Community Colleges. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the Alamo Community Colleges.

The Alamo Community Colleges accept any passing grade from any accredited institution. Passing is a grade of “D” or better. Transcripts received become the permanent property of the Alamo Community Colleges.

Official transcripts must be forwarded to the respective Alamo Community Colleges. Transcripts may not be faxed. Students unable to supply official transcripts at the time of admission may be admitted conditionally. (See **Conditional Admissions**.)

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Transfer Credit Policy

Only those courses in which a “D” or better has been earned may be applied to meet the requirements toward a certificate or degree, and only those technical 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 may be transferred to the Alamo Community Colleges 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
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Transfer Credit

Credit from institutions not regionally accredited by one of the above associations is not accepted by the Alamo Community Colleges. The Alamo Community Colleges' Enrollment Services/Admissions and Records Offices are 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. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the Alamo Community College granting the degree or certificate.

Transfer credit may meet graduation requirements if equivalent to the Alamo Community Colleges' course. Questions regarding course equivalences should be directed to the Enrollment Services/Admissions and Records Office.

Military Transfer Admissions

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript.

Former Student Admissions

Students who have previously attended one or more of the Alamo Community Colleges and have not enrolled within the past twelve (12) months or any other college or university must satisfy all applicable admissions requirements prior to registration, complete the ApplyTexas Application and submit an official transcript from the most recent college or university attended since being enrolled with the Alamo Community Colleges. Students with dismissals more than ten (10) years old will enter in Good Academic Standing. Returning students whose last status was academic dismissal must petition for readmission as outlined in the **Academic Standing and Probation**.

If students return to the Alamo Community Colleges after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to the **Academic Standing and Probation**.

International Student Admissions

International students bring a variety of cultures to enrich the college community and help to prepare all students for the challenges of an increasingly interdependent world.

All persons seeking admission holding non-permanent visas will be processed as International Students. 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 available online.

All International Students must follow the guidelines for Texas Success Initiative (TSI) as determined by Texas State law. International Student applicants not completing college-level courses at a United States college or university are required to take the Accuplacer, ASSET, or THEA examinations before the start of the first semester of enrollment. A student who fails any one (1) of three (3) areas (reading, math, or writing) may enroll in some program courses but may also be required to enroll in developmental courses as needed.

All persons seeking admission holding non-permanent visas will be processed as International Students.

Foreign Credentials Evaluation

All Alamo Community Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Admissions Requirements

Students using transcripts for admissions purposes ONLY and not for transfer credit are required to have only the transcript translated. Interpretation and evaluation of the transcript is not required.

Transfer Credit Requirements

Students requesting transcript evaluation for transfer credit must submit the official transcript and an official third (3) party report/recommendation from a National Association of Credential Evaluation Services (NACES) member that includes translation, interpretation, and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the Alamo Community Colleges.

Senior Citizens Admissions

Senior citizens 65 years or older may enroll for up to six (6) hours of semester credit hours on non-credit status at the Alamo Community Colleges tuition-free. If enrolling for academic credit, senior citizens must pay pledged tuition and the standard activity fee. Admission is on a first class day space available basis.

Audit/Non-Credit Admissions

Audit/Non-Credit status provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. An additional charge will apply.

Students who enroll only for Audit or Non-Credit admission must complete the ApplyTexas application and contact Enrollment Services/Admissions and Records.

Audit/Non-Credit courses cannot be changed to credit or credit to Audit after the Census Date of the term. Audit/Non-Credit course will be noted on the student's permanent record as "NC" for Non-Credit.

Individual Approval Admissions

Students who are eighteen (18) years or older and who are not graduates of high school or the equivalent may be admitted if they can prove their ability to successfully complete college-level coursework. Individual approval is also required in cases where the school no longer exists and a transcript is unavailable or an individual has a disability without high school graduation. In addition to the general admission requirements, individual approval will be granted by the appropriate director, dean or designee.

Conditional Admissions

Students unable to submit an official high school/college transcript or GED test score prior to enrollment the first semester in the Alamo Community Colleges:

- will be admitted conditionally for one (1) semester with unofficial credentials
- will not be permitted to re-enroll in future semesters
- will have official transcripts withheld until all admissions requirements are met
- will be prevented from taking certain courses without appropriate placement scores and/or prerequisites
- will be responsible for meeting TSI requirements
- will be subject to admissions policies upon receipt of the official transcript from the last institution attended.

Students who have responsibilities at previous institutions (money owed, etc.) are required to submit a letter from the institution indicating release from responsibility PLUS official transcript; or official written institutional agreement to fulfill responsibility PLUS unofficial transcript prior to enrollment. A letter indicating current status of Financial Hold or Administrative Hold is required each semester until official transcripts are submitted. Students will be placed on Academic Hold each term until final official transcripts are obtained.

Joint Admission Agreements

While attending the Alamo Community Colleges, students may complete a **Joint Admission Agreement** and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university.

Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the Higher Education Locator Map, <http://www.theccb.state.tx.us/interactivetools/HELM>.

ADMISSION APPEAL PROCEDURE

All students who fail to meet the academic criteria stated in the Alamo Community Colleges' current catalog, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal) and students on Suspension from any institution, must follow the admission/readmission procedures as described in the guidelines outlined under **Academic Standing and Probation: Academic Dismissal** in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

CREDIT BY NON-TRADITIONAL MEANS

The Alamo Community Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional sources. The Alamo Community Colleges, with appropriate departmental guidelines, reserve the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at one of the Alamo Community Colleges.

Credit hours earned by examination will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Internal Proficiency Examinations

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from Enrollment Services/Admissions and Records Office. Upon approval students must pay appropriate costs.
- Take the exam by the Census Date of the semester if applying for credit by exam after enrolling in a course.
- Take a comprehensive written examination that may include prescribed performance tests.
- Earn a grade of "C" or better to receive credit.

Note: Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other regionally accredited institutions.

International Baccalaureate Diploma Program

The Alamo Community Colleges will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of "A" will be assigned for seven points, a grade of "B" for five (5) or six (6) points, and a grade of "C" for four points. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at one of the Alamo Community Colleges before the International Baccalaureate credits are awarded.

Work Experience / Prior Learning Credit

The assessment of work experience/prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalency
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to the Alamo Community Colleges, students should consult with their departmental academic advisor to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The Alamo Community Colleges will retain a copy of the documentation with the student's permanent file.

ACADEMIC FRESH START

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirement. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the Alamo Community Colleges and any other Texas state college or university. Such work, however, will NOT be removed from students' academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

This provision does not exempt students from notifying the Alamo Community Colleges of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

TRANSCRIPT SERVICES

One of the best ways students can ensure career success is to establish a clear focus on the career path they wish to pursue. The Alamo Community Colleges' transfer services guide students through college transfer planning, a career planning process, and job readiness and employment.

In general, Arts and Science courses with a first number of one (1) or two (2) are accredited by senior institutions as fully transferable. Courses beginning with a zero (0) (e.g., English 0301) generally are not accepted for transfer by four-year colleges or universities. For the Alamo Community Colleges, these freely transferable courses are identified in the THECB publication Lower-Division Academic Course Guide Manual. Specifically excluded are courses designated as vocational/technical, ESL/ESOL, developmental or remedial, and courses listed as Basic Skills (occupational and technical courses).

Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) 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.

Transcript Request

To request an official transcript of record students must complete a Transcript Request Form signed by the student. Once processed, transcripts will be sent to the receiving institution.

In compliance with FERPA regulations and Alamo Community Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested and received:

- Online at the Web for Students <http://www.accd.edu>, if they date from 1984 to the present
- In person by the student presenting a photo ID
- Via U.S. mail or fax, provided the fax includes a signature
- Via telephone **if the transcript is going to another college or university**
- By a third party presenting appropriate identification and with official signed and dated written student consent that specifies the name of who will be acting on the student's behalf.

Educational Releases signed by the student are required for each request and are subject to review to verify ID and names.

The Alamo Community Colleges will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept student's personal requests for transcripts via email or phone.

An Academic Hold will prevent processing and release of a student transcript. Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to the Alamo Community Colleges.

Students may access **unofficial** transcripts and grades through [PALS](#) or [Web for Students](#).

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Community Colleges from other institutions and/or when the Alamo Community Colleges' courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules and Regulations, Chapter 4, Subchapter B. (Online at http://www.thecb.state.tx.us/Rules/tac3.cfm?Chapter_ID=4&Subchapter=B)

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is

denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

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

Transfer Rules Noncompliance Policy

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

IV. REGISTRATION



REGISTRATION

STUDENT IDENTIFICATION

Personal Identification Number (PIN)

Personal identification numbers (PIN) provide security access to the Web registration system. Default PIN numbers are assigned to students according to the month and year of their birth (mmyy). Students are encouraged to assign themselves a unique PIN online at the Web for Students (<http://www.accd.edu>) or submit a request in person.

Identification Card (Photo ID)

All credit students are required to present a Student Identification Card for access to such services and activities as library usage, physical education facilities, special events, academic advisement, transcript requests, etc. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID to receive a college student photo ID.

Name Changes

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records Office. Correcting spelling or the proper sequence of the legal name requires a copy of an official birth certificate. To request a name change, complete a Name Change Form and a copy of the signed court order, marriage license, or divorce decree showing the new legal name. To assume a spouse's name following marriage, complete a request and provide a copy of the marriage certificate. To discontinue use of a married name and resume use of the original family name or another name, present a divorce decree or a signed court order showing restoration of the original or other name.

WEB REGISTRATION

Students who have completed all admission requirements are encouraged to register for classes on the WEB for Students at <http://www.accd.edu>. Details for the various registration periods are published in the Schedule of Classes, which is available on the individual Alamo Community Colleges' websites. Students should follow the instructions for registration provided in the Schedule. For additional assistance, contact the appropriate Enrollment Services/Admissions and Records Office.

STUDENT DEVELOPMENT COURSE (SDEV)

The Alamo Community Colleges require all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Community Colleges' expectations. Student Development Program (SDEV) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who complete SDEV courses have a proven record of higher retention and persistence in college. A variety of SDEV courses are offered to fit specific student needs.

Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a Student Development course during the first (1) semester of enrollment. Dual Credit hours are not counted as college credit hours for this purpose. Exceptions or waivers require approval. Dual Credit hours are not counted as college credit for this purpose. Regular tuition applies to Student Development courses.

Students who do not successfully complete the Student Development course during their first semester will be required to complete the course the following semester. Three-peat tuition will apply on a third (3) enrollment.

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (TCCNS) and the Workforce Education Course Manual (WECM) for Technical and Continuing Education courses. (Online at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/>.)

Public colleges and universities in Texas use either the TCCNS or crosswalk courses to the TCCNS. Additionally, all Texas public institutions of higher education that offer Workforce Education programs or Continuing Education courses utilize WECM course numbers. Both of these common course numbering systems allow students to compare courses between colleges and provide them with greater ease of course credit transfer. Each course number contains four (4) digits.

For example, ENGL 1301 is:

1 - Level (Freshman in this case)

- 0 - Developmental
- 1 - Freshman
- 2 - Sophomore

3 - Semester credit hours (Three in this case)

01 - Sequence Number (Part One in this case)

Though developmental-level (“0”) courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.

A small number of academic courses contain a “7” in the third digit of the course number indicating that they do not comply with the TCCNS and may not be transferable to another college or university. Students should consult with the receiving institution to ensure transferability prior to enrolling. It is important for students who plan to transfer to another college or university to ensure that courses taken at the Alamo Community Colleges are transferable and apply to their degree program at the transfer institution.

For comprehensive information on curriculum guidelines see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EFA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EFA(LEGAL).pdf).

PREREQUISITE AND CO-REQUISITE COURSES

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair.

When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

COURSE LOAD

Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Community Colleges for any given semester. 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. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term.

Session Enrollments

Fall/Spring 16-Week Semesters

Full-Time Student - Twelve (12) or more semester credit hours

Half-Time Student - Six to eleven (6-11) semester credit hours

Maximum Hours Allowed: Eighteen (18) semester credit hours

Summer Session

Full-Time Student - Six (6) or more semester credit hours

Half-Time Student - Three to five (3-5) semester credit hours

Maximum Hours Allowed: Eight (8) semester credit hours for the traditional Summer I session and six (6) semester credit hours for the traditional Summer II session, not to exceed a total of fourteen (14) semester credit hours for the entire Summer.

Flex Six-Week Session

Full-Time Student - Six (6) semester credit hours

Flex Eight-Week Session

Full-Time Student - Eight (8) semester credit hours

Maymester

Full-Time Student - Three (3) semester credit hours

Petition for Overload

Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations. Students may petition the appropriate dean or designee for additional hours.

CONCURRENT ENROLLMENT AT THE ALAMO COMMUNITY COLLEGES

● Students enrolling concurrently at more than one of the Alamo Community Colleges will be assessed tuition for all courses combined across the Alamo Community Colleges. (See **Tuition.**)

● A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Community Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring and fourteen (14) hours maximum for Summer.

● Students should notify each college of their enrollment at another college to coordinate services.

ALTERNATIVE LEARNING OPTIONS / DISTANCE LEARNING

The Alamo Community Colleges are committed to providing students an easy-access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of students whose busy lives make scheduling college courses difficult. The various course delivery methods may be more appropriate for various learning styles. Students are encouraged to explore the requirements for each option to determine which offers the better

opportunity for success. Students may be required to attend an on-site orientation, watch televised broadcasts or DVDs, attend on-campus review sessions, and take exams on-campus. Additional information may be requested from the Enrollment Services/Admission and Records office.

Open-Entry/Open-Exit (OE/OE) Learning Centers provide computer workstations in an unstructured classroom setting. (See **Class Schedules** for semester offerings and orientation schedules.)

Online Internet Courses allow students to learn any time, anywhere through electronic communications tools such as email, chat rooms, and bulletin boards.

Video Courses are broadcast on specified channels and allow students to independently complete all or most coursework off-campus. If broadcast times are not convenient, students may record lessons and view them at their convenience. Video Course lessons are also available on DVD in the Alamo Community Colleges' libraries for check-out and for purchase in campus bookstores.

Interactive Video Conferencing Courses utilize real time audio and video between instructor and student and are broadcast on television or are available on DVD. Students complete most course assignments independently.

Blended/Hybrid Courses combine traditional classroom coursework such as lectures, class discussions, group work, and on-campus activities with online coursework. Blended Courses are recommended for students with flexible schedules.

MATH REQUIREMENT

Upon completion of twelve (12) college-level semester credit hours with a 2.0 GPA, students are encouraged to begin the Developmental Math sequence. Students testing into Developmental Math are encouraged to start the math sequence as soon as possible and continue the course sequence each semester without interruption.

CENSUS DATE

The Official Census Date of each semester or session established by the THECB is the Alamo Community Colleges official certified enrollment date. No grade is recorded or maintained for courses dropped prior to the Official Census Date. For a complete list of Census Dates see online at <http://www.thecb.state.tx.us/Reports/PDF/1336.PDF>.

CLASSIFICATION OF STUDENTS

Freshman: Must have completed less than thirty (30) semester credit hours in college-level courses at the Alamo Community Colleges or other regionally accredited college(s).

Sophomore: Must have completed not less than thirty (30) and not more than seventy-two (72) semester credit hours in college-level subjects at the Alamo Community Colleges or other regionally accredited college(s).

Unclassified: Must have completed more than seventy-two (72) semester credit hours with no associate or baccalaureate degree earned.

Associate Degree: Highest degree previously earned is an associate degree.

Baccalaureate or Above: Highest degree previously earned is a baccalaureate or higher.

Undergraduate: Less than a baccalaureate.

CANCELLATION OF CLASSES

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. For the latest information on the Alamo Community Colleges' closures, dial (210) 208-8189 or online at <http://www.accd.edu>.

San Antonio College's radio station, KSYM 90.1 FM, as well as local radio and television stations, will also have the latest information on the Alamo Community Colleges' closures.

ADDS, DROPS, AND WITHDRAWALS

Students should carefully consider all options before changing their schedule. An add/drop schedule change period is provided each semester following the close of registration. From the beginning of classes through the Census Date, changes made in courses will be recorded/posted as "Dropped Before Census" and will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar.

It is very important to consider that:

☞ All class schedule adjustments must be recorded and officially processed by the Enrollment Services/Admissions and Records Office and may require approval from department chairs or designees.

☞ Withdrawing from a class after the Census Date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. (See **Drops and Withdrawals**.)

☞ Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to the Alamo Community Colleges.

☞ No drops or withdrawals will be accepted by phone or over the Internet.

Drop/Add Forms may be picked up in the Enrollment Services/Admissions and Records Office or the appropriate department.

Adds

Students may add courses online or on-campus during dates designated for schedule changes, which are identified in current Class Schedules. Once the semester/session begins, students may not add courses without departmental chair approval. Once the class has met, students may no longer be added to that course.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. (See **Attendance**.) The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Student Initiated Drops

Students must drop from a class in person with an advisor, faculty member or other designee. A Notice of Change/Add/Drop Form must be submitted to the Enrollment Services/Admissions and Records Office for processing. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Third-Attempt Enrollment Ruling

Dropping a course may result in the student having to re-enroll for a required course and with higher tuition for the repeated course. Effective Fall Semester 2005, the Alamo Community Colleges will charge a higher tuition rate to students registering the third (3) or subsequent time for a course.

The State of Texas financially subsidizes the education of college students and the tuition paid by any student represents only a portion of the real cost of any credit course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Students are exempted from payments of higher tuition for any courses repeated in the final semester or term before graduation if the courses are taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one (1) semester. This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship.

Six Course Drop Ruling

Students are limited to a total of six course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- the student was able to drop without receiving a grade or incurring an academic penalty;
- the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop. Guidelines for requesting an exception may be located through the Alamo Community Colleges' homepage online at <http://www.accd.edu>.

Official Withdrawals

A total withdrawal from the Alamo Community Colleges is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal.

To officially withdraw completely from the Alamo Community Colleges students must:

- ☞ Go to the Enrollment Services/Admissions and Records office.
- ☞ Resolve all financial obligations to the Alamo Community Colleges including library clearance

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons so that they are not penalized in the future - financially or through an admissions process - for reasons beyond their control. Alternatively, military students may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript.

If a student withdraws as a result of being called to active military service, the Alamo Community Colleges, at the student's option and with proper documentation, shall:

- ☞ Grant a student who is eligible under the Alamo Community Colleges' guidelines a grade in all courses by designating "Withdrawn- Military" (WM) on the transcript,
OR

- ☞ As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

The Alamo Community Colleges shall provide a 100% refund with the presentation of military orders.

Recording Withdrawal Grades

Regular withdrawals will be recorded as a “W” (withdrawn). Waiver drops will be recorded as a “WX” (withdrawn with exception). Military Service withdrawals will be recorded as a “WM.” All “W” grades have no effect on the GPA. To simply stop attending a class may result in a grade of “F.”

Courses dropped do not become official until the drops have been processed.

REINSTATEMENT TO CLASS

A student dropped for excessive absences or lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and submitted to the Enrollment Services/Admissions and Records Office.

GRADUATION

The Alamo Community Colleges confer (post on official transcript) degrees and certificates three (3) times a year: at the end of Fall and Spring semesters and Summer sessions.

The Alamo Community Colleges offer recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates

Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree plan and file an Application for Graduation Form after the completion of thirty (30) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at the Alamo Community Colleges.

Students seeking certificates requiring fewer than sixty (60) hours should file an Application for Graduation Form after completing half of the certificate requirements. All candidates should list the catalog edition under which graduation is requested when completing the Application for Graduation Form.

Degree/Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a cumulative GPA of 2.0 in all coursework completed at the Alamo Community Colleges (excluding developmental-level coursework) as well as courses successfully completed at all other colleges and universities that apply to the student's degree or certificate program at the Alamo Community Colleges.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Complete all degree requirements for the technical program major in Associate Degree or Certificate programs, with a grade of "C" or better.
- Earn at least 25% of degree hours required for graduation in residency at the Alamo Community College granting the degree or certificate.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the final semester.

Degree Exit Competencies

The Alamo Community Colleges require students to demonstrate exit skill competencies in:

- Writing and Reading
- Speech/Oral Communication
- Mathematics
- Computer Literacy

Students should consult with their counselor/advisor about the degree competencies when developing a degree plan.

Catalog Requirements

Students may submit an Application for Graduation Form under the degree requirements of the Alamo Community Colleges'

- current catalog,
- the catalog in effect the date of first enrollment in the Alamo Community Colleges, OR
- as outlined in an Alamo Community Colleges catalog subsequent to the first enrollment date but dated no more than five (5) years prior to the expected graduation date.

Degree requirements must be completed within five (5) academic years from the date of the Alamo Community Colleges' catalog chosen.

Students may file a petition to Enrollment Services/Admissions and Records Office for an extension of the five (5) year rule. Veterans must remain with the catalog of first (1) enrollment unless the change is approved by the Veterans Administration Office.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Application for Graduation Form to the Enrollment Services/Admissions and Records Office by the semester/session deadline.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Application for Graduation Form is submitted or during the semester in which the degree is conferred. For example, a Fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding Summer completion provided no more than two (2) courses are required to complete program requirements. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Community Colleges.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (A.A.S.) graduate or Certificate completer, whose coursework 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 the specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free semester credit hours of additional skill training by the Alamo Community 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:

- The graduate/completer must have earned the A.A.S. Degree or Certificate in a technical program published in the catalogs (or their addenda) of the college awarding the degree.
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at the college awarding the degree within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours 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 Alamo Community Colleges' president or designee.
- The graduate/completer must commence employment within six (6) 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 advisory committee. The employer must specify the areas of deficiency within ninety (90) days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of the college awarding the degree will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one (1) calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and /or other course-related expenses.
- The student's sole remedy against the Alamo Community Colleges and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

ARTICULATION AGREEMENTS AND JOINT ADMISSIONS PROGRAMS

The Alamo Community Colleges and senior colleges and universities work closely to ensure a smooth transition from the Alamo Community Colleges to senior colleges' baccalaureate degree programs.

During their enrollment at the Alamo Community Colleges, students are advised to fulfill the lower-division requirements for college or university programs. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with an Alamo Community Colleges counselor/advisor.

The Alamo Community Colleges have established Articulation Agreements with a number of senior colleges and universities, including many universities in San Antonio. These agreements describe a partnership to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Transfer Guides for specific majors
- Core Curriculum Equivalences
- Course Equivalency Tables

The agreements allow students to identify which courses may be taken at the Alamo Community Colleges to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to visit Transfer Services to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. Information about scholarship resources is also available. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at each of the Alamo Community Colleges.

REVERSE TRANSFER DEGREE

Students who come to the Alamo Community Colleges having earned a bachelor's degree from a Texas university, as well as Alamo Community Colleges students who transfer to another Texas college or university, may qualify for an Associate's Degree. The Reverse Transfer Degree Program is designed for students who have accumulated thirty (30) college-level credit hours at the Alamo Community Colleges and who have received a baccalaureate degree from a Texas college or university.

Once an official transcript is received documenting a student's bachelor's degree, the student will be approved for and notified of the Alamo Community Colleges' award of the Associate of Arts or Science Degree.



V★ TUITION

TUITION

RESIDENCY

Students verify and establish residency based on the answers they provide to the core Residency questions on the ApplyTexas application. Students may be contacted by the Alamo Community Colleges for additional residency documentation.

- In-District Bexar County Resident: A Texas resident who has lived in Texas for the past twelve (12) months and resides in Bexar County.
- Out-of-District Student: A Texas resident for the past twelve (12) months who does not reside in Bexar County.
- Out-of-State Student: A U.S. citizen who has not lived in Texas for the past twelve (12) months.
- Out-of-Country Student: A non-U.S. citizen who is not a resident alien.

TUITION REIMBURSEMENT/REBATE POLICY

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public baccalaureate-granting university may be entitled to a partial tuition rebate.

Eligible students must meet all of the following requirements:

- ☞ Must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
- ☞ Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
- ☞ 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.
- ☞ Must have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree detailed in the catalog under which they were graduated. 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.

Students who are seeking tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Courses dropped for reasons that are determined by the institution to be beyond the control of the student shall not be counted.

TUITION REFUND SCHEDULE

(Subject to change without notice)

Students officially dropping or withdrawing from courses at the Alamo Community Colleges will have their tuition calculated according to the following schedules:

Fall and Spring Semesters (16 Week Sessions)

- 100% Prior to the first class day of semester
- 70% During class days one (1) through fifteen (15)
- 25% During class days sixteen (16) through twenty (20)
- 0 After the twentieth (20) class day

Six Week Summer Sessions

- 100% Prior to the first class day of semester
- 70% During class days one (1) through five (5)
- 25% During class days six (6) through seven (7)
- 0 After the seventh (7) class day

Eight Week Summer Sessions and Flex Terms

- 100% Prior to the first class day of the semester
- 70% During class days one (1) through eight (8)
- 25% During class days nine (9) through ten (10)
- 0 After the tenth (10) class day

Open Entry/Open Exit

- 100% Prior to the first class day of the semester
- 70% During class days one (1) through eight (8)
- 25% During class days nine (9) through ten (10)
- 0 After the tenth (10) class day

Refunds for other non-standard length courses shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB). Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Community Colleges. **Tuition paid by a credit card will be refunded back to the credit card.**

Federal regulations governing financial aid programs require Student Financial Services to put into place policies and procedures that may impact whether or not a student is eligible for a refund as described above. (See **Financial Aid.**)

NOTE: Students are responsible for verifying mailing address; refund checks will be mailed to the address the student provides.

INSTALLMENT PAYMENT PLAN

An installment payment plan is available for students in Good Standing. Detailed information is available online at http://www.accd.edu/main/html/registration/tuition_payment.htm#installment.

TUITION WAIVERS

Under the Texas Education Code § 54.205, a deaf or blind person who is a Texas resident is entitled to exemption from the payment of tuition at any institution of higher education utilizing public funds if the following is presented:

- Certification that the applicant is a blind person or a deaf person by the Texas Rehabilitation Commission, Texas Commission for the Blind, or the Texas Commission for the Deaf and Hard of Hearing in a written statement, which certification is considered conclusive.
- A written statement of purpose from the student that indicates the certificate or degree program to be pursued or the professional enhancement to be realized from the course of study for that certificate or degree program.

- A high school diploma or its equivalent.
- A letter of recommendation from the principal of the high school attended by the deaf or blind individual, a public official, or some other responsible person who knows the deaf or blind individual and is willing to serve as a reference.
- Proof that all other entrance requirements of the institution are met. Students are required to present certification at the time of initial enrollment in the Alamo Community Colleges in the course of study they have designated. The certification is valid for each semester that the student enrolls in the Alamo Community Colleges in the designated course of study.

TUITION SCHEDULE

TUITION	<u>Texas Residents</u>				<u>Non-Texas Residents and International Students</u>	
	<u>In-District</u>		<u>Out of District</u>		Tuition	Pledge Tuition
	Semester Hours	Tuition	Pledge Tuition	Tuition		
1	\$306	\$116	\$570	\$116	\$1,098	\$116
2	\$306	\$116	\$570	\$116	\$1,098	\$116
3	\$306	\$116	\$570	\$116	\$1,098	\$116
4	\$306	\$116	\$570	\$116	\$1,098	\$116
5	\$306	\$116	\$570	\$116	\$1,098	\$116
6	\$306	\$116	\$570	\$116	\$1,098	\$116
7	\$357	\$121	\$665	\$121	\$1,281	\$121
8	\$408	\$121	\$760	\$121	\$1,464	\$121
9	\$459	\$121	\$855	\$121	\$1,647	\$121
10	\$510	\$121	\$950	\$121	\$1,830	\$121
11	\$561	\$121	\$1,045	\$121	\$2,013	\$121
12	\$612	\$121	\$1,140	\$121	\$2,196	\$121
13	\$663	\$121	\$1,235	\$121	\$2,379	\$121
14	\$714	\$121	\$1,330	\$121	\$2,562	\$121
15	\$765	\$121	\$1,425	\$121	\$2,745	\$121
16	\$816	\$121	\$1,520	\$121	\$2,928	\$121
17	\$867	\$121	\$1,615	\$121	\$3,111	\$121
18	\$918	\$121	\$1,710	\$121	\$3,294	\$121
19	\$969	\$121	\$1,805	\$121	\$3,477	\$121
20	\$1,020	\$121	\$1,900	\$121	\$3,660	\$121
21	\$1,071	\$121	\$1,995	\$121	\$3,843	\$121

Fall/Spring Sessions Pledge Tuition

1-6 credits are priced at a flat rate of \$306.00 for In-District Tuition, \$570.00 for Out-of-District Tuition, and \$1098.00 for Non-Resident and International Student Tuition.

7-21 credits are priced at a rate of \$51.00 per credit for In-District Tuition, \$95.00 per credit for Out-of-District Tuition, and \$183.00 per credit for Non-Resident and International Student Tuition.

Any student currently enrolled as of the official Census Date who subsequently enrolls in a Flexible Entry class offered in the same semester will be assessed tuition as though another class were being added to the student's current load.

Summer Sessions

Minimum tuition for each Summer term is \$153.00 for In-District Texas residents, \$285.00 for Out-of-District Texas residents, and \$549.00 for Non-Texas residents and International students.

Pledge Tuition: Summer Sessions

For each summer session, the Pledge Tuition is \$116.00.

REFUNDABLE CHARGES PAID BY ALL STUDENTS

Pledged Tuition:

1-6 hours	\$116.00
7 or more hours	\$121.00
Summer & Mini Semester	\$116.00

Student Activity Charge:

Per credit hour	\$1.00
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OTHER REFUNDABLE CHARGES

Audit Charge.....	\$12.00
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Specific Program Tuition:

Water Treatment, Fire Science, Aviation, Dental Technology, etc.....	Varies
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International Student Insurance:

Per Semester, Fall or Spring	\$66.00
Summer & Mini Semester	\$22.00

NON-REFUNDABLE CHARGES

Examination Charges:

Advanced Standing Examination	\$51.00
per credit hour/\$153.00 minimum	
G.E.D	\$65.00
Re-Examination (if failed)	\$7.00
TASP Alternative.....	\$15.00
Correspondence Examination	\$10.00
Texas Securities Examination (Austin)	\$10.00

Parking Permits:

Full Year	\$21.00
After January 1	\$11.00
Summer Term	\$7.00
Replacement	\$8.00

Parking Fine.....	\$12.00
If not paid within 10 days	\$18.00

Returned Check/ACH Return Charge.....	\$35.00
Library Fines:	
Books per day/per book	\$0.10
Reserved Books per day/per book.....	\$0.50
Installment Payment Plan	
Administrative Charge per semester	\$25.00
Late Charge per each late payment	\$10.00
Foreign Student Registration Processing Cost	\$15.00

TUITION FREEZE PROGRAM

The Tuition Freeze Program (TZP) guarantees a three (3) year freeze on tuition rates for those students who commit to selecting a major and steadily working toward that goal. Students pay the same tuition rate for three (3) years if they meet the initial and continuing eligibility criteria.

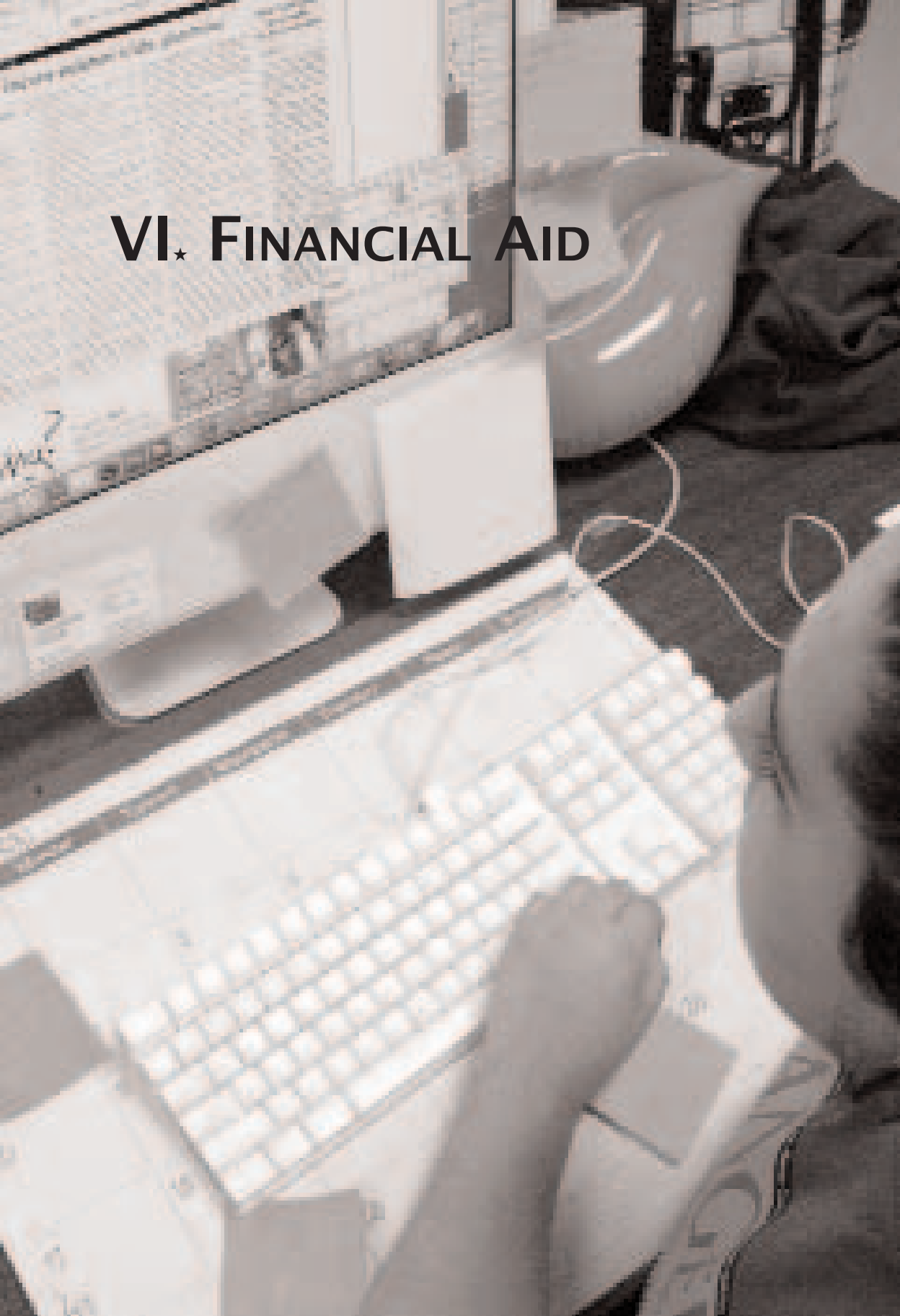
The TZP is available for students in the first (1) semester of college enrollment or students who have accumulated twelve (12) or fewer credit hours, either earned at the Alamo community Colleges or transferred from another institution. Hours earned while enrolled at the Alamo Community Colleges as a Dual Credit student are excluded from the accumulated hours.

To enroll in TZP program prior to or during a semester of eligibility students should:

- Sign an electronic agreement during a Fall or Spring semester of eligibility
- Declare a major leading to an Associate Degree

Guidelines for applying for TZP are available online at <http://www.accd.edu/main/html/registration/webforstudents.htm#tuitionfreeze>.

VI. FINANCIAL AID



FINANCIAL AID

ABOUT STUDENT FINANCIAL SERVICES

The most important function of Student Financial Services (SFS) is to administer and manage financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the SFS Office is to help students avail themselves of as many federal, state and institutional financial aid program opportunities as possible.

Financial aid comes in three basic types:

- Scholarships/grants
- Work-study programs
- Loans

Any or all of these may be combined in a financial aid package to help pay for educational expenses. Scholarships and grants do not have to be repaid. Loans must be repaid and are therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that SFS Offices of the Alamo Community Colleges are required to follow are listed. Policies listed here are only those deemed most important to students. The Alamo Community Colleges comply with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U. S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, the Alamo Community Colleges will comply with the most current regulations and interpretations thereof. Extensive financial aid information can be found at the Alamo Community Colleges home page at <http://www.accd.edu/district/schships/main/sfs.htm>. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

AID ELIGIBILITY FOR CORPORATE AND COMMUNITY EDUCATION COURSES

Tuition assistance is available for eligible individuals who wish to enroll in Corporate and Community Education courses. The Texas Public Education Grant for Continuing Education (TPEG-CE) may be used for tuition only charges of non-credit courses. There is no reimbursement for pre-paid tuition bills. Financial aid may be awarded from 50-100% of course tuition, but funded amounts will be determined by each Student Financial Services Office. The standard Free Application for Federal Student Aid (FAFSA) must be completed eight (8) weeks prior to registering for the class. Once the Student Aid Report (SAR) is received, a TPEG-CE application must be completed and submitted before registering for the class. Awards will be based on determined eligibility and available state funding. Applications are available in the Student Financial Services Offices. Training programs that exceed a total of 260 clock hours will not be eligible.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

WHAT IS THE FAFSA AND WHAT DOES IT DO

In order to determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine students' financial need and their state, federal or institutional aid eligibility.

The FAFSA is available from high school guidance counselors, any public library, financial aid administrators at any university, or any of the Alamo Community Colleges' SFS Offices. The FAFSA can be ordered by calling 1-800-4FEDAID or it can be accessed online at <http://www.fafsa.ed.gov>.

APPLYING FOR FINANCIAL AID AT THE ALAMO COMMUNITY COLLEGES

Students who apply for financial aid at the Alamo Community Colleges are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- Texas Public Education Grant (TPEG)
- Leveraging Educational Assistance Partnership / Special Leveraging Educational Assistance Partnership (LEAP/ SLEAP)
- Texas Grant I
- Texas Educational Opportunity Grant (TEOG)
- Federal Stafford Loan (additional application required)
- Federal College-Work-Study (additional application/forms required)

The application procedures are described below and apply to need-based grants, loans, and work-study. (To apply for institutional scholarships follow the procedures in the section on scholarships under Financial Aid Resources.) Referenced further in this section are the Early High School Graduation Scholarship, the Educational Aide Exemption, and the Hazlewood Act Exemption.

Applications for aid will be considered complete when the following has taken place at one of the Alamo Community Colleges:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and are making Satisfactory Academic Progress. First-time college freshmen are assumed to be making Satisfactory Academic Progress.
2. The student has the following on file in Student Financial Services:
 - The financial aid application. To ensure the application is electronically forwarded, the Federal School Code of the college to which the student is applying must appear on the FAFSA.

- ⇒ Northwest Vista College - Federal School Code033723
- ⇒ Palo Alto College - Federal School Code016615
- ⇒ San Antonio College - Federal School Code009163
- ⇒ St. Philip's College - Federal School Code003608

- If selected for verification, the student must submit the appropriate Dependent/Independent Verification Worksheet, IRS Tax Returns, documentation of benefits and untaxed income, plus any other required documentation. Please see the section on **Verification** below for more specific information about requirements and procedure.

It is essential that the SFS Office always has the student's most current permanent address and email address to avoid delays and ensure that important documents are received promptly. Update addresses as often as necessary by completing the appropriate forms at the Enrollment Services/Admissions and Records office.

DEADLINES FOR FILING THE FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA by its processors online at <http://www.fafsa.ed.gov>. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While Alamo Community Colleges SFS offices accept financial aid applications virtually all year round, the student's complete financial aid application must be received at least six (6) weeks before the end of the semester to receive full consideration for funding. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Therefore, applications should be received by the dates below in order to be considered on-time for the indicated semester:

<u>Semester</u>	<u>Priority Deadline</u>
Fall	April 1
Spring	October 30
Summer	March 1

Completed applications received **by the priority date** will receive priority consideration of all available funds, subject to each student's eligibility. Completed applications received **after the priority date** will be processed according to eligibility and remaining available funds. Students applying after the priority date should check with their college to make sure they have not applied after the final deadline for the semester. Applications received **after the final date** will be processed for future semesters only, but not beyond that academic year. A separate Summer Application is required to be considered for summer aid.

ELIGIBILITY REQUIREMENTS FOR STUDENT FINANCIAL AID

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit hours as a regular student in an eligible program. (Less than half-time students may receive a Pell Grant if they are eligible.);

- Be a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state financial aid;
- Have a high school diploma or a General Education Development (GED) certificate;
- Not be in default on any student loan or owe a refund to a federal financial aid program;
- Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the Alamo Community Colleges' Satisfactory Academic Progress policy;
- Have financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Not have been convicted of a felony or crime involving a controlled substance.

CALCULATING FINANCIAL NEED

The information students report when completing the FAFSA is used in a formula established by Congress that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

$$\begin{aligned} &\text{Cost of Education} \\ &- \text{Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the SFS Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's eligibility.

A booklet describing the formula that produces the Expected Family Contribution (EFC) is available by writing to:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

VERIFICATION

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the Alamo Community Colleges' Student Financial Services Office. Log onto the WEB for Students at <http://www01.accd.edu/district/it/webforstudents.html> to view the specific documents that must be submitted to the Student Financial Services Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- ✎ Signed copy of the student's (and spouse's, if applicable) income tax return (1040's, W2's);
- ✎ Signed copy of the student's parents' income tax return if the student is considered a dependent student;
- ✎ Verification Worksheet (available at Student Financial Services or <http://www.accd.edu/district/schships/main/sfs.htm>; and
- ✎ Documentation that verifies benefits or untaxed income, such as:
- ✎ Temporary Assistance for Needy Families (TANF), formerly AFDC
- ✎ Veteran benefits
- ✎ Other untaxed income and benefits

NOTIFICATION OF FINANCIAL AID AWARDS

All financial aid award notifications to students from the SFS Office can be found on the student's personal page online at <http://www01.accd.edu/district/it/webforstudents.html>. The SFS Office no longer mails out written notifications. Instead, students are contacted via email at the personal email address provided on the FAFSA, and at the one assigned by the Alamo Community Colleges, to check their financial aid status online. The email provides instructions on how to view and accept awards via the Web for Students at the above web address. Students can view each source of aid and amount that they have been awarded. In order for aid to be credited to their account, students must accept their award on-line. The SFS Office can assist students in navigating the Web site or provide written instructions.

RECEIVING FINANCIAL AID FUNDS

Checks generated in the first (1) check run at the beginning of the Fall and Spring semesters are mailed to students at their permanent address without exception. Checks generated the rest of the term are held at the Bursar/Business Office for a few days for students to pick up before they are mailed. Loan funds are also credited directly into students' accounts. This means that disbursement of loan funds is made on the same schedule as grants and scholarships.

Given that not all checks can be released to students by the payment deadline, students must make arrangements on their own for payment of tuition and for the purchase of books and supplies. Students should check with the SFS Office about the availability of short-term emergency loans for tuition.

SATISFACTORY ACADEMIC PROGRESS FOR PURPOSES OF FINANCIAL AID

Federal Regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- A minimum 2.0 GPA, "C" or better, per semester and overall GPA;
- Successful completion of 67% of all coursework attempted; and
- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including all hours attempted at other colleges).
Note: Thirty (30) hours in developmental classes may be excluded from the ninety-nine (99) hours.

Compliance with the Satisfactory Academic Progress (SAP) policy is evaluated after every Spring semester. Students are advised to check their status through the WEB for Students. SAP policy is categorized in one (1) of three (3) ways: Good Standing, Financial Aid Probation, and Financial Aid Suspension. Students may receive financial aid while in Good Standing or on Financial Aid Probation status, but not if they are on Suspension. The information below describes specifically what the categories mean:

Good Standing (RC1)

Students are considered to be in Good Standing if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Financial Aid Probation (RC2)

Students are placed on probation if, by the end of the Spring semester, they have not completed 67% of all coursework attempted and/or do not have at least a cumulative 2.0 GPA. These students may receive financial aid (except student loans) while on Financial Aid Probation, subject to individual financial aid program requirements and availability of funds.

Financial Aid Suspension (RC4)

Students are suspended from financial aid if, by the Spring semester of their probationary year, they do not meet one (1) or more of the Satisfactory Academic Progress criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll but at their own expense.

Appeal Process (RC3)

Students may appeal their suspension status or may appeal to receive a loan if they have been denied one due to their probationary status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards. Those who have been suspended due to exceeding ninety-nine (99) attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date.

If the appeal is approved, eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these criteria will again result in financial aid suspension.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll but at their own expense. A re-appeal is acceptable after students have completed at least one (1) semester (preferably two (2)) and believe they can make a case for getting back on track academically. The Committee's decision is final and may not be appealed further.

SPRING AND SUMMER TRANSFER STUDENTS

Students transferring from another institution during the Spring or Summer semesters must make sure that their prior institution reports to the National Student Loan Database System (NSLDS) the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts.

Failure to do so will prevent any of the Alamo Community Colleges from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at the Alamo Community Colleges only during the Summer and then return to their home institution the following Fall semester, are considered transient students and are therefore not eligible for financial aid at the Alamo Community Colleges.

CONCURRENT ENROLLMENT AND FINANCIAL AID ELIGIBILITY

Students may only receive aid at one school per period of enrollment. Students who are enrolled at two (2) or more of the Alamo Community Colleges for the same semester may receive financial aid at the college where they are enrolled at least half time (six (6) credit hours), and then only if the majority of their hours of enrollment are at that same college. At no time will students be allowed to count enrollment at a non-Alamo Community Colleges school towards their eligibility for financial aid at one of the Alamo Community Colleges.

CONSORTIUM AGREEMENTS AND FINANCIAL AID ELIGIBILITY

The Alamo Community Colleges will sometimes enter into consortium agreements with institutions willing to consider a student's concurrent enrollment at an Alamo Community Colleges school as part of the student's semester course load at their school for the purpose of awarding aid through their financial aid office. That institution becomes the student's home institution for financial aid purposes, and it initiates such agreements on behalf of the student. These students are automatically ineligible for aid from any of the Alamo Community Colleges. All consortium agreements must be approved by the appropriate Alamo Community Colleges authorizing official.

WITHDRAWING FROM COLLEGE AND RETURNING FINANCIAL AID FUNDS

It is important that students know the Census Date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the Census Day. For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the Census Day. For some aid programs this means that the student has to pay back half of the aid received. A drop in enrollment (but not 100% withdrawal) after the Census Day will not impact the amount of aid received with two (2) exceptions: Federal Work-Study and loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours.

When students withdraw 100%, federal regulations require all schools to pro-rate the amount of financial aid that they have earned based on the percentage of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the 60% mark of the semester. Since in most cases students are disbursed 100% of their financial aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will have to pay back a portion of their financial aid. Failure to repay these funds results in Financial Aid Holds that prevent future registration at any college or university.

Repayment of funds is applied to programs in the following order:

1. FFELP Unsubsidized Stafford Loan
2. FFELP Subsidized Stafford Loan
3. FFELP PLUS Loan
4. Hinson-Hazlewood Loan
5. Federal Pell Grant

6. Federal Supplemental Opportunity Grant (SEOG)
7. Academic Competitiveness Grant (ACG)
8. TEXAS Grant or TEOG
9. Texas Public Education Grant (TPEG) or PSIG/LEAP
10. Scholarships

If a student withdraws before financial aid is disbursed, financial aid amounts will simply be pro-rated according to federal regulations.

FINANCIAL AID RESOURCES

STATE AND FEDERAL GRANTS

Federal Pell Grant Program

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance);
- Student's enrollment status;
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution on the student's Student Aid Report.

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.

Academic Competitiveness Grant (ACG)

Eligible students may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first (1) academic year of study and up to \$1,300 for the second (2) academic year of study. To be eligible for each academic year, students must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first (1) or second (2) academic year of their program of study at a two-year or four-year degree-granting institution;
- Have completed the recommended or advanced high school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 GPA on a 4.0 scale for the first academic year.

Note that the amount of the ACG, when combined with a Pell Grant, may not exceed the student's Cost of Attendance. In addition, if the number of eligible students is large enough that payment of the full grant amount would exceed the program appropriation in any fiscal year, the amount of the grant to each eligible student may be ratably reduced.

To be eligible for the second (2) year ACG, students must:

- Be eligible for a Pell Grant;
- Enroll full-time in the second (2) year of the program of study;
- Have a 75% course completion rate in the most recent academic year;
- Have completed at least twenty-four (24) semester credit hours with at least a 3.0 GPA; and
- Must not have received an ACG at the same level in a prior year.

Eligibility for transfer students will be calculated based on hours accepted and using U.S. Department of Education guidance.

Federal Supplemental Educational Opportunity Grants Program

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are also planning to go into the field of education. To receive SEOG funds students must be enrolled in six to eleven (6-11) hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) provide assistance to undergraduate students who demonstrate financial need as determined by Student Financial Services. Awards range from \$200 to \$2,000. The amount of the award is based on need and availability of funds. Students must be undergraduates enrolled for at least six (6) semester credit hours who are Texas residents, out of state students, or resident aliens. No repayment is necessary.

Towards EXcellence Access and Success Grant (TEXAS Grant)

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

- Maintain current Texas residency status;
- Graduated from an accredited Texas high school no earlier than Fall 1998;
- Completed a recommended or advanced high school curriculum;
- Apply and qualify for financial aid;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$4,000;
- Enroll at least three-quarters time (nine (9) hours) in an Associate's Degree or Certificate program;
- Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school; and
- Not be convicted of a felony or crime involving a controlled substance.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintain a 75% course completion rate in the most recent academic year;
- Complete at least twenty-four (24) credit hours in the most recently completed academic year;
- Maintain a 2.5 GPA or higher and;
- Receive a TEXAS Grant I for no more than ninety (90) semester credit hours.

Texas Educational Opportunity Grant (TEOG)

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

- Maintain current Texas residency status;
- Graduated from an accredited high school;

- Apply for financial aid and have less than \$2,000 Estimated Family Contribution (EFC);
- Enroll at least as a half-time student;
- Be in the first thirty (30) attempted hours of a first certificate or degree plan program;
- Not have been convicted of a felony or crime involving a controlled substance; and
- Not be eligible for the TEXAS Grant I Program.

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintained a 75% course completion rate in the most recent academic year;
- Maintained a 2.5 GPA or better; and
- Received a TEXAS Grant II for no more than seventy-five (75) semester credit hours.

Students may contact the SFS Office for more information.

Educational Aides Exemption Program

The tuition exemption is available to Texas residents with financial need who worked as educational aides in a Texas public school district for at least one (1) out of the last five (5) 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 or from their school district's Human Resource Office.

Early High School Graduation Scholarship Program

Texas residents who complete grades 9-12 within forty-six (46) months at a public high school in Texas may qualify for tuition exemptions ranging from \$500 to \$2,000. High school counselors must send a letter certifying a student's level of eligibility to the Texas Higher Education Coordinating Board. The Coordinating Board is responsible for notifying the Alamo Community Colleges and students of awarded amounts.

Hazlewood Program for Texas Veterans

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

- Served during a national emergency;
- Resided one (1) 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 one hundred eighty (180) days; and
- Not be in default on a federal loan or owe an overpayment of federal grant program.

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

- A letter from the DVA stating that the applicant has no further educational entitlement under the G.I. Bill (If first time Hazlewood user, DVA letter must be from Muskogee, Oklahoma); and

- A copy of the applicant's DD214 showing "Character of Discharge."

The applicant may enroll in non-credit courses if these conditions are met. A copy of the application is available online at <http://www.accd.edu/district/schships/main/sfs.htm>.

**Leveraging Educational Assistance Partnership/Special
Leveraging Educational Assistance Partnership (LEAP/SLEAP)**

LEAP/SLEAP provides assistance to an undergraduate student who demonstrates financial need as determined by the SFS Office. To be eligible for this grant a student must be enrolled for at least six (6) semester credit hours. Awards are made to Texas residents on a first-come, first-served basis until funds run out.

Public Student Incentive Grants (PSIG) 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 (6) semester credit hours.

ALAMO COMMUNITY COLLEGES SCHOLARSHIPS

The Alamo Community Colleges award many scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from \$300-\$1500 per academic year (Sept-May) and \$375-\$750 when awarded by semester. All scholarships and other financial aid already awarded is taken into consideration when determining eligibility. Scholarship lists and applications are available at Student Financial Services or online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Eligibility Requirements:

- ⇒ Complete the Free Application for Federal Student Aid (FAFSA) for need-based consideration;
- ⇒ Enroll as a first time student in college or as a returning Alamo Community Colleges student with fewer than ninety-nine (99) cumulative college credit hours attempted. Students with Bachelors or Masters degrees will not be considered;
- ⇒ Pursue an Associate Degree, Certificate, or transfer program at the Alamo Community Colleges;
- ⇒ Enroll for six to twelve (6-12) credit hours, depending on individual scholarship criteria;
- ⇒ Have and maintain a satisfactory GPA (2.00-4.00);
- ⇒ Maintain Satisfactory Academic Progress. To review Alamo Community Colleges SAP policies see online at <http://www.accd.edu/district/schships/main/sfs.htm> and click on Policies;
- ⇒ Not be in default on a student loan, or owe a refund to any college for state or federal funds; and
- ⇒ Be a U.S. citizen or eligible non-citizen.

Application Procedures:

Complete and submit to Student Financial Services (SFS) an Alamo Community Colleges Scholarship Application including the items listed below:

- ⇒ Submit an official college academic transcript from all colleges previously attended. (Copies of transcripts from other Alamo Community Colleges are not needed.);

- ⇒ Provide two (2) letters of reference from high school or college faculty who can attest to the student's academic promise and ability to succeed;
- ⇒ Provide a one (1) page essay explaining career goals;
- ⇒ Provide a one (1) page autobiography (include family background and personal interests);
- ⇒ Entering freshmen must submit a high school transcript;
- ⇒ Applicants applying for scholarship renewal must provide additional information as requested below; and
- ⇒ Meet the application deadline of June 1 for the Fall semester and November 1 for the Spring semester.

The scholarship application and a list of available scholarships with descriptions and specific requirements are available at Student Financial Services or online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Selection of Recipients:

Once scholarship applications are reviewed, students are notified via email to log onto the Web for Students at <http://www01.accd.edu/district/it/webforstudents.html> to review their status.

Notice of Awards:

Students will be notified by mail of any scholarship award or denial.

Renewal of Scholarships:

Scholarships may be renewed on an academic year or semester basis, contingent upon Satisfactory Academic Progress and availability of funds. Students must reapply for continuation of scholarships by the deadline for the next academic year (September-May) or semester. Please attach a separate sheet describing how the scholarship benefited the student and why it should be renewed.

The Office of Student Financial Services reserves the right to cancel any scholarship at any time if the applicant fails to meet the standards of academic progress, scholarship requirements, or falsifies information reported.

LOANS

Federal Stafford Loans Programs (Subsidized and Unsubsidized)

Stafford Loans are low-interest student loans certified by the Alamo Community Colleges 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%. 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 \$3,500 per year, while second-year students may borrow up to \$4,500. 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 (6) months after the student leaves school or drops below half-time status.

Stafford loan deadlines

Fall	First Friday of November
Spring	First Friday of April
Summer	First Friday of June

These deadlines also apply to the PLUS Loan Program below.

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%. Repayment for parent borrowers begins sixty (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 one of the Alamo Community Colleges.

Consolidation Loan Program

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs and the Health Professions Student Loan (HPSL) Program. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lenders to see if the loan qualifies for Consolidation Loans.

Short-Term Loans

The Short-Term Loan is a zero (0) interest, institutional emergency loan for tuition that must be repaid in thirty (30) days. These loans are offered prior to the start of the Fall and Spring semesters only. Students work with the SFS Office to determine their eligibility and the amount of the loan. Students must show proof that they have applied for and will be eligible for a PELL grant. Funds are limited and a separate application is required.


WORK OPPORTUNITIES

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides a job for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically slightly above current federal minimum wage. The amount of FWS awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students may not work more than nineteen (19) hours per week. FWS students are paid once (1) per month and may pick up their checks at the Bursar/Business Office.

Off-Campus Employment

Private, off-campus employment is administered by many local community or city agencies that hire the Alamo Community Colleges' students. The firms' policies are not related to the Alamo Community Colleges. In addition to earning money while attending college, students have an opportunity to participate in the local work force and gain valuable work experience.



**VII* ACADEMIC
STANDARDS**

ACADEMIC STANDARDS

ATTENDANCE

Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. Students absent for any reason should consult with their instructors. Course syllabi provide specific information regarding attendance. In all cases, students will be held responsible for completion of requirements. Excused absences apply only to students representing the school in an official capacity. The appropriate instructional division chair, dean, or vice president must approve such absences.

Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences are recorded from the official date of enrollment in the class.

Instructors may drop students who are excessively absent, are not doing well in class, and do not attempt to contact the instructor about the absences and/or academic problems. Absences do not have to be consecutive. If students are dropped from a class for lack of progress, the instructor will record a grade of “W” (Withdraw).

Students who stop attending class for any reason should contact the instructor and the registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping. Failure to officially withdraw may result in a failing grade. It is the student's responsibility to withdraw officially from a class if that becomes necessary. Students need to submit a completed Withdrawal Form and a statement indicating the course(s) from which they would like to be withdrawn. If the statement is mailed, the postmark date on the envelope is the official drop date.

For Alamo Community Colleges policy regarding attendance see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FBD\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FBD(LEGAL).pdf).

GRADES

Grading System

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- ⇒ A (excellent/exceptional performance beyond mastery)
- ⇒ B (above average/beyond basic mastery)
- ⇒ C (average/mastery)
- ⇒ D (below average/pass)
- ⇒ F (failure)
- ⇒ I (incomplete) *
- ⇒ IP (in-progress) **
- ⇒ NC (non-credit)
- ⇒ W (withdrawal)
- ⇒ WX (withdrawal exemption)
- ⇒ WM (military withdrawal)
- ⇒ CR (non-traditional credit only)
- ⇒ AU (audit)
- ⇒ P (pass)

*Incomplete Grades

The conditional grade of “I” may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing

other required coursework. The “I” becomes an “F” in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.”

****In-Progress Grades**

The “IP” grade may be assigned to students who have not adequately mastered developmental course content during a given semester or term yet who in the instructor's judgment have the potential to successfully complete the coursework. The only way to receive a grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs.

Grade Availability

Students may access their grades online after the grade submission deadline, which is approximately one (1) week after the last day of finals.

Grade Changes

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor to resolve the issue. Grade changes require the approval of the instructor and respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair.

If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within five (5) days of the instructor's decision. See **Academic Grievance Procedure**.

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- ⇒ A - 4 quality points per semester credit hour
- ⇒ B - 3 quality points per semester credit hour
- ⇒ C - 2 quality points per semester credit hour
- ⇒ D - 1 quality point per semester credit hour
- ⇒ F - 0 quality points per semester credit hour
- ⇒ W, WX, WM, IP, CR, NC, AU - not computed in GPA
- ⇒ I - to be computed upon completion of required work
- ⇒ P - Continuing Education Completer (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.

2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

	Semester	Quality	Grade	
For Example:	Hours	Points	Points	
BIOL 1406	4	3 (B)	12	
ENGL 1301	3	2 (C)	6	
SPAN 1411	4	4 (A)	16	
PSYC 2301	3	2 (C)	6	
KINE 1104	1	4 (A)	4	
	15		44	GPA=44/15=2.93

Enrollment: Registered, paid, and officially registered through the semester's withdrawal date.

Repetition of courses: Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

For comprehensive information on grading and credit see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EGA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EGA(LEGAL).pdf).

ACADEMIC STANDING AND PROBATION

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion. Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status through the WEB for Students.

Good Standing

- Minimum 2.0 GPA, per semester/summer and overall GPA, including developmental courses. Two summer sessions equal one semester.

Academic Probation

- Students who begin any semester in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation. Notification of probationary status is communicated electronically through students' PALS email addresses.

- Students may re-enroll for one (1) semester after meeting with an advisor.
- Student status is evaluated after each semester.
- Students must earn a semester GPA of 2.0 or higher to remain enrolled.
- Upon completion of above requirements any appropriate Academic Hold will be cleared on student records.
- Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

Continued Academic Probation

- After the first (1) semester of Academic Probation, students may re-enroll at the Alamo Community Colleges on a Continued Academic Probation status after meeting with an advisor.
- Student status is evaluated after each completed semester. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester.
- The Continued Academic Probation status is removed when students earn a cumulative 2.0 GPA.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Continued Academic Probation fail to earn a semester GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive written notification from the Alamo Community Colleges.
- After remaining out for one (1) semester for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must earn a semester GPA of 2.0 GPA overall or higher to remain enrolled.
- Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued academic Probation.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Community Colleges must follow the policy outlined above.

Permanent Academic Dismissal

A student on Permanent Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Community Colleges for one (1) calendar year after which a petition may be made for re-admission. The Enrollment Services/Admission and Records office can provide information and deadlines on the petition process.

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

VETERANS AND THEIR DEPENDENTS

Alamo Community Colleges students receiving the national 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 a 2.0 cumulative GPA will be placed on probation for one (1) semester. If students maintain at least a 2.0 GPA during the 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 (1) probationary period will be reported to the Department of Veterans Affairs Regional Office (VARO) as making Unsatisfactory Progress.
- Students failing to maintain the required 2.0 cumulative GPA at the end of a second (2) 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 Alamo Community Colleges' Office of Veterans Affairs to the DVA as of the last date of attendance.

ELIGIBILITY FOR PARTICIPATION IN COLLEGE-SPONSORED PROGRAMS AND EVENTS

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Community Colleges, represent the Alamo Community Colleges in meetings or on competitive teams of the Alamo Community Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 in order to be a member of and participate in any student organization authorized by the Alamo Community Colleges.

HONORS

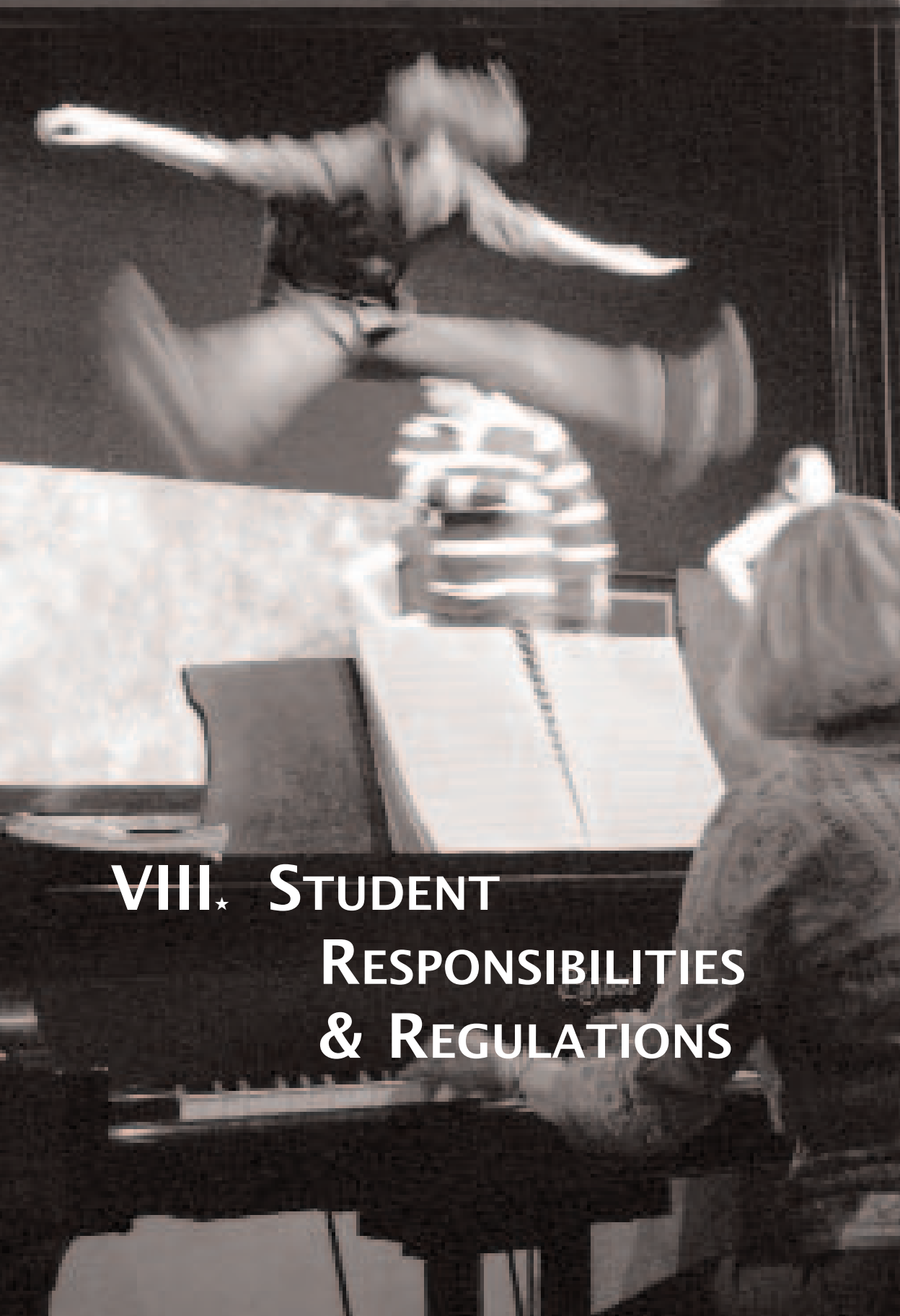
Honors are granted students who earn a cumulative GPA of 2.00 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at the Alamo Community Colleges. Grades earned during the Summer sessions or for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

The appropriate notations appear on the official and unofficial permanent record (transcript) but will not appear online.

Honors Calculations

- **Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents' Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- **Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents' Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.

An Honors Convocation is held each Fall to recognize students' achievements from the previous Fall and Spring semesters.



**VIII★ STUDENT
RESPONSIBILITIES
& REGULATIONS**

STUDENT RESPONSIBILITIES & REGULATIONS

STUDENT OBLIGATIONS

The philosophy and goals of the Alamo Community Colleges are to protect the equality of opportunity of all persons qualified to attend and to offer services that encourage and enable students to pursue new career goals, upgrade present skills, and enrich their personal lives.

Enrollment in the Alamo Community Colleges is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior that are reasonably imposed by the institution relevant to its mission.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. A student does not surrender rights as a citizen upon enrollment in the Alamo Community Colleges. Rights and freedoms, however, like those of any other citizen, are not unlimited. The Alamo Community Colleges have an obligation not to submit to intimidation, violence, or disruptive behavior and expect students to recognize and accept their responsibilities as citizens and members of a scholarly community, among which are respect for the rights of others; academic and personal integrity; and adherence to federal, state, and local laws.

STUDENT CODE OF CONDUCT

The Alamo Community Colleges respect the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the college community, the Alamo Community Colleges have established a Student Code of Conduct and a due process system.

The Student Code of Conduct is based on promoting education and excellence regarding student behavior. The goal of the Student Code of Conduct is that acceptable standards of behavior are communicated to, and understood and upheld by, the students.

The Alamo Community Colleges encourage and facilitate an environment where students and student organizations take responsibility for their actions. The Student Code of Conduct educates students about their rights and responsibilities as members of the Alamo Community Colleges. The Student Code of Conduct is available online at <http://www.accd.edu/main/html/registration/conduct.htm>.

Questions regarding the Student Code of Conduct should be referred to the Vice President of Student Services or designee.

Grievance Policies

Should disagreements arise between students and their instructors, the **Academic Grievance Policy** provides equitable and expeditious resolutions. Students may ask their instructor to review a grievance and may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean. The **Non-Academic Grievance Policy** provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Community Colleges' employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Grievance Policies are outlined in the **Student Code of Conduct**.

AIDS/HIV POLICY

AIDS/HIV educational literature is available free to students, employees and affiliates at the Alamo Community Colleges' Student Health Centers. Information that students have or have not been tested, or have or do 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 students' health and welfare. Release of this information to others must be based on written authorization by students (if they are over 18 years of age) or by students' parents (if they are minors), 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 SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Under the federal Clery Act provisions, the Alamo Community Colleges must publish statistics about criminal acts occurring on campus property. This information is available for all of the Alamo Community Colleges online at <http://www.accd.edu/district/dps/stat.htm>.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Community Colleges Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Community Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Community Colleges' campuses. The report contains certain security policy statements, including sexual assault policies which assure basic victims' rights, the law enforcement authority of the Alamo Community Colleges' Department of Public Safety, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Community Colleges' Department of Public Safety online at <http://www.accd.edu/district/dps/main.htm>. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Community Colleges policy on students' right to know crime statistics is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC(LEGAL).pdf).

CAMPUS SEX CRIMES PREVENTION ACT

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender

Registration Program must contact Alamo Community Colleges Police Department at (210) 208-8099.

For more information on legislation regarding safety on campus see online at <http://www.securityoncampus.org/congress/cscpa/index.html>.

CHILDREN ON CAMPUS POLICY

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Community Colleges' policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.

COMPUTER USAGE

Appropriate Computer Usage

Appropriate computer use guidelines are intended to help protect employees and students from the inappropriate use of technology. They supplement the laws, regulations, agreements, and contracts, which currently apply to technology services, and, therefore, they impose certain responsibilities and obligations on users and contracted agents.

Access to networks and computer systems owned or operated by the Alamo Community Colleges is a privilege granted to the users within the Alamo Community Colleges. Users are responsible for:

- Reviewing, understanding, and complying with all guidelines, procedures, and laws related to access, acceptable use, and security of the Alamo Community Colleges' information technology (IT) resources.
- Adhering to all hardware and software license agreements that are in force on any system, network, or server that the user operates.
- Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in the Alamo Community Colleges' guidelines, rules, and procedures.
- Reporting possible guideline violations to the appropriate entities.

The Alamo Community Colleges' computer resources, IT, and networks may be used for legitimate Alamo Community Colleges purposes only. Incidental personal use should be minimized. Therefore, one should not excessively use the Alamo Community Colleges' sources of e-mail, Internet access, and/or other IT services for purposes not related to the Alamo Community Colleges' business. Appropriate use of the Alamo Community Colleges' computer resources, IT, and networks includes:

- Use by students related to completion of the Alamo Community Colleges' class assignments or their education at the Alamo Community Colleges.
- Use by faculty, administrators, and staff directly related to instruction, research, scholarly, professional, and administrative endeavors on behalf of the Alamo Community Colleges or within the scope of the Alamo Community Colleges' employment. While working in their Alamo Community Colleges' employment capacities, students will be governed by the guidelines for employees.

Inappropriate Computer Usage

Users shall not access the Alamo Community Colleges' computer resources, information technologies (IT), and networks for:

- Sending unsolicited electronic mail (e.g., “spam”) to interfere with the Alamo Community Colleges' mail server or another's server. Interference to the electronic mail system include: misusing listservs; propagating chain letters; virus hoaxes; fraudulent, harassing, or obscene messages (hateful or racially, ethnically, or otherwise objectionable); or “bombing” (flooding an individual, group, or system with numerous or large e-mail messages).
- Communicating non-Alamo Community Colleges-related information on listservs and newsgroups.
- Stalking or threatening a person. Using e-mail, chat rooms, and newsgroups to threaten and stalk a person is prohibited.
- Using computing resources for financial gain. Supporting, establishing, and conducting private business operations or commercial activities are prohibited.
- Accessing obscene material. Intentionally disseminating, accessing, and providing hyperlinks or access to obscenity as termed by law, unless such activities are directly related to the employee's or student's research or completion of an academic requirement, are prohibited.
- Endorsing any political candidate or ballot initiative. One may not use the Alamo Community Colleges' IT resources to represent the interest of outside organizations unless authorized by an appropriate Alamo Community Colleges department.
- Violating city, state, or federal laws.
- Defeating system security; for example, “cracking” or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage, or unauthorized use, users must protect the confidentiality of their personal identification codes and passwords. (This provision does not prohibit system administrators from using security scan programs within the scope of system authority.) Furthermore, users must not attempt to make any deliberate, unauthorized changes to data or attempt to intercept or access data communications intended for another.
- Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as an Alamo Community Colleges employee. Clients must not have or seek to obtain unauthorized access to accounts, software, files, or any other Alamo Community Colleges IT resources.
- Attempting to compromise security. The Alamo Community Colleges' resources may not be used in an attempt to compromise the security of any other personal, private, or public information system.
- Using excessive network bandwidth. Large-scale distribution of MP3 music or video files can cause excessive network overload. The Alamo Community Colleges' IT Department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.
- Establishing any unauthorized network connections to any of the Alamo Community Colleges' systems or components. In particular, users are prohibited from using unauthorized wireless devices or wired network devices.
- Concealing identity, except when the option of anonymous access is explicitly authorized. Users are prohibited from masquerading or impersonating others or otherwise using a false identity.
- Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, Trojan horse, worms, or other rogue programs.

- Removing or modifying data or equipment. Without proper authorization, users may not remove or modify any Alamo Community Colleges-owned or -administered equipment or data.
- Modifying system facilities, operating systems, or disk partitions attempting to crash or hoard the Alamo Community Colleges' computers. This includes damaging or vandalizing the Alamo Community Colleges' IT resources, equipment, software, or computer files.
- Performing illegal functions. Use of technology systems in violation of civil or criminal laws at the federal, state, or local levels is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats.
- Violating copyright laws. Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for select educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. Therefore, written authorization is required.
- Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.

CRIMINAL OFFENSES

All students and employees are expected and required to obey the law and to comply with the institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

All of the general and criminal laws of Texas are declared by the Alamo Community Colleges' Board of Trustees to be in full force on all campuses. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on- or off-campus, whether civil or criminal penalties are imposed for such conduct on the Alamo Community Colleges' campuses is subject to administrative disciplinary action by the appropriate dean, vice president, and/or 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.

Discipline

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on any of the Alamo Community Colleges campuses or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution including field trips, internships, rotations, or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

A student may be requested or required to withdraw with or without public statement of charges by the Alamo Community Colleges' 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 Alamo Community Colleges' policy under Discipline of Students online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Alamo Community Colleges recognize the importance of awareness about alcohol and other drug abuse. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Alamo Community Colleges have adopted and implemented a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students on its property and as part of any of its activities. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Legal Sanctions

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 Alamo Community Colleges disciplinary action. Information about the disciplinary process is available in Alamo Community Colleges policy online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>. The most common legal violations and their consequences are as follows:

Alcohol	Penalty	Fine
Minor in Possession (Sec. 106.06)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to six months in jail
Contributing to the Delinquency of a Minor (Sec. 106.06)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to six months in jail
Public Intoxication (Sec. 42.08)	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possessions	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

Penalties for drug possession are governed by Texas Health and Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

Disciplinary Sanctions

All students and employees are expected and required to obey the law and to comply with institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by the Alamo Community Colleges' rules or by federal, state, or local laws is subject to discipline whether such conduct takes place on- or off-campus or whether civil or criminal penalties also are imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession, and/or sale of a drug or narcotic on-campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution, including field trips, internships, rotations, or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on-campus during the period of suspension.

Health Risks

Drug and alcohol use, misuse, and abuse are complex behaviors with many detriments at both the cultural and individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well being and survival. Negative consequences may be exhibited through physical dependence and/or psychological dependence.

Physical Dependence: The body's learned requirement for a drug for functioning.

Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their contact varies and may contain especially harmful ingredients or amounts.

Psychological Dependence: The experiencing of persistent craving for the drug and/or a feeling that alcohol or another drug is a requirement for functioning.

Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or other drugs alters the user's psychological functioning. The acquisition of these substances becomes the primary focus of the drug-dependent individual and often results in reduced job performance and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students, and their families. Additional information on the effects of specific drugs and alcohol as well as drug counseling resources in San Antonio, and surrounding areas, is available from the Alamo Community Colleges' counselors/advisors.

A biennial review of this program will be conducted by the Alamo Community Colleges and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed, and to ensure that its disciplinary sanctions are consistently enforced.

Substance Abuse Prevention

The Alamo Community Colleges are committed to substance free environments. Distribution, possession, manufacturing, dispensing, or use of alcoholic beverages, drugs, or controlled substances on any of its campuses will not be tolerated. Information, consultation, and referrals are available from student services counseling/advising centers.

ELECTRONIC DEVICES IN THE CLASSROOM

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

EMERGENCY STUDENT CONTACT POLICY

It is not possible for the Alamo Community Colleges' staff to contact students on campuses except in cases of emergency. If it is necessary for someone to reach a student, the person should contact the Campus Police at (210) 208-8099.

EQUAL OPPORTUNITY

The Alamo Community Colleges are equal opportunity colleges and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veteran's status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Community Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Associate Vice Chancellor of Employee Services, Title IX Coordinator
Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 208-8051

Persons with disabilities who plan to attend the Alamo Community Colleges who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact Educational Support Services at least four (4) working days prior to the program or activity so appropriate arrangements can be made. For comprehensive Alamo Community Colleges policy see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA(LEGAL).pdf).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT INFORMATION RELEASE POLICY / CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a student's education records in accordance with its rules.

Public Notice Designating Directory Information

The Alamo Community Colleges designate student Directory Information as:

- ⇒ Name
- ⇒ Major
- ⇒ Enrollment status
- ⇒ Dates of attendance
- ⇒ Previous education agencies/institutions attended
- ⇒ Degrees received
- ⇒ Awards received
- ⇒ **Social Security numbers are not Directory Information AND MAY NEVER BE DISCLOSED.**
- ⇒ The Alamo Community Colleges must release students' addresses and telephone . . . numbers to military recruiters.

Request for Nondisclosure

FERPA permits release of Directory Information without a student's consent unless a student makes a written request to withhold the information. A Request for Nondisclosure Form must be submitted to the Registrar's office by the twelfth (12) class day of a Fall or Spring semester, or the fourth (4) class day of a Summer term or a student's Directory Information is public. The Request for Nondisclosure is effective for the academic year in which it is submitted. It is a student's responsibility to renew the request each academic year.

Students who elect nondisclosure must request their information in person using a valid photo student ID or driver's license.

Privacy of Student Education Records

- All students attending college, including minors, are protected under FERPA.
- School officials are permitted to share student information freely with parents if the parents claim the student as a dependent on their taxes.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students' education records. These protections include:

1. The right to inspect and review the student's education records.
A student should submit a written request that identifies the record(s) the student wishes to inspect to the appropriate college official. The official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

A student who wants the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college or university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Health or Safety Emergency

College officials must balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires colleges to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to maintain campus safety.

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR § 99.31(a) (10) and § 99.36). This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Disclosure to Parents

The Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter. When a student turns eighteen (18) years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- A school official may generally share information with a parent that is based on that official's personal knowledge or observation of the student.

FERPA and Student Health Information

Post-secondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Communicable Diseases*Definitions:*

1. "Disabled person" means one who has a record of, or who is regarded as having, or who has a physical or mental impairment that substantially limits one or more major life activities. Students who would otherwise be "disabled persons" are not excluded from the definition solely because they are contagious.
2. "Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hermic and lymphatic; skin; and endocrine; (b) any mental or psychological disorder, such as mental retardation; organic brain syndrome; emotional or mental illness; and specific learning disabilities.
3. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and working.
4. "Has a record of" an impairment means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one (1) or more major life activities.
5. "Is regarded as having" an impairment means (a) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the Alamo Community Colleges as constituting such a limitation; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; (c) has no physical or mental impairment but is treated by the Alamo Community Colleges as having such an impairment.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, Methicillin-resistant *Staphylococcus aureus* (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to the following provisions:

A. The information that a student has a communicable disease shall be confirmed when the student brings the information to the Alamo Community Colleges' attention; the student confirms the information when asked. If the college president or designee has reasonable cause to believe that a student has a communicable disease, the student may be asked to submit to a college-funded medical examination (a) to determine whether the student's physical condition interferes with participation in an educational program or activity, or poses a threat to self or others; or (b) a test or medical examination is necessary to manage accidental exposure to blood or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with the Communicable Disease Prevention and Control Act (Article 4419(b)-1, Section 902(d) of Vernon's Annotated Civil Statutes of the State of Texas).

B. The results of such examination shall be kept confidential in accordance with the Communicable Disease Prevention and Control Act, (Article 4419(b)-1, Vernon's Annotated Civil Statutes of the State of Texas), except that the college president or designee shall be informed of restrictions and necessary accommodations. Health care and safety personnel may also be informed to the extent appropriate if the condition is one that might require emergency treatment.

Methicillin-resistant Staphylococcus Aureus (MRSA)

A student diagnosed with Methicillin-resistant Staphylococcus aureus (MRSA) shall inform an Alamo Community Colleges administrator before he or she returns to the campus after receiving the diagnosis. The administrator shall immediately inform the college president. The college president, through the Alamo Community Colleges' safety coordinator, shall take all measures to reduce or eliminate the spread of MRSA. These measures include, but are not limited to: (a) posting signs (e.g., encouraging hand washing) in common areas and communicating means to prevent contamination; (b) providing germicidal hand-washing soaps in common areas, and; (c) ensuring that custodial employees receive education and personal protective equipment.

Any faculty member, administrator, or student who becomes aware of a student's actual or suspected MRSA infection shall notify the Alamo Community Colleges' safety coordinator immediately.

Knowledge that a student has a communicable disease (other than AIDS/HIV) shall be confined to those persons with a direct need to know, e.g., the Chancellor, a person responsible for the Alamo Community Colleges' health program, and the like.

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 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, and to the college president or designee, or upon written authorization specifying the persons or positions to whom the information may be released. The persons specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

When it has been determined that a student has a communicable disease, the college president or designee shall follow standards of the state and local health departments to determine : (a) the nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the student will be infectious, and the potential harm to self and others; (b) the probabilities that the disease will be transmitted and will cause varying degrees of harm; (c) whether the student's condition interferes with the student's academic program or activities. This determination shall include a report by a physician who has performed a

medical examination of the student.

If academic or activity restrictions are deemed appropriate, the college president or designee shall determine whether the student is a “disabled person.” If it is determined that the student is disabled, a further determination shall be made as to whether the student is “qualified.” A “qualified disabled person” is one who, with reasonable accommodation, meets the academic and technical standards requisite to admission or participation in the educational programs and activities of the Alamo Community Colleges.

If it is determined that the student is a “qualified disabled person,” the student must be reasonably accommodated. In determining whether the accommodation is reasonable, the Alamo Community Colleges shall balance its interest and the interest of the student, considering financial expense, effects on the learning environment for other students, and the severity of the changes to the normal academic and activity procedures. Accommodation is not reasonable if it poses undue financial or administrative burdens, or if it would require fundamental alterations in the conduct of academic programs and activities.

Based on medical information and the requirements of the educational program or activity in which the student is enrolled, the college president or designee shall determine any appropriate exclusion or modification. A student may be excluded from an educational program or activity if the college president or designee determines, in accordance with this policy, that the student poses a risk of contagion to others, or poses a threat to personal health by continued participation in educational programs or activities, or if the student's physical condition would interfere with participation in educational programs or activities.

The student must present evidence or information relevant to the question of fitness to continue participation in educational programs or activities.

FREEDOM OF SPEECH AND ASSEMBLY

The Alamo Community Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Community Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. 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. Therefore, freedom of speech and assembly rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the Alamo Community Colleges.

To reserve an area on-campus for such purposes, contact the appropriate college office. No equipment or materials will be provided by the Alamo Community Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

Complete information on free speech policy and procedures is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA\(LEGAL\).pdf&QueryText=SPEECH](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA(LEGAL).pdf&QueryText=SPEECH).

IMMUNIZATION

Immunization is required for admission to the Alamo Community Colleges unless the student submits to the admitting official at least one of the following:

- An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student.
- An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.
- Proof that he or she is a member of the armed forces of the United States and is on active duty.

The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

Detailed information outlining the Alamo Community Colleges' immunization policy can be accessed online at

[http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB\(LEGAL\).pdf&QueryText=IMMUNIZATION](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB(LEGAL).pdf&QueryText=IMMUNIZATION).

INCIDENT REPORTING AND RESPONSE

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Community Colleges Police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout our campuses. Campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial (210) 208-8099. The e-mail address for the Alamo Community Colleges Police Department is dps@accd.edu; however, request for police service should not be sent via email. The Alamo Community Colleges Police or Security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Community Colleges Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Community Colleges Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is the victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Community Colleges Police Department immediately.

INTELLECTUAL PROPERTY

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Community Colleges. The release of intellectual property to entities outside the Alamo Community Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Community Colleges. If royalties are derived from the sale of intellectual property within the Alamo Community Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

PLAGIARISM / SCHOLASTIC DISHONESTY

For various reasons, the number of incidents of scholastic dishonesty in the classroom has increased throughout the nation in recent years. It is in the student's best interest that scholastic dishonesty not be tolerated and that the Alamo Community Colleges' policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic

dishonesty includes, but is not limited to, cheating on exams, tests, and quizzes; plagiarism; and collusion. See the **Student Code of Conduct** for more detailed information.

Cheating on exams, tests and quizzes includes, but is not limited to:

- ⇒ Copying from another student's test paper;
- ⇒ Using materials during a test that are not authorized by the person giving the test;
- ⇒ Collaborating with another student during a test without authority;
- ⇒ Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without the consent of the instructor;
- ⇒ Substituting for another student, or permitting another student to substitute for one's self, to take a test;
- ⇒ Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor; and
- ⇒ Reporting fraudulent research results.

Plagiarism is the appropriation of another's work and the unacknowledged incorporation of that work into one's own coursework/assignment including the taking and using of ideas, passages, etc. Plagiarism is scholastic dishonesty and will result in disciplinary action.

Collusion is the unauthorized collaboration with another person in preparing any coursework/assignment.

RELIGIOUS HOLY DAYS

A "religious holy day" is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

SEXUAL HARASSMENT

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Community Colleges including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of Alamo Community Colleges activities. Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment.

The disciplinary action taken against persons who engage in sexual harassment is subject to appropriate procedural and due process requirements. Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action. Because the law makes the Alamo Community Colleges responsible to investigate and if necessary take corrective action as soon as students or employees become aware of an allegation of sexual harassment they shall report the alleged violation to any of the following:

- Associate Vice Chancellor of Employee Services or designee
- Employee's supervisor or an Alamo Community Colleges administrator
- College official
- Ethics and Compliance Officer
- Toll-free telephone number (866) 294-3696
- Ethics Hotline online

To file online please review complete information about the Ethics Hotline at <http://www.accd.edu/district/ethics/default.htm>. This page provides a link to Questions and Answers and a link on How to File a Report (English and Spanish options available). Please review this information before filing the complaint at the official online reporting site at <http://www.ethicspoint.com>.

Specific Alamo Community Colleges policies and procedures on sexual harassment of students and employees at the Alamo Community Colleges are specified online at:

- Employee Standards of Conduct: Sexual Harassment-DHA (Local)

[http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LOCAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LOCAL).pdf&QueryText=SEXUAL)

Enter "ACCD" in the "Organization Name" field and click "Submit."

- Employee Standards of Conduct: Sexual Harassment-DHA (Legal)

[http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LEGAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LEGAL).pdf&QueryText=SEXUAL)

- Student Complaints-FLDA (Legal)

[http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LEGAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LEGAL).pdf&QueryText=SEXUAL)

- Student Complaints-FLDA (Local)

[http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LOCAL\).pdf&QueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LOCAL).pdf&QueryText=SEXUAL)

SMOKING POLICY / TOBACCO-FREE CAMPUSES

All of the Alamo Community Colleges are designated smoke-free. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Community Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Community Colleges, including parking lots and any other property owned by the Alamo Community Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

The Alamo Community Colleges offers education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provides information about smoking cessation.

IX★ GRADUATION



X★ CORE CURRICULUM



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 of Arts (AA), Associate of 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

Anthropology

AA Degree

American Sign Language

AA Degree

Arabic

Courses

Architecture

AA Degree

Art - Fine Arts

AA Degree

Astronomy

Courses

Biology

Courses

Business Administration

AA Degree

Chemistry

Courses

Chinese

Courses

Computer Science

Courses

Criminal Justice

AA Degree

Drama

AA Degree

Economics

Courses

Education

AAT Degrees

Engineering

AS Degree

English

AA Degree

English as a Second Language

Courses

French

Courses

Geographic Information Systems (GIS)

AA Degree

Geography

Courses

Geology

Courses

Gerontology

Certificate

German

Courses

Government

Courses

History

Courses

Humanities

Courses

Interdisciplinary Studies

Courses

International Studies

Certificate

AA Degree

International Studies in Latin America

Certificate

International Studies with Emphasis on Middle Eastern and Islamic Culture

Certificate

Italian

Courses

Japanese

Courses

Journalism

AA Degree

Kinesiology/Dance

Courses

Latin

Courses

Liberal Arts/General Arts Degree

AA Degree

Mathematics

AS Degree

Mexican-American Studies

Certificate

Military Science

Courses

Music

AA Degree

Philosophy

Courses

Photography

AA Degree

Political Science

AA Degree

Psychology

AA Degree

Radio-Television-Broadcasting

AA Degree

Reading

Courses

Science/General Degree

AS Degree

Social Work

AA Degree

Sociology

AA Degree

Certificate

Spanish

Courses

Speech

AA Degree

Student Development

Courses

**Teacher Education EC-Grade 4, Early
Childhood Specialization**

AAT Degree

Women's Studies

Certificate

AA, AS, AND AAT DEGREES

AA & 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. 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 coursework 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.

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 AA Degree in Liberal Arts.

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 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 cumulative 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 (on the first floor of the Moody Learning Center) or their faculty advisor for specific information.

AA, AS, AND AAT DEGREE CORE REQUIREMENTS

The core curriculum for the AA, AS, and AAT 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.

Communication (010): 12 Credit Hours	Credit Hours
Composition (010): 6 Credit Hours	
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Speech (011): 3 Credit Hours	
Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	
Modern Language (011): 3 Credit Hours	
Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	

- 1 FREN 2311 Intermediate French I
- 1 FREN 2312 Intermediate French II
- 2 GERM 1300 Beginning Conversational German I
- 2 GERM 1310 Beginning Conversational German II
- 1 GERM 1411 Elementary German I
- 1 GERM 1412 Elementary German II
- 1 GERM 2311 Intermediate German I
- 1 GERM 2312 Intermediate German II
- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics (020): 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

- MATH 1314 College Algebra (Non Precalculus Track)
- MATH 1332 Liberal Arts Mathematics
- MATH 1414 College Algebra (Precalculus Track)
- 4 Any Math Course for which MATH 1314, MATH 1414 is a prerequisite

5 Natural Sciences (030) : 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature (040): 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level English Literature Course

Humanities (041): 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts (050): 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History (060): 6 Credit Hours

HIST 1301 History of the United States, Part I3

HIST 1302 History of the United States, Part II3

Government (070): 6 Credit Hours

GOVT 2301 American/Texas: National and State3

GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences (080): 3 Credit Hours

Students Must Choose One From:3

- ANTH 2302 Introduction to Archaeology
- ANTH 2351 Introduction to Anthropology - Cultural
- ECON 1301 Introduction to Economics
- 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

⁶ Kinesiology / Dance (090): 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Total Core Curriculum Hours: 48

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Math 1332 Liberal Arts Mathematics does not meet the requirement for the AS Degree. Higher level Math courses that have MATH 1314 as a prerequisite and meet the Core requirement (AA degrees) are MATH 1324, 1325, 1350, 1442. Higher level Math courses that have MATH 1414 as a prerequisite and meet the Core requirement (AS degrees) are MATH 1442, 2318, 2320, 2412, 2413.

⁵ Four hours must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certify as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

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 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 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.

Communication (010): 12 Credit Hours Credit Hours

Composition (010): 6 Credit Hours

ENGL 1301 Freshman Composition I3
 ENGL 1302 Freshman Composition II3

Speech (011): 3 Credit Hours

Students Must Choose One From:3
 SPCH 1311 Fundamentals of Speech
 SPCH 1321 Business and Professional Speech

Modern Language (011): 3 Credit Hours

Students Must Choose One From:3

- 1 ARAB 1411 Beginning Arabic I
- 1 ARAB 1412 Beginning Arabic II
- 2 FREN 1300 Beginning Conversational French I
- 2 FREN 1310 Beginning Conversational French II
- 1 FREN 1411 Elementary French I
- 1 FREN 1412 Elementary French II
- 1 FREN 2311 Intermediate French I
- 1 FREN 2312 Intermediate French II
- 2 GERM 1300 Beginning Conversational German I
- 2 GERM 1310 Beginning Conversational German II
- 1 GERM 1411 Elementary German I
- 1 GERM 1412 Elementary German II
- 1 GERM 2311 Intermediate German I
- 1 GERM 2312 Intermediate German II
- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics (020): 3 Credit Hours Credit Hours

Students Must Choose One From:3

- MATH 1314 College Algebra (Non Precalculus Track)
- MATH 1332 Liberal Arts Mathematics
- 4 Any Math Course for which MATH 1314 or MATH 1414 is a prerequisite

5 Natural Sciences (030): 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts (040): 9 Credit Hours Credit Hours

Literature (040): 3 Credit Hours

- Students Must Choose One From:3
- IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level English Literature Course

Humanities (040): 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts (050): 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History (060): 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government (070): 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences (080): 3 Credit Hours

- Students Must Choose One From:3
- ANTH 2302 Introduction to Archaeology
 - ANTH 2351 Introduction to Anthropology - Cultural
 - ECON 1301 Introduction to Economics
 - 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

⁶ Kinesiology / Dance (090): 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Electives: 12 Credit Hours Credit Hours

Sufficient Hours to Complete the Required Semester Credit Hours
 and Meet Exit Competencies12

Or

^{8, 9} Major Field of Study: 15 Credit Hours Credit Hours

¹⁰ Sufficient Hours to Complete the Major Field of Study15

Total Hours for the AA Degree: 60-63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Higher level Math courses that have MATH 1314 as a prerequisite and meet the Core requirement are MATH 1324, 1325, 1350, 1442. Higher level Math courses that have MATH 1414 as a prerequisite and meet the Core requirement are MATH 1442, 2318, 2320, 2412, 2413.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁸ Not all subject areas offer major field of study degrees. (See Section 12 of this bulletin for departmental degree plans.)

⁹ Appropriate courses listed above may be used to fulfill the major field of study requirements. (See Section 12 of this bulletin for departmental degree plans.)

¹⁰ 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.

AS 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 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.

Communication (010): 12 Credit Hours

Credit Hours

Composition (010): 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech (011): 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language (011): 3 Credit Hours

Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	
² ITAL 1311 Beginning Italian I	
² ITAL 1312 Beginning Italian II	
¹ ITAL 1411 Elementary Italian I	
¹ ITAL 1412 Elementary Italian II	
² JAPN 1311 Beginning Conversational Japanese I	
² JAPN 1312 Beginning Conversational Japanese II	
¹ JAPN 1411 Elementary Japanese I	
¹ JAPN 1412 Elementary Japanese II	
² SPAN 1300 Beginning Conversational Spanish I	
² SPAN 1310 Beginning Conversational Spanish II	
¹ SPAN 1411 Elementary Spanish I	

- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics (020): 4 Credit Hours **Credit Hours**

Students Must Choose One From:4

- MATH 1414 College Algebra (Precalculus Track)
- ⁴ Any Math Course for which MATH 1414 is a prerequisite

5 Natural Sciences (030): 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts (040): 9 Credit Hours **Credit Hours**

Literature (040): 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities (041): 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts (050): 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I

- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History (060): 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government (070): 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences (080): 3 Credit Hours

- Students Must Choose One From:3
 - ANTH 2302 Introduction to Archaeology
 - ANTH 2351 Introduction to Anthropology - Cultural
 - ECON 1301 Introduction to Economics
 - 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

6 Kinesiology / Dance (090): 2 Credit Hours Credit Hours

- ⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
Other Than by Distance (Internet, Videocourse)2

8, 9 Major Field of Study: 12 - 16 Credit Hours Credit Hours

- MATH 2412 Precalculus or Higher4
- ¹⁰ Students Must Take 5-6 Credit Hours of
Physical and Natural Science Courses.....5-6
- Students Must Take 3-6 Credit Hours to Complete the Required Semester
Credit Hours and Exit Competencies3-6

Total Hours for AS Degree: 60-64

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Higher level Math courses that have MATH 1414 as a prerequisite and meet the Core requirement are MATH 1442, 2318, 2320, 2412, 2413.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁸ Not all subject areas offer major field of study degrees. (See Section 12 of this bulletin for departmental degree plans.)

⁹ Appropriate courses listed above may be used to fulfill the major field of study requirements.

¹⁰ Four hours must be in a laboratory science at the sophomore level.

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours	
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours	
Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours	
Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	

- 1 FREN 2311 Intermediate French I
- 1 FREN 2312 Intermediate French II
- 2 GERM 1300 Beginning Conversational German I
- 2 GERM 1310 Beginning Conversational German II
- 1 GERM 1411 Elementary German I
- 1 GERM 1412 Elementary German II
- 1 GERM 2311 Intermediate German I
- 1 GERM 2312 Intermediate German II
- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) II
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

- MATH 1314 College Algebra
- 4 Any Math Course for which MATH 1314 or MATH 1414 is a prerequisite

5 Natural Sciences: 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

- ANTH 2302 Introduction to Archaeology
- ANTH 2351 Introduction to Anthropology - Cultural
- ECON 1301 Introduction to Economics
- 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

⁶ Kinesiology / Dance: 2 Credit Hours	Credit Hours
⁷ Any Two One-Hour Activity Course Required for a Degree Awarded Other Than by Distance (Internet, Videocourse)	2
Teaching Major Field of Study: 18 Credit Hours	Credit Hours
Sufficient Hours to Complete the Major Field of Study	18

Total Hours for the AAT Degree: 66

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Higher level Math course that have MATH 1314 as a prerequisite and meet the Core requirement are MATH 1324, 1325, 1350, 1442. Higher level Math courses that have MATH 1414 as a prerequisite and meet the Core requirement are MATH 1442, 2318, 2320, 2412, 2413.

⁵ Four hours must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certify as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

AA, AS, & 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 “Degree Exit Competencies” in Section 10 of this bulletin.

Students graduating from San Antonio College with an AA, AS, or AAT Degree are required to demonstrate exit competencies through successful completion of the following:

Written Communications Competency

ENGL 1301 Freshman Composition I and ENGL 1302 Freshman Composition II

Oral Communications Competency

SPCH 1311 Introduction to Speech.

OR SPCH 1321 Business and Professional Speech.

Mathematical Skills Competency

AA Degree

MATH 1332 Liberal Arts Mathematics or MATH 1314 College Algebra (Non Precalculus Track) or any Math for which MATH 1314 is a prerequisite.

AAT Degree

- MATH 1314 College Algebra (Non Precalculus Track).

AS Degree

MATH 1414 College Algebra (Precalculus Track) or any math for which MATH 1414 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).

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 DISCIPLINES

KEY:

DEPARTMENT

Programs

Awards

ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

Accounting Computer Applications

Marketable Skills Certificate

Accounting Technician

Level I Certificate

Accounting Technology

AAS Degree

Marketable Skills Certificate

Administrative Assistant (Tech Prep Program)

AAS Degree

Administrative Systems Technician

Level I Certificate

Business Communications

Marketable Skills Certificate

Captioning Court Reporting

Enhanced Skills Certificate

Computer Assistant

Level I Certificate

Computer Data Entry Technician

Level I Certificate

Computer Help Desk Specialist

AAS Degree

Court Reporting

Level II Certificate

Court Reporting: Computer-Aided Transcription Technology

AAS Degree

Court Reporting:**Rapid Text Entry****Realtime Medical Reporting****Transcriptionist/Scopist**

Level I Certificate

Customer Services Specialist

Marketable Skills Certificate

Human Resources**Assistant****Benefits and Compensation Coordinator**

Marketable Skills Certificate

Human Resources Technician

Level I Certificate

Legal Administrative Assistant/Secretary (Tech Prep Program)

AAS Degree

Medical Transcription Specialist

Level I Certificate

Microsoft Office Specialist (MOS)

Level I Certificate

Marketable Skills Certificate

Paralegal Studies

AAS Degree

Paralegal Studies: Nonlawyer Advocacy

AAS Degree

Records Management

AAS Degree

Level I Certificate

Software Specialist

Marketable Skills Certificate

Voice Recognition Systems Technician

Level I Certificate

ALLIED HEALTH DEPARTMENT

Communication (in Dental Assisting)

Enhanced Skills Certificate

Dental Assisting

AAS Degree

Level I Certificate

Dental Laboratory Technology

AAS Degree

Medical Assisting

AAS Degree

Level II Certificate

Medical Office Administrative Assistant

Level I Certificate

AMERICAN SIGN LANGUAGE/INTERPRETER TRAINING DEPARTMENT

American Sign Language: Deaf Support Specialist

AAS Degree

American Sign Language: Sign Language Interpreter

AAS Degree

Interpreting

Enhanced Skills Certificate

Trilingual Interpreter

Enhanced Skills Certificate

BUSINESS DEPARTMENT

Administrative Design Management

Level I Certificate

Banking

Level I Certificate

Marketable Skills Certificate

Banking and Financial Services

AAS Degree

Budgeting in the Public Sector

Level I Certificate

Business Management

AAS Degree

Level I Certificate

Financial Analysis

Level I Certificate

Financial Management

AAS Degree

Level I Certificate

Financial Services Industry

Level I Certificate

Marketable Skills Certificate

Human Resources Management

AAS Degree

Level I Certificate

International Business

AAS Degree
Level I Certificate

Labor Studies

Level I Certificate

Leadership in Public Service

Level I Certificate

Marketing Management

AAS Degree
Level I Certificate

Operations Management

Level I Certificate

Public Administration

AAS Degree

Real Estate

Level I Certificate

Real Estate Management

AAS Degree

Small Business Management

Level I Certificate

COMPUTER INFORMATION SYSTEMS DEPARTMENT

Computer Database Specialist

AAS Degree

Computer Database Technician

Level I Certificate

Computer Desktop Support Technician

Level I Certificate

Computer Network Administration

AAS Degree

Computer Programming

AAS Degree
Enhanced Skills Certificate

Computer Programming Technician

Level I Certificate

Computer Security

Enhanced Skills Certificate

Computer Security Administration

AAS Degree

Game Programming

Level I Certificate

Information Technology Security

Level I Certificate

Web Design Technician

Level I Certificate

Windows Server 2003 Application

Enhanced Skills Certificate

EARLY CHILDHOOD STUDIES DEPARTMENT

Child Care Administration

Level I Certificate

Early Childhood Studies

AAS Degree

Level I Certificate

Child Development Associate Training (CDA)

Level I Certificate

Teacher Assistant

Level II Certificate

ENGINEERING TECHNOLOGIES DEPARTMENT

Computer-Aided Drafting and Design Technology (Tech Prep Program)

AAS Degree

Computer-Aided Drafting and Design Technology: Engineering

AAS Degree

Computer-Aided Drafting and Design (CADD) Technology

Enhanced Skills Certificate

Computer-Aided Drafting and Design Technology: AutoCAD®

Marketable Skills Certificate

Computer-Aided Drafting (CADD) Operations

Level I Certificate

Construction Assistant I and II

Marketable Skills Certificate

Construction Technician

Marketable Skills Certificate

Electronics Technology

Level I Certificate

Electronics Technology:

Basic DC/AC

Basic Electronics

Basic Semiconductor

Marketable Skills Certificate

Electronics Technology: Digital Fundamentals

Local Certificate

Electronics Technology (Tech Prep Program)

AAS Degree

Engineering Drafting Technician I

Marketable Skills Certificate

Engineering Technician

Level I Certificate

Engineering Technology

AAS Degree

Facility Engineering Technician I

Local Certificate

Facility Operation Technician I

Local Certificate

Geographic Information Systems (GIS)

AAS Degree
Level I Certificate

HAZMAT Response Management

Marketable Skills Certificates

HAZMAT Response Technician

Marketable Skills Certificates

Industrial Electronics

Level I Certificate

Manufacturing Computer-Aided Drafting Technician

Marketable Skills Certificate

Occupational Safety and Health Technician

Level I Certificate
Marketable Skills Certificate

Occupational Safety and Health Technology

AAS Degree

Polytechnical Assistant I and II

Marketable Skills Certificates

Surveying Engineering Technology

Level I Certificate

Surveying Technician I & II

Marketable Skills Certificate

*MORTUARY SCIENCE DEPARTMENT***Funeral Director**

Level I Certificate

Mortuary Science

AAS Degree

*NURSING DEPARTMENT***Nursing: Career Mobility - LVN to RN**

AAS Degree

Nursing: Generic

AAS Degree

*PROTECTIVE SERVICES DEPARTMENT***Criminal Justice: Correctional Science (Tech Prep Program)**

AAS Degree

Criminal Justice: Forensic Science & Homeland Security

AAS Degree

Criminal Justice: Law Enforcement (Tech Prep Program)

AAS Degree

Emergency Management Administration & Homeland Security

AAS Degree

Emergency Medical Services (EMS)

AAS Degree

Emergency Medical Technician/Basic

Level I Certificate
Marketable Skills Certificate

Emergency Medical Technician/Paramedic

Level I Certificate

Fire and Arson Investigation

AAS Degree

Level I Certificate

Fire Inspector

Level I Certificate

Fire Science/Fire Fighting with an Emphasis in Homeland Security

AAS Degree

Fire Science

AAS Degree

Firefighter/Basic

Level I Certificate

Forensics: Criminal Justice

AAS Degree

Level I Certificate

Homeland Security Administration

Level I Certificate

Level II Certificate

Law Enforcement

Level I Certificate

PSYCHOLOGY DEPARTMENT

Addictions Counseling: Criminal Justice Specialization

Level I Certificate

Drug and Alcohol Abuse Counseling

Level I Certificate

Human Services

AAS Degree

Substance Abuse Counseling

Level I Certificate

RADIO-TV-FILM DEPARTMENT

Music Business

AAS Degree

Radio-Television-Broadcasting

AAS Degree

SOCIOLOGY DEPARTMENT

Geriatric Case Manager

Level I Certificate

Geriatric Technician

Level I Certificate

Gerontological Services

AAS Degree

Level I Certificate

VISUAL ARTS & TECHNOLOGY DEPARTMENT

Digital Design

AAS Degree

Level I Certificate

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 12 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 (on the first floor of the Moody Learning Center) or the department advisor for specific transfer information.

AAS DEGREE REQUIREMENTS

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.
- Successfully complete ENGL 1302 Freshman Composition II or six hours of writing-intensive (WI) courses, which may be substituted for ENGL 1302.
- Successfully complete SPCH 1311 Fundamentals of Speech or SPCH 1321 Business and Professional Speech or six hours of speech-intensive (SI) courses.
- Satisfy the college mathematical skills competency requirements.
- 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.

AAS DEGREE EXIT COMPETENCIES

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.

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 “Degree Exit Competencies” in Section 10 of this bulletin.

Students graduating from San Antonio College with an AAS Degree are required to demonstrate exit competencies through successful completion of the following:

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.

CERTIFICATES – LEVEL I AND II

Numerous certificates are part of the College's Division of Professional and Technical Education offerings.

Level I Certificate

● 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.

Level II Certificate

● 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.

Level I & Level II Certificate Requirements

● 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.

CERTIFICATES – LOCAL, MARKETABLE SKILLS, AND ENHANCED SKILLS

Local Certificate

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.

Marketable Skills Certificate

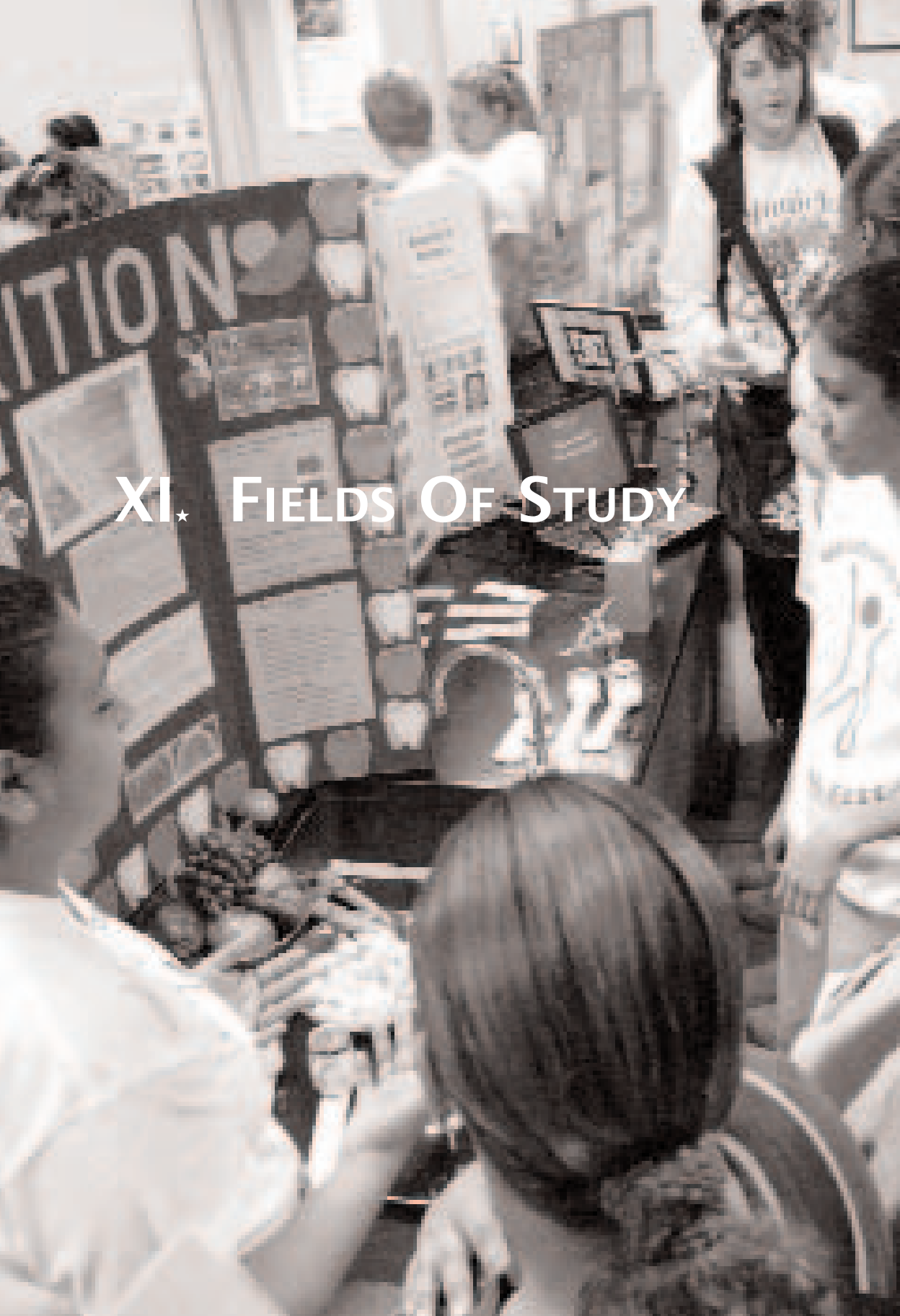
The Marketable Skills Certificate consists of nine to 14 semester hours of prescribed coursework making a student eligible for immediate employment or adding to the student's marketability to employers. Included in these hours must be a capstone course. For information on the capstone course, contact the respective chairperson or program coordinator. At least 50 percent of the hours must be completed at San Antonio College.

Enhanced Skills Certificate

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.

Requirements for Local, Marketable Skills, & Enhanced Skills Certificates

- 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.



XI★ FIELDS OF STUDY

DEGREES AND CERTIFICATES OFFERED AT SAN ANTONIO COLLEGE

ASSOCIATE OF ARTS

American Sign Language
 Anthropology
 Architecture
 Art
 Business Administration
 Criminal Justice
 Drama
 English
 Geographic Information Systems (GIS)
 (Chemistry/Earth Science/Astronomy)
 International Studies (History)
 Journalism
 Music
 Photography
 Political Science
 Psychology
 Radio-Television-Broadcasting
 Social Work
 Sociology
 Speech

ASSOCIATE OF ARTS IN TEACHING

Teacher Education, EC-Grade 4, Early
 Childhood Specialization
 (Early Childhood Studies)
 Texas Teacher Certification: EC-4, 4-8, EC-12
 Special Education (Reading and Education)
 Texas Teacher Certification: 8-12, Other EC-12
 (Reading and Education)

ASSOCIATE OF SCIENCE

Engineering (Physics/Engineering/Architecture)
 Mathematics

ASSOCIATE OF APPLIED SCIENCE

Accounting Technology
 Administrative Assistant (Tech Prep Program)
 American Sign Language: Deaf Support
 Specialist
 American Sign Language: Sign Language
 Interpreter
 Banking and Financial Services
 Business Management
 Computer-Aided Drafting and Design (CADD)
 Technology (Tech Prep Program)
 Computer-Aided Drafting and Design (CADD)
 Technology: Engineering
 Computer Database Specialist
 Computer Network Administration
 Computer Programming
 Computer Security Administration
 Court Reporting: Computer-Aided Transcription
 Technology

Criminal Justice: Correctional Science (Tech
 Prep Program)
 Criminal Justice: Forensic Science and
 Homeland Security
 Criminal Justice: Law Enforcement (Tech Prep
 Program)
 Dental Assisting
 Dental Laboratory Technology
 Digital Design
 Early Childhood Studies
 Electronics Technology (Tech Prep Program)
 Emergency Management Administration and
 Homeland Security
 Emergency Medical Services (EMS)
 Engineering Technology (Engineering
 Technologies)
 Financial Management
 Fire and Arson Investigation
 Fire Science
 Fire Science/Fire Fighting with an Emphasis in
 Homeland Security
 Forensics: Criminal Justice
 Geographic Information Systems (GIS)
 (Engineering Technologies)
 Gerontological Services (Sociology)
 Human Resources Management
 Human Services
 International Business
 Legal Administrative Assistant/Secretary (Tech
 Prep Program)
 Marketing Management
 Medical Assisting
 Mortuary Science
 Music Business
 Nursing: Career Mobility - LVN to RN
 Nursing: Generic
 Occupational Safety and Health Technology
 Paralegal Studies
 Public Administration
 Radio-Television-Broadcasting
 Real Estate Management
 Records Management

CERTIFICATES

Accounting Technician
 Addictions Counseling: Criminal Justice
 Specialization
 Administrative Design Management
 Administrative Systems Technician
 Banking
 Budgeting in the Public Sector
 Business Management
 Child Care Administration
 Child Development Associate Training (CDA)
 Computer-Aided Drafting (CAD) Operations

Computer Assistant
 Computer Data Entry Technician
 Computer Database Technician
 Computer Desktop Support Technician
 Computer Help Desk Technician
 Computer Programming Technician
 Court Reporting
 Court Reporting: Rapid Text Entry
 Court Reporting: Realtime Medical Reporting
 Court Reporting: Transcriptionist/Scopist
 Dental Assisting
 Digital Design
 Drug/Alcohol Abuse Counseling
 Early Childhood Studies
 Electronics Technology
 Electronic Technology: Digital Fundamentals
 Emergency Medical Technician/Basic
 Emergency Medical Technician/Paramedic
 Engineering Technician
 Facility Engineering Technician I
 Facility Operation Technician I
 Financial Analysis
 Financial Management
 Financial Services Industry
 Fire and Arson Investigation
 Fire Inspector
 Firefighter/Basic
 Forensics:; Criminal Justice
 Funeral Director
 Game Programming
 Geographic Information Systems (GIS)
 (Engineering Technologies)
 Geriatric Case Manager
 Geriatric Technician
 Gerontological Services (Sociology)
 Homeland Security Administration (Level I & II)
 Human Resources Management
 Human Resources Technician
 Industrial Electronics
 Information Technology Security
 International Business
 International Studies (History)
 International Studies in Latin America (History)
 International Studies with Emphasis on Middle
 Eastern and Islamic Culture (History)
 Labor Studies
 Law Enforcement
 Leadership in Public Services
 Marketing Management
 Medical Office Administrative Assistant
 Medical Transcription Specialist
 Microsoft Office Specialist (MOS)
 Occupational Safety and Health Technician
 Operations Management
 Real Estate
 Records Management
 Small Business Management
 Substance Abuse Counseling
 Surveying Engineering Technology
 Teacher Assistant

The Mexican American Experience
 Voice Recognition Systems Technician
 Web Design Technician
 Women's Studies

ENHANCED SKILLS CERTIFICATE

Captioning Court Reporting
 Communications (in Dental Assisting)
 Computer-Aided Drafting and Design (CADD)
 Technology
 Computer Programming
 Computer Security
 Interpreting (American Sign Language)
 Medical Assisting
 Trilingual Interpreter (American Sign Language)
 Windows Server 2003 Application

MARKETABLE SKILLS CERTIFICATE

Accounting Computer Applications
 Accounting Technology
 Banking
 Business Communication
 Computer-Aided Drafting and Design (CADD)
 Technology: AutoCAD®
 Construction Assistant I
 Construction Assistant II
 Construction Technician
 Customer Services Specialist
 Electronics Technology: Basic DC/AC
 Electronics Technology: Basic Electronics
 Electronics Technology: Basic Semiconductor
 Emergency Medical Technician/Basic
 Engineering Drafting Technician I
 Financial Services Industry
 HAZMAT Response Planning
 HAZMAT Response Technician
 Human Resources Assistant
 Human Resources Benefits and Compensation
 Coordinator
 Manufacturing Computer-Aided Drafting
 Technician
 Microsoft Office Specialist (MOS)
 Occupational Safety and Health Technician
 Polytechnical Assistant I
 Polytechnical Assistant II
 Software Specialist
 Surveying Technician I
 Surveying Technician II

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American Sign Language: Sign Language Interpreter	219-220
American Sign Language: Interpreting.....	220
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Banking and Financial Services	234
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Budgeting in the Public Sector.....	243
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Business Communication.....	182
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Computer Database Specialist	266-267
Computer Database Technician	271
Computer Desktop Support Technician	272
Computer Help Desk Specialist	167-168
Computer Help Desk Technician.....	176-177
Computer Network Administration.....	267-268
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Human Resources Technician	179
Human Services	471-473
Humanities	391-407
Industrial Electronics	315-316
Information Technology Security	273
International Business	238-239, 245
International Studies	352-356
International Studies in Latin America	356
International Studies with Emphasis on Middle Eastern and Islamic Culture	356-357
Journalism	360-363
Kinesiology	369-376
Labor Studies	245
Law Enforcement	454
Leadership in Public Service	245
Legal Administrative Assistant/Secretary (Tech Prep Program)	170-171
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Medical Assisting	204-206
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COURSE PREFIXES / RUBRICS

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.

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 PREFIXES / RUBRICS

ACCT

Business Administration

ACNT

Accounting Technology

ANTH

Anthropology

ARAB

Arabic

ARCH

Architecture

ARTC

Graphic Art

ARTS

Art

ASTR

Astronomy

BCIS

Business Administration

BIOL

Biology

BMGTBusiness Management
Financial Management**BNKG**Banking
Financial Management**BUSA**Business Management
Financial Management**BUSG**

Business Management

BUSI

Business Administration

CDEC

Child Development

CETTElectronics Technology
Engineering Technology**CHEM**

Chemistry

CHIN

Chinese

CJCR

Criminal Justice

CJLE

Criminal Justice

CJSA

Criminal Justice

CMSW

Sociology

CNBT

Electronics Technology

COMMCommunication
Journalism
Photography
Radio-Television-Film**COSC**

Computer Science

CRIJ

Criminal Justice

CRTR

Court Reporting

DAAC

Drug/Alcohol Abuse Counseling

DANC

Dance

DFTG

Computer-Aided Drafting

DLBT

Dental Laboratory Technology

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/Cinema Studies

FREN

French

GEOG

Geographic Information Systems
Geography

GEOL

Geology

GERM

German

GERS

Gerontology

GISC

Geographic Information Systems

GOVT

Political Science

GRPH

Graphic Arts

HART

Engineering Technology

HIST

History

HMSY

Emergency Management
Fire Science Technology
Homeland Security

HRPO

Administrative Computer Technology
Business Management
Public Administration

HUMA

Humanities

IBUS

Banking
Business Management

IDST

Interdisciplinary Studies

IMED

Graphic Art

INEW

Computer Information Systems

INMT

Engineering Technology

ITAL

Italian

ITCC

Computer Information Systems

ITMC

Computer Information Systems

ITNW

Computer Information Systems

ITSC

Administrative Computer Technology
Computer Information Systems

ITSE

Computer Information Systems

ITSW

Administration Computer Technology
Computer Information Systems

ITSY

Computer Information Systems

JAPN

Japanese

JOUR

Journalism (See COMM)

KINE

Kinesiology

LATI

Latin

LGLA

Paralegal Studies

LMGT

Business Management

MATH

Mathematics

MDCA

Medical Assisting

MRKG

Business Management
Marketing

MRTS

Mortuary Science

MSCI

Military Science

MUAP

Music

MUEN

Music

MUSB

Music Business

MUSI

Music

OSHT

Occupational, Safety, & Health Technologies

PBAD

Public Administration

PHIL

Philosophy

PHOT

Photography (See COMM)

PHRA

Medical Assisting

PHYS

Physics

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

Broadcasting
Radio-Television-Film

SDEV

Student Development

SGNL

American Sign Language

SLNG

American Sign Language: Interpreter
Training

SLPS

Criminal Justice

SOCI

Sociology

SOCW

Social Work

SPAN

Spanish

SPCH

Speech

SPNL

Administrative Computer Technology

SRVY

Engineering Technology

TECA

Child Development

TECM

Engineering Technology

FIELDS OF STUDY



ADMINISTRATIVE COMPUTER TECHNOLOGY DEPARTMENT

Connianne Pugh, Chairperson
NTC 214, 733-2294
www.accd.edu/sac/act/

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 of 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

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

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.

CREDIT GIVEN FOR CERTIFICATION

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 ¹ CPS), the Certifying Board of the National Association of Legal Secretaries (² PLS), or the Institute for Certifying Records Managers (³ 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.

¹ 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.

2 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:
 - 1) LGLA 2388 Internship-Paralegal/Legal Assisting
 - 2) POFT 2380 Cooperative Education-Administrative Asst./Secretarial Science, General

3 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:
 - 1) HRPO 1371 Issues in the Workplace or POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General
 - 2) POFT 1301 Business English/Communications I (WI)

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
ACCOUNTING TECHNOLOGY**

General Education Courses: 18 Credit Hours	Credit Hours
¹ ACCT 2301 Financial Accounting	3
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech	3
² Students Must Choose One Math or Science Elective	3
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	
Technical Education Courses: 54 Credit Hours	Credit 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 1331 Federal Income Tax: Individual	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
POFI 2301 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
⁴ POFT 1329 Beginning Keyboarding	3
POFT 2312 Business Correspondence and Communications (WI)	3
Students Must Choose One From:	1
POFI 1171 File/PC Management for Windows	
POFT 1171 Ten-Key Skillbuilding	

Total Associate of Applied Science Degree Credit Hours: 72

¹ 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.

² In ACT Programs, once mathematics competency has been proven, students may substitute a natural science course for MATH 1314 College Algebra.

³ See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

⁴ A higher level keyboarding course (POFT 2301 Intermediate Keyboarding or POFT 2333 Advanced Keyboarding) 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 (WI)

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

ADMINISTRATIVE ASSISTANT (TECH PREP PROGRAM)

General Education Courses: 15 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Math or Science Elective.....	3
² 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	
Technical Education Courses: 46 Credit Hours	Credit Hours
ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3

HRPO 1371 Issues in the Workplace3
³ POFT 2203 Speed and Accuracy Building2
 ITSW 1304 Introduction to Spreadsheets3
 POFI 1171 File/PC Management for Windows1
 POFT 1171 Ten-Key Skillbuilding1
 POFT 1274 Database Applications.....2
 POFT 1301 Business English/Communications I (WI)3
 POFT 1307 Proofreading and Editing3
 POFT 1319 Records and Information Management I3
 POFT 1321 Business Math3
 POFT1329 Beginning Keyboarding3
 POFT 2301 Intermediate Keyboarding3
 POFT 2312 Business Correspondence and Communications (WI)3
 POFT 2331 Administrative Systems3
 POFT 2380 Cooperative Education-Administrative Asst/Secretarial Science, General3
⁴ Students Must Choose Three Directed Electives From:6-9
 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
 MRMT 1307 Medical Transcription I
 POFT 1273 Spreadsheets
 POFT 1275 Presentation Software
 POFT 1292 Adobe Acrobat
 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 2359 Records and Information Management III
 POFT 2333 Advanced Keyboarding
 POFT 1220 Job Search Skills

Total Associate of Applied Science Degree Credit Hours: 67-70

¹ In AAS Degree Programs offered through the ACT Department, a natural science course may be substituted once mathematics competency is proven.

² See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

³With permission of department chairperson, POFI 2301, Word Processing, may substitute for POFT 2203.

⁴Any 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

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 (WI)

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

COMPUTER HELP DESK SPECIALIST

General Education Courses: 15 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I	3
MATH 1314 College Algebra or Higher	3
SPCH 1311 Fundamentals of Speech.....	3
¹ 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	

Technical Education Courses: 54-56 Credit Hours **Credit Hours**

HRPO 1311 Human Relations	3
ITNW 1325 Fundamentals of Networking Technologies.....	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
² 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 (WI)	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

Total Associate of Applied Science Degree Credit Hours: 69-71

¹ See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

² A higher level keyboarding course (POFT 2301 Intermediate Keyboarding, POFT 2333 Advanced Keyboarding, or POFT 2203 Speed and Accuracy Building) 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 (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

COURT REPORTING: COMPUTER-AIDED TRANSCRIPTION TECHNOLOGY

General Education Courses: 18 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
SPCH 1311 Fundamentals of Speech	3
¹ Students Must Choose One Math or Natural Science Course	3
² 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	

Technical Education Courses: 48 Credit Hours	Credit 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
³ POFT 2203 Speed and Accuracy Building	2

Total Associate of Applied Science Degree Credit Hours: 66

CAPTIONING COURT REPORTING ENHANCED SKILLS CERTIFICATE

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.

15 Credit Hours	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

¹ 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.

² See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

³ POFT 1329 Beginning Keyboarding, POFT 2301 Intermediate Keyboarding, or POFT 2333 Advanced Keyboarding may be substituted for POFT 2203. POFT 2203 may be repeated to achieve required skill level.

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 MATH 1314, MATH 1332, or equivalent

Computer Competency:

CRTR 2241 Reporting Technology III and POFI 1171 File/PC Management for Windows

**LEGAL ADMINISTRATIVE ASSISTANT/SECRETARY
(TECH PREP PROGRAM)**

General Education Courses: 15 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Math or Science Elective.....	3
² 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	

Technical Education Courses: 43-44 Credit Hours Credit Hours

ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
³ POFT 2203 Speed and Accuracy Building	2
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 Mathematics.....	3
POFT 1329 Beginning Keyboarding	3
POFT 2301 Intermediate Keyboarding	3
POFT 2312 Business Correspondence and 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	
POFT 1220 Job Search Skills	

Legal/Secretarial Specialization: 9 Credit Hours Credit 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 Associate of Applied Science Degree Credit Hours: 67-68

¹ In AAS Degree Programs offered through the ACT Department, a natural science course may be substituted once mathematics competency is proven.

² See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

³With permission of department chairperson, POFI 2301, Word Processing, or POFT 2333, Advanced Keyboarding, may substitute for POFT 2203.

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 (WI)

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

PARALEGAL STUDIES

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.

General Education Courses: 18 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra.....	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Social/Behavioral Science Elective.....	3
² Students Must Choose One Humanities/Fine Arts Elective.....	3
Technical Education Courses: 47 Credit Hours	Credit Hours
LGLA 1119 Legal Ethics and Professional Responsibility	1
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 2302 Paralegal Trial Preparation and Procedures	3
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
POFL 2301 Legal Document Processing	3

- Students Must Choose One From:1
 - LGLA 1317 Law Office Technology
 - ITSC 1309 Integrated Software Applications I
- Students Must Choose One From:3
 - LGLA 1359 Immigration
 - LGLA 2311 Business Organizations

Total Associate of Applied Science Degree Credit Hours: 65

¹ See the social and behavioral sciences section of the core curriculum in section 10 of this bulletin for qualified social/behavioral science courses.

² See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

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

RECORDS MANAGEMENT

General Education Courses: 15 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Math or Science Elective.....	3
² 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	
SOCI 1301 Introduction to Sociology	
Technical Education Courses: 53 Credit Hours	Credit 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
POFI 2301 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 Mathematics.....	3
POFT 1329 Beginning Keyboarding	3
POFT 1359 Records and Information Management II	3
POFT 2312 Business Correspondence and Communications (WI).....	3
POFT 2331 Administrative Systems	3

POFT 2359 Records and Information Management III3
 POFT 2380 Cooperative Education-Administrative Asst/Secretarial Science, General3

Total Associate of Applied Science Degree Credit Hours: 68

¹ In AAS Degree Programs offered through the ACT, a natural science course may be substituted once mathematics competency is proven.

² See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

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 (WI)

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

**LEVEL II CERTIFICATE IN:
COURT REPORTING**

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3

Technical Education Courses: 56 Credit Hours	Credit Hours
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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
¹ 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
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
² 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	3

Total Level II Certificate Credit Hours: 59

¹ 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.

² 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.

**LEVEL I CERTIFICATE IN:
ACCOUNTING TECHNICIAN**

General Education Courses: 3 Credit Hours	Credit Hours
Students Must Choose One From:	3
ENGL 1301 Freshman Composition	
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
SOC1 1301 Introduction to Sociology	
SPCH 1311 Fundamentals of Speech	
OR a mathematics elective OR a science elective	
Technical Education Courses: 37 Credit Hours	Credit 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
POFI 2301 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
¹ POFT 1329 Beginning Keyboarding	3

Total Level I Certificate Credit Hours: 40

¹ A higher level keyboarding course (POFT 2301 Intermediate Keyboarding or POFT 2333 Advanced Keyboarding may be substituted.

ADMINISTRATIVE SYSTEMS TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
Technical Education Courses: 38-39 Credit Hours	Credit Hours
ACNT 1403 Introduction to Accounting I	4
HRPO 1311 Human Relations	3
¹ POFT 2203 Speed and Accuracy Building	2
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 Beginning Keyboarding	3
POFT 1380 Cooperative Education	3
POFT 2301 Intermediate Keyboarding	3
Students Must Choose One From:	2-3
ITSW 1310 Presentation Media Software	
POFT 1274 Database Applications	
POFT 1275 Presentation Software	

Total Level I Certificate Credit Hours: 40-41

¹With permission of department chairperson, POFI 2301, Word Processing, may substitute for POFT 2203.

COMPUTER ASSISTANT

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 of Applied Science (AAS) Degree in the Administrative Computer Technology Department.

General Education Courses: 3 Credit Hours Credit Hours

Students Must Choose One Academic Elective 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	
Math Elective	
Science Elective	

Technical Education Courses: 14-19 Credit Hours Credit Hours

ITSW 1304 Introduction to Spreadsheets.....	3
POFT 1319 Records and Information Management I	3
¹ POFT 1329 Beginning Keyboarding	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	
POFT 1220 Job Search Skills	

Total Level I Certificate Credit Hours: 17-22

¹ A higher level keyboarding course (POFT 2301 Intermediate Keyboarding or POFT 2333 Advanced Keyboarding) or POFT 2203 Speed and Accuracy Building, may be substituted.

COMPUTER DATA ENTRY TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
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	
Technical Education Courses: 28 Credit Hours	Credit Hours
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
¹ POFT 1329 Beginning Keyboarding	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	

Total Level I Certificate Credit Hours: 31

¹ A higher level keyboarding course (POFT 2301 Intermediate Keyboarding, POFT 2333 Advanced Keyboarding, or POFT 2203 Speed and Accuracy Building) may be substituted.

COMPUTER HELP DESK TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
Students Must Choose One From:	3
ENGL 1301 Freshman Composition I	
SPCH 1311 Fundamentals of Speech	
¹ Social or Behavioral Science Elective	
Technical Education Courses: 35-36 Credit Hours	Credit Hours
HRPO 1311 Human Relations	3
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1301 Introduction to Computers	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSC 1364 Practicum - Computer and Information Sciences, General.....	3
ITSE 1329 Program Logic and Design	3
ITSW 1304 Introduction to Spreadsheets.....	3
² 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 Level I Certificate Credit Hours: 38-39

¹ Students Must Choose a 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

² A higher level keyboarding course (POFT 2301 Intermediate Keyboarding, POFT 2333 Advanced Keyboarding, or POFT 2203 Speed and Accuracy Building) may be substituted.

COURT REPORTING: RAPID TEXT ENTRY

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3

Technical Education Courses: 36-37 Credit Hours	Credit Hours
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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
¹ POFT 2203 Speed and Accuracy Building	2
Students Must Choose Directed Electives From:	8-9

- CRTR 2206 Medical Reporting
- CRTR 2213 Reporting Technology II
- CRTR 2312 Reporting Procedures
- ITSW 1301 Introduction to Word Processing
- POFI 2301 Word Processing
- MDCA 1313 Medical Terminology
- POFI 1191 Keyboarding Skillbuilding I
- POFL 2301 Legal Document Processing
- POFT 1192 Keyboarding Skillbuilding II
- POFT 1329 Beginning Keyboarding
- POFT 2301 Intermediate Keyboarding

Total Level I Certificate Credit Hours: 39-40

¹ National Court Reporter Certification Board requirement is 60 net words a minute typing speed.

COURT REPORTING: REALTIME MEDICAL REPORTING

General Education Courses: 4 Credit Hours	Credit Hours
BIOL 2401 Human Anatomy and Physiology	4
Technical Education Courses: 35-36 Credit Hours	Credit 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 Advanced 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 Beginning Keyboarding	
POFT 2301 Intermediate Keyboarding	

Total Level I Certificate Credit Hours: 39-40

COURT REPORTING: TRANSCRIPTIONIST/SCOPIST

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 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition	3
Technical Education Courses: 24-25 Credit Hours	Credit 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 Beginning Keyboarding	
POFT 2301 Intermediate Keyboarding	

Total Level I Certificate Credit Hours: 27-28

HUMAN RESOURCES TECHNICIAN

General Education Courses: 3 Credit Hours Credit Hours

- 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

Technical Education Courses: 38-39 Credit Hours Credit Hours

- ACNT 1403 Introduction to Accounting I4
- HRPO 1311 Human Relations3
- HRPO 1371 Issues in the Workplace3
- ¹ HRPO course3
- ITSC 1309 Integrated Software Applications I3
- POFI 1171 File/PC Management for Windows1
- POFT 1171 Ten-Key Skillbuilding1
- POFT 1301 Business English/Communications I (WI)3
- POFT 1307 Proofreading and Editing3
- POFT 1380 Cooperative Education3
- ² POFT 2301 Intermediate Keyboarding3
- Students Must Choose One From:3
 - HRPO 2305 Human Resources Information Systems
 - ¹ 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:2-3
 - ¹ HRPO Designated Course
 - ² POFT 1329 Beginning Keyboarding
 - POFT 1220 Job Search Skills

Total Level I Certificate Credit Hours: 41-42

- ¹ Students may choose from the following HRPO courses:
- HRPO 1191 - 1491 Special Topics in Human Resources Management
 - 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
- ² POFT 2203 Speed and Accuracy Building, may be taken to assure keyboarding competency.

MEDICAL TRANSCRIPTION SPECIALIST

This certificate provides basic skills for medical transcription entry-level employment.

General Education Courses: 3-4 Credit Hours Credit Hours

- Students Must Choose One Academic Elective From: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

Technical Education Courses: 19-20 Credit Hours	Credit Hours
¹ MRMT 1307 Medical Transcription I	3
MRMT 1383 Cooperative Education	3
MRMT 2333 Medical Transcription II.....	3
POFT 1307 Proofreading and Editing	3
² POFT 2203 Speed and Accuracy Building	2
Students Must Choose One From:	2-3
POFI 2301 Word Processing (Microsoft Word)	
POFT 1272 Word Processing: Microsoft Word	
POFT 1329 Beginning Keyboarding	
POFT 2301 Intermediate Keyboarding	
Students Must Choose One From:	3
³ MDCA 1302 Human Diseases/Pathophysiology	
MDCA 1313 Medical Terminology	

Total Level I Certificate Credit Hours: 22-24

¹ 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 MRMT 1307 Medical Transcription I.

² 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.

³ MDCA 1302 Human Diseases/Pathophysiology may substitute for a keyboarding or word processing course with approval of department chairperson.

MICROSOFT OFFICE SPECIALIST (MOS)

General Education Courses: 3 Credit Hours	Credit Hours
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	
SPCH 1311 Fundamentals of Speech	
Math Elective	
Science Elective	

Technical Education Courses: 26-27 Credit Hours	Credit Hours
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 1173 Microsoft Outlook.....	1
POFT 1274 Database Applications: Microsoft Access	2
POFT 1275 Presentation Software: Microsoft Powerpoint	2
POFT 1329 Beginning Keyboarding	3
Students Must Choose One From:	2-3
POFI 1380 Cooperative Education	
POFT 1220 Job Search Skills	

Total Level I Certificate Credit Hours: 29-30

RECORDS MANAGEMENT

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).

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
Technical Education Courses: 18 Credit Hours	Credit Hours
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	

Total Level I Certificate Credit Hours: 21

VOICE RECOGNITION SYSTEMS TECHNICIAN

General Education Courses: 3-4 Credit Hours	Credit Hours
Students Must Choose One Academic Elective From:	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	
SOC1 1301 Introduction to Sociology	
SPCH 1311 Fundamentals of Speech	
A Math Elective	
A Science elective	
Technical Education Courses: 12 Credit Hours	Credit Hours
POFT 1307 Proofreading and Editing	3
POFT 1380 Cooperative Education-Administrative Asst/Secretarial Science, General	3
POFT 1392 Introduction to Voice Recognition Systems Technology	3
Students Must Choose One From:	3
ITSC 1309 Integrated Software Applications I	
POFT 1329 Beginning Keyboarding	
¹ POFT 2301 Intermediate Keyboarding	

Directed Electives: 10-13 Credit Hours	Credit Hours
Students Must Choose Four From:	10-13
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 (Microsoft Word)	
ITSW 1304 Introduction to Spreadsheets (Microsoft Excel)	
MDCA 1313 Medical Terminology	
POFI 2431 Desktop Publishing	
POFL 1305 Legal Terminology	
POFL 1359 Legal Transcription	
MRMT 1307 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 Level I Certificate Credit Hours: 25-29

¹ POFT 2203 Speed and Accuracy Building or a higher level keyboarding course may be substituted for this course.

MARKETABLE SKILLS CERTIFICATE IN:

ACCOUNTING COMPUTER APPLICATIONS

Technical Education Courses: 13-14 Credit Hours	Credit Hours
ACNT 1311 Introduction to Computerized Accounting I	3
ACNT 1403 Introduction to Accounting I	4
ITSW 1304 Introduction to Spreadsheets: Excel	3
Students Must Choose One From:	3-4
ACNT 1325 Principles of Accounting I	
ACNT 1382 Cooperative Education - Accounting Technician	
ACNT 1471 Applied Accounting Topics	

Total Marketable Skills Certificate Credit Hours: 13-14

ACCOUNTING TECHNOLOGY

Technical Education Courses: 12-13 Credit Hours	Credit Hours
Students Must Choose One From:	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 1331 Federal Income Tax: Individual	
ACNT 2373 Microcomputer Accounting Applications II	
ACNT 2380 Cooperative Education	

Total Marketable Skills Certificate Credit Hours: 12-13

BUSINESS COMMUNICATIONS

The Business Communications Certificate strengthens essential writing skills and develops skill related to electronic business communications.

Technical Education Courses: 12 Credit Hours	Credit Hours
POFT 1301 Business English/Communications I (WI)	3
POFT 1307 Proofreading and Editing	3
POFT 2312 Business Correspondence and Communications (WI)	3
Students Must Choose One From:	3
¹ ITSC 1309 Integrated Software Applications I	
¹ ITSC 2321 Integrated Software Applications II	
¹ POFT 1391 Special Topics: E-Mail/E-Communications	
¹ POFT 2331 Administrative Systems	

Total Marketable Skills Certificate Credit Hours: 12

¹ Special topics courses relevant to the certificate content may be substituted with department chairperson’s approval.

CUSTOMER SERVICES SPECIALIST

Technical Education Courses: 12 Credit Hours	Credit Hours
MRKG 1301 Customer Relations	3
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
ITSC 1309 Integrated Software Applications I	3

Total Marketable Skills Certificate Credit Hours: 12

HUMAN RESOURCES ASSISTANT

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.

Technical Education Courses: 12 Credit Hours	Credit Hours
HRPO 1311 Human Relations	3
HRPO 1371 Issues in the Workplace	3
HRPO 2301 Human Resources Management	3
MRKG 1301 Customer Relations.....	3

Total Marketable Skills Certificate Credit Hours: 12

HUMAN RESOURCES BENEFITS AND COMPENSATION COORDINATOR

Technical Education Courses: 12-13 Credit Hours	Credit Hours
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	

Total Marketable Skills Certificate Credit Hours: 12-13

MICROSOFT OFFICE SPECIALIST (MOS)

Technical Education Courses: 11 Credit Hours	Credit Hours
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

Total Marketable Skills Certificate Credit Hours: 11

SOFTWARE SPECIALIST

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 Credit 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 Marketable Skills Certificate Credit Hours: 13-14

COURSES

ACNT 1191, 1291, 1391, 1491. Special Topics in Accounting

Prerequisite: Varies with subject being offered **(1-1-0) (2-2-0) (3-3-0) (4-4-0)**

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 1331. Federal Income Tax: Individual (3-3-0)

(Formerly ACNT 2372)

Federal Income Tax: Individual is a study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual. Regulations and interpretations used to make business/accounting decisions are incorporated.

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 2371. Business Tax Reporting (3-3-0)

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 2373. Microcomputer Accounting Applications II (3-3-1)

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.

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.

HRPO 1311. Human Relations (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 (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.

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 1364. Practicum - Computer and Information Sciences, General (3-0-21)

Capstone Course

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 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.

ITSW 1301. Introduction to Word Processing (3-3-1)

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)

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)

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 2334. Advanced Spreadsheets (3-3-1)

Prerequisite: ITSW 1304

Advanced Spreadsheets is designed to provide an understanding of advanced functionality of electronic spreadsheets.

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 1317. Law Office Technology (3-3-1)

Prerequisite: LGLA 1407 and basic computer skills

Computer technology and software applications within the law office.

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 2302. Paralegal Trial Preparation and Procedures (3-3-0)

Prerequisite: LGLA 1301, 1345, 2305, and either LGLA 1317 or ITSC 1309

Methods and techniques used by paralegals to assist trial attorneys. Includes interviewing witnesses, investigating complex fact patterns, researching applicable law, and assisting in preparing cases for trial.

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.

MRMT 1307. Medical Transcription I (3-3-1)

(Formerly POFM 1331)

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 with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The transcriptionist utilizes transcribing and information processing equipment compatible with industry standards. The emphasis is upon development of speed and accuracy.

MRMT 1383. Cooperative Education - Medical Transcription /Transcriptionist (3-1-20)

(Formerly POFM 1380)

Prerequisites: MRMT 2333 and 10 or more hours toward a certificate and approval of worksite by instructor/coordinator

Cooperative Education involves career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

MRMT 2333. Medical Transcription II (3-3-1)

(Formerly POFM 2313)

Prerequisite: MRMT 1307

Medical Transcription II involves the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

POFI 1171. File/PC Management for Windows (1-1-1)

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)

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)

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)

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)

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.

POFT 1171. Ten-Key Skillbuilding (1-1-0)

Ten-Key Skillbuilding focuses on developing ten-key touch system skill including both speed and accuracy.

POFT 1172. Introduction to Keyboarding (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

Prerequisite: Varies with subject being offered (1-1-0) (2-2-0) (3-3-0) (4-4-0)

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 (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 (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 (2-2-1)

Word Processing introduces students to business applications using word processing software. Practical applications are the focal point.

POFT 1273. Spreadsheets (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)

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)**
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)**
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)**
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)**
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. Beginning Keyboarding (3-3-1)**
Beginning Keyboarding 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.
- POFT 1359. Records and Information Management II (3-3-0)**
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)**
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)**
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)

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. Intermediate Keyboarding (3-3-1)

Prerequisite: POFT 1329, POFT 2203, a keyboarding skill of 35 GWAM with five (5) errors or less, and knowledge of word processing software.

Intermediate Keyboarding is a continuation of keyboarding skills in document formatting, emphasizing speed and accuracy. The emphasis is on proofreading, editing, following instructions, and keying documents from various copy.

POFT 2312. Business Correspondence and Communications (WI) (3-3-0)

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)

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)

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 Keyboarding (3-2-3)

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 Keyboarding 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.

POFT 2359. Records and Information Management III (3-3-0)

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 2380. Cooperative Education - Administrative Assistant / Secretarial Science, General (3-1-20)

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.

ALLIED HEALTH DEPARTMENT

Stella Lovato, Chairperson

NTC 125, 785-6184

www.accd.edu/sac/alldhth/

The Allied Health Department consists of three programs: Dental Assisting, Medical Assisting, and Dental Laboratory Technology. Each program offers an Associate of Applied Science (AAS) Degree. Dental Assisting and Medical Assisting offer 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 nine 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: 2012

60-Day Deadline for Receipt of Comments in the Commission Office: September, 2008
(Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611)

MEDICAL ASSISTING PROGRAM

Medical Assistants are multiskilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures. They are also employed in medical sales, occupational health facilities, and military hospitals.

The mission of the Medical Assisting Program is to train students to perform routine medical assisting administrative and clinical tasks in a physician's office, hospital outpatient clinic, or other ambulatory care facility. Medical assistants work under the direct supervision of a physician or other licensed health care provider. Although duties may be similar, or even overlap, medical assistants 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, managing the front desk, initiating and maintaining medical records, performing duties in billing, coding and claims, and managing the financial component of the practice. Clinical skills include assessing vital signs, preparing patients for examination, setting up sterile fields and assisting with minor

surgery, and preparing and administering medications. Medical assistants also collect and analyze specimens, perform phlebotomy, remove sutures, change dressings, and perform EKGs. An important aspect of the occupation is patient education and instruction concerning medications, nutrition, and other physician-directed regimens 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 (AAMA). The CAAHEP is located at 1361 Park Street, Clearwater, Florida 33756, phone number: 727/210-2350. 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

Our Mission

The Dental Laboratory Technology Program provides for and supports competency-based learning for a multi-cultural community. As the only civilian-accredited Dental Laboratory Technology Program in Texas, the program is committed to excellence in helping to meet the diverse needs of both traditional and non-traditional students. The program seeks to provide each student with the essential knowledge and skills necessary to become functional dental team members and meet the requirements of the national examining entity.

General Information

The Dental Laboratory Technology Program prepares individuals with the knowledge, techniques, and skills needed to become a productive member of the dental laboratory field. Students are exposed to all five of the recognized specialty areas and are given concentrated instruction and practical experience in one specialty area.

San Antonio College offers an Associate of Applied Science Degree in Dental Laboratory Technology. The American Dental Association Commission on Dental Accreditation accredits the Dental Laboratory Technology Program. The Commission on Dental Accreditation is the only nationally recognized accrediting agency for dental, allied dental, and advanced dental education program.

A total of 70 semester hours are required to receive an Associate of Applied Science Degree. The program features classroom instruction combined with laboratory application and practical experience in the field. Upon completion of the program, the student can continue his/her education through a Bachelor of Science Degree in Dental Laboratory Sciences offered through the University of Texas Health Science Center at San Antonio.

Upon being awarded the degree, the graduate is eligible to take both the Recognized Graduate Exam and the Certified Dental Technician Exam, the national board exam for dental laboratory technicians. If the examination is passed, the graduate will become a Certified Dental Technician (CDT). The CDT exam is offered through the National Board for Certification of Dental Technicians (NBC). The exam is divided into three parts: the Comprehensive Exam, the Practical Specialty Exam, and Written Specialty Exam. The Recognized Graduate Exam takes the place of the Comprehensive Exam for individuals who have completed an ADA-accredited educational program in dental laboratory technology. There are five different specialties in dental laboratory technology.

The Profession

The dental laboratory technician performs the laboratory aspects of dentistry — fabricating dentures, crowns, bridges, implants, and maxillofacial and orthodontic appliances. A highly trained craftsman, the technician fills prescriptions written by dentists who specify the prosthesis or appliance to be fabricated and the materials to be used in construction. Upon completion of the program, the graduate receives an Associate of Applied Science Degree in Dental Laboratory Technology.

The professional dental laboratory technician must have knowledge of dental anatomy, tooth morphology, and dental materials in order to perform the extremely intricate procedures required for dental laboratory work. Artistic and technical aptitudes are especially valuable in this profession. The dental laboratory technician whose products will affect the well-being of dental patients must demonstrate the same high ethical standards demanded of all healthcare professionals.

Employment opportunities are available in commercial laboratories, as employees, managers, or owners; in private dental offices; in civil service positions; in laboratories or as field representatives of dental supply manufacturers; or in institutional programs. Sales positions with dental supply firms, laboratory management, and teaching and research opportunities are open to technicians with experience and advanced education.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN: DENTAL ASSISTING

IMPORTANT: 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 nine 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.)
- ☞ 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. New Dental Assisting Program students must submit the following by July 30: a completed program health assessment policy packet which includes a completed updated immunization record including hepatitis B series; PPD/TB; TD; MMR; IPV; DPT and Varicella 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.

APPROVED Texas Board of Dental Examiners Site for the Registered Dental Assistant Course (RDA).

San Antonio College is an APPROVED Texas State Board of Dental Examiners Site for the Registered Dental Assistant Course (RDA). The RDA course is offered through the Continuing Education Department to anyone interested in obtaining their RDA. The comprehensive twelve hour course includes infection control, radiology and jurisprudence. This course offers individuals the opportunity to learn new information and review information which was already learned at an appropriate pace.

Dental Assisting students are responsible for application fees required for the TSBDE Registered Dental Assistant (RDA) registration. Students are also responsible for taking the TSBDE nitrous oxide monitoring examination and CPR.

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.

General Education Courses: 21 Credit Hours	Credit Hours
BIOL 1371 Nutrition for Today.....	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
PSYC 2301 General Psychology	3
SOCI 1301 Introduction to Sociology	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Humanities/Fine Arts Elective From:	3
ARTS 1301 Art Appreciation	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy (WI)	
Technical Education Courses: 42 Credit Hours	Credit Hours
DNTA 1102 Communication and Behavior in the Dental Office	1
DNTA 1160 Clinical - Dental Assistant	1
DNTA 1161 Clinical - Dental Assistant	1
DNTA 1213 Emergency Management	2
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 2260 Clinical - Dental Assistant (Capstone Course)	2
DNTA 2350 Advanced Dental Assisting Applications.....	3
ITSC 1301 Introduction to Computers	3
KINE 1306 First Aid - Responding to Emergencies	3

Total Associate of Applied Science Degree Credit Hours: 63

¹ Choose one of the listed humanities electives upon discussion with program coordinator.

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

DENTAL LABORATORY TECHNOLOGY

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

High school graduates should submit an official high school transcript with the graduation date to the Office of Admissions and Records at San Antonio College, 1300 San Pedro Ave., San Antonio, Texas 78212. Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) is required for admission to the College. However, students who have taken these tests should send scores to the San Antonio College Assessment and Research Center, room 110 of the Fletcher Administration Center.

Persons 18 years of age or older who are not high school graduates are encouraged to discuss admission with one of the counselors by calling (210) 733-2300 or by visiting the Counseling Center in the Moody Learning Center on the San Antonio College campus. This office also can respond to questions regarding testing and course placement.

Persons transferring to the College from other accredited institutions should provide the Admissions and Records Office with an official transcript from all the institutions previously attended.

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

✎ A complete Dental Laboratory Technology Program Application Form to the program office.

✎ Written proof of an advisement appointment with a member of the Dental Laboratory Technology 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 Laboratory Technology 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, taking and passing the Texas Higher Education Assessment (THEA), or taking and passing the courses.

Students accepted into the Dental Laboratory Technology Program will receive a letter of acceptance from the DLT program office by mail no later than August 5.

All dental laboratory technology students must submit a complete, updated immunization record. The immunizations required for entry into the Dental Laboratory Technology Program are: diphtheria-pertussis-tetanus (DPT, DTaP, DT); tetanus (TD); polio (IPV); tuberculin skin test (TBC or PPD); measles, mumps, and rubella (MMR); hepatitis B; and chicken pox (Varicella).

General Education Courses: 15 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
PHIL 1301 Introduction to Philosophy (WI)	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech.....	3
Technical Education Courses: 55 Credit Hours	Credit Hours
DLBT 1110 Practical Infection Control	1
DLBT 1107 Introduction to Dental Laboratory Technology	1
DLBT 2208 Orthodontics/Pedodontics II	2
DLBT 1206 Dental Implants	2
DLBT 1301 Dental Anatomy and Tooth Morphology	3
DLBT 1305 Dental Materials	3
DLBT 1309 Removable Partial Denture Techniques I.....	3
DLBT 1313 Complete Denture Techniques I.....	3
DLBT 1317 Fixed Restorative Techniques I	3
DLBT 1302 Orthodontics/Pedodontics I	3
DLBT 2132 Dental Laboratory Technical Seminar	1
DLBT 2106 Maxillofacial Prosthetics	1
DLBT 2259 Seminar.....	2
DLBT 2364 Practicum	3
DLBT 2304 Removable Partial Denture Techniques II	3
DLBT 2307 Complete Denture Techniques II	3
DLBT 2311 Fixed Restorative Techniques II.....	3
DLBT 2321 Fixed Restorative Techniques III	3
DLBT 2303 Selective I.....	3
DLBT 2305 Selective II	3
DLBT 2434 Dental Laboratory Management	4
ITSC 1301 Introduction to Computers	3

Total Associate of Applied Science Degree Credit Hours: 70

Exit Competencies

Students must pass each class with a grade of “C” or better.

Written Communication Competency:

ENGL 1301 Freshman Composition I, ENGL 1302 Freshman Composition II, and PHIL 1301 Introduction to Philosophy (WI)

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

MEDICAL ASSISTING

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:
 - 1) ENGL 0301 Basic English II
 - 2) MATH 0300 Basic Mathematics
 - 3) READ 0303 College Reading Skills

Scoring appropriately on the Accuplacer test will verify these competencies.

- ✎ Prior to enrolling into the AAS Degree program, students must complete:
 - 1) ENGL 1301 Freshman Composition I
 - 2) MDCA1313 Medical Terminology
 - 3) POFI 1301 Computer Applications I
- ✎ Attend an initial advisement session and completion of:
 - 1) Medical Assisting Program Application Form
 - 2) Medical Assisting AAS Degree plan
 - 3) A completed program health assessment packet which includes a health history and physical assessment, proof of immunizations: i.e. DPT, MMR, varicella. The hepatitis B series must be started prior to enrolling in any clinical course (MDCA1317, 1352, 1417, and 1448).
- ✎ Proof of an approved CPR course “C” (adult, infant, child) taken through the American Heart Association must be provided prior to start of practicum.

✎ 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.

<u>General Education Courses: 18 Credit Hours</u>	<u>Credit Hours</u>
BIOL 1371 Nutrition for Today	3
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 (WI)	
PHIL 2306 Ethics (WI)	

<u>Technical Education Courses: 47 Credit Hours</u>	<u>Credit Hours</u>
MDCA 1254 Certified Medical Assistant 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

¹ MDCA 1313 Medical Terminology3
 MDCA 1317 Procedures in a Clinical Setting3
 MDCA 1321 Administrative Procedures3
 MDCA 1352 Medical Assistant Laboratory Procedures3
 MDCA 1417 Procedures in a Clinical Setting4
 MDCA 1421 Administrative Procedures4
 MDCA 1443 Medical Insurance4
 MDCA 1448 Pharmacology and Administration of Medications4
 MDCA 2267 Practicum - Medical Assisting (Capstone Course).....2
 PHRA 1309 Pharmaceutical Mathematics I.....3
 POFI 1301 Computer Applications I3

Total Associate of Applied Science Degree Credit Hours: 65

¹ College credit is awarded for high school Tech Prep Program courses taken in districts with which the college has agreements.

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:

POFI 1301 Computer Applications I

Total Enhanced Skills Certificate Credit Hours: 9-10

**ENHANCED SKILLS CERTIFICATE IN:
COMMUNICATIONS (IN DENTAL ASSISTING)**

Courses for the Communications Enhanced Skills Certificate may be included in the Dental Assisting AAS Degree Program. Students may also obtain an AAS Degree in Dental Assisting without an Enhanced Skills Certificate.

9-10 Credit Hours	Credit Hours
SGNL 1301 American Sign Language (ASL) 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	

**LEVEL II CERTIFICATE IN:
MEDICAL ASSISTING**

General Education Courses: 9 Credit Hours	Credit Hours
BIOL 1371 Nutrition for Today	3
ENGL 1301 Freshman Composition I	3
PSYC 2301 General Psychology	3

Technical Education Courses: 47 Credit Hours	Credit Hours
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
¹ MDCA 1313 Medical Terminology	3
MDCA 1317 Procedures in a Clinical Setting	3
MDCA 1321 Administrative Procedures	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
MDCA 1417 Procedures in a Clinical Setting	4
MDCA 1421 Administrative Procedures	4
MDCA 1443 Medical Insurance.....	4
MDCA 1448 Pharmacology and Administration of Medications	4
MDCA 2267 Practicum - Medical Assistant (Capstone Course)	2
PHRA 1309 Pharmaceutical Mathematics I.....	3
POFI 1301 Computer Applications I	3

Total Level II Certificate Credit Hours: 56

¹ College credit is awarded for high school Tech Prep Program courses taken in districts with which the college has agreements.

**LEVEL I CERTIFICATE IN:
DENTAL ASSISTING**

General Education Courses: 6 Credit Hours	Credit Hours
ENGL 1301 English Composition I	3
SPCH 1311 Fundamentals of Speech.....	3
Technical Education Courses: 36 Credit Hours	Credit Hours
DNTA 1102 Communication and Behavior in the Dental Office	1
DNTA 1160 Clinical - Dental Assistant	1
DNTA 1161 Clinical - Dental Assistant	1
DNTA 1213 Emergency Management	2
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 2260 Clinical - Dental Assistant (Capstone Course)	2
DNTA 2350 Advanced Dental Assisting Applications.....	3

Total Level I Certificate Credit Hours: 42

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
Technical Education Courses: 24 Credit Hours	Credit Hours
MDCA 1302 Human Diseases/Pathophysiology	3
MDCA 1305 Medical Law and Ethics	3

MDCA 1313 Medical Terminology	3
MDCA 1321 Administrative Procedures	3
MDCA 1421 Administrative Procedures	4
MDCA 1443 Medical Insurance	4
MDCA 2167 Medical Office Administrative Practicum (Capstone Course).....	1
POFI 1301 Computer Applications I.....	3

Total Level I Certificate Hours: 27

COURSES

DLBT 1110. Practical Infection Control (1-1-0)

Prerequisites: Successful completion of DLBT 1107, 1301, 1305, 1309, 1313, and 1317 with a grade of “C” or approval of program coordinator

This course focuses on the study of the microorganisms relating to infectious diseases and their prevention. An emphasis is on the practical application of information to dental laboratory technology techniques and aseptic procedures.

DLBT 1107. Introduction to Dental Laboratory Technology (1-1-0)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

This course surveys the development of dental technology and dentistry. Ethics, jurisprudence, dental specialties, and professional and business relations will be explored. The daily operation of the dental laboratory and its equipment, safety procedures, and routing business operations will be emphasized.

DLBT 1206. Dental Implants (2-1-2)

Prerequisites: Successful completion of DLBT 1110, 1107, 1301, 1305, 1309, 1313, 1317, 1370, 2304, 2307, and 2311 with a grade of “C” or approval of program coordinator

The course focuses on the concepts and principles of dental osseointegrated implants. The course content includes treatment planning, biomechanical, and fabrication techniques. Emphasizes is placed on working as a member of a team and establishing a professional working relationship with the dentist of the various specialties necessary in the total implant treatment process.

DLBT 1301. Dental Anatomy and Tooth Morphology (3-2-3)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

DLBT 1301 is a study of the anatomy of the head and neck including the maxilla, mandible, and temporomandibular joint. An emphasis is on natural dentition, tooth anatomy, form, function, nomenclature, and wax carving.

DLBT 1302. Orthodontics/Pedodontics I (3-2-4)

Prerequisites: Successful completion of DLBT 1107, 1301, 1305, 1309, 1313, and 1317 with a grade of “C” or approval of program coordinator

Laboratory aspects of orthodontics and pedodontics. Explores the anatomy and materials related to orthodontics as well as methods of fabricating orthodontic appliances. Includes appliance design, soldering techniques, types of tooth movement, categories of malocclusion, and terminology used in this branch of dentistry. Laboratory portion covers wirebending and acrylicing procedures for the fabrication of orthodontic and pedodontic appliances such as fixed and removable space maintainers, habit-breaking appliances, and appliances for minor tooth movement.

DLBT 1305. Dental Materials (3-3-0)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

DLBT 1305 is a study of dental materials and their uses in the fabrication of all types of dental prostheses.

DLBT 1309. Removable Partial Denture Techniques I (3-2-4)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

DLBT 1309 is an introduction to removable partial dentures. Topics include temporary partials and treatment partials with wrought clasps.

DLBT 1313. Complete Denture Techniques I (3-2-4)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

DLBT 1313 is an introduction to the fabrication of complete dentures. Topics include edentulous arch anatomical landmarks, edentulous cast preparation, impressions, trays, baseplates, occlusal rims, and artificial tooth arrangement.

DLBT 1317. Fixed Restorative Techniques I (3-2-4)

Prerequisites: Acceptance to the Dental Laboratory Technology Program or approval of the program coordinator

DLBT 1317 is an introduction to fixed restorative techniques. Topics include types of casts with removable dies and fabrication of wax patterns.

DLBT 2106. Maxillofacial Prosthetics (1-0-3)

Prerequisites: Successful completion of DLBT 1110, 1107, 1206, 1301, 1305, 1309, 1313, 1317, 2208, 2303, 2304, 2307, 2311, 2321, 2305, and 2434 with a grade of "C" or approval of program coordinator

Practical appliance design and uses of a variety of materials associated with the fabrication processes of maxillofacial prosthetics.

DLBT 2132. Dental Laboratory Technical Seminar (1-1-0)

Prerequisites: Successful completion of DLBT 1110, 1107, 2208, 1206, 1301, 1305, 1309, 1313, 1317, 1302, 2304, 2307, 2311, 2321, 2303, 2305, and 2434 with a grade of "C" or approval of program coordinator

Comprehensive review and analysis of all dental laboratory technician courses. Includes lectures and discussions designed to reinforce techniques and procedures.

DLBT 2208. Orthodontics/Pedodontics II (2-1-4)

Prerequisites: Successful completion of DLBT 1110, 1107, 1301, 1302, 1305, 1309, 1313, 1317, 2304, 2307, and 2311 with a grade of "C" or approval of program coordinator

Dental appliance design requirements and properties and uses of materials of appliance construction. Includes tooth positioner, mandibular Hawley, wraparound retainers, invisible retainer, occlusal splints, thermoplastic polymethyl methacrylate, and light cured urethane dimethacrylate.

DLBT 2259. Seminar (2-2-0)

Prerequisites: Successful completion of DLBT 1110, 1107, 1191, 2208, 1206, 1301, 1305, 1309, 1313, 1317, 1302, 2304, 2307, 2311, 2321, 2303, 2305, and 2434 with a grade of "C" or approval of program coordinator

Discussion of practicum experiences and the various philosophies of clinical sites.

DLBT 2364. Practicum (3-0-14)

Prerequisites: Successful completion of DLBT 1110, 1107, 1206, 1301, 1305, 1309, 1313, 1317, 1302, 2304, 2307, 2311, 2321, 2208, 2303, 2305, and 2434 with a grade of "C" or approval of program coordinator

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

DLBT 2303. Selective I (3-1-8)

Prerequisites: Successful completion of DLBT 1110, 1107, 1206, 1301, 1302, 1305, 1309, 1313, 1317, 2208, 2304, 2307, 2311, and 2321 with a grade of “C” or approval of program coordinator

Preclinical and clinical techniques of a selected specialty area. Emphasizes productivity and accuracy. Students have the opportunity to work on patient cases when available.

DLBT 2304. Removable Partial Denture Techniques II (3-2-4)

Prerequisites: Successful completion of DLBT 1107, 1301, 1305, 1309, 1313, and 1317 with a grade of “C” or approval of program coordinator

DLBT 2304 is a study of the components of removable partial dentures and the methods of surveying and designing and fabricating removable partial dentures.

DLBT 2305. Selective II (3-1-8)

Prerequisites: Successful completion of DLBT 1107, 1206, 1301, 1302, 1305, 1309, 1313, 1317, 2208, 2304, 2307, 2311, and 2321 with a grade of “C” or approval of program coordinator

Refinement and advancement of knowledge and technical abilities in a selected specialty area chosen from the following: fixed prosthodontics, removal prosthodontics, and orthodontics.

DLBT 2307. Complete Denture Techniques II (3-2-4)

Prerequisites: Successful completion of DLBT 1107, 1301, 1305, 1309, 1313, and 1317 with a grade of “C” or approval of program coordinator

DLBT 2307 is a comprehensive study and practice of the procedures required to construct complete maxillary and mandibular dentures from the final impression to the finished appliance.

DLBT 2311. Fixed Restorative Techniques II (3-2-4)

Prerequisites: Successful completion of DLBT 1107, 1301, 1305, 1309, 1313, and 1317 with a grade of “C” or approval of program coordinator

DLBT 2311 is a continuation of construction of wax patterns for single unit crowns by spruing, investing, casting, and polishing the metal crown.

DLBT 2321. Fixed Restorative Techniques III (3-2-4)

Prerequisites: Successful completion of DLBT 1110, 1107, 1301, 1305, 1309, 1313, 1317, 2304, 2307, 2311, and 2303 with a grade of “C” or approval of program coordinator

DLBT 2321 is the study of continued refinements in crown and bridge fabrication for multiple-unit fixed partial dentures with metal pontics. Students will receive experience in the fabrication and repair of single and multiple-unit fixed-partial dentures.

DLBT 2434. Dental Laboratory Management (4-4-0)

Prerequisites: Successful completion of DLBT 1110, 1107, 2208, 1206, 1301, 1305, 1309, 1313, 1317, 1302, 2304, 2307, 2311, and 2321 with a grade of “C” or approval of program coordinator

Dental laboratory management and the mathematics of operations. Includes management functions in a commercial dental laboratory, such as business mathematics, marketing, accounting, human resources, and finances. Covers the correlation of production, compensation, and work ethics necessary to be competitive in the job market.

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 1160. Clinical - Dental Assistant (1-0-4)

Prerequisite: Admission to the Dental Assisting Certificate or Associate Degree Program or permission of department chair.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DNTA 1161. Clinical - Dental Assistant (1-0-4)

Prerequisite: DNTA 1160, 1301, 1305, 1311, 1353, and 1415 with a grade of “C” or better or approval of program coordinator.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

DNTA 1213. Emergency Management (2-2-1)

This course training in the use of methods and equipment in life-saving and other emergencies for patients and dental office personnel. It addresses maintenance of the emergency kit as well as taking and recording vital signs. It includes lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants.

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 2260. Clinical - Dental Assistant (Capstone Course) (2-0-11)

Prerequisites: Completion of all core curriculum courses with a grade of “C” or better or approval of program coordinator.

Concurrent enrollment: DNTA 2130.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

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.

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 1361 Park Street, Clearwater, Florida 33756; phone number; 727/210-2350 — 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 or program approval.

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.

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 1317. Procedures in a Clinical Setting (3-2-3)

Prerequisite: Completion of MDCA 1313 with a “C” or better

This course places an 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 1321. Administrative Procedures (3-2-3)

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, coding, billing third party reimbursement, credit arrangements, and use of the computer in the medical office.

MDCA 1352. Medical Assistant Laboratory Procedures (3-2-3)

Prerequisites: Completion of MDCA 1317, 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 1417. Procedures in a Clinical Setting (4-2-4)

Prerequisite: Completion of or concurrent enrollment in MDCA 1317, 1309, and 1313 or department approval

The 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 1421. Administrative Procedures (4-3-2)

Prerequisite: Completion of MDCA 1313 with a “C” or better

This is a course in advanced medical office procedures, bookkeeping and financial management, office management, and supervision of personnel, management of administrative and medical supplies, supervision of personnel, management of administrative and medical supplies, contract negotiating, and advanced use of a medical office computer program.

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: MATH 0300; MDCA 1302, 1309, 1317; and PHRA 1309

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)

This is the capstone course for the Level I Certificate in Medical Assisting.

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)

This is the capstone course for the Associate of Applied Science and the Level II Certificate in Medical Assisting.

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.

PHRA 1309. Pharmaceutical Mathematics I (3-3-0)

Prerequisites: MATH 0300 and MDCA 1313

This course includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with an emphasis on the metric system of weight and volume are also discussed. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates, and solving dosage problems.

AMERICAN SIGN LANGUAGE / INTERPRETER TRAINING DEPARTMENT

Lauri Metcalf, Chairperson
NTC 005, 733-2071 and 733-2072/TTY
www.accd.edu/sac/asl/

Mission Statement

The Department of American Sign Language/Interpreter Training in cooperation with Deaf and Hard of Hearing Services, engages in the promotion of awareness and understanding of the culture and language of persons who are Deaf. The department strives to provide an environment where students become fully prepared to work as interpreters and support providers for members of this unique population.

The Department of American Sign Language/Interpreter Training offers classes to those individuals interested in:

- Obtaining foreign language credit.
- Pursuing an Associate of Applied Science (AAS) Degree in:
 - 1) American Sign Language/Sign Language Interpreter.
 - 2) American Sign Language/Deaf Support Specialist.
- Pursuing an Associate of Arts (AA) Degree with a concentration in American Sign Language.
- Acquiring information regarding American Sign Language and Deaf Culture.

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. The ASL/IT department has a spiraling curriculum. Each student's personal situation and individual characteristics, including motivation and learning style, will determine the time frame to complete the program. American Sign Language is used exclusively in the classes. Very little, if any, spoken English 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 State Certification Basic Exam, as well as a program exit evaluation 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.

Two Enhanced Skills Certificates are also offered. To be eligible for the Enhanced Skills Certificates, the student must be a certified interpreter or have completed an accredited Interpreter training program.

ASSOCIATE OF ARTS DEGREE IN: AMERICAN SIGN LANGUAGE

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 or for an AA Degree, be sure you are registered for the following courses listed under the SGNL prefix:

- SGNL 1301 American Sign Language (ASL) I
- SGNL 1302 American Sign Language (ASL) II
- SGNL 2301 American Sign Language (ASL) III
- SGNL 2302 American Sign Language (ASL) IV.

Communications: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	
² ITAL 1311 Beginning Italian I	
² ITAL 1312 Beginning Italian II	
¹ ITAL 1411 Elementary Italian I	
¹ ITAL 1412 Elementary Italian II	
² JAPN 1311 Beginning Conversational Japanese I	
² JAPN 1312 Beginning Conversational Japanese II	
¹ JAPN 1411 Elementary Japanese I	
¹ JAPN 1412 Elementary Japanese II	
² SPAN 1300 Beginning Conversational Spanish I	
² SPAN 1310 Beginning Conversational Spanish II	
¹ SPAN 1411 Elementary Spanish I	
¹ SPAN 1412 Elementary Spanish II	
¹ SPAN 2311 Intermediate Spanish I	
¹ SPAN 2312 Intermediate Spanish II	
³ SGNL 1301 American Sign Language (ASL) I	
³ SGNL 1302 American Sign Language (ASL) II	
³ SGNL 2301 American Sign Language (ASL) III	
³ SGNL 2302 American Sign Language (ASL) IV	

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:	3
MATH 1314 College Algebra	
MATH 1332 Liberal Arts Mathematics	
⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite	

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature , The Narrative Mode (WI)
- IDST 2375 World Literature II Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ANTH 2351 Introduction to Cultural Anthropology	
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	
SOC1 1301 Introduction to Sociology	

6 Kinesiology / Dance: 2 Credit Hours	Credit Hours
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⁷ Any Two One-Hour Activity Course Required for a Degree Awarded	
Other Than by Distance (Internet, Videocourse)	2

American Sign Language: Minimum of 15 Credit Hours	Credit Hours
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Students Must Choose a Minimum of 15 Credit Hours From:	15
SGNL 1301 American Sign Language (ASL) I	
SGNL 1302 American Sign Language (ASL) II	
SGNL 2301 American Sign Language (ASL) III	
SGNL 2302 American Sign Language (ASL) IV	
SLNG 1211 Fingerspelling and Numbers	
SLNG 1215 Visual Gestural Communications	
SLNG 1317 Introduction to the Deaf Community	

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
AMERICAN SIGN LANGUAGE: DEAF SUPPORT SPECIALIST**

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. 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. 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. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

General Education Courses: 21 Credit 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
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
Students Must Choose One From:	3
Any Mathematics course	
Any Natural Science course	

Technical Education Courses: 45 Credit Hours **Credit Hours**

CDEC 1359 Children with Special Needs	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 I.....	3
SLNG 1305 American Sign Language II	3
SLNG 1317 Introduction to the Deaf Community.....	3
SLNG 1321 Introduction to the Interpreting Profession	3
SLNG 1344 American Sign Language III	3
SLNG 1345 American Sign Language IV	3
SLNG 1347 Deaf Culture	3
SLNG 2315 Interpreting in Educational Settings.....	3
SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Providers	3
SLNG 2334 American Sign Language V	3
SLNG 2389 Internship - Deaf Support Specialist (Capstone Course).....	3

Directed Electives: 4-6 Credit Hours **Credit Hours**

Students Must Choose From:	4-6
SLNG 2238 Advanced Visual Gestural Communications	
SLNG 1391 Special Topics - Greek and Latin Roots for Interpreters	
SLNG 2303 Transliterating	
SLNG 2311 Interpreting in Specialized Settings	
SLNG 2401 Interpreting I	
SLNG 2402 Interpreting II	
SLNG 2431 Interpreting III	

Total Associate of Applied Science Degree Credit Hours: 70-72

AMERICAN SIGN LANGUAGE: SIGN LANGUAGE INTERPRETER

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 State Certification Basic 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. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes. The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

General Education Courses: 21 Credit 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
GOVT 2301 American/Texas: National and State	
PSYC 2301 General Psychology	
Students Must Choose One From:	3
Any Mathematics course	
Any Natural Science course	
Technical Education Courses: 48 Credit Hours	Credit 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 I	3
SLNG 1305 American Sign Language II	3
SLNG 1317 Introduction to the Deaf Community.....	3
SLNG 1321 Introduction to the Interpreting Profession	3
SLNG 1344 American Sign Language III	3
SLNG 1345 American Sign Language IV	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 and Translation (Capstone)	3
SLNG 2401 Interpreting I.....	4
SLNG 2402 Interpreting II	4
SLNG 2431 Interpreting III	4
Directed Electives: 3 Credit Hours	Credit Hours
Students Must Choose One From:	3
SLNG 1300 Fundamentals & Techniques For Deaf Sppt 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 Techniques For Deaf Support Specialist/Service Providers	
SLNG 2334 American Sign Language V	

Total Associate of Applied Science Degree Credit Hours: 70-72

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:

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

ENHANCED SKILLS CERTIFICATE IN:

These certificates are designed for certified interpreters who wish to pursue a higher level or specialty certificate. To be eligible for the Enhanced Skills Certificate, the student must be a certified interpreter or have completed an accredited Interpreter Training Program.

INTERPRETING

The Department of American Sign Language and Interpreter Training offers an Enhanced Skills Certificate in Interpreting. The Enhanced Certificate is geared to certified interpreters who want to pursue a higher level of certification. Historically, in the field of interpreting, there has not been a formal avenue for interpreters to pursue higher education. We have developed an array of courses that will provide students the experiences and skills they need to achieve higher levels of certification.

San Antonio College invites you to share your experiences with us as we in turn share our resources with you. The faculty and staff of the Interpreter Training Program are committed to a philosophy that encourages, supports, and challenges individuals interested in opportunities for professional growth and development. Any of the enhanced courses may be taken as part of the enhanced certificate or simply for personal and professional enrichment.

14 Credit Hours	Credit Hours
SLNG 1391 Special Topics - Greek and Latin Roots	3
SLNG 2238 Advanced Visual Gestural Communications	2
SLNG 2335 American Sign Language VI	3
SLNG 2336 Interpreting IV	3
Students Must Choose One From:	3
SLNG 2340 Interpreting V	
SLNG 2341 Interpreting in the Academic Setting	

Total Enhanced Skills Certificate Credit Hours: 14

TRILINGUAL INTERPRETER

The Trilingual Enhanced Certificate was created to strengthen an interpreter’s skill who is currently utilizing the three languages of ASL, English and spoken Spanish in their professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages, or to add to their existing skills.

The Trilingual Enhanced Certificate requires a minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests. Please note prerequisites listed in the course description.

15 Credit Hours	Credit 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 Enhanced Skills Certificate Credit Hours: 15

Total Associate of Applied Science Degree

with Enhanced skills Certificate Credit Hours: 84 - 101

COURSES

SGNL 1301. American Sign Language (ASL) I (3-3-1)

(Same as SLNG 1304)

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) 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 (ASL) III (3-3-1)

(Same as SLNG 1344)

(Formerly SPCH 2370)

Prerequisite: SGNL 1302/SLNG 1305

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 (ASL) IV (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 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 1191, 1391, 1491. Special Topics In Sign Language Interpreting (1-1-0), (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 Artistic Texts I (2-2-0)

Prerequisite: SLNG 2401

This course introduces the art of interpretation of artistic 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)

Prerequisite: SLNG 1304/SGNL 1301

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) Religious Signs and Songs (2-2-1)**

Prerequisite: SLNG 1344/SGNL 2301

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 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, developing conversational skills and culturally appropriate behaviors, and exposing students to ASL grammar.

SLNG 1305. American Sign Language II (3-3-1)

(Same as SGNL 1302)

Prerequisite: SLNG 1304/SGNL 1301

American Sign Language 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 a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

SLNG 1344. American Sign Language III (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 IV (3-3-1)

(Same as SGNL 2302)

Prerequisite: SLNG 1344/SGNL 2301

This course is an integration of expressive and receptive skills in American Sign Language with emphasis on grammar, linguistics, literature, and discourse style at an intermediate level. It provides students with information on linguistic and cultural variations.

SLNG 1347. Deaf Culture (3-3-0)

Prerequisites: SLNG 1317 and SLNG 1345/SGNL 2302

This course provides a 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 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 2238. Advanced Visual Gestural Communications (2-2-1)

Prerequisite: SLNG 1215 and SLNG 1345/SGNL 2302

Complex Classifiers will be discussed as well as incorporating classifiers into the interpretation process.

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 (Formerly SLNG 2375) (3-3-0)

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 V (3-3-1)

Prerequisite: SLNG 1345/SGNL 2302

This course will provide proficiency in American Sign Language (ASL). It includes instruction in semantic and grammatical accuracy and appropriate discourse strategies in a variety of communication contexts.

SLNG 2335. American Sign Language VI (3-3-1)

Prerequisite: SLNG 2334

This course provides advanced practice in expressive and receptive communication within a variety of settings and contexts, including exposure to diverse ASL language models and registers.

SLNG 2336. Interpreting IV (3-3-1)

Prerequisite: BEI STATE CERTIFICATION

This course will provide further development of interpreting/transliterating skills. The emphasis is placed on achieving the nuances of interpretation in terms of lexical choices, speaker's goal, register, and affect. This course is designed to help prepare students for advanced certification at the state and national levels.

SLNG 2340. Interpreting V (3-2-3)

Prerequisite: BEI STATE CERTIFICATION

This is an advanced course designed to expand students' nuances of interpretation, including word choices, register, and affect. This course will prepare students for advanced certification at the state and national levels.

SLNG 2341. Interpreting in the Academic Setting (3-2-3)

Prerequisite: SLNG 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.

SLNG 2370. Trilingual Interpreting I (3-3-1)

Prerequisite: BEI STATE 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 and SPAN 2311 or equivalent course, or appropriate language 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

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 and Translation (3-0-16)

Prerequisite: Credit for or concurrent enrollment in SLNG 2431

This internship is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. 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 a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

SLNG 2401. Interpreting I (4-3-3)

Prerequisites: DRAM 1351, SPCH 1311, SLNG 1207, SLNG 1321, SLNG 1345/SGNL 2302, and successful completion of mid-program evaluation.

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

This course is a continued development of discourse analysis and interpreting skills for increasingly complex tasks. It utilizes consecutive and simultaneous interpreting scenarios including monologues and dialogues, and it emphasizes skill development, self-analysis, and peer evaluation.

SLNG 2431. Interpreting III

(4-3-3)

Prerequisites: SLNG 2402

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.

BIOLOGICAL SCIENCES DEPARTMENT

Dr. Teanna Staggs, Chairperson
CAC 345, 733-2691

www.accd.edu/sac/biology/default.html

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.

COURSES

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. This course is recommended only for science majors.

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. This course is recommended only for science majors.

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 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 (WI) (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. This is a writing-intensive (WI) course.

BIOL 2389. Academic Cooperative (3-3-0)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

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)**

Prerequisites: CHEM 1305/CHEM 1105 OR CHEM 1405 AND ELIGIBILITY TO TAKE MATH 0303

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.

BUSINESS DEPARTMENT

Vernell Walker, Chairperson
MLC 508, 733-2847
www.accd.edu/sac/business/

BUSINESS

The Business Department offers programs and courses leading to an Associate of Arts (AA) Degree and numerous Associate of Applied Science (AAS) Degrees and certificates.

For the student entering the business field, an Associate of Arts Degree in Business Administration and Accounting is offered by the Business Department

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

The Banking and Financial Services offers a two-degree and several certificate options: an AAS Degree and Certificates in Banking and Financial Services, Financial Analysis, Financial Services Industry.

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.

BUSINESS MANAGEMENT

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

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

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.

**ASSOCIATE OF ARTS DEGREE IN:
BUSINESS ADMINISTRATION**

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
1 ARAB 1411 Beginning Arabic I	
1 ARAB 1412 Beginning Arabic II	
2 FREN 1300 Beginning Conversational French I	
2 FREN 1310 Beginning Conversational French II	
1 FREN 1411 Elementary French I	
1 FREN 1412 Elementary French II	
1 FREN 2311 Intermediate French I	
1 FREN 2312 Intermediate French II	
2 GERM 1300 Beginning Conversational German I	
2 GERM 1310 Beginning Conversational German II	
1 GERM 1411 Elementary German I	
1 GERM 1412 Elementary German II	
1 GERM 2311 Intermediate German I	
1 GERM 2312 Intermediate German II	
2 ITAL 1311 Beginning Italian I	
2 ITAL 1312 Beginning Italian II	
1 ITAL 1411 Elementary Italian I	
1 ITAL 1412 Elementary Italian II	
2 JAPN 1311 Beginning Conversational Japanese I	
2 JAPN 1312 Beginning Conversational Japanese II	
1 JAPN 1411 Elementary Japanese I	
1 JAPN 1412 Elementary Japanese II	

BUSINESS

- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

- MATH 1314 College Algebra
- MATH 1332 Liberal Arts Mathematics
- 4 Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature , The Narrative Mode (WI)
- IDST 2375 World Literature II Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

ARCH 1301 History of Architecture I

ARCH 1302 History of Architecture II

ARCH 1311 Architecture, Society, and Culture

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, From Revolutions to Pop

MUSI 1306 Music Appreciation

MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours**History: 6 Credit Hours**

HIST 1301 History of the United States, Part I3

HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3

GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

⁶ ECON 2301 Principles of Macroeconomics⁶ ECON 2302 Principles of Microeconomics**7 Kinesiology / Dance: 2 Credit Hours** Credit Hours⁸ Any Two One-Hour Activity Course Required for a Degree Awarded

Other Than by Distance (Internet, Videocourse)2

Business Administration: 15 Credit Hours Credit Hours

ACCT 2301 Financial Accounting3

ACCT 2302 Managerial Accounting3

BCIS 1305 Business Computer Applications3

MATH 1325 Calculus for Business3

Students Must Choose One From:3

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Also included in field of study curriculum for business

⁷ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁸ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
BANKING AND FINANCIAL SERVICES**

General Education Courses: 21 Credit Hours	Credit Hours
ACCT 2301 Financial Accounting	3
ECON 2301 Principles of Macroeconomics	3
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	
Any Humanities Course	
MUSI 1306 Music Appreciation	
PHIL 1301 Introduction to Philosophy (WI)	
PHIL 2306 Ethics (WI)	
Technical Education Courses: 33 Credit Hours	Credit Hours
ACCT 2302 Managerial Accounting	3
BMGT 2310 Financial Management	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
BCIS 1305 Business Computer Applications.....	3
Electives: 6 Credit Hours	Credit Hours
Two free electives	6

Total Associate of Applied Science Degree Credit Hours: 60

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:

BCIS 1305 Business Computer Applications

BUSINESS MANAGEMENT

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.

General Education Courses: 24 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra.....	3
BMGT 1341 Business Ethics - Ethical Issues in Business Practices.....	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
ECON 2301 Principles of Macroeconomics	
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 (WI)	
PHIL 2306 Ethics (WI)	

Technical Education Courses: 36 Credit Hours **Credit Hours**

BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers.....	3
BMGT 2341 Strategic Management.....	3
BMGT 2310 Financial Management	3
BUSG 2307 Legal and Social Environment of Business	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction to International Business and Trade	3
BCIS 1305 Business Computer Applications.....	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Cooperative Education - Business Administration and Mgmt, General	
BMGT 2309 Leadership	

Students Must Choose One From:3
 BMGT 2383 Cooperative Education - Business Administration and Mgmt, General
 HRPO 2301 Human Resources Management

Electives: 3 Credit Hours **Credit Hours**

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 Management
 MRKG 2333 Principles of Selling
 PBAD 2339 Human Resource Management in the Public Sector
 RELE 1406 Real Estate Principles

Total Associate of Applied Science Degree Credit Hours: 63

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:

BCIS 1305 Business Computer Applications

FINANCIAL MANAGEMENT

General Education Courses: 27 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I3
 ENGL 1302 Freshman Composition II3
 MATH 1314 College Algebra.....3
 BMGT 1341 Business Ethics - Ethical Issues in Business Practices.....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
 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 (WI)
- PHIL 2306 Ethics (WI)

Technical Education Courses: 42 Credit Hours	Credit Hours
BMGT 1303 Principles of Management	3
BMGT 2341 Strategic Management.....	3
BNKG 1340 Money and Banking	3
BUSA 1313 Investments.....	3
BMGT 2310 Financial Management	3
BUSG 1304 Personal Finance	3
BUSG 2307 Legal and Social Environment of Business.....	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction to International Business and Trade	3
BCIS 1305 Business Computer Applications.....	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Cooperative Education - Business Administration and Mgmt, General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Cooperative Education - Business Administration and Mgmt, General	
HRPO 2301 Human Resources Management	

Total Associate of Applied Science Degree Credit 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:

BCIS 1305 Business Computer Applications

HUMAN RESOURCES MANAGEMENT

General Education Courses: 24 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra	3
BMGT 1341 Business Ethics - Ethical Issues in Business Practices.....	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
ECON 2301 Principles of Macroeconomics	
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 (WI)
- PHIL 2306 Ethics (WI)

Technical Education Courses: 45 Credit Hours	Credit Hours
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
BCIS 1305 Business Computer Applications.....	3
IBUS 1305 Introduction to International Business and Trade	3
HRPO 2304 Employee Relations	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
Students Must Choose One From:	3
BMGT 1382 Cooperative Education Business Administration and Mgmt, General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
BMGT 2383 Cooperative Education Business Administration and Mgmt, General	
MRKG 1301 Customer Relations	

Total Associate of Applied Science Degree Credit 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

BCIS 1305 Business Computer Applications

INTERNATIONAL BUSINESS

General Education Courses: 15 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra.....	3
BMGT 1341 Business Ethics - Ethical Issues in Business Practices.....	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
 ECON 2301 Principles of Macroeconomics
 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 (WI)
 PHIL 2306 Ethics (WI)

Technical Education Courses: 39 Credit Hours

BMGT 1303 Principles of Management3
 BMGT 1345 Communications Skills for Managers.....3
 BMGT 2341 Strategic Management.....3
 BMGT 2310 Financial Management3
 HRPO 2307 Organizational Behavior3
 IBUS 1305 Introduction to International Business and Trade3
 IBUS 1354 International Marketing Management.....3
 IBUS 2335 International Business Law3
 IBUS 2341 Intercultural Management3
 BCIS 1305 Business Computer Applications.....3
 MRKG 2333 Principles of Selling3
 Students Must Choose One From:3
 BMGT 1382 Cooperative Education Business Administration and Management, General
 BMGT 2309 Leadership
 Students Must Choose One From:3
 BMGT 2383 Cooperative Education Business Administration and Management, General
 HRPO 2301 Human Resources Management

Total Associate of Applied Science Degree Credit Hours: 63

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

BCIS 1305 Business Computer Applications

MARKETING MANAGEMENT

General Education Courses: 24 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I3	
ENGL 1302 Freshman Composition II3	
MATH 1314 College Algebra.....3	
BMGT 1341 Business Ethics - Ethical Issues in Business Practices.....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
 ECON 2301 Principles of Macroeconomics
 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 (WI)
 PHIL 2306 Ethics (WI)

Technical Education Courses: 42 Credit Hours	Credit Hours
BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers.....	3
BMGT 2310 Financial Management	3
BMGT 2341 Strategic Management.....	3
BUSG 2307 Legal and Social Environment of Business.....	3
HRPO 2307 Organizational Behavior	3
IBUS 1305 Introduction To International Business and Trade	3
BCIS 1305 Business Computer Applications.....	3
MRKG 1301 Customer Relations.....	3
MRKG 1311 Principles of Marketing	3
MRKG 2333 Principles of Selling	3
MRKG 2349 Advertising and Sales Promotion	3
Students Must Choose One From:	3
BMGT 1382 Cooperative Education Business Administration and Management, General	
BMGT 2309 Leadership	
Students Must Choose One From:	3
MRKG 1302 Principles of Retailing	
HRPO 2301 Human Resources Management	

Total Associate of Applied Science Degree Credit 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:

MATH 1314 College Algebra

Computer Competency

BCIS 1305 Business Computer Applications

PUBLIC ADMINISTRATION

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.

General Education Courses: 33-34 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
HIST 1301 History of U.S. Part I.....	3
HIST 1302 History of U.S. Part II	3
GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems and Policies.....	3
MATH 1314 College Algebra.....	3
SOCI 1301 Introduction to Sociology	3
SPCH 1311 Fundamentals of Speech.....	3
Students Must Choose One Natural Science Course From:	3-4
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:	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 (WI)	
PHIL 2306 Ethics (WI)	

Technical Education Courses: 30 Credit Hours **Credit Hours**

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 Credit Hours **Credit 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	

BUSINESS

PBAD 2301 Public Relations for the Public Sector
 PBAD 2335 Ethics in the Public Sector

Total Associate of Applied Science Degree Credit Hours: 66-67

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

BUSINESS

REAL ESTATE MANAGEMENT

General Education Courses: 24 Credit Hours **Credit Hours**

ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	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	
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 (WI)	
PHIL 2306 Ethics (WI)	

Students Must Choose One From:3

 PSYC 2301 General Psychology

 PSYC 2303 Business Psychology

Technical Education Courses: 37 Credit Hours **Credit Hours**

BMGT 2310 Financial Management	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 Associate of Applied Science Degree Credit Hours: 61

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

**LEVEL I CERTIFICATE IN:
ADMINISTRATIVE DESIGN MANAGEMENT**

Technical Education Courses: 18 Credit Hours	Credit Hours
ARCH 1302 History of Architecture II	3
ARCH 1311 Architecture, Society, and Culture.....	3
¹ ARCH 2312 Construction I	3
BMGT 1303 Principles of Management	3
BMGT 1345 Communications Skills for Managers.....	3
HRPO 2307 Organizational Behavior	3

Total Level I Certificate Credit Hours: 18

¹ This course has trigonometry and physics as a prerequisite.

BANKING

Technical Education Courses: 15 Credit Hours	Credit Hours
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 2310 Financial Management	
BNKG 1349 Commercial Lending	
BNKG 1351 Selling Bank Products and Services	
BNKG 1356 Analyzing Financial Statements	
BNKG 1345 Consumer Lending	
BNKG 2380 Cooperative Education	
ECON 2302 Principles of Microeconomics	
ACCT 2301 Financial Accounting	

Total Level I Certificate Credit Hours: 15

BUDGETING IN THE PUBLIC SECTOR

Technical Education Courses: 15 Credit Hours	Credit Hours
ACNT 2330 Governmental and Not-For-Profit Accounting	3
PBAD 1392 Special Topics in Public Administration: Grant and Funding Administration in Public Sector	3
PBAD 2331 Budgeting in the Public Sector	3
¹ PBAD or HRPO Elective	3
Students Must Choose One From:	3
PBAD 2364 Practicum - Public Administration	
PBAD 2365 Practicum - Public Administration	

Total Level I Certificate Credit Hours: 15

¹ Any PBAD or HRPO course listed in the Public Administration Program. Contact advisor for approval of elective.

BUSINESS MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
BMGT 1303 Principles of Management	3
BMGT 2341 Strategic Management.....	3
BMGT 2310 Financial Management	3
HRPO 2307 Organizational Behavior	3
MRKG 1311 Principles of Marketing	3

Total Level I Certificate Credit Hours: 15

FINANCIAL ANALYSIS

Technical Education Courses: 15 Credit Hours	Credit Hours
¹ ACCT 2301 Financial Accounting	3
² BNKG 1349 Commercial Lending	3
BNKG 1356 Analyzing Financial Statements	3
Choose Two Electives From:	6
² ACCT 2302 Managerial Accounting	
BMGT 2310 Financial Management	
ECON 2302 Microeconomics	

Total Level I Certificate Credit Hours: 15

¹ 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.

² ACCT 2301 Financial Accounting is a prerequisite for these courses.

FINANCIAL MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
BNKG 1340 Money and Banking	3
BUSA 1313 Investments.....	3
BMGT 2310 Financial Management	3
BUSG 1304 Personal Finance	3
Students Must Choose One From:	3
ACCT 2301 Financial Accounting	
ACNT 1325 Principles of Accounting I	

Total Level I Certificate Credit Hours: 15

FINANCIAL SERVICES INDUSTRY

Technical Education Courses: 15 Credit Hours	Credit Hours
BMGT 2310 Financial Management	3
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and 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 Cooperative Education	
ACCT 2301 Financial Accounting	

Total Level I Certificate Credit Hours: 15

HUMAN RESOURCES MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
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

Total Level I Certificate Credit Hours: 15

INTERNATIONAL BUSINESS

Technical Education Courses: 15 Credit Hours	Credit Hours
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

Total Level I Certificate Credit Hours: 15

LABOR STUDIES

This certificate will give students the technical skills and knowledge to function effectively in an organized collective bargaining environment.

General Education Courses: 6 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
GOVT 1301 American/Texas: National and State	3
Technical Education Courses: 21 Credit Hours	Credit Hours
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	

Total Level I Certificate Credit Hours: 27

LEADERSHIP IN PUBLIC SERVICE

Technical Education Courses: 15 Credit Hours	Credit Hours
¹ 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	

Total Level I Certificate Credit Hours: 15

¹ 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.

MARKETING MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
MRKG 1301 Customer Relations.....	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

Total Level I Certificate Credit Hours: 15

OPERATIONS MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
BMGT 1303 Principles of Management	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

Total Level I Certificate Credit Hours: 15

REAL ESTATE

Technical Education Courses: 16 Credit Hours	Credit Hours
RELE 1311 Real Estate - Law of Contracts.....	3
RELE 1406 Real Estate Principles	4
RELE 2301 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	

Total Level I Certificate Credit Hours: 16

SMALL BUSINESS MANAGEMENT

Technical Education Courses: 15 Credit Hours	Credit Hours
BMGT 1303 Principles of Management	3
BMGT 2310 Financial Management	3
BUSG 2309 Small Business Management	3
BCIS 1305 Business Computer Applications.....	3
MRKG 1311 Principles of Marketing	3

Total Level I Certificate Credit Hours: 15

MARKETABLE SKILLS CERTIFICATE IN:

BANKING

Technical Education Courses: 12 Credit Hours	Credit Hours
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and Banking	3
Students Must Choose Two Electives From:	6
ACCT 2301 Financial Accounting	
BNKG 1343 Law and Banking	
BNKG 1349 Commercial Lending	
BNKG 1351 Selling Bank Products and Services	

- BNKG 1356 Analyzing Financial Statements
- BNKG 2380 Cooperative Education
- ECON 2302 Principles of Microeconomics
- BNKG 1345 Consumer Lending

Total Marketable Skills Certificate Credit Hours: 12

FINANCIAL SERVICES INDUSTRY

Technical Education Courses: 12 Credit Hours	Credit Hours
BMGT 2310 Financial Management	3
BNKG 1303 Principles of Bank Operation	3
BNKG 1340 Money and Banking	3
BNKG 1351 Selling Bank Products and Services	3

Total Marketable Skills Certificate Credit Hours: 12

COURSES

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 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.

BCIS 1305. Business Computer Applications (3-3-0)

Recommended: Basic Computer Skills

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.

BMGT 1191, 1291, 1391. Special Topics in Business Administration and Management, General (1-1-0) (2-2-0) (3-3-0)

Prerequisite: Department approval

This course 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 was designed to be repeated multiple times to improve student proficiency.

BMGT 1303. Principles of Management (3-3-0)

This course is a study and analysis of management concepts, terminology, principles, theory, and issues in the field 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.

BUSINESS

BMGT 1341. Business Ethics - Ethical Issues in Business Practices (3-3-0)

This course is designed for AAS degree students majoring in Business Management, Financial Management, Human Resources Management, International Business and Marketing Management. A discussion of ethical issues, the development of a moral frame of reference establishing the need for an awareness of social justice in management practices and business activities will be addressed in this course. It includes a review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public and through the use of case studies, emphasis is placed on integrating ethics into decision-making in the context of a business environment that is complex, dynamic and increasingly global in scope.

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 2310. Financial Management (3-3-0)

Prerequisite: ACCT 2301 Financial Accounting recommended and MATH 0301 with a grade of "C" or better or equivalent

This course will cover the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit setting. Topics include managerial concepts and systems, various analysis for decision making, and planning and control.

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 and MRKG 1381

In this course career-related activities encountered in the student's area of specialization are offered through a cooperative 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.

BNKG 1191, 1291, 1391, 1491. Special Topics in Banking and Financial Services

Prerequisite: Departmental approval (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.

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 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 1393. Special Topics in Finance, General**(3-3-0)**

This course will address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to and relevant to the professional development of the students. This course is designed to address basic financial concepts for the student commencing the study of finance.

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. Business Principles**(3-3-0)**

The course is an introduction to the role of business in modern society. This includes an overview of business operations, analysis of the specialized fields within the business organization, and development of business vocabulary. This course is also offered on the Internet and as a video course.

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).

HRPO 1191, 1291, 1391, 1491. Special Topics in Human Resources Management

Prerequisite: Varies with subject being offered (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. This course was designed to be repeated multiple times to improve student proficiency.

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 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. This course was designed to be repeated multiple times to improve student proficiency.

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.

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.

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.

MRKG 1191, 1291, or 1391. Special Topics: Business Marketing

(1-1-0) (2-2-0) (3-3-0)

This course 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 was designed to be repeated multiple times to improve student proficiency.

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 course is an overview of the selling process. It will identify the elements of the communications process between buyers and sellers. Examination of this course will focus on the legal and ethical issues of organizations which affect salespeople.

MRKG 2349. Advertising and Sales Promotion (3-3-0)
(Formerly BMGT 1349)

This course is a study of integrated marketing communication including advertising principles and practices. It emphasizes multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

PBAD 1321. Public Administration (3-3-0)
(Formerly PA 1301)

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 (3-3-0)
(Formerly PA 1305)

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 (3-3-0)
(Formerly PA 2317)

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.

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.

CHEMISTRY / EARTH SCIENCES / ASTRONOMY DEPARTMENT

G. Roger Stanley, Chairperson
CG 207B, 733-2704

www.accd.edu/sac/chemistr/default.htm

This department offers courses in astronomy (ASTR), chemistry (CHEM), geography (GEOG), and geology (GEOL). 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 of 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 of Applied Science (AAS) Degree and a one-year GIS Certificate are also offered through the Engineering Technologies Department.

Courses are offered in astronomy, chemistry, geography, and geology.

ASSOCIATE OF ARTS DEGREE IN:

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

Students Must Choose One From:3

 SPCH 1311 Fundamentals of Speech

 SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

Students Must Choose One From:3

 1 ARAB 1411 Beginning Arabic I

 1 ARAB 1412 Beginning Arabic II

 2 FREN 1300 Beginning Conversational French I

 2 FREN 1310 Beginning Conversational French II

 1 FREN 1411 Elementary French I

 1 FREN 1412 Elementary French II

 1 FREN 2311 Intermediate French I

 1 FREN 2312 Intermediate French II

 2 GERM 1300 Beginning Conversational German I

 2 GERM 1310 Beginning Conversational German II

 1 GERM 1411 Elementary German I

 1 GERM 1412 Elementary German II

 1 GERM 2311 Intermediate German I

 1 GERM 2312 Intermediate German II

 2 ITAL 1311 Beginning Italian I

 2 ITAL 1312 Beginning Italian II

 1 ITAL 1411 Elementary Italian I

 1 ITAL 1412 Elementary Italian II

 2 JAPN 1311 Beginning Conversational Japanese I

 2 JAPN 1312 Beginning Conversational Japanese II

 1 JAPN 1411 Elementary Japanese I

 1 JAPN 1412 Elementary Japanese II

 2 SPAN 1300 Beginning Conversational Spanish I

 2 SPAN 1310 Beginning Conversational Spanish II

 1 SPAN 1411 Elementary Spanish I

 1 SPAN 1412 Elementary Spanish II

 1 SPAN 2311 Intermediate Spanish I

 1 SPAN 2312 Intermediate Spanish II

 3 SGNL 1301 American Sign Language (ASL) I

 3 SGNL 1302 American Sign Language (ASL) II

 3 SGNL 2301 American Sign Language (ASL) III

 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

 MATH 1314 College Algebra

 MATH 1332 Liberal Arts Mathematics

 4 Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
- IDST 2374 World Literature , The Narrative Mode (WI)
 - IDST 2375 World Literature II Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ANTH 2351 Introduction to Cultural Anthropology	
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	
SOC1 1301 Introduction to Sociology	
ECON 1301 Introduction to Economics	

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded	
Other Than by Distance (Internet, Videocourse)	2

Geographic Information Systems (GIS): 15 Credit Hours Credit Hours

GEOG 2470 Introduction to Geographic Information Systems (GIS).....	4
GEOG 2472 Intermediate Geographic Information Systems (GIS): Spatial Analysis	4
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 (GIS): Geodatabases	
GEOG 2478 Remote Sensing and Raster GIS	

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

ASTR 1104. Solar System Laboratory (1-0-3)

(Formerly PHYS 1112)

Prerequisite: MATH 0302 and ASTR 1304 or concurrent registration in ASTR 1304

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.

ASTR 1170. Introduction to Astronomy Laboratory (1-0-3)

Prerequisite: MATH 1314 and ASTR 1370 or ASTR 1371 or concurrent registration in ASTR 1370 or ASTR 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 1303. Stars and Galaxies (3-3-0)

(Formerly PHYS 1311)

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: ASTR 1303 or ASTR 1370.

ASTR 1304. The Solar System (3-3-0)

(Formerly PHYS 1312)

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. Only one of the following may be counted for astronomy credit: ASTR 1304 or ASTR 1370.

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.

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.

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 (1-0-4)

Prerequisite: MATH 1314 or Higher with a grade of "C" or better and credit or concurrent enrollment in CHEM 1311

This course provides a quantitative study of the properties of chemical substances.

CHEM 1112. General Chemistry Laboratory II (1-0-4)

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.

CHEM 1305. Introductory Chemistry Lecture 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 with a grade of "C" or better

This course covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding and structure, periodic relationships, writing formulas and equations, gases, 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.

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, kinetics, and other topics. Students needing a laboratory should also enroll in CHEM 1112. This course is equivalent to the lecture portion of CHEM 1412.

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 of Arts Degree but not for the Associate of 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 (4-3-4)

Prerequisite: MATH 1314 or higher with a grade of “C” or better.

This is a lecture and laboratory course which covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding and structure, periodic relationships, writing formulas and equations, gases, solutions, stoichiometry, and other topics. CHEM 1411 is a combination of CHEM 1311 and CHEM 1111. This course is suitable for science majors.

CHEM 1412. General Chemistry II (4-3-4)

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, kinetics, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112.

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.

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 (4-3-3)

(Same as GISC 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): Spatial Analysis (4-3-3)

Prerequisite: GEOG 2470 or GISC 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 project management.

GEOG 2474. Advanced Geographic Information Systems**(GIS): Geodatabases****(4-3-3)**

(Same as GISC 2401)

Prerequisite: GEOG 2472 or GISC 2420 or consent of instructor

This course advances the students' understanding of Geographic Information System (GIS) operations by focusing on the creation, editing, and management of geodatabases.

GEOG 2478. Remote Sensing and Raster GIS**(4-3-3)**

(Same as GISC 1421)

Prerequisite: GEOG 2470 or GISC 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**(4-3-3)**

(Same as GISC 2435)

Prerequisites: GEOG 2470 or GISC 1411, GEOG 2472 or GISC 2420, and CPMT 1303 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.

COMPUTER INFORMATION SYSTEMS DEPARTMENT

*Rocky Conrad, Chairperson
NTC 129, 733-2290
cis.sac.accd.edu*

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 of Applied Science (AAS) Degrees are available in CIS: Computer Programming, Computer Network Administration, Computer Database Specialist, and Computer Security Administration.

There are five Level I Certificates: Computer Database Technician, Computer Desktop Support Technician, Computer Programming, Game Programming and Web Design Technician.

There are three Enhanced Skills Certificates Computer Programming, Computer Security, and Windows Server 2003 Applications.

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 1325 Fundamentals of Networking Technologies
- 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 1325, 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.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
COMPUTER DATABASE SPECIALIST**

General Education Courses: 18 Credit Hours		Credit Hours
ENGL 1301 Freshman Composition I		3
ENGL 1302 Freshman Composition II		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		
Technical Education Courses: 52 Credit Hours		Credit Hours
1st Semester		
ITNW 1325 Fundamentals of Networking Technologies.....		3
ITSC 1305 Introduction to PC Operating Systems		3
ITSE 1302 Computer Programming.....		3
ITSE 1329 Program Logic and Design		3
2nd Semester		
INEW 2340 Object Oriented Design		3
ITSE 1345 Introduction to Oracle SQL		3
ITSE 1346 Database Theory and Design		3
Students Must Choose One From:		3
ITSE 1332 Introduction to Visual Basic.Net Programming		
ITSE 2317 Java Programming		
3rd Semester		
ITMC 2337 Programming a Microsoft SQL Server Database.....		3
ITSC 1407 UNIX Operating System I		4
ITSE 1311 Web Page Programming.....		3
ITSE 2346 Oracle Forms: Application I.....		3
ITSE 2356 Oracle Database Administration I		3
4th Semester		
Students Must Choose One From:		3
INEW 2338 Advanced Java Programming		
ITSE 2334 Advanced Visual Basic.NET Programming		
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 From:		3
ITNW 2352 Administering SQL Server II		
ITSE 2358 Oracle Database Administration II		

- Students Must Choose One From:3
 - ITSE 2302 Intermediate Web Programming
 - ITSE 2348 Oracle Forms: Applications II
 - ITSE 2354 Advanced Oracle PL/SQL

Total Associate of Applied Science Degree Credit 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 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

COMPUTER NETWORK ADMINISTRATION

General Education Courses: 18 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

MATH 1314 College Algebra or higher3

PHIL 2303 Introduction to Logic3

SPCH 1311 Fundamentals of Speech3

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

Technical Education Courses: 51-53 Credit Hours **Credit Hours**

1st Semester

ITNW 1325 Fundamentals of Networking Technologies.....3

ITSC1305 Introduction to PC Operating Systems3

ITSE 1302 Computer Programming.....3

ITSE 1329 Program Logic and Design3

2nd Semester

ITNW 1358 Network+3

ITNW 1392 Special Topics in Computer Networking and
Telecommunications: A+ Computer Technician3

ITNW 1392 Special Topics in Computer Networking and
Telecommunications: A+ Essentials3

ITNW 2321 Networking with TCP/IP3

3rd Semester

ITNW 1408 Implementing and Supporting Client Operating Systems4

ITSC 1407 UNIX Operating System I4

ITSE 1359 Introduction to Scripting Language3

Students Must Choose From Specialty Track:3
 Network Administrator Track (ITSY 1342 Information Technology Security)
 Network Routing Track (ITNW 2312 Routers)

4th Semester

ITNW 2404 Implementing, Managing, and Maintaining a Microsoft
 Windows 2003 Environment4

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 From Specialty Track:6 or 8

Total Associate of Applied Science Degree Credit Hours: 69 OR 71

Network Administrator Track: 8 Credit Hours Credit Hours

ITSC 1492 Support Novell/SuSE Enterprise Server4

ITSC 2437 UNIX Operating System II4

Total Network Administrator Track Credit Hours: 8

Network Routing Track: 6 Credit Hours Credit Hours

ITNW 1392 Advanced Routing and Switching3

ITNW 1392 Remote Access and Troubleshooting3

Total Network Routing Track Credit Hours: 6

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

COMPUTER PROGRAMMING

General Education Courses: 18 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

MATH 1314 College Algebra or Higher3

PHIL 2303 Introduction to Logic3

SPCH 1311 Fundamentals of Speech3

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

Technical Education Courses: 52 Credit Hours Credit Hours

1st Semester

ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming.....	3
ITSE 1329 Program Logic and Design	3

2nd Semester

INEW 2340 Object Oriented Design	3
ITSC 1407 UNIX Operating System I.....	4
ITSE 1307 Introduction to C++ Programming	3
ITSE 1311 Web Page Programming.....	3
ITSE 1345 Introduction to Oracle SQL	3

3rd Semester

INEW 2330 Comprehensive Software Project I: Planning and Design.....	3
ITSE 2302 Intermediate Web Programming	3
ITSE 2331 Advanced C++ Programming	3
Students Must Choose One From.....	3
ITSE 1332 Introduction to Visual Basic.Net Programming	
ITSE 2317 Java Programming	

4th Semester

ITSE 2345 Data Structures.....	3
Students Must Take An Approved Upper-Level Programming Course.....	3
Students Must Choose One From:	3
INEW 2338 Advanced Java Programming	
ITSE 2334 Advanced Visual Basic.NET Programming	
Students Must Choose One From.....	3
INEW 2332 Comprehensive Software Project II: Coding, Testing, and Implementation	
ITSC 2364 Practicum – Computer Information and Sciences	

Total Associate of Applied Science Degree Credit 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 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

COMPUTER SECURITY ADMINISTRATION

General Education Courses: 18 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	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

Technical Education Courses: 52 Credit Hours Credit Hours

1st Semester

- ITNW 1325 Fundamentals of Networking Technologies.....3
- ITSC 1305 Introduction to PC Operating Systems3
- ITSE 1302 Computer Programming.....3
- ITSE 1329 Program Logic and Design3

2nd Semester

- ITNW 1358 Network+3
- ITNW 2321 Networking with TCP/IP3
- ITSC 1407 UNIX Operating System I4

3rd Semester

- ITNW 2312 Routers3
- ITNW 1408 Implementing and Supporting Client Operating Systems4
- ITSC 2437 UNIX Operating System II4
- ITSE 1307 Introduction to C++ Programming.....3

4th Semester

- ITNW 2404 Implementing, Managing, and Maintaining a Microsoft Windows 2003 Environment4
- ITNW 1392 Advanced Routing and Switching3
- ITSY 2301 Firewalls and Network Security3
- ITSY 2330 Intrusion Detection3
- Students Must Choose One From:3
 - An Approved Advanced Topic
 - INEW 2332 Comprehensive Software Project II: Coding, Testing, & Implementation
 - ITSC 2364 Practicum - Computer and Information Sciences

Total Associate of Applied Science Degree Credit Hours: 70

¹ Advisor approval required.

ENHANCED SKILLS CERTIFICATE IN:

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 their respective majors.

COMPUTER PROGRAMMING

Technical Education Courses: 12 Hours Credit Hours

- ITSE 1391 Special Topics in Computer Programming: UNIX Programming3
- ITSE 1391 Special Topics in Computer Programming: Advanced UNIX3
- ITSE 1391 Special Topics in Computer Programming: Secure Programming I3
- ITSE 2337 Assembly Language Programming3

Total Enhanced Skills Certificate Credit Hours: 12

COMPUTER SECURITY

Technical Education Courses: 12 Hours	Credit Hours
<hr/>	
ITNW 1392 Special Topics in Business Systems Networking and Telecommunications: Advanced Computer Security	3
ITNW 1392 Special Topics in Business Systems Networking and Telecommunications: Windows Security	3
ITSE 1391 Special Topics in Computer Programming: Advanced UNIX.....	3
ITSY 2343 Computer System Forensics	3

Total Enhanced Skills Certificate Credit Hours: 12

WINDOWS SERVER 2003 APPLICATIONS

Technical Education Courses: 12 Hours	Credit Hours
<hr/>	
ITMC 1343 Implementing and Administering Microsoft Directory Services	3
ITNW 1392 Special Topics in Business Systems Networking and Telecommunications: Implementing and Administering Windows Security	3
ITNW 1392 Special Topics in Business Systems Networking and Telecommunications: Implementing and Administering Systems Management Server	3
ITMT 2350 Implementing and Managing Microsoft Exchange	3

Total Enhanced Skills Certificate Credit Hours: 12

LEVEL I CERTIFICATE IN:

COMPUTER DATABASE TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
<hr/>	
MATH 1314 College Algebra or Higher	3

Technical Education Courses: 33 Credit Hours	Credit Hours
<hr/>	

1st Semester

ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming	3
ITSE 1329 Program Logic and Design	3

2nd Semester

INEW 2340 Object Oriented Design	3
ITSE 1345 Introduction to Oracle SQL	3
ITSE 1346 Database Theory and Design	3
Students Must Choose One From:	3
ITSE 1332 Introduction to Visual Basic.Net Programming	
ITSE 2317 Java Programming	

3rd Semester

Students Must Choose One From:	3
ITMC 2337 Programming a Microsoft SQL Server Database	
ITSE 2346 Oracle Forms: Application I	
ITSE 2354 Advanced Oracle PL/SQL	

4th Semester

ITSC 1364 Practicum - Computer and Information Sciences, General	3
Students Must Choose One From:	3
ITNW 2352 Administering SQL Server	
ITSE 2356 Oracle Database Administration I	

Total Level I Certificate Credit Hours: 36

COMPUTER DESKTOP SUPPORT TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
MATH 1314 College Algebra or Higher	3
Technical Education Courses: 36 Credit Hours	Credit Hours
1st Semester	
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming.....	3
ITSE 1329 Program Logic and Design	3
2nd Semester	
ITNW 1358 Network+	3
ITNW 1392 Special Topics in Computer Systems Networking and Telecommunications: A+ Computer Technician	3
ITNW 1392 Special Topics in Computer Systems Networking and Telecommunications: A+ Essentials	3
3rd Semester	
ITNW 1392 Special Topics in Computer Systems Networking and Telecommunications: Supporting Desktop Operating Systems	3
ITNW 2313 Networking Hardware	3
4th Semester	
ITNW 1408 Implementing and Supporting Client Operating Systems	4
ITNW 1392 Special Topics in Computer Systems Networking and Telecommunications: Supporting Desktop Applications	3
ITSC 1364 Practicum - Computer and Information Sciences, General (Capstone).	3
Total Level I Certificate Credit Hours: 40	

COMPUTER PROGRAMMING TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
MATH 1314 College Algebra or Higher	3
Technical Education Courses: 33 Credit Hours	Credit Hours
1st Semester	
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming.....	3
ITSE 1329 Program Logic and Design	3
2nd Semester	
INEW 2340 Object Oriented Design	3
ITSE 1307 Introduction to C++ Programming	3
Students Must Choose One From:	3
ITSE 1332 Introduction to Visual Basic.Net Programming	
ITSE 2317 Java Programming	
3rd Semester	
Students Must Choose One From:	3
INEW 2338 Advanced Java Programming	
ITSE 2334 Advanced Visual Basic.NET Programming	
4th Semester	
ITSC 1364 Practicum - Computer and Information Sciences, General (Capstone).	3
ITSE 2331 Advanced C++ Programming	3
ITSE 2345 Data Structures	3
Total Level I Certificate Credit Hours: 36	

GAME PROGRAMMING

Technical Education Courses: 36 Credit Hours	Credit Hours
1st Semester	
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming.....	3
ITSE 1329 Program Logic and Design	3
GAME 1212 Game Theory	2
2nd Semester	
GAME 1303 Introduction to Game Design and Development	3
ITSE 1345 Introduction to Oracle SQL	3
ITSC 1407 UNIX Operating Systems I	4
ITSE 1307 Introduction to C++ Programming.....	3
Summer Semester	
MATH 1314 College Algebra.....	3
3rd Semester	
ITSE 1391 Special Topics in Computer Programming: Robots and Game Programming OR	
ITSE 1391 Special Topics in Computer Programming: 3D Game Programming.....	3
GAME 2342 Game Development using C++	3
*INEW 2332 Comprehensive Software Project II: Coding, Testing, and Implementation	3
*Capstone Course	
Total Level I Certificate Credit Hours: 36	

INFORMATION TECHNOLOGY SECURITY

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.

Technical Education Courses: 27 Credit Hours	Credit Hours
ITNW 1421 Introduction to Networking	4
ITNW 2321 Networking with TCP/IP	3
BCIS 1305 Business Computer Applications.....	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
Total Level I Certificate Credit Hours: 27	

WEB DESIGN TECHNICIAN

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
Technical Education Courses: 24 Credit Hours	Credit Hours
1st Semester	
ITSC 1305 Introduction to PC Operating Systems	3
ITSE 1302 Computer Programming.....	3
ITSE 1329 Program Logic and Design	3

2nd Semester

ITNW 1325 Fundamentals of Networking Technologies.....3
 ITSE 1311 Web Page Programming.....3

3rd Semester

ITSE 2313 Web Authoring3

4th Semester

ITSE 2302 Inter Web Programming.....3
 ITSC 1364 Practicum - Computer and Information Sciences, General (Capstone)3

Total Level I Certificate Credit Hours: 27

COURSES

GAME 1212. Game Theory (2-1-3)

Prerequisite: NONE

This course will cover game and simulation design. The students will apply design theories to production-based projects from the conceptual stage to a completed project.

GAME 1303. Introduction to Game Design and Development (3-3-1)

Prerequisite: ITSE 1302

This course is an introduction to electronic game development and game development careers. Students will examine the history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Students will use the interactive 3D Graphics Tool called Alice to design and implement a simple computer game.

GAME 2342. Game Development using C++ (3-2-3)

Prerequisite: ITSE 1307

This course covers further skill development in C++ programming for games and simulations. Topics in the course include exploring the standard game template libraries, examining interfaces, exceptions, file access and random numbers. The students will create a basic game or simulation using the C++ programming language.

INEW 1340. ASP.Net Programming (3-3-1)

Prerequisite: ITSE 1332

This course provides an introduction to building Web applications using the Microsoft .NET development platform. It includes programming in the VB.NET language, working with the .NET Framework classes, ASP.NET, ADO.NET, and XML. Topics may include dynamic content, debugging, deployment, security, scalability, performance, and availability.

INEW 2330. Comprehensive Software Project I: Planning and Design (3-3-1)

(Formerly ITSE 1393 Software Engineering)

Prerequisite: INEW 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.

ITMC 1343. Implementing and Administering Microsoft Directory Services (3-3-1)

Prerequisite: ITNW 2404

This course will provide knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory Service. This course will focus on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

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.

ITMT 2350. Implementing and Managing Microsoft Exchange (3-3-1)

Prerequisites: ITNW 2404

This course will provide knowledge in updating and supporting a reliable, secure messaging infrastructure used for creating, storing, and sharing information by using Microsoft Exchange Server 2003. This course will include a significant amount of hands-on practices, discussions, and assessments to assist students in becoming proficient in the skills necessary to update and support Exchange Server 2003.

ITNW 1325. Fundamentals of Networking Technologies (3-3-1)

Prerequisite: None

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: ITNW 2404

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 1358. Network+ (3-3-1)

Prerequisite: ITNW 1325

This course will prepare individuals to pass the Computing Technology Industry Association (CompTIA) Network+ certification exam. The course includes the various responsibilities and tasks required for network technician to successfully perform in a specific environment. The student will identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable troubleshoot network connectivity; configure network protocol; and install and configure network client software.

ITNW 1364. Practicum - Computer 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 Computer Systems Networking & Telecommunications**A) A+ Essentials (3-3-1)**

Prerequisite(s): Credit or concurrent enrollment in ITSC 1305

This course will prepare individuals to pass the Computing Technology Industry Association (CompTIA) certification exam 220-601. This course will include both hardware and operating system concepts along with additional domains such as security, safety and environment issues and communication and professionalism.

B) A+ Computer Technician (3-3-1)

Prerequisite: ITSC 1305

This course will prepare individuals to pass the Computing Technology Industry Association (CompTIA) certification exam 220-602. This course will include both hardware and software with added elements of security and soft skills, as well as safety and environment issues.

C) Advanced Computer Security (3-3-1)

Prerequisites: ITSC 2437 and ITSY 2342

This course synthesizes technical material at an advanced level to analyze and revise computer and network security systems.

D) Implementing and Administering Windows Security (3-3-1)

Prerequisite: ITNW 2404

This course will provide skills to support security for the Microsoft Windows family including operating systems, services, and networks. This course will include a significant amount of hands-on practices, discussions, and assessments to assist students in becoming proficient in the skills necessary to support security for Microsoft Windows networks including add-on services such as Internet Information Server and Certificate Services.

E) Implementing and Administering Systems Management Server (3-3-1)

Prerequisite: ITNW 2404

This course will provide skills in implementing and managing a reliable, secure messaging infrastructure used for creating, storing, and sharing information by using Microsoft Exchange Server 2003. This course will include a significant amount of hands-on practices, discussions, and assessments to assist students in becoming proficient in the skills necessary to implement and manage Exchange Server 2003.

F) Remote Access and Troubleshooting (3-3-1)

This course provides design and building remote access networks and troubleshooting methods for internetworks, protocols, troubleshooting tools, diagnosing and correcting problems within TCP/IP, Frame Relay and ISDN network connections.

G) Supporting Desktop Applications (3-3-1)

Prerequisite: ITNW 1392 A+ Computer Technician

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.

H) Supporting Desktop Operating Systems (3-3-1)

Prerequisite: ITNW 1392 A+ Computer Technician

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.

I) Windows Security (3-3-1)

Prerequisite: ITNW 2404

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 1408. Implementing and Supporting Client Operating Systems (4-3-3)

Prerequisite: ITNW 1358

This course is a preparation for Microsoft MCSA Exam 70-291. Includes configuring a Windows-based computer to operate in a Microsoft Windows Server 2003 networking. Student will install and configure network clients, set up users, groups, policies, and profiles; configure hardware components and applications; set-up and maintain a logon security and security for files and printers; configure clients in multiple environments including Microsoft, TCP/IP, and Novell Networks. The student will implement dial up networking and tune system performance.

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 & Telecommunications**A) Securing Networks (4-3-3)**

Prerequisites: ITNW 2312

This course will teach the student how to design, install, configure, verify, and troubleshoot security systems on the Cisco IOS and PIX Firewall system, including AAA, IPSec, and VPN.

ITNW 2312. Routers (3-3-1)

Prerequisite: ITNW 1358

This course will provide router configuration for local area networks and wide area networks. It will include Internet Protocol (IP) addressing techniques and intermediate routing protocols. The course will also provide how to install, configure, and manage switches, routers, and submits; create and apply access control lists in TCP/IP and multi-protocol internetworks; and understand and configure variable-length subnet masking and intermediate routing protocols.

ITNW 2313. Networking Hardware (3-3-1)

Prerequisite: ITNW 1325

This course will introduce concepts about maintaining network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices.

ITNW 2321. Networking with TCP/IP (3-3-1)

Prerequisites: ITNW 1325 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 2359. Web Server Support and Maintenance (3-3-1)

Prerequisites: ITNW 1408

This course will provide instruction in the installation, configuration, and implementation of web servers. The student will administer web server systems; select hardware platforms; select, install, and configure network operating systems; and demonstrate web server maintenance.

ITNW 2364. Practicum - Business Systems Networking and Telecommunication

Prerequisite: Consent of CIS faculty advisor (3-0-21)

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 2404. Implementing, Managing, and Maintaining a Microsoft Windows 2003 Environment (4-3-3)

Prerequisites: ITNW 1408

This course will prepare for Microsoft MCSA Exams 70-270 and 70-290. Includes installing and supporting Windows client and server operating systems. The student will isolate common connectivity issues, configure routing by using the Routing and Remote Access service, describe, calculate, connect, create, allocate and configure IP addresses, describe and configure DS; resolve network basic input/output system (NetBIOS) names by using WINS; secure network traffic by using IPSec and certificates and describe, configure, manage, and monitor network access.

ITNW 2409. Network Administration for Novell IntraNetWare (4-3-3)

Prerequisite: ITNW 1408

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 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 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 1407. UNIX Operating System I (4-3-3)

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 1492. Special Topics in Data Processing and Data Processing Technology/Technician**A) Linux Advanced Administration, Configuration, and Kernel Management (4-3-3)**

Prerequisite: ITSC 2437

This course will teach the student how to use the command line, Red Hat, and SuSE tools to administer and configure Red Hat and SuSE Linux. The student will also manage, configure, and build new kernels.

B) Support Novell/SuSE Enterprise Server (4-3-3)

Prerequisite: ITSC 2437

This course will teach the student how to perform administrative skills common to an experienced administrator in an enterprise environment with the Novell/SuSE Enterprise Server. Topics will include server installation, network configuration, server security, backup and recovery, shell scripting, performance tuning, and hardware and component changes.

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.

ITSC 2437. UNIX Operating System II (4-3-3)

Prerequisite: ITSC 1407

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.

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, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. Students will develop and test computer programs using the Interactive 3D Graphics tool called Alice.

ITSE 1307. Introduction to C++ Programming (3-3-1)

Prerequisite: ITSE 1302

This course is an introduction to computer programming using C++. There will be an emphasis on the fundamentals of Object Oriented design with development, testing, implementation, and documentation. Topics will include language syntax, data and file structures, input/output devices, and files. Students will write executable programs, to include game programs.

ITSE 1311. Web Page Programming (3-3-1)

Prerequisites: ITNW 1325, 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 1329. Program Logic and Design (3-3-0)

This course is a disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. The students will use Lego® Mindstorm Robots in the discussion of methods for testing, evaluation, and documentation.

ITSE 1332. Introduction to Visual Basic.Net Programming (3-3-1)

Prerequisites: ITSE 1302

This course will teach data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling. This course will implement Visual Basic.Net objectives, classes, and class relationships; develop and write programs applying Object Oriented principles using Visual Basic.Net.

ITSE 1344. Mastering Microsoft Visual Basic Development (3-3-1)

Prerequisite: Completion or concurrent enrollment in ITSE 2334

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) 3D Game Programming (3-3-1)

Prerequisite: GAME 1303

This course is a study of 3D game programming and will use computer 3D animation along with interactive graphics to study the process of creating a 3D game. Through a variety of different assignments that include analysis, design and construction of games, a game will be created.

B) 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.

C) Advanced UNIX (3-3-1)

Prerequisite: ITSE 1391. Special Topics: UNIX Programming (T)

This course will cover files and directories, input and output, programs and processes, error handling, signals, time values, and system calls. Threads, daemon processes, advanced I/O, and interprocess communications will also be covered. The student will write programs to show knowledge in each of the areas covered.

D) 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.

E) 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.

F) 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.

G) Game Programming (3-3-1)

Prerequisite: ITSE 1307

This course is an introduction to game programming concepts and writing game programs. Topics may include but are not limited to: types of games; location of games; availability of games; and considerations in writing game programs such as audience, speed, maintainability, reusability, and general ease of programming and playing. The instructor

may have students create partial programs to call upon pre-existing modules or have them create entire games.

H) 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.

I) Introduction to JavaServer Faces (3-3-1)

Prerequisite: ITSE 2317

This course offers instruction in the JavaServer Faces framework for Java developers building user interfaces for web applications. This course will provide hands on instruction using a Java intergrated development environment to facilitate rapid application development techniques.

J) Introduction to Struts Framework (3-3-1)

Prerequisite: ITSE 2317

This course offers instruction in the Jakarta Struts Framework for Java developers planning to develop web applications. This course will provide hands on instruction using the Model-View-Controller architecture to develop ecommerce applications with an emphasis internationalization and security of web applications.

K) JAVA GUI Programming (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.

L) JavaServer Pages (3-3-1)

Prerequisite: ITSE 2317

This course will provide knowledge of JavaServer Pages (JSP) a Java technology that allows software developers to dynamically generate HTML, XML or other types of documents in response to a Web client request. The technology allows Java code and certain pre-defined actions to be embedded into static content. This course will introduce students to the fundamentals of JSP technology.

M) 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.

N) Oracle Topics: HTML DB (3-3-1)

Prerequisites: ITSC 1305 and ITSE 1329 or equivalent

This course provides a rapid web application development tool for the Oracle database by using only a Web browser and limited programming experience. The course will develop and deploy professional-looking applications that are both fast and secure.

O) Red Hat Linux Computing Essentials (3-3-1)

Prerequisite: ITSC 1305

This course will provide effective users of Linux systems, acquire skills and understanding of command line functions, file systems, users and groups, bach shell,

process management, text editors, network applications, searching and organizing data, and graphical applications.

P) Red Hat Linux Core Systems Administration (3-3-1)

Prerequisite: ITSE 1391 Special Topics: Red Hat Linux Computing Essentials (L)

This course will provide effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configuration, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

Q) Robots and Game Programming (3-3-1)

Prerequisite: ITSE 1329 and GAME 1212

This course uses Lego® Mindstorms Robots to study how robots are used in games. Students will work on individual and team projects to create robots that play games. Students will design and program the robots to use sensors and other components to develop the games.

R) Secure Programming I (3-3-1)

Prerequisite: ITSC 2347 and ITSE 1391. Special Topics: Advanced UNIX (C)

This course will cover topics to include buffer overflows, stack management, memory management, race conditions, atomic/non-atomic sections of code, temporary files, locking, chroot, and suid/sgid. The student will write programs to show knowledge in each of the areas covered.

S) Secure Programming II (3-3-1)

Prerequisite: ITSE 1391. Special Topics: Secure Programming I (R)

This course will cover topics to include safe initialization, access control, input validation, encryption fundamentals, authentication, key exchange, and public key infrastructure. The student will write programs to show knowledge in each of the areas covered.

T) UNIX Programming (3-3-1)

Prerequisite: ITSC 1407

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.

U) UNIX Security (3-3-1)

Prerequisite: ITSC 2437 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: Completion of or concurrent enrollment in 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 2334. Advanced Visual Basic.NET Programming (3-3-1)

Prerequisite: ITSE 1332

Windows Forms, ADO.NET, XML, Data Bound Controls, DataSet, Assemblies, Attributes, Reflection, Marshalling and Remoting, Threads and Synchronization, Streams, Deployment, Generics, Partial Classes, Application Blocks, and data encryption. Emphasizes using the more advanced features of the .NET Framework Class Library.

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 2337. Assembly Language Programming (3-3-1)

Prerequisite: ITSC 1407

This course will cover topics to include numbering systems and data representation, Boolean logic, computer architecture, interrupts, bit manipulation, memory, I/O, and device drives. The student will write programs to show knowledge in each of the areas covered.

ITSE 2346. Oracle Forms: Application I (3-3-1)

Prerequisite: ITSE 1345

The student will cover topics to include numbering systems and data representation, Boolean logic, computer architecture, interrupts, bit manipulation, memory, I/O, and device drives. The student will write programs to show knowledge in each of the areas covered.

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 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 2354. Advanced Oracle PL/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 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 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 2312

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 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: ITNW 2321

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 2330. Intrusion Detection**(3-3-1)**

Prerequisites: ITSC 1407 and ITSY 1342

This course will cover computer information systems security monitoring, intrusion detection, and crisis management. The topics will include alarm management, signature configuration, and troubleshooting components. The course will emphasize identifying, resolving and documenting network crises and activating the response team.

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.

EARLY CHILDHOOD STUDIES DEPARTMENT

Steve Jensen, Chairperson
ECSB 205, 733-2410
www.accd.edu/sac/ecs/default.htm

EARLY CHILDHOOD STUDIES

The mission of the Department of Early Childhood Studies is to provide quality educational experiences and to model best practices for all learners. The programs in the Department of Early Childhood Studies 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 Early Childhood Center is an educational lab facility for the Department of Early Childhood Studies program. Students, under the close supervision of faculty, early childhood teachers, 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.

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 Early Childhood Center or a center that meets standards such as National Association for the Education of Young Children (NAEYC) accreditation standards or the Head Start Program performance standards.

The Early Childhood Center is accredited by the 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.

Admissions Information

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.

ASSOCIATE OF ARTS IN TEACHING DEGREE IN:

TEACHER EDUCATION EC-GRADE 4 EARLY CHILDHOOD SPECIALIZATION

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	

SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

Students Must Choose One From:3

- 1 ARAB 1411 Beginning Arabic I
- 1 ARAB 1412 Beginning Arabic II
- 2 FREN 1300 Beginning Conversational French I
- 2 FREN 1310 Beginning Conversational French II
- 1 FREN 1411 Elementary French I
- 1 FREN 1412 Elementary French II
- 1 FREN 2311 Intermediate French I
- 1 FREN 2312 Intermediate French II
- 2 GERM 1300 Beginning Conversational German I
- 2 GERM 1310 Beginning Conversational German II
- 1 GERM 1411 Elementary German I
- 1 GERM 1412 Elementary German II
- 1 GERM 2311 Intermediate German I
- 1 GERM 2312 Intermediate German II
- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

- MATH 1314 College Algebra
- 4 Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours From7

- 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
 - IDST 2374 World Literature I The Narrative Mode (WI)
 - IDST 2375 World Literature II Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
 - FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
 - ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - ARTS 1301 Art Appreciation
 - ARTS 1303 Art History Survey I
 - ARTS 1304 Art History Survey II
 - DRAM 1310 Introduction to the Theatre
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

- Students Must Choose One From:3
 - ANTH 2351 Introduction to Cultural Anthropology
 - 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Teacher Preparation: 18 Credit Hours Credit Hours

MATH 1350 Fundamentals of Math I for Teachers3
 MATH 1351 Fundamentals of Math II for Teachers3
 TECA 1303 Family, School, and Community3
 TECA 1311 Educating Young Children3
 TECA 1318 Wellness of the Young Child3
 TECA 1354 Child Growth and Development3

Total Associate of Arts in Teaching Degree Credit Hours: 66

This degree is transferable to all Texas public universities which offer the early Childhood specialization leading to teacher certification. Students should check with the four-year university to which they plan to transfer.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ Four hours must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certify as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN:

EARLY CHILDHOOD STUDIES

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 Early Childhood Studies. Consult the department regarding advanced standing credit for high school early childhood professions courses.

General Education Courses: 18-19 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

MATH 1314 or higher Math or Science course 3-4

SPCH 1311 Fundamentals of Speech3

¹ Students Must Choose One Humanities/Fine Arts Elective3

Students Must Choose One Social/Behavioral Sciences Elective From:.....3

ANTH 2351 Introduction to Cultural Anthropology

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
- SOCI 1301 Introduction to Sociology

Technical Education Courses: 43-49 Credit Hours	Credit Hours
CDEC 1313 Curriculum Resources in Early Childhood Programs	3
CDEC 1319 Child Guidance	3
CDEC 1321 The Infant and Toddler.....	3
CDEC 1323 Observation and Assessment	3
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 1358 Creative Arts for Early Childhood.....	3
CDEC 2280 Cooperative Experience in Child Development:	
Field Experience	2
CDEC 2307 Math and Science for Early Childhood	3
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	3
Students Must Choose One From:	3
CDEC 1339 Early Childhood Development: 0-3 Years	
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:	
Field Experience I	
CDEC 1480 Cooperative Education in Child Development:	
Field Experience I	
Students Must Choose One From:	1-4
CDEC 1165 Field Experience in Child Development: Preschool Care:	
Field Experience II	
CDEC 1481 Cooperative Education in Child Development:	
Field Experience II	
Students Must Choose One From:	3
ITSC 1301 Introduction to Computers	
ITSC 1309 Integrated Software Applications I	

Total Associate of Applied Science Degree Credit Hours: 61-68

¹ See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

Exit Competencies

Students must pass each TECA and CDEC 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

Or Six hours of Math-Intensive (MI) courses

Computer Competency:

ITSC 1301 Introduction to Computers

Or ITSC 1309 Integrated Software Applications I

LEVEL II CERTIFICATE IN:

TEACHER ASSISTANT

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.

General Education Courses: 24-28 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Students Must Choose One Foreign Language Elective From:	3-4
American Sign Language	
Spanish	
¹ Students Must Choose One Humanities Elective.....	3
² Students Must Choose One Natural Science Elective	3-4
³ Students Must Choose One Social/Behavioral Science Elective.....	3
Students Must Choose Free Electives	6-8
Technical Education Courses: 23-24 Credit Hours	Credit Hours
EDTC 2317 Guiding Student Behavior	3
Students Must Choose One From:	3
EDTC 1311 Instructional Practices: Effective Learning Environment	
TECA 1311 Educating Young Children	
Students Must Choose One From:	3
EDTC 1301 Educational Systems	
EDUC 1301 Introduction to Education	
Students Must Choose One From:	3
PSYC 2308 Child Psychology	
TECA 1354 Child Growth and Development	
Students Must Choose One From:	3
CDEC 1359 Children with Special Needs	
EDUC 2301 Introduction to Special Populations	
Students Must Choose One From:	2-3
EDTC 1364 Field Experience: Teacher Assistant	
EDTC 1264 Field Experience: Teacher Assistant	
Students Must Choose One From:	3
COSC 1301 Computer Literacy	
ITSC 1301 Introduction to Computers	
Students Must Choose One From:	3
SLNG 1304 American Sign Language I	
SPCH 1311 Fundamentals of Speech	

Total Level II Certificate Credit Hours: 47-52

¹ See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

² See the natural science section of the core curriculum in section 10 of this bulletin for qualified natural science courses.

³ See the social/behavioral science section of the core curriculum in section 10 of this bulletin for qualified social/behavioral science courses.

LEVEL I CERTIFICATE IN:

CHILD CARE ADMINISTRATION

The Level I Certificate in Child Care Administration is recognized by the Texas Department of Family and Protective Services (DFPS) as meeting the educational requirements to qualify as a director of a child care center. DFPS has additional experience requirements.

General Education Courses: 3 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I3

Technical Education Courses: 35 - 39 Credit Hours Credit Hours

CDEC 1313 Curriculum Resources for Early Childhood Programs3

CDEC 1319 Child Guidance3

CDEC 1358 Creative Arts for Early Childhood.....3

CDEC 2326 Administration of Programs for Children I3

CDEC 2428 Administration of Programs for Children II4

TECA 1303 Family, School, and Community3

TECA 1311 Educating Young Children3

TECA 1318 Wellness of the Young Child3

TECA 1354 Child Growth and Development3

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 Level I Certificate Credit Hours: 38-42

CDA TRAINING

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.

Technical Education Courses: 15 Credit Hours Credit Hours

CDEC 1341 CDA Preparation of Assessment3

CDEC 1380 Cooperative Education in Child Development I3

CDEC 1381 Cooperative Education in Child Development II3

CDEC 2322 Child Development Associate Training II3

CDEC 2324 Child Development Associate Training III3

Optional Elective: 3 Credit Hours Credit Hours

¹ CDEC 1319 Child Guidance3

Total Level I Certificate Credit Hours: 15-18

¹ Some employers may require CDEC 1319.

Advanced Standing Credit

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

Credit toward an AAS Degree or Certificate in Early Childhood Studies 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 in early childhood studies at San Antonio College.

- ☞ Provide the original credential to the chairperson of the Department of Early Childhood Studies 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.

EARLY CHILDHOOD STUDIES

The Level I Certificate develops basic skills recommended for employment in an early care and education setting.

General Education Courses: 3 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition	3
Technical Education Courses: 29-35 Credit Hours	Credit 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
CDEC 2307 Math and Science for Early Childhood	3
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3
TECA 1354 Child Growth and Development	3
Students Must Choose One From:	1-4
CDEC 1164 Infant/Toddler Laboratory Experience: Field Experience I	
CDEC 1480 Cooperative Education-Child Care Provider/Assistant: Field Experience I	
Students Must Choose One From:	1-4
CDEC 1165 Pre-school Laboratory Experience: Field Experience II	
CDEC 1481 Cooperative Education-Child Care Provider/Assistant: Field Experience II	
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 Level I Certificate Credit Hours: 32-38

COURSES

CDEC 1164. Field Experience in Child Development: Field Experience I (1-1-6)

Prerequisite: Completion of or 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: Field Experience II (1-1-6)

Prerequisite: CDEC 1164. Completion of or 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. The course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. It requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

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. The course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. It requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1313. Curriculum Resources for Early Childhood Programs (3-3-0)

Prerequisite: TECA 1311

This 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 impacting the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. The course focuses on local and national standards and legal implications of relevant policies and regulations. The course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Students are required to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

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)

This 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 1323. Observation and Assessment (3-3-0)

This course provides a study of observation skills, assessment techniques, and documentation of children's development.

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. It will also cover observation and assessment of development in the early years and the design of individualized learning plans for infants and toddlers.

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)

This course provides an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

CDEC 1358. Creative Arts for Early Childhood (3-3-0)

This 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)

This 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 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 - Child Care Provider / Assistant:
Field Experience I (4-1-29)**

Prerequisite: Completion of or concurrent enrollment in CDEC 1319 and CDEC 1321. A minimum of 29 hours per week employment in an approved child care program

This course provides career-related activities encountered in the student's area of specialization and 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. Cooperative education may be paid or unpaid learning experience.

**CDEC 1481. Cooperative Education - Child Care Provider / Assistant:
Field Experience II (4-1-29)**

Prerequisite: Completion of or concurrent enrollment in CDEC 1319 and CDEC 1321. A minimum of 29 hours per week employment in an approved child care program

This course provides career-related activities encountered in the student's area of specialization and 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. Cooperative education may be paid or unpaid learning experience.

**CDEC 2280. Cooperative Education - Early Childhood Provider / Assistant:
Field Experience III (2-1-8)**

Prerequisites: Either CDEC 1165 or CDEC 1481

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 of Applied Science Degree.

CDEC 2307. Math & Science for Early Childhood (3-3-0)
(Formerly CDEC 1357)

This course provides an exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

CDEC 2322. Child Development Associate Training II (3-3-0)

Prerequisites: Concurrent registration in CDEC 1380 and employment in an approved child care program

This 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

This 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

This 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)

This 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 (4-3-3)

Prerequisite: CDEC 2326

This 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.

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. Educational Systems (3-3-0)

This course is a study of the role and responsibilities of educational personnel 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, learner's rights and responsibilities, and challenges facing schools.

EDTC 1311. Instructional Practices: Effective Learning Environments (3-3-0)

This course is a study of general principles for selecting developmentally appropriate strategies in core curriculum areas and planning the classroom environment. Topics address methods for supporting instructional planning and implantation of educational goals. The course includes exploration of teamwork skills and methods for providing instructional accommodations and modifications.

EDTC 2317. Guiding Student Behavior (3-3-0)

This course is a study of developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

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 Department of Early Childhood Studies 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.

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. The course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. It requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

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. The course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. It requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

TECA 1318. Wellness of the Young Child**(3-3-1)**

(Same as CDEC 1318)

This course is a study of the factors that impacting the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. The course focuses on local and national standards and legal implications of relevant policies and regulations. The course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Students are required to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

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.

ECONOMICS DEPARTMENT

Dr. Bruce Norton, Chairperson

CAC 323, 733-2540

www.accd.edu/sac/econ/default.htm

The Economics Department offers three economics courses: ECON 1301 Introduction to Economics, ECON 2301 Principles of Macroeconomics, and ECON 2302 Principles of Microeconomics.

Introduction to Economics (ECON 1301) is a brief survey of the major topics in macroeconomics and microeconomics. The focus is on introducing the science of economics, providing an understanding of some of the economic forces affecting the U.S., and preparing a foundation for those wishing to take Principles of Macroeconomics (ECON 2301) and/or Principles of Microeconomics (ECON 2302).

This course is designed for Associate of Arts (AA) majors and those wishing for 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 into Baccalaureate of Arts and Science Degree programs. There are no prerequisites required to enroll in Introduction to Economics (ECON 1301).

The focus of Principles of Macroeconomics (ECON 2301) deals with how the economy works. Particular emphasis is put on how the economy of the U.S. works. Principles of Macroeconomics is a course that is useful for the average citizen and/or those wanting to work for different levels of government or business as well as other careers.

The following topics are covered in this course: economic analysis of the whole economy and 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.

Principles of 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 its market type. Business students as well as others have Principles of Microeconomics as a requirement for their degree programs.

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.

The prerequisites required to enroll in principles of Macroeconomics (ECON 2301) and Principles of Microeconomics (ECON 2302) are: ENGL 0301, MATH 0302, and READ 0303.

NOTE: It is the responsibility of every student to check with the four-year university to which he/she plans to transfer to to ensure that courses taken at San Antonio College are transferable and will apply to the appropriate degree plan.

COURSES

ECON 1301. Introduction to Economics

(3-3-0)

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 an understanding of some of the economic forces affecting the U.S., and preparing a foundation for those wishing to take Principles of Macroeconomics (ECON 2301) and/or Principles of Microeconomics (ECON 2302).

This course is designed for Associate of Arts (AA) majors and those wishing for 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 it may be counted as a free elective for transfer into Baccalaureate of Arts and Science Degree programs.

ECON 2301. Principles of Macroeconomics (3-3-0)

Prerequisites: ENGL 0301, MATH 0302, and READ 0303

The focus of Principles of Macroeconomics (ECON 2301) deals with how the economy works. Particular emphasis is put on how the economy of the U.S. works. Principles of Macroeconomics is a course that is useful for the average citizen and/or those wanting to work for different levels of government or business as well as other careers.

The following topics are covered in this course: economic analysis of the whole economy and 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)

Prerequisites: ENGL 0301, MATH 0302, and READ 0303

Principles of 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 its market type. Business students as well as others have Principles of Microeconomics as a requirement for their degree programs.

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.

ENGINEERING TECHNOLOGIES DEPARTMENT

Michael Psencik, Chairperson

CAC 145, 733-2930

www.accd.edu/sac/engtech/etec/index.htm

The Engineering Technologies Department consists of five different programs offering a combination of Associate of Applied Science (AAS) Degrees and certificates. The programs are as follows:

COMPUTER-AIDED DRAFTING AND DESIGN TECHNOLOGY

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

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 145H 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 of 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

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.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
COMPUTER-AIDED DRAFTING AND DESIGN (CADD) TECHNOLOGY
(TECH PREP PROGRAM)**

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.

General Education Courses: 21-23 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra (Non Pre-Calculus Track).....	6-8
TECM 1317 Technical Trigonometry OR	
MATH 1414 College Algebra (Pre-Calculus Track)	
MATH 2412 Pre-Calculus	
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 (WI)	
PHIL 2306 Ethics (WI)	
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 1301 Introduction to Economics	
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: 48 Credit Hours	Credit Hours
ARCE 1452 Structural Drafting	4
CPMT 1303 Introduction to Computer Technology.....	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 Advanced Problems in Computer-Aided Drafting and Design (Capstone)....1
 DFTG 2402 Machine Drafting4
 DFTG 2402 Machine Drafting4
 DFTG 2417 Descriptive Geometry4
 DFTG 2419 Intermediate Computer-Aided Drafting.....4
 DFTG 2421 Topographical Drafting4
 DFTG 2423 Pipe Drafting4
 DFTG 2430 Civil Drafting4

Total Associate of Applied Science Degree Credit Hours: 69-71

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:

SPCH 1311 Fundamentals of Speech

Mathematical Skill Competency:

MATH 1314 *OR* MATH 1414 with a grade of “C” or better

Computer Competency:

DFTG 1409 Basic Computer-Aided Drafting

COMPUTER-AIDED DRAFTING AND DESIGN (CADD) TECHNOLOGY: ENGINEERING

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.

General Education Courses: 21-23 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra (Non Pre-Calculus Track).....	6-8
TECM 1317 Technical Trigonometry OR	
MATH 1414 College Algebra (Pre-Calculus Track)	
MATH 2412 Pre-Calculus	
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 (WI)	
PHIL 2306 Ethics (WI)	
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 1301 Introduction to Economics	
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: 43 Credit Hours	Credit Hours
CPMT 1303 Introduction to Computer Technology.....	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting	4
DFTG 1458 Electrical/Electronics Drafting.....	4
DFTG 2170 Advanced 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
SRVY 1413 Plane Surveying	4
Electives: 4 Credit Hours	Credit Hours
¹ Students Must Choose One Advanced Drafting Elective	4

Total Associate of Applied Science Degree Credit Hours: 68-70

¹ 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 **OR** MATH 1414 with a grade of “C” or better

Computer Competency:

DFTG 1409 Basic Computer-Aided Drafting

ELECTRONICS TECHNOLOGY (TECH PREP PROGRAM)

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.

General Education Courses: 18 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra (or higher MATH)	3
SPCH 1311 Fundamentals of Speech	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 (WI)	
PHIL 2306 Ethics (WI)	

Technical Education Courses: 42 Credit Hours	Credit Hours
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

Specialties: 12 Credit Hours	Credit Hours
Students Must Choose One of Three Specialties	12

Total Associate of Applied Science Degree Credit Hours: 72

Communications Electronics Specialty: 12 Credit Hours	Credit Hours
EECT 1444 Telecommunications Broadband Systems	4
EECT 2435 Telecommunications (Capstone).....	4
EECT 2439 Communications Circuits	4

Computer Electronics Specialty: 12 Credit Hours	Credit Hours
CETT 2435 Advanced Microprocessors.....	4
CETT 2449 Research and Project Design (Capstone)	4
EECT 1444 Telecommunications Broadband Systems	4

Industrial Electronics Specialty: 12 Credit Hours	Credit Hours
ELMT 1301 Basic Programmable Logic Controllers	3
ELMT 2433 Industrial Electronics	4
RBTC 1245 Robot Interfacing (Capstone).....	2
RBTC 1305 Robotic Fundamentals	3

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

ENGINEERING TECHNOLOGY

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.

General Education Courses: 18-19 Credit Hours	Credit Hours
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:	3-4
GEOL 1403 Physical Geology (Surveying Specialty)	
PHYS 1305 Introductory Physics I (Engineering Technology Specialty)	
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 (WI)	
PHIL 2306 Ethics (WI)	
Students Must Choose One Social or Behavioral Science Elective From:	3
ECON 1301 Introduction to Economics	
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: 27 Credit Hours **Credit Hours**

CPMT 1303 Introduction to Computer Technology.....	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 Special Topics in Engineer Technology (Engineering Technology Specialty)	
SRVY 2486 Internship - Surveying Technology/Surveying (Surveying Specialty)	
Students Must Choose One From:	3
CNBT 1311 Construction Materials and Methods	
INMT 1319 Manufacturing Processes	

1,2 Specialties: 26 Credit Hours **Credit Hours**

Students Must Choose One of Two Specialties26

Total Associate of Applied Science Credit Hours: 71-72

1 Engineering Technology Specialty: 26 Credit Hours **Credit 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.

DFTG 2419 Intermediate CAD (AutoCAD®).....	4
ELMT 1405 Basic Fluid Power	4
ENTC 1343 Statics	3
ENTC 1423 Strength of Materials	4
HART 1451 Energy Management	4
QCTC 1303 Quality Control	3
SRVY 1413 Plane Surveying	4

2 Surveying Engineering Technology Specialty: 26 Credit Hours **Credit 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.

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 1442 Global Positioning System Techniques for Surveying and Mapping	4
Students Must Choose One From:	4

GISC 1411 Introduction to Geographic Information Systems (GIS) and Global Positioning Systems (GPS)

GEOG 2470 Introduction to Geographic Information Systems (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:

CPMT 1303 Introduction to Computer Technology

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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.

General Education Courses: 18 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra.....	4
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 (WI)	
PHIL 2306 Ethics (WI)	

- Students Must Choose One Social or Behavioral Science Elective From:3
- ECON 1301 Introduction to Economics
 - 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

Geographic Information Systems (GIS) Courses: 25 Credit Hours Credit Hours

- GISC 1125 Concepts and Careers in Geographic Information Systems (GIS)1
- GISC 1421 Introduction to Raster-Based Geographic Information Systems (GIS)4
- GISC 2411 Geographic Information Systems (GIS) Applications.....4
- Students Must Choose One From:4
 - GISC 1411 Introduction to Geographic Information Systems
 - GEOG 2470 Introduction to Geographic Information Systems
- Students Must Choose One From:4
 - GISC 2420 Intermediate Geographic Information Systems
 - GEOG 2472 Intermediate Geographic Information Systems
- Students Must Choose One From:4
 - GISC 2401 Data Acquisition and Analysis in Geographic Information Systems
 - GEOG 2474 Advanced Geographic Information Systems
- Students Must Choose One From:4
 - GISC 2435 Programming for Geographic Information Systems
 - GEOG 2479 Programming for Geographic Information Systems

Technical Courses: 25 Credit Hours Credit Hours

- CPMT 1303 Introduction to Computer Technology.....3
- GISC 2264 Practicum in Cartography (Capstone).....2
- DFTG 1405 Technical Drafting4
- DFTG 1409 Basic Computer Aided Drafting (AutoCAD®)4
- DFTG 1410 Fundamentals of Computer Aided Drafting (Microstation®)4
- DFTG 2421 Topographical Drafting4
- SRVY 1413 Plane Surveying4

Total Associate of Applied Science Degree Credit Hours: 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 Communications Competency:

SPCH 1311 Introduction to Speech

Mathematical Skill Competency:

MATH 1314 College Algebra

Computer Competency:

CPMT 1303 Introduction to Computer Technology and DFTG 1409 Basic Computer-Aided Drafting

OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY

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 preventative 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.

General Education Courses: 21 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
ENGL 2311 Technical Writing	3
GOVT 2301 American/Texas: National and State	3
PHYS 1305 Introductory Physics I	3
SPCH 1311 Fundamentals of Speech.....	3
¹ 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 (WI)	
PHIL 2306 Ethics (WI)	
Technical Education Courses: 48 Credit Hours	Credit Hours
CETT 1333 Introduction to Computer and CAD Operations	3
EPCT 1301 Hazard Waste Operations and Emergency Response (HAZWOPER)	
Training and 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 Associate of Applied Science Degree Credit Hours: 69

¹ Electives must be approved by a 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:

TECM 1317 Technical Trigonometry and TECM 1341 Technical Algebra

Computer Competency:

CETT 1333 Introduction to Computer and CAD Operations

**ENHANCED SKILLS CERTIFICATE IN:
COMPUTER-AIDED DRAFTING AND DESIGN (CADD) TECHNOLOGY**

San Antonio College offers an Enhanced Skills Certificate which consists of work beyond the normal two-year degree point. Completion of the Associate of 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.

Technical Education Courses: 12 Credit Hours	Credit Hours
ARTV 1402 Introduction to Technical Animation and Rendering.....	4
DFTG 1491 Special Topics in Drafting	4
Student Must Choose One From:	4
DFTG 2436 Computer-Aided Drafting Programming	
DFTG 2440 Solid Modeling/Design	

Total Enhanced Skills Certificate Credit Hours: 12

**LEVEL I CERTIFICATE IN:
COMPUTER-AIDED DRAFTING (CAD) OPERATIONS**

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.

General Education Courses: 3-4 Credit Hours	Credit Hours
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra.....	4
Technical Education Courses: 36 Credit Hours	Credit Hours
CPMT 1303 Introduction to Computer Technology.....	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®).....	4
DFTG 1410 Fundamentals of Computer-Aided Drafting (Microstation®).....	4
DFTG 2170 Advanced Problems in Computer Aided Drafting and Design (Capstone)	1
DFTG 2417 Descriptive Geometry	4
DFTG 2419 Intermediate Computer-Aided Drafting.....	4
Students Must Choose Three Advanced Drafting Electives From:	12
ARCE 1452 Structural Drafting	
DFTG 1417 Architectural Drafting-Residential	
DFTG 1458 Electrical/Electronics Drafting	
DFTG 2402 Machine Drafting	
DFTG 2421 Topographical Drafting	

DFTG 2423 Pipe Drafting
 DFTG 2430 Civil Drafting

Total Level I Certificate Credit Hours: 39-40

ELECTRONICS TECHNOLOGY

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 Credit Hours		Credit Hours
ENGL 1301 Freshman Composition I		3
MATH 1314 College Algebra (or higher)		3
Technical Electronics Courses: 34 Credit Hours		Credit Hours
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
CETT 2433 Digital Computer Circuits		4
EECT 2288 Internship I (Capstone).....		2

Total Level I Certificate Credit Hours: 40

ENGINEERING TECHNICIAN

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.

Technical Education Courses: 35 Credit Hours		Credit Hours
CPMT 1303 Introduction to Computer Technology.....		3
DFTG 1405 Technical Drafting		4
DFTG 1409 Basic Computer Aided Drafting.....		4
DFTG 2419 Intermediate CAD (AutoCAD®).....		4
ENTC 1491 Special Topics in Engineer Technology/Technician, General (Capstone).....		4
QCTC 1303 Quality Control		3
SRVY 1413 Plane Surveying		4
TECM 1317 Technical Trigonometry.....		3
TECM 1341 Technical Algebra		3
Students Must Choose One From:		3
CNBT 1311 Construction Materials and Methods		
INMT 1319 Manufacturing Processes		

Total Level I Certificate Credit Hours: 35

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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: 3-4 Credit Hours Credit Hours

MATH 1314 College Algebra OR	3
MATH 1414 College Algebra.....	4

Geographic Information Systems Courses: 13 Credit Hours Credit Hours

GISC 1125 Concepts and Careers in Geographic Information Systems	1
Students Must Choose One From:	4
GISC 1411 Introduction to Geographic Information Systems	
GEOG 2470 Introduction to Geographic Information Systems	
Students Must Choose One From:	4
GISC 2420 Intermediate Geographic Information Systems	
GEOG 2472 Intermediate Geographic Information Systems	
Students Must Choose One From:	4
GISC 2401 Data Acquisition and Analysis in Geographic Information Systems	
GEOG 2474 Advanced Geographic Information Systems	

Technical Education Courses: 24-25 Credit Hours Credit Hours

CPMT 1303 Introduction to Computer Technology.....	3
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®).....	4
DFTG 1410 Specialized Basic CAD - (Microstation®)	4
DFTG 2421 Topographical Drafting	4
SRVY 1413 Plane Surveying	4
Students Must Choose One Capstone Course From:	1-2
GISC 2131 Advanced Problems in GIS	
GISC 2264 Practicum (Field Experience) in Cartography	

Total Level I Certificate Credit Hours: 40-42

INDUSTRIAL ELECTRONICS

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.

General Education Courses: 3 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I	3
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Technical Electronics Courses: 37 Credit Hours Credit Hours

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

Total Level I Certificate Credit Hours: 40

OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN

The Level I Certificate Program in Occupational Safety and Health Technician is designed to prepare the student to work as a technician within 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: 26 Credit Hours **Credit Hours**

EPCT 1301 Hazardous Waste Operations and Emergency Response (HAZWOPER)	
Training and Related Topics	3
EPCT 1313 Contingency Planning.....	3
EPCT 1341 Principles of Industrial Hygiene.....	3
OSHT 1313 Accident Prevention, Inspection and Investigation	3
OSHT 2320 Safety Training Presentation Techniques.....	3
OSHT 1401 Introduction to Safety and Health	4
OSHT 2305 Ergonomics and Human Factors in Safety.....	3
OSHT 2401 OSHA Regulations - General Industry	4

Total Level I Certificate Credit Hours: 26

SURVEYING ENGINEERING TECHNOLOGY

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.

Technical Education Courses: 40 Credit Hours **Credit Hours**

CPMT 1303 Introduction to Computer Technology.....	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
GISC 1411 Introduction to Geographic Information Systems (GIS) and Global Positioning Systems (GPS)	
GEOG 2470 Introduction to Geographic Information Systems (GIS)	

Total Level I Certificate Credit Hours: 40

**MARKETABLE SKILLS CERTIFICATE IN:
COMPUTER-AIDED DRAFTING AND DESIGN (CADD) TECHNOLOGY:
AUTOCAD®**

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.

Technical Education Courses: 12 Credit Hours	Credit Hours
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®).....	4
DFTG 2419 Intermediate Computer-Aided Drafting.....	4
Students Must Choose One From The Following:.....	4
DFTG 1491 Special Topics in Drafting	
DFTG 2436 Computer-Aided Drafting Programming	
DFTG 2440 Solid Modeling/Design	

Total Marketable Skills Certificate Credit Hours: 12

CONSTRUCTION ASSISTANT I

The Construction Assistant I Certificate is designed to develop the skills to gain entry-level employment in the construction sector.

The student will become familiar with the technologies used in modern construction including the basic elements of the tools, techniques and materials of light construction. **This program is offered at the Hill Country Technology Center in Kerrville, Texas.**

Technical Education Courses: 13 Credit Hours	Credit Hours
CNBT 1301 Introduction to the Construction Industry	3
CNBT 1311 Construction Material and Methods.....	3
CNBT 1318 Construction Tools and Techniques	3
CNBT 1416 Construction Technology I.....	4

Total Marketable Skills Certificate Credit Hours: 13

CONSTRUCTION ASSISTANT II

The Construction Assistant II Certificate is designed to develop the skills to gain entry-level employment in the construction sector.

The student will add to familiarity of the technologies used in modern construction including the elements of tools, techniques and materials of light construction. **This program is offered at the Hill Country Technology Center in Kerrville, Texas.**

Technical Education Courses: 13 Credit Hours	Credit Hours
DFTG 1325 Blueprint Reading and Sketching	3
CNBT 1302 Mechanical Plumbing and Electrical Systems in Construction I	3
CNBT 1450 Construction Technology II	4
CNBT 1391 Special Topics in Construction/Building Technology	3

Total Marketable Skills Certificate Credit Hours: 13

CONSTRUCTION TECHNICIAN

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.

Technical Education Courses: 12 Credit Hours	Credit Hours
CPMT 1303 Introduction to Computer Technology.....	3
CNBT 1311 Construction Material and Methods.....	3
TECM 1317 Technical Trigonometry.....	3
TECM 1341 Technical Algebra.....	3

Total Marketable Skills Certificate Credit Hours: 12

ELECTRONICS TECHNOLOGY: BASIC DC/AC

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.

Technical Electronics Courses: 12 Credit Hours	Credit Hours
CETT 1402 Electricity Principles.....	4
CETT 1409 DC/AC Circuits	4
CETT 1472 Electronics Problems	4

Total Marketable Skills Certificate Credit Hours: 12

ELECTRONICS TECHNOLOGY: BASIC ELECTRONICS

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.

Technical Electronics Courses: 12 Credit Hours	Credit Hours
CETT 1402 Electricity Principles.....	4
CETT 1425 Digital Fundamentals	4
CETT 1429 Solid State Devices	4

Total Marketable Skills Certificate Credit Hours: 12

ELECTRONICS TECHNOLOGY: BASIC SEMICONDUCTOR

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.

Technical Electronics Courses: 12 Credit Hours	Credit Hours
CETT 1429 Solid State Devices	4
CETT 1441 Solid State Circuits	4
CETT 1457 Linear Integrated Circuits.....	4

Total Marketable Skills Certificate Credit Hours: 12

ENGINEERING DRAFTING TECHNICIAN I

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.

Technical Education Courses: 14 Credit Hours	Credit Hours
DFTG 1405 Technical Drafting	4
DFTG 1409 Basic Computer Aided Drafting.....	4
TECM 1317 Technical Trigonometry.....	3
TECM 1341 Technical Algebra	3

Total Marketable Skills Certificate Credit Hours: 14

HAZMAT RESPONSE PLANNING

This HAZMAT Response Planning Certificate Program will introduce the student to the basic concepts of safety and health as they relate to HAZMAT response contingency planning.

The student will receive an overview of cost analysis of accidents, record keeping, reporting, job safety analysis, and basic transportation regulations. 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.

Technical Education Courses: 12 Credit Hours	Credit Hours
EPCT 1313 Contingency Planning	3
EPCT 1305 Environmental Regulations Overview	3
OSHT 1391 Special Topics in Occupational Safety and Health Technology	3
EPCT 2300 DOT Regulations	3

Total Marketable Skills Certificate Credit Hours: 12

HAZMAT RESPONSE TECHNICIAN

This HAZMAT Response Technician Certificate Program will introduce the student to the basic concepts of safety and health as they relate to the area of response tactics in hazardous materials release incidents. 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.

Technical Education Courses: 12 Credit Hours	Credit Hours
EPCT 1301 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and 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

Total Marketable Skills Certificate Credit Hours: 12

MANUFACTURING COMPUTER-AIDED DRAFTING TECHNICIAN

The Manufacturing Computer-Aided Drafting Technician Certificate is designed to develop the skills to gain entry-level employment as a computer-aided drafting (CAD) technician in the manufacturing sector.

Program Outcomes

The student will:

- Become familiar with basic drafting principles including size and shape description.
- Produce two-dimensional drawings using the most commonly used CAD software.
- Create and dimension manufacturing drawings utilizing CAD and solid modeling software.
- Become familiar with the basic principles of Geometric Dimensioning and Tolerancing (GD&T).

Technical Education Courses: 11-12 Credit Hours	Credit Hours
DFTG 1409 Basic Computer-Aided Drafting (AutoCAD®)	4
DFTG 2402 Machine Drafting	4
Students Must Choose One From:	3-4
DFTG 1325 Blueprint Reading and Sketching	
DFTG 1405 Technical Drafting	

Total Marketable Skills Certificate Credit Hours: 11-12

OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN

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.

Technical Education Courses: 14 Credit Hours	Credit Hours
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

Total Marketable Skills Certificate Credit Hours: 14

POLYTECHNICAL ASSISTANT I

The Polytechnical Assistant I Certificate is designed to develop the skills to gain entry-level employment in the manufacturing sector. The student will become familiar with the multiple technologies used in modern manufacturing including the basic elements of electricity, hydraulics, robotics, and welding. **This program is offered at the Hill Country Technology Center in Kerrville, Texas.**

Technical Education Courses: 11 Credit Hours	Credit Hours
ELPT 1311 Basic Electrical Theory	3
HYDR 1305 Basic Hydraulics	3
RBTC 1305 Fundamentals of Robotics	3
WLDG 1200 Introduction to Welding	2

Total Marketable Skills Certificate Credit Hours: 11

POLYTECHNICAL ASSISTANT II

The Polytechnical Assistant II Certificate builds on the skills in the Polytechnical Assistant I certificate to allow a person to become more familiar with the different technologies used in manufacturing. This certificate will make the graduate more employable in the manufacturing sector. The student will build on their knowledge of multiple technologies used in modern manufacturing including additional studies in the elements of design, manufacturing processes, machining measurement, and material handling. **This program is offered at the Hill Country Technology Center in Kerrville, Texas.**

Technical Education Courses: 14 Credit Hours	Credit Hours
DFTG 1405 Technical Drafting	4
INMT 1319 Manufacturing Processes	3
MCHN 1320 Precision Tools and Measurements	3
CNSE 1100 Material Handling Equipment	1
ENTC 1391 Special Topics in Engineering Technology	3

Total Marketable Skills Certificate Credit Hours: 14

SURVEYING TECHNICIAN I

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.

Technical Education Courses: 14 Credit Hours	Credit Hours
DFTG 1405 Technical Drafting	4
SRVY 1413 Plane Surveying	4
TECM 1317 Technical Trigonometry.....	3
TECM 1341 Technical Algebra	3

Total Marketable Skills Certificate Credit Hours: 14

SURVEYING TECHNICIAN II

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.

Technical Education Courses: 14 Credit Hours	Credit Hours
CPMT 1303 Introduction to Computer Technology.....	3
DFTG 1409 Basic Computer Aided Drafting.....	4
SRVY 1315 Surveying Calculation I	3
SRVY 2440 Advanced Plane Surveying.....	4

Total Marketable Skills Certificate Credit Hours: 14

LOCAL CERTIFICATE IN:

ELECTRONICS TECHNOLOGY: DIGITAL FUNDAMENTALS

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.

Technical Electronics Courses: 8 Credit Hours	Credit Hours
CETT 1425 Digital Fundamentals	4
CETT 2433 Digital Computer Circuits	4

Total Local Certificate Credit Hours: 8

FACILITY ENGINEERING TECHNICIAN I

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.

Technical Education Courses: 12 Credit Hours	Credit Hours
ENTC 2471 Facility Operation and Maintenance I	4
ENTC 2473 Facility Operation and Maintenance II	4
HART 1451 Energy Management	4

Total Local Certificate Credit Hours: 12

FACILITY OPERATION TECHNICIAN I

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.

Technical Education Courses: 11 Credit Hours	Credit Hours
ENTC 1370 Introduction to Facility Management.....	3
ENTC 2471 Facility Operation and Maintenance I	4
FACM 2472 Facility Management and Finance	4

Total Local Certificate Credit Hours: 11

COURSES

ARCE 1452. Structural Drafting (4-3-3)

(Formerly DFTG 2410)

Prerequisites: DFTG 1409 or equivalent

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

ARTV 1402. Introduction to Technical Animation and Rendering (4-3-3)

(Formerly DFTG 1402)

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.

CETT 1402. Electricity Principles (4-3-3)

(Formerly CETT 1471)

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 of Applied Science Degree in Electronics Technology.

CNBT 1301. Introduction to the Construction Industry (3-2-3)

Overview of the construction industry. Includes organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.

CNBT 1302. Mechanical, Plumbing & Electrical Systems in Construction I (3-2-3)

A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.

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.

CNBT 1318. Construction Tools and Techniques (3-2-4)

Comprehensive study of the selection and use of hand tools, portable and stationary power tools and related construction equipment. Emphasis on safety in the use of tools and equipment.

CNBT 1391. Special Topics in Construction/Building Technology (3-2-3)

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.

CNBT 1416. Construction Technology I (4-2-7)

Introduction to site preparation, foundations and form work, safety, tools, and equipment.

CNBT 1450. Construction Technology II (4-2-7)

Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

CNSE 1100. Material Handling Equipment (1-1-0)

Focuses on training students in the correct and safe operation of material handling equipment used in the industry. Includes the tools and equipment needed to perform lifting operations of material and personnel. The primary focus is on fork truck and aerial lifts.

CPMT 1303. Introduction to Computer Technology (3-2-4)

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. This course includes the use of and instruction in word processing, spreadsheets, presentation software, and database software.

DFTG 1325. Blueprint Reading and Sketching (3-3-1)

This course is an introduction to reading and interpreting working drawings for fabrication processes and associated trades. Included is a study of fundamentals, including size and shape descriptions, projection methods, sections, auxiliary views, dimensioning practices, and pictorial drawings. The use of sketching techniques to create pictorial and multiple-view drawings is also studied.

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: DFTG 1405 or Approval of Program Director

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1410. Specialized Basic Computer Aided Drafting (Microstation®) (4-3-3)

(Formerly DFTG 1419)

Prerequisites: Credit or concurrent enrollment in DFTG 1405 or equivalent

This course covers the fundamentals of computer-aided drafting using Microstation® software. The student will learn how to create, view, and edit detail and working drawings. 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 1417. Architectural Drafting-Residential (4-3-3)

Prerequisites: DFTG 1409 or equivalent

Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

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: 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 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 1409 or equivalent

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Solid Modeling software is utilized in the drawing creation process. Special attention is paid to Geometric Dimensioning and Tolerancing (GD&T).

DFTG 2417. Descriptive Geometry (4-3-3)

Prerequisite: DFTG 1409 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

A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2d and/or 3d environments and extracting data.

DFTG 2421. Topographical Drafting (4-3-3)

Prerequisites: DFTG 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 1409 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 2421 and 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 2440. Solid Modeling/Design (4-3-3)

Prerequisites: DFTG 1405 or Approval of Department Chair

This is a computer-aided 3-D modeling course using solid modeling software. Included is the development of 3-D drawings and models from engineering sketches and orthographic drawings and utilization of 3-D models in design work.

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.

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 of 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 (3-2-4)

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 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.

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.

ELPT 1311. Basic Electrical Theory (3-2-3)

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

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 1305. Environmental Regulations Overview (3-3-0)

An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. In this course, an emphasis will be placed on the industrial processes and environmental impacts.

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 2300. DOT Regulations (3-3-0)

A detailed study of the United States Department of Transportation regulations with emphasis on identifying applicable regulations recommending compliance strategies in the transport of dangerous and hazardous materials. Examination of the regulatory requirements for employees and employers involved in all modes of transportation, including road, rail, aircraft, and vessel. Emphasis will be placed on special topics including 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; driver's 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.

EPCT 2331. Industrial Hygiene Applications (3-3-0)
(Capstone)

Prerequisite: EPCT 1341 Principles of Industrial Hygiene, Departmental Approval

A study of the industrial environment and its relation to worker's health. This course provides training in anticipation, recognition, evaluation, and controlling health hazards--particularly chemical, physical, biological, and ergonomic factors existing in the workplace and having injurious effects on workers. The course also introduces training in instrumentation used in monitoring and measuring health hazards in the workplace and covers current issues in industrial hygiene.

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.

GISC 1125. Concepts and Careers in Geographic Information Systems (GIS) (1-1-0)
(Formerly CRTG 1125)

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.

GISC 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.

GISC 1411. Introduction to Geographic Information Systems (GIS) (4-3-3)
(Formerly 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.

GISC 1421. Introduction to Raster-Based Geographic Information Systems (GIS) (4-3-3)

(Formerly CRTG 1421)

Prerequisite: GISC 1411 or GEOG 2470 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.

GISC 2131. Advanced Problems in Geographic Information Systems (GIS) (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.

GISC 2264. Practicum in Cartography (2-0-20)

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.

GISC 2401. Data Acquisition and Analysis in Geographic Information Systems (GIS) (1-1-0)

(Formerly GEOG 2474)

Prerequisite: GISC 1411 or GEOG 2470 or consent of instructor

This course is a study of the management of geographic information, system life cycles, and costs and benefits. Topics of study include institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data, and applications of GIS for data modeling and analysis.

GISC 2411. Geographic Information Systems (GIS) Applications (4-3-3)

Prerequisite: GISC 1411 or GEOG 2470, and GISC 2420 or GEOG 2472, and CPMT 1303 or consent of instructor

This course applies GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning Systems (GPS) fieldwork is required for lab exercises.

GISC 2420. Intermediate Geographic Information Systems (GIS) (4-3-3)

(Formerly CRTG 2420)

Prerequisite: GISC 1411 or GEOG 2470 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 GIS projects. A variety of GIS software packages will be used in the laboratory.

GISC 2435. Programming for Geographic Information Systems (GIS) (4-3-3)

(Formerly CRTG 2435)

Prerequisite: GISC 1411 or GEOG 2470, and any one of GISC 2420 or GEOG 2472 or GISC 2401 or GEOG 2474, and CPMT 1303 or consent of instructor

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.

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.

HYDR 1305. Basic Hydraulics (3-2-3)

Fundamentals of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

INMT 1319. Manufacturing Processes (3-3-0)

This course is an exploration of the methods used in manufacturing and the materials upon which these processes are used. The theory and application of processes used on metallic and non-metallic materials including metal forming, welding, machining, heat treating, plating, casting, and injection molding are studied. The student will recommend appropriate assembly and fabrication guidelines as well as formulate recommendations for process control systems.

MCHN 1320. Precision Tools and Measurements (3-2-2)

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

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 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 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 2305. Ergonomics and Human Factors in Safety (Capstone) (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 2320. Safety Training Presentation Techniques (Capstone) (3-3-0)

Prerequisite: Departmental Approval

Principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles teaching including use of teaching aids and presentation skills.

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.)

OSHT 2410. Principles of Safety Engineering (Capstone) (4-3-3)

Prerequisites: DFTG 1405 Technical Drafting, Departmental Approval

Methods to predict, eliminate, or reduce unsafe conditions at the design and construction stage utilizing engineering controls. Includes methods of analysis, prioritization, and implementation of control measures for potentially hazardous situations in the workplace.

QCTC 1303. Quality Control (3-3-1)

This course is an introduction to quality control principles and applications and is intended to introduce the student to the quality control profession. Included is a study of fundamentals, including the benefits and application of a quality control system, development of a working knowledge of quality control tools and techniques, and an understanding of the cost of poor quality. The planning and organization of a quality control system will be a major focus of this class.

QCTC 1305. Teaming (3-3-0)

Prerequisites: ENGL 1301, CPMT 1303 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 1245. Robot Interfacing (2-1-4)

Prerequisite: Completion of or concurrent enrollment in RBTC 1305

This course entails a study of the principles of robot controllers including controller input/output, memory, and interfacing with computer integrated manufacturing systems. Extensive investigation of robotic components is pursued in the laboratory.

RBTC 1305. Robotic Fundamentals (3-2-4)

Prerequisites: CETT 2433 and completion of or concurrent 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.

SRVY 1191, 1291, 1391, 1491. Selected Topics in Surveying

Prerequisite: Consent of instructor or program advisor (1-1-0) (2-2-1) (3-2-3) (4-3-3)

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: CPMT 1303 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 1442. Global Positioning System Techniques for Surveying and Mapping

Prerequisite: SRVY 1413 or department approval (4-3-3)

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.

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.

WLDG 1200. Introduction to Welding (2-1-4)

Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

ENGLISH DEPARTMENT

Alexander V. Bernal, Chairperson

GH 123, 733-2505

www.accd.edu/sac/english/default.htm

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.

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, to meet the core requirements and to meet Associate of Arts (AA) and Associate of 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 (WI) always be combined with ENGL 2322 British Literature: Beowulf through Neoclassicism (WI) and ENGL 2332 World Literature: Antiquity through Renaissance (WI) with ENGL 2333 World Literature: Neo-Classical to Present (WI). 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. All sophomore literature courses are writing intensive (WI).

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. All sophomore-level English courses require essay writing and may require oral reports.

ADVANCED PLACEMENT (AP) IN ENGLISH

- Prospective English advanced placement (AP) students may receive credit for ENGL 1301 (without a grade being assigned) by completing one of the following options:

- 1) Present a qualifying score on the senior-level College Board A.P. Exam (English literature/composition).

- 2) Present a qualifying score on the CLEP English Composition with Essay Exam, accompanied by a qualifying score on the Sentence Skills section of the Accuplacer Exam.

- 3) Successfully complete 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.

ASSOCIATE OF ARTS DEGREE IN:

ENGLISH

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 or university to which they plan to transfer, with the San Antonio College English Department, and/or with the Department of Counseling and Student Development.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
1 ARAB 1411 Beginning Arabic I	
1 ARAB 1412 Beginning Arabic II	
2 FREN 1300 Beginning Conversational French I	
2 FREN 1310 Beginning Conversational French II	
1 FREN 1411 Elementary French I	
1 FREN 1412 Elementary French II	
1 FREN 2311 Intermediate French I	
1 FREN 2312 Intermediate French II	
2 GERM 1300 Beginning Conversational German I	
2 GERM 1310 Beginning Conversational German II	
1 GERM 1411 Elementary German I	
1 GERM 1412 Elementary German II	
1 GERM 2311 Intermediate German I	
1 GERM 2312 Intermediate German II	
2 ITAL 1311 Beginning Italian I	
2 ITAL 1312 Beginning Italian II	
1 ITAL 1411 Elementary Italian I	
1 ITAL 1412 Elementary Italian II	
2 JAPN 1311 Beginning Conversational Japanese I	
2 JAPN 1312 Beginning Conversational Japanese II	
1 JAPN 1411 Elementary Japanese I	
1 JAPN 1412 Elementary Japanese II	
2 SPAN 1300 Beginning Conversational Spanish I	
2 SPAN 1310 Beginning Conversational Spanish II	
1 SPAN 1411 Elementary Spanish I	
1 SPAN 1412 Elementary Spanish II	
1 SPAN 2311 Intermediate Spanish I	
1 SPAN 2312 Intermediate Spanish II	
3 SGNL 1301 American Sign Language (ASL) I	
3 SGNL 1302 American Sign Language (ASL) II	
3 SGNL 2301 American Sign Language (ASL) III	
3 SGNL 2302 American Sign Language (ASL) IV	

Mathematics: 3 Credit Hours	Credit Hours
Students Must Choose One From:	3
MATH 1314 College Algebra	
MATH 1332 Liberal Arts Mathematics	
⁴ Any Math Course for which MATH 1314 OR MATH 1332 is a Prerequisite	
⁵ Natural Sciences: 7 Credit Hours	Credit Hours
Students Must Choose 7 Credit Hours 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	
Humanities, Literature & Visual / Performing Arts: 9 Credit Hours	Credit Hours
Literature: 3 Credit Hours	
Students Must Choose One From:	3
IDST 2374 World Literature , The Narrative Mode (WI)	
IDST 2375 World Literature II Dramatic and Lyric Modes (WI)	
Any Sophomore-Level Literature (English) Course	
Humanities: 3 Credit Hours	
Students Must Choose One From:	3
FREN 2312 Intermediate French II	
GERM 2312 Intermediate German II	
HIST 2321 World Civilization to the Fifteenth Century	
HIST 2322 World Civilization since the Fifteenth Century	
HUMA 1301 The Humanistic Tradition	
HUMA 1302 Humanistic Foundations of Modern World	
HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)	
PHIL 2306 Ethics (WI)	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	
Visual / Performing Arts: 3 Credit Hours	
Students Must Choose One From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARCH 1311 Architecture, Society, and Culture	
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, From Revolutions to Pop	

MUSI 1306 Music Appreciation
MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I3
HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3
GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3
 ANTH 2351 Introduction to Cultural Anthropology
 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

English: 12 Credit Hours Credit Hours

ENGL 2342 Introduction to Literature and Literary Criticism (WI)3
 One Sophomore ENGL course not already taken in core3
 Students Must Choose One Pair From:6
 ENGL 2322/2323 British Literature (WI)
 ENGL 2327/2328 American Literature (WI)
 ENGL 2332/2333 World Literature (WI)

Total Associate of Arts Degree Credit Hours: 60

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

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 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 (WI) (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. This is a writing intensive (WI) course.

ENGL 2308. Creative Writing: Topics (WI) (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. This is a writing intensive (WI) course.

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 (WI) (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 essays and oral reports. This is a writing-intensive (WI) course.

ENGL 2323. British Literature: Romanticism to Present (WI) (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 essays and oral reports. This is a writing-intensive (WI) course.

ENGL 2326. Native American Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2327. American Literature: Colonial through Romantic (WI) (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 essays and oral reports. This is a writing-intensive (WI) course.

ENGL 2328. American Literature: Realism to Present (WI) (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 essays and oral reports. This is a writing-intensive (WI) course.

ENGL 2332. World Literature: Antiquity through Renaissance (WI) (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. This is a writing-intensive (WI) course.

ENGL 2333. World Literature: Neoclassical to Present (WI) (3-3-0)

Prerequisites: ENGL 1301 and 1302

ENGL 2333 examines neoclassical, romantic, and modern literature. This is a writing-intensive (WI) course.

ENGL 2341. Literature and Film (WI) (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. This is a writing-intensive (WI) course.

ENGL 2342. Introduction to Literature and Literary Criticism (WI) (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. This is a writing-intensive (WI) course.

ENGL 2370. Introduction to African-American Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2371. Introduction to Mexican-American Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2372. The Literature of Mexico in Translation (WI) (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. This is a writing-intensive (WI) course.

ENGL 2373. The Bible as Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2375. Children and Adolescent Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2378. Women's Literature (WI) (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. This is a writing-intensive (WI) course.

ENGL 2379. Introduction to Science Fiction (WI) (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. This is a writing-intensive (WI) course.

IDST 2374. World Literature I, The Narrative Mode (WI) (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. This is a writing-intensive (WI) course.

IDST 2375. World Literature II, Dramatic and Lyric Modes (WI) (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. This is a writing-intensive (WI) course.

IDST 2377. Modes of Inquiry Across the Fields of Study (WI) (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. This is a writing-intensive (WI) course.

FOREIGN LANGUAGES / ENGLISH AS A SECOND LANGUAGE DEPARTMENT

Dr. Anna Budzinski, Chairperson

MLC 584, 733-2620

www.accd.edu/sac/forlang/home.htm

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.

COURSES

ARAB 1300. Beginning Conversational Arabic I (3-3-0)

ARAB 1300 is for beginning students who want to acquire survival skills in the Arabic 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 ARAB 1411. A language laboratory is available.

ARAB 1411. 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 1412. Beginning Arabic II (4-4-1)

Prerequisite: ARAB 1411 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.

ARAB 2311. Intermediate Arabic I (3-3-0)

Prerequisite: ARAB 1412 or departmental approval

This course is a continuation of ARAB 1412. It provides additional development at the intermediate level of the language skills in listening, speaking, reading, and writing. Vocabulary and grammatical constructions are introduced in context of various aspects of Arabic speakers' cultures and literature. A language laboratory is available.

ARAB 2312. Intermediate Arabic II (3-3-0)

Prerequisite: ARAB 1412 or departmental approval

This course focuses on expanding students' ability to speak, read, and write. In addition, it familiarizes students with different aspects of cultures of Arabic speakers through reading of literacy text that serve as a basis for discussion and composition. It gives students a more advanced practice in language skills studied in previous semesters.

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.

ENGA 0351. English for Academic Purposes - Composition & Grammar (3-3-0)

Prerequisite: Must have department approval for enrollment

Corequisite: ENGA 0353

ENGA 0351 Composition and Grammar is the first of two courses. The course is a co-requisite with ENGA 0353 Reading and Vocabulary. ENGA 0351 is designed for non-native English speakers (NNEs) who still need to acquire greater proficiency in composition and grammar in order to take college-level classes. Full-time students will participate in a community of learners.

The course is for students who 1) have taken ESOL but still lack proficiency in English for college-level work; 2) attended U.S. high school but who still lack college level proficiency in English because it is not their first language; 3) have taken CE ESL and their College placement score indicates that they must take developmental English classes; or 4) foreign students who need to enhance their English proficiency prior to taking academic classes.

Through guided writing practice on familiar topics, students will have the opportunity to acquire the necessary writing and grammar proficiency for success in English 1301. A language laboratory is available.

ENGA 0353. English for Academic Purposes - Reading & Vocabulary (3-3-0)

Prerequisite: Must have department approval for enrollment

Corequisite: ENGA 0351

ENGA 0353 Reading and Vocabulary is the first of two courses. The course is a co-requisite with ENGA 0351 Composition and Grammar. ENGA 0353 is designed for non-native English speakers (NNEs) who still need to acquire greater proficiency in reading comprehension and fluency in order to take college-level classes. Full-time students will participate in a community of learners.

The course is for students who 1) have taken ESOL but still lack proficiency in English for college-level work; 2) attended U.S. high school but who still lack college level proficiency in English because it is not their first language; 3) have taken CE ESL and their College placement

score indicates that they must take developmental English classes; or 4) foreign students who need to enhance their English proficiency prior to taking academic classes.

Through reading authentic materials, including college texts and/or literature, students will gain the necessary reading, critical reading and thinking skills required for college-level classes.

ENGA 0361. English for Academic Purposes - Composition & Grammar (3-3-0)

Prerequisite: Must have department approval for enrollment

Corequisite: ENGA 0363

ENGA 0361 Composition and Grammar is the second of two courses. ENGA 0361 is a co-requisite with ENGA 0361 Reading and Vocabulary. ENGA 0361 is designed for non-native English speakers (NNESs) who still need to acquire greater proficiency in composition beyond ENGA 0351 in order to pass the program's exit exam. Full-time students will participate in a community of learners.

The course is for students who 1) have taken ESOL but still lack proficiency in English for college-level work; 2) attended U.S. high school but who still lack college level proficiency in English because it is not their first language; 3) have taken CE ESL and their College placement score indicates that they must take developmental English classes; or 4) foreign students who need to enhance their English proficiency prior to taking academic classes.

Through guided writing practice on familiar topics, students will have the opportunity to acquire the necessary writing and grammar proficiency for success in English 1301. A language laboratory is available.

ENGA 0363. English for Academic Purposes - Reading & Vocabulary (3-3-0)

Prerequisite: Must have department approval for enrollment

Corequisite: ENGA 0361

ENGA 0363 Reading and Vocabulary is the second of two courses. The course is a co-requisite with ENGA 0361 Composition and Grammar. ENGA 0363 is designed for non-native English speakers (NNESs) who still need to acquire greater proficiency in reading comprehension and fluency beyond ENGA 0353 in order to take college-level classes. Full-time students will participate in a community of learners.

The course is for students who 1) have taken ESOL but still lack proficiency in English for college-level work; 2) attended U.S. high school but who still lack college level proficiency in English because it is not their first language; 3) have taken CE ESL and their College placement score indicates that they must take developmental English classes; or 4) foreign students who need to enhance their English proficiency prior to taking academic classes.

Through reading authentic materials, including college texts and/or literature, students will gain the necessary reading, critical reading and thinking skills required for college-level classes.

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..

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.

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.

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 2311. Intermediate Italian I (3-3-0)

Prerequisite: ITAL 1412 or an appropriate placement score or a departmental approval

This course is a continuation of ITAL 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 of various aspects of Italian culture and literature.

ITAL 2312. Intermediate Italian II (3-3-0)

Prerequisite: ITAL 2311 or an appropriate placement score or a departmental approval

This course focuses on expanding the students' ability to speak, read, and write. In addition, it familiarizes students with different aspects of Italian culture through reading of literary selections that serve as a basis for discussions and composition. It gives students more advanced practice in language skills studied in previous semesters.

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.

JAPN 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.

JAPN 2311. Intermediate Japanese I (3-3-0)

Prerequisite: JAPN 1412 or equivalent or departmental approval

This course is a continuation of JAPN 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 various aspects of Japanese culture. It completes the introduction of basic grammatical structures, vocabulary and fundamental kanji. A language laboratory is available.

JAPN 2312. Intermediate Japanese II (3-3-0)

Prerequisite: JAPN 2311 or equivalent or departmental approval

This course focuses on expanding the students' ability to speak, read, and write Japanese. Different aspects of the Japanese culture are introduced through reading of literary selections that serve as a basis for class discussion and individual composition.

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.

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. 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. 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 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.

HISTORY DEPARTMENT

Dr. Kenneth Hairgrove, Chairperson

CAC 103, 733-2555

www.accd.edu/sac/history/default.htm

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 2311 Western Civilization I and HIST 2312 Western Civilization since the Seventeenth Century II 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.

ASSOCIATE OF ARTS DEGREE IN:

INTERNATIONAL STUDIES

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

Students Must Choose One From:3

SPCH 1311 Fundamentals of Speech

SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit

Students Must Choose One From:3

1 ARAB 1411 Beginning Arabic I

1 ARAB 1412 Beginning Arabic II

2 FREN 1300 Beginning Conversational French I

2 FREN 1310 Beginning Conversational French II

1 FREN 1411 Elementary French I

1 FREN 1412 Elementary French II

1 FREN 2311 Intermediate French I

1 FREN 2312 Intermediate French II

2 GERM 1300 Beginning Conversational German I

2 GERM 1310 Beginning Conversational German II

1 GERM 1411 Elementary German I

1 GERM 1412 Elementary German II

1 GERM 2311 Intermediate German I

1 GERM 2312 Intermediate German II

2 ITAL 1311 Beginning Italian I

2 ITAL 1312 Beginning Italian II

1 ITAL 1411 Elementary Italian I

1 ITAL 1412 Elementary Italian II

2 JAPN 1311 Beginning Conversational Japanese I

2 JAPN 1312 Beginning Conversational Japanese II

1 JAPN 1411 Elementary Japanese I

1 JAPN 1412 Elementary Japanese II

2 SPAN 1300 Beginning Conversational Spanish I

2 SPAN 1310 Beginning Conversational Spanish II

1 SPAN 1411 Elementary Spanish I

1 SPAN 1412 Elementary Spanish II

1 SPAN 2311 Intermediate Spanish I

1 SPAN 2312 Intermediate Spanish II

3 SGNL 1301 American Sign Language (ASL) I

3 SGNL 1302 American Sign Language (ASL) II

3 SGNL 2301 American Sign Language (ASL) III

3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

MATH 1314 College Algebra

MATH 1332 Liberal Arts Mathematics

⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours		Credit Hours
Students Must Choose 7 Credit Hours 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		
Humanities, Literature, & Visual / Performing Arts: 9 Credit Hours		Credit Hours
Literature: 3 Credit Hours		
Students Must Choose One From:		3
ENGL 2323 British Literature II (WI)		
ENGL 2332 World Literature: Antiquity through Renaissance (WI)		
ENGL 2333 World Literature: Classical to Present (WI)		
ENGL 2371 Introduction to Mexican-American Literature (WI)		
ENGL 2372 The Literature of Mexico in Translation (WI)		
IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)		
Humanities: 3 Credit Hours		
HIST 2321 World Civilization to the Fifteenth Century		3
Visual / Performing Arts: 3 Credit Hours		
Students Must Choose One From:		3
ARTS 1301 Art Appreciation		
ARTS 1303 Art History Survey I		
ARTS 1304 Art History Survey II		
IDST 2376 Interdisciplinary Studies in the Fine Arts		
Social & Behavioral Sciences: 15 Credit Hours		Credit Hours
History: 6 Credit Hours		
HIST 1301 History of the United States, Part I		3
HIST 1302 History of the United States, Part II		3
Government: 6 Credit Hours		
GOVT 2301 American/Texas: National and State		3
GOVT 2302 American Government: Problems & Policies		3
Other Social / Behavioral Sciences: 3 Credit Hours		
Students Must Choose One From:		3
GEOG 1302 Cultural Geography		
GEOG 1303 Geography of the World		
⁶ Kinesiology / Dance: 2 Credit Hours		Credit Hours
⁷ Any Two One-Hour Activity Course Required for a Degree Awarded		
Other Than by Distance (Internet, Videocourse)		2
International Studies: 15 Credit Hours		Credit Hours
ANTH 2351 Introduction to Cultural Anthropology		3
GOVT 2378 Introduction to International Business		3
HIST 2322 World Civilization Since the Fifteenth Century		3
⁸ Foreign Language Course		3

Students Must Choose One From:3

ECON 2301 Principles of Macroeconomics

ECON 2302 Principles of Microeconomics

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁸ A foreign language course will be chosen from the same foreign language taken to complete communication requirements.

HISTORY

**LOCAL CERTIFICATE IN:
INTERNATIONAL STUDIES**

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 concentration 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 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: 12 Credit 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	
¹ Students Must Choose From Internationalized Courses	9
Total Hours: 12	

¹ 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/itc/localcert.html>

INTERNATIONAL STUDIES IN LATIN AMERICA

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.

General Education Courses: 12-14 Credit Hours	Credit Hours
Students Must Choose One From:	3
GEOG 1303 Geography of the World	
GEOG 1304 Geography of Mexico, Central America, and the Caribbean	
Students Must Choose One From:	3
ENGL 2372 The Literature of Mexico in Translation (WI)	
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:	6-8
SPAN 1411 Elementary Spanish I	
SPAN 1412 Elementary Spanish II	
SPAN 2311 Intermediate Spanish I	
SPAN 2312 Intermediate Spanish II	
Total Hours: 12-14	

INTERNATIONAL STUDIES WITH EMPHASIS ON MIDDLE EASTERN AND ISLAMIC CULTURE

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.

General Education Courses: 14 Credit Hours	Credit Hours
Students Must Take:	8
ARAB 1411 Beginning Arabic I	
ARAB 1412 Beginning Arabic II	
Students Must Choose Two From:	6
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	

Total Hours: 14

COURSES

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.

HIST 2311. Western Civilization I (3-3-0)

HIST 2311 is the history of Western Civilization from ancient Mesopotamia and Egypt through 1648 in Europe. The course surveys Greece and Rome and covers Medieval Europe, Christian Church history and the formation of modern European nations.

HIST 2312. Western Civilization Since the Seventeenth Century II (3-3-0)

HIST 2312 is the history of Western Civilization from the 1648 to the present. The course surveys the European monarchies, the French Revolution and Napoleon, the rise of totalitarianism, world wars, and the development of the European Union.

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.

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

HISTORY

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.

JOURNALISM - PHOTOGRAPHY DEPARTMENT

Marianne Odom, Chairperson
LSC 204, 733-2870
www.accd.edu/sac/j-p/

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

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

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.

**ASSOCIATE OF ARTS DEGREE IN:
JOURNALISM**

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
1 ARAB 1411 Beginning Arabic I	
1 ARAB 1412 Beginning Arabic II	
2 FREN 1300 Beginning Conversational French I	
2 FREN 1310 Beginning Conversational French II	
1 FREN 1411 Elementary French I	
1 FREN 1412 Elementary French II	
1 FREN 2311 Intermediate French I	
1 FREN 2312 Intermediate French II	
2 GERM 1300 Beginning Conversational German I	
2 GERM 1310 Beginning Conversational German II	
1 GERM 1411 Elementary German I	
1 GERM 1412 Elementary German II	
1 GERM 2311 Intermediate German I	
1 GERM 2312 Intermediate German II	
2 ITAL 1311 Beginning Italian I	
2 ITAL 1312 Beginning Italian II	
1 ITAL 1411 Elementary Italian I	
1 ITAL 1412 Elementary Italian II	
2 JAPN 1311 Beginning Conversational Japanese I	
2 JAPN 1312 Beginning Conversational Japanese II	
1 JAPN 1411 Elementary Japanese I	
1 JAPN 1412 Elementary Japanese II	
2 SPAN 1300 Beginning Conversational Spanish I	
2 SPAN 1310 Beginning Conversational Spanish II	
1 SPAN 1411 Elementary Spanish I	
1 SPAN 1412 Elementary Spanish II	
1 SPAN 2311 Intermediate Spanish I	
1 SPAN 2312 Intermediate Spanish II	
3 SGNL 1301 American Sign Language (ASL) I	
3 SGNL 1302 American Sign Language (ASL) II	
3 SGNL 2301 American Sign Language (ASL) III	
3 SGNL 2302 American Sign Language (ASL) IV	

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

MATH 1314 College Algebra

MATH 1332 Liberal Arts Mathematics

⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

IDST 2374 World Literature I, The Narrative Mode (WI)

IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)

Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

FREN 2312 Intermediate French II

GERM 2312 Intermediate German II

HIST 2321 World Civilization to the Fifteenth Century

HIST 2322 World Civilization since the Fifteenth Century

HUMA 1301 The Humanistic Tradition

HUMA 1302 Humanistic Foundations of Modern World

HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)

PHIL 2306 Ethics (WI)

SPAN 2312 Intermediate Spanish II

SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

ARCH 1301 History of Architecture I

ARCH 1302 History of Architecture II

ARCH 1311 Architecture, Society, and Culture

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, From Revolutions to Pop

MUSI 1306 Music Appreciation
 MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I3
 HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3
 GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3
 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Journalism: Minimum of 15 Credit Hours Credit Hours

COMM 1307 Introduction to Mass Communications3
 Students Must Choose At Least Four From:12
 COMM 1316 News Photography I
 COMM 1317 News Photography II
 COMM 1318 Photography I
 COMM 2309 News Editing and Copy Reading I (WI)
 COMM 2310 News Editing and Copy Reading II
 COMM 2311 News Gathering and Writing I (WI)
 COMM 2315 News Gathering and Writing II (WI)
 COMM 2324 Practicum in Electronic Media (Digital)
 COMM 2325 Practicum in Electronic Media (Web)
 COMM 2327 Principles of Advertising
 COMM 2330 Introduction to Public Relations
 COMM 2373 Feature Writing (WI)

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

PHOTOGRAPHY

Students seeking an AA Degree in Photography must check with Professor James McBride, Photography Program coordinator, in room 200 of the Loftin Student Center.

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	
² ITAL 1311 Beginning Italian I	
² ITAL 1312 Beginning Italian II	
¹ ITAL 1411 Elementary Italian I	
¹ ITAL 1412 Elementary Italian II	
² JAPN 1311 Beginning Conversational Japanese I	
² JAPN 1312 Beginning Conversational Japanese II	
¹ JAPN 1411 Elementary Japanese I	
¹ JAPN 1412 Elementary Japanese II	
² SPAN 1300 Beginning Conversational Spanish I	
² SPAN 1310 Beginning Conversational Spanish II	
¹ SPAN 1411 Elementary Spanish I	
¹ SPAN 1412 Elementary Spanish II	

- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

- Students Must Choose One From:3
- MATH 1314 College Algebra
 - MATH 1332 Liberal Arts Mathematics
 - ⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours **Credit Hours**

- Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

- 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: 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II

ARCH 1311 Architecture, Society, and Culture
 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, From Revolutions to Pop
 MUSI 1306 Music Appreciation
 MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I3
 HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3
 GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3
 ANTH 2351 Introduction to Cultural Anthropology
 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Photography: 15 Credit Hours Credit Hours

COMM 1318 Photography I.....3
 COMM 1319 Photography II3
 Students Must Choose Three From:9
 COMM 1316 News Photography I
 COMM 2324 Practicum in Electronic Media (Digital)
 PHOT 1372 Portrait Photography
 PHOT 2372 Commercial Photography
 PHOT 2373 Photographic Perceptual Design

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

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)

This course presents the problems and practices of photography for newspapers, magazines and the World Wide Web. It includes basic instruction on digital cameras and digital imaging with emphasis on the principles and techniques of producing news photographs for the print and online versions of the student newspaper and magazine. This class provides training under deadline pressure in a variety of basic news photography situations.

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 and news Web sites. It includes instruction on digital camera and related equipment operations with emphasis on specialized topics in photojournalism, such as sports, on location lighting, photo stories and essays, photo illustrations as well as basic visual and audio multimedia production. This class provides training under deadline pressure in a variety of basic news photography situations and requires publication of work in student publications.

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 2309. News Editing and Copy Reading I (WI) (3-2-4)

(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)

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 (WI) (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 (WI) (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 2330. Introduction to Public Relations (3-3-0)

This course explores the history and development of public relations. It includes presentation of the theory behind and process of public relations, including the planning, implementation and evaluation of PR campaigns.

COMM 2373. Feature Writing (WI)**(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.

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 2372. Commercial Photography**(3-3-1)**

Prerequisites: COMM 1318 and 1319 and the permission of the department adviser

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.

KINESIOLOGY / DANCE DEPARTMENT

Bill Richardson, Chairperson
 CPEC 131B, 733-2761
www.accd.edu/sac/pe/home.htm

The mission of the Kinesiology/Dance 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 kinesiology/dance 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 kinesiology/dance. 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/Dance 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.

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

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/dance.

COURSES

DANC 1110. Tap I (1-1-2)
 (Formerly KINE 1148)

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.

DANC 1128. Ballroom I (1-1-2)
 (Formerly KINE 1128)

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.

DANC 1129. Ballroom II (1-1-2)
 (Formerly KINE 1129)

Prerequisite: DANC 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.

DANC 1141. Ballet I (1-1-2)
(Formerly KINE 1142)

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.

DANC 1142 Ballet II (1-1-2)
(Formerly KINE 1143)

Prerequisite: DANC 1141 or approval of instructor

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.

DANC 1145. Modern Dance I (1-1-2)
(Formerly KINE 1145)

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.

DANC 1146. Modern Dance II (1-1-2)
(Formerly KINE 1146)

Prerequisite: DANC 1145 or approval of instructor

This course is a continuation of DANC 1145. Intermediate levels of dance technique, composition, and repertoire are included.

DANC 1147. Jazz Dance I (1-1-2)
(Formerly KINE 1147)

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.

DANC 1151. Dance Performance I (1-1-2)
(Formerly KINE 1160)

Prerequisite: DANC 1147 or DANC 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. New choreography will be covered each time the course is taught.

DANC 1152. Dance Performance II (1-1-2)
(Formerly KINE 1161)

Prerequisite: DANC 1151

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. New choreography will be covered each time the course is taught.

DANC 1153. Flamenco Dance I (1-1-2)

This course will introduce students to beginning principles of flamenco movements to include “Compas” in a variety of flamenco forms, “Palmas” or hand clapping, “Taconeo” footwork to develop strength and speed, “Braceo” hand and arm movements unique to flamenco, and the use of castanets.

DANC 2151. Dance Performance III (1-1-2)

Prerequisites: DANC 1151 and 1152

This course is a continuation of DANC 1152. 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. New choreography will be covered each time the course is taught.

KINE 1100. Adaptive Physical Conditioning I (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, and for people 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. It may be necessary to obtain a medical clearance prior to beginning physical activity.

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 1102. Adaptive Physical Conditioning II (1-1-2)

This course is a continuation of KINE 1100. This course is concerned with the capacities and limitations of special populations; those with special needs, disabilities, or those who have experienced impairments. Safe and appropriate exercise prescriptions are designed for these individuals. The program is designed to help each student achieve the highest level of physical fitness within his or her capabilities. It may be necessary to obtain a medical clearance prior to beginning physical activity.

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)

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)

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 1121. Self Defense (1-1-2)

Students will increase knowledge of types of physical attacks and gain knowledge of prevention and defense.

KINE 1122. Intermediate Cardio Kickboxing (1-1-2)

Prerequisite: KINE 1109 or permission from instructor

This course is designed to use intermediate techniques associated with cardio kickboxing to improve cardiovascular endurance, muscular strength, muscular endurance and body composition. Workouts will consist primarily of contact work using gloves, dummies, and punching bags and will be supplemented by traditional activities such as calisthenics, resistance training, shadow boxing, skipping rope, and core muscle training. Principles of interval training will be taught as well as weight management, disease prevention, stress management and basic anatomy.

KINE 1123. Core Training (1-1-2)

This course is designed to use innovative exercise concepts to develop muscular strength, muscular endurance and flexibility to the stabilizing muscles of the body which are primarily the abdominal and low back muscles groups, commonly referred to as the core. Typical activities will include integrated drills of calisthenics, stabilizing type exercises, stability ball training, partner drills, isometrics and flexibility training. Theories of weights management, stress management, disease prevention, nutrition and basic anatomy will also be included.

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. Ballroom I (1-1-2)

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. Same course as DANC 1128.

KINE 1129. Ballroom II (1-1-2)

Prerequisite: KINE 1128, DANC 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. Same course as DANC 1129.

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)

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)

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)

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 1137. Latin Cardio Dance (1-1-2)

This course is designed to provide a variety of rhythmic latin style dance movements into an exhilarating and challenging form of cardio respiratory training, of low to moderate impact. The course will improve muscular strength and endurance, cardio respiratory fitness, flexibility and body composition. Current nutritional guidelines and wellness topics will be included.

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 1141. Ballet I (1-1-2)

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. Same course as DANC 1141.

KINE 1142. Ballet II (1-1-2)

Prerequisite: KINE 1141, DANC 1141 or approval of instructor

This is a course provides expanded studies of Ballet I. 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. Same course as DANC 1142.

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. Modern Dance I (1-1-2)

This techniques and theory of fundamentals of 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. Same course as DANCE 1145.

KINE 1146. Modern Dance II (1-1-2)

Prerequisite: KINE 1145, DANC 1145 or approval of instructor

This is a continuation of KINE 1145. Intermediate levels of dance technique, composition, and repertoire are included. Same course as DANC 1146.

KINE 1147. Jazz Dance I (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. Same course as DANC 1147.

KINE 1148. Tap I (1-1-2)

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. Same course as DANC 1110.

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)

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 1154. Flamenco Dance I (1-1-2)

This course will introduce students to beginning principles of flamenco movements to include “Compas” in a variety of flamenco forms, “Palmas” or hand clapping, “Toconeo” footwork to develop strength and speed, “Braceo” hand and arm movements unique to flamenco, and the use of castanets. Same course as DANC 1153.

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. Introduction to Physical Fitness and Sport (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.

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)

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).

MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Dr. Said Fariabi, Chairperson
 MCCH 221, 733-2450
www.accd.edu/sac/math/dept.htm

MATHEMATICS AND COMPUTER SCIENCE

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.

ASSOCIATE OF SCIENCE DEGREE IN: MATHEMATICS

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.

Communication: 12 Credit Hours	Credit Hours
Composition: 6 Credit Hours	
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Speech: 3 Credit Hours	
Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	
Modern Language: 3 Credit Hours	
Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	

- ¹ GERM 1411 Elementary German I
- ¹ GERM 1412 Elementary German II
- ¹ GERM 2311 Intermediate German I
- ¹ GERM 2312 Intermediate German II
- ² ITAL 1311 Beginning Italian I
- ² ITAL 1312 Beginning Italian II
- ¹ ITAL 1411 Elementary Italian I
- ¹ ITAL 1412 Elementary Italian II
- ² JAPN 1311 Beginning Conversational Japanese I
- ² JAPN 1312 Beginning Conversational Japanese II
- ¹ JAPN 1411 Elementary Japanese I
- ¹ JAPN 1412 Elementary Japanese II
- ² SPAN 1300 Beginning Conversational Spanish I
- ² SPAN 1310 Beginning Conversational Spanish II
- ¹ SPAN 1411 Elementary Spanish I
- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 4 Credit Hours **Credit Hours**

Students Must Choose One From:4

MATH 1414 College Algebra (Precalculus Track)

⁴ Any Math Course for which MATH 1414 is a Prerequisite

Natural Science: 8-10 Credit Hours **Credit Hours**

Students Must Choose One Pair From:8-10

BIOL 1406 General Biology I / BIOL 1407 General Biology II

CHEM 1411 General Chemistry I / CHEM 1412 General Chemistry II

PHYS 1570 Mechanics, Waves, & Heat / PHYS 2570 Electricity, Magnetism, & Optics

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

Students Must Choose One From:3

IDST 2374 World Literature I, The Narrative Mode (WI)

IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)

Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

FREN 2312 Intermediate French II

GERM 2312 Intermediate German II

HIST 2321 World Civilization to the Fifteenth Century

HIST 2322 World Civilization since the Fifteenth Century

HUMA 1301 The Humanistic Tradition

HUMA 1302 Humanistic Foundations of Modern World

HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)

PHIL 2306 Ethics (WI)

SPAN 2312 Intermediate Spanish II
 SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

- Students Must Choose One From:3
- ANTH 2351 Introduction to Cultural Anthropology
 - 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

⁵ Kinesiology / Dance: 2 Credit Hours Credit Hours

- ⁶ Any Two One-Hour Activity Course Required for a Degree Awarded
- Other Than by Distance (Internet, Videocourse)2

Mathematics: 14 Credit Hours Credit Hours

- ⁷ MATH 2318 Linear Algebra (Capstone)3
- Students Must Choose a Minimum of 8 Credit Hours From:8
- 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
- ⁸ MATH 2412 Precalculus

Total Associate of Science Degree Credit Hours: 64-66

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Higher level Math courses that have MATH 1414 as a prerequisite and meet the Core requirement are MATH 1442, 2318, 2320, 2412, 2413.

⁵ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁶ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁷ Students must complete MATH 2318 Linear Algebra with a grade of “C” or better.

⁸ MATH 2412 Precalculus will be counted only if taken in sequence.

COURSES

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.

- MATH 0104. Supplemental Mathematics** (1-1-0)
Corequisite: Concurrent enrollment in a designated math course requiring additional lecture content determined by the Mathematics Department.
This course offers an extended lecture hour for students in corequisite math courses.
- 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
Content includes factoring techniques, radical expressions and equations, rational exponents, complex numbers, solving quadratic equations by various methods, 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 solving quadratic equations by various methods, quadratic and rational inequalities, 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 (Non Precalculus Track)** (3-3-0)
Prerequisite: MATH 0303 with a grade of “C” or better or equivalent
This course is designed for students in programs which **do not** require Pre-calculus (MATH 2412). Topics include quadratic, polynomial, rational, logarithmic and exponential functions; systems of equations; sequences and series; and matrices and determinants with emphasis on problem solving.
- 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 0302 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 1414. College Algebra (Precalculus Track) (4-4-0)

Prerequisite: MATH 0303 with a grade of “C” or better or equivalent

This course is designed for students in programs which do require Precalculus (MATH 2412). Topics include functions, encompassing the algebra of functions, composites, inverses, and graphs of polynomial, rational, logarithmic and exponential functions; systems of equations; matrices and determinants; and sequences and series.

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), analysis of variance (distribution and hypothesis testing) 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: *Through Fall 2007*; MATH 1314 with a grade of “C” or better or equivalent.

Effective Spring 2008; MATH 1414 with a grade of “C” or better or equivalent.

Topics include composites, inverses, and graphs of functions including trigonometric functions; identities; solving trigonometric equations; solutions of triangles; polar coordinates; complex numbers; vectors; conic sections; and mathematical induction.

MATH 2413. Calculus I (4-4-0)

Prerequisite: 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.

MILITARY SCIENCE / 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:

- MSCI 1101 Fundamentals of Leadership Management I.
- MSCI 1102 Fundamentals of Leadership Management II.
- MSCI 2201 Applied Leadership and Management I.
- MSCI 2202 Applied Leadership and Management II.

Course descriptions can be found in section 11 of this bulletin under the course prefix MSCI.

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, 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, 210/785-6420/6421.

COURSES

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.

MORTUARY SCIENCE DEPARTMENT

Mary H. Mena, Chairperson

NTC 124, 733-2905

www.accd.edu/sac/mortuary/default.htm

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 3432 Ashland Ave., Suite U, St. Joseph, Missouri 64506, 816/233-3747, www.abfse.org. 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 for 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 Mortuary Science Department at San Antonio College requires any student seeking graduation to take the NBE within 30 days from the last official day of the semester or session in which course work is completed and satisfactorily passed for the associate degree to be posted in that semester. A student who does not take the NBE as provided in the foregoing statement must re-apply for graduation prior to the deadline for the next semester or session.

The annual passage rate of first-time takers on the National Board Examination (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.

Funeral Director Certificate Program: 33-Hour Certificate

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. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education (ABFSE). Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE-accredited program is required. For further information, please see the individual program's enrollment and admission requirements.

Admissions Information

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.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN: MORTUARY SCIENCE

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.

General Education Courses: 29 Credit Hours	Credit Hours
BIOL 2370 Fundamentals of Pathology (WI) OR	
MDCA 1302 Human Disease/Pathophysiology	3
BIOL 2404 Human Anatomy and Physiology	4
BIOL 2420 Microbiology and Pathology	4
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 From:	3
PSYC 1370 Psychology of Grief	
SOC1 1370 Sociology of Death and Dying	
¹ Students Must Choose One Humanities, Literat, & Visual/Performing Arts Elective	3
Technical Education Courses: 37 Credit Hours	Credit Hours
MRTS 1211 History of Mortuary Science	2
MRTS 1225 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 (Capstone Course)3
 MRTS 2432 Human Anatomy4
 MRTS 2445 Technical Procedures I.....4
 MRTS 2447 Technical Procedures II4

Total Associate of Applied Science Degree Credit Hours: 66

¹ See the humanities, literature, & visual/performing arts section of the core curriculum in section 10 of this bulletin for qualified humanities/fine arts courses.

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.

LEVEL I CERTIFICATE IN:

FUNERAL DIRECTOR

General Education Courses: 12 Credit Hours Credit Hours

ENGL 1301 Freshman Composition I3

PSYC 2301 General Psychology3

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 Credit Hours Credit Hours

MRTS 1191 Special Topics in Funeral Service and Mortuary Science1

MRTS 1211 History of Mortuary Science2

MRTS 1301 Contemporary Funeral Service Practices.....3

MRTS 1310 Funeral Service Clinical Orientation3

MRTS 1342 Mortuary Management I3

MRTS 1386 Internship - Funeral Services and Mortuary Science (Capstone Course)3

MRTS 2335 Mortuary Jurisprudence3

MRTS 2342 Mortuary Management II.....3

Total Level I Certificate Credit Hours: 33

COURSES**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.

MRTS 1386. Internship - Funeral Services and Mortuary Science (3-0-9)

This is the capstone course for the Level I Certificate in Funeral Directing.

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)

This is the capstone course for the Associate of Applied Science Degree in Mortuary Science.

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.

MUSIC / HUMANITIES DEPARTMENT

Dr. Jessica Howard, Chairperson

MCFA 105, 733-2731

www.accd.edu/sac/music/humanities.htm

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 of 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

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

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 to complete a minimum of six self-directed practice hours per week.

APPLIED MUSIC-PRIVATE INSTRUCTION

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. (For students in voice lessons, participation in performance labs is also required.) These students must also attend four approved recitals or concerts each semester by enrolling in MUSI 0001 Recital Attendance.

ASSOCIATE OF ARTS DEGREE IN:

MUSIC

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.

Communication: 6 Credit Hours Credit Hours

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Mathematics: 3 Credit Hours Credit Hours

- Students Must Choose One From:3
 - MATH 1314 College Algebra
 - MATH 1332 Liberal Arts Mathematics
 - Any math course that MATH 1314 **OR** 1332 is a prerequisite (except MATH 1350/1351)

Natural Sciences: 3-4 Credit Hours Credit Hours

- Students Must Choose 3-4 Credit Hours From:3-4
 - 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

Humanities, Literature & Visual / Performing Arts: 6 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
 - IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level ENGL **OR** IDST Course

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
 - MUSI 1308 Introduction to Music Literature I
 - MUSI 1309 Introduction to Music Literature II

Social & Behavioral Sciences: 12 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Music: 35 Credit Hours	Credit Hours
Theory / Aural Skills: 16 Credit Hours	
MUSI 1211 Theory of Music I.....	2
MUSI 1212 Theory of Music II.....	2
MUSI 1216 Aural Skills I.....	2
MUSI 1217 Aural Skills II.....	2
MUSI 2211 Theory of Music III.....	2
MUSI 2212 Theory of Music IV.....	2
MUSI 2216 Aural Skills III.....	2
MUSI 2217 Aural Skills IV.....	2
Principal Instrument: 8 Credit Hours	
MUAP 12XX (Major Level).....	2
MUAP 12XX (Major Level).....	2
MUAP 22XX (Major Level).....	2
MUAP 22XX (Major Level).....	2
Music Literature: 3 Credit Hours	
Students Must Choose One From:.....	3
MUSI 1308 Introduction to Music Literature I	
MUSI 1309 Introduction to Music Literature II	
Ensemble: 4 Credit Hours	
¹ MUEN 11XX.....	4
Keyboard Competency: 4 Credit Hours	
MUSI 1114 Functional Keyboard I.....	1
MUSI 1115 Functional Keyboard II.....	1
MUSI 2114 Functional Keyboard III.....	1
MUSI 2115 Functional Keyboard IV.....	1

Total Associate of Arts Degree Credit Hours: 65-66

¹ This course may be repeated for credit.

COURSES

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

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.

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 and consent of instructor

MUAP 1250 is a continuation of MUAP 1249.

MUAP 2249. Baritone (2-2-0)

Prerequisite: MUAP 1250 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1226 is a continuation of MUAP 1225.

MUAP 2225. Bassoon (2-2-0)

Prerequisite: MUAP 1226 and consent of instructor

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 and consent of instructor

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 and consent of instructor
 MUAP 1230 is a continuation of MUAP 1229.
- MUAP 2229. Clarinet** (2-2-0)
 Prerequisite: MUAP 1230 and consent of instructor
 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 and consent of instructor
 MUAP 2230 is a continuation of MUAP 2229.

DOUBLE BASS

- MUAP 1187 Non-Major Applied Study - Double Bass** (1-1-0)
 MUAP 1187 teaches applied study for non-majors and is repeatable for up to 21 credit hours.
- MUAP 1287 Non-Major Applied Study - Double Bass** (2-2-0)
 MUAP 1287 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 and consent of instructor
 MUAP 1214 is a continuation of MUAP 1213.
- MUAP 2213. Double Bass** (2-2-0)
 Prerequisite: MUAP 1214 and consent of instructor
 MUAP 2213 includes studies from Simandi, Book II, Hrabe, 86 Studies, Volume II, Montanari Etudes, Volume I, orchestral studies, and short repertoire pieces.
- MUAP 2214. Double Bass** (2-2-0)
 Prerequisite: MUAP 2213 and consent of instructor
 MUAP 2214 is a continuation of MUAP 2213.

ELECTRIC BASS

- MUAP 1189 Non-Major Applied Study - Bass (Electric)** (1-1-0)
 MUAP 1189 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 and consent of instructor

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 1289. Non-Major Applied Study - Bass (Electric) (2-2-0)

MUAP 1289 teaches applied study for non-majors and is repeatable for up to 21 credit hours.

MUAP 2215. Bass (Electric) (2-2-0)

Prerequisite: MUAP 1216 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1218 is a continuation of MUAP 1217. In addition, it includes the study of all harmonic minor scales in two octaves, exercises in double tonguing, Mary Clardy etudes, and repertoire by Handle and Tellemann.

MUAP 2217. Flute (2-2-0)

Prerequisite: MUAP 1218 and consent of instructor

Topics in this course build upon the principles of correct breathing and tone production, and continue the study of arpeggios and all scales and various articulations including double tonguing. The repertoire will include selections equivalent in difficulty to the Bach flute sonatas and the Mozart Concerto in G Major.

MUAP 2218. Flute (2-2-0)

Prerequisite: MUAP 2217 and consent of instructor

MUAP 2218 is a continuation of MUAP 2217 with additional repertoire.

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 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 and consent of instructor
 MUAP 1242 is a continuation of MUAP 1241.

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 2241. French Horn (2-2-0)

Prerequisite: MUAP 1242 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1262 is a continuation of MUAP 1261.

MUAP 2261. Guitar (2-2-0)

Prerequisite: MUAP 1262 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1278 is a continuation of MUAP 1277.

MUAP 2277. Harp (2-2-0)

Prerequisite: MUAP 1278 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1222 is a continuation of MUAP 1221.

MUAP 2221. Oboe (2-2-0)

Prerequisite: MUAP 1222 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1266 is a continuation of MUAP 1265.

MUAP 2265. Organ (2-2-0)

Prerequisite: MUAP 1266 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1258 is a continuation of MUAP 1257.

MUAP 2257. Percussion (2-2-0)
 Prerequisite: MUAP 1258 and consent of instructor

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 and consent of instructor

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 1269. Piano (2-2-0)
 Prerequisite: Permission of instructor

The repertoire in MUAP 1269 will include the equivalent of 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 and consent of instructor

MUAP 1270 is a continuation of MUAP 1269.

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 2269. Piano (2-2-0)
 Prerequisite: MUAP 1270 and consent of instructor

The repertoire will be selected from the following or its equivalent: 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 and consent of instructor

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 and consent of instructor
MUAP 1234 is a continuation of MUAP 1233. The course content includes harmonic minor scales.
- MUAP 2233. Saxophone (2-2-0)**
Prerequisite: MUAP 1234 and consent of instructor
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 and consent of instructor
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 and consent of instructor
MUAP 1246 is a continuation of MUAP 1245.
- MUAP 2245. Trombone (2-2-0)**
Prerequisite: MUAP 1246 and consent of instructor
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 and consent of instructor
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 and consent of instructor
MUAP 1238 is a continuation of MUAP 1237.
- MUAP 2237. Trumpet or Cornet** (2-2-0)
Prerequisite: MUAP 1238 and consent of instructor
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 and consent of instructor
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 and consent of instructor
MUAP 1254 is a continuation of MUAP 1253.
- MUAP 2253. Tuba** (2-2-0)
Prerequisite: TUBA 1254 and consent of instructor
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 and consent of instructor
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 and consent of instructor
MUAP 1206 is a continuation of MUAP 1205.

MUAP 2205. Viola (2-2-0)

Prerequisite: MUAP 1206 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1202 is a continuation of MUAP 1201.

MUAP 2201. Violin (2-2-0)

Prerequisite: MUAP 1202 and consent of instructor

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 and consent of instructor

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 and consent of instructor

MUAP 1210 is a continuation of MUAP 1209.

MUAP 2209. Violoncello (2-2-0)

Prerequisite: MUAP 1210 and consent of instructor

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 and consent of instructor

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: MUAP 1183/1283 or Permission of instructor

Topics in this course will include principles of correct breathing and fundamentals of tone production, diction, and performance preparation. The repertoire will be selected from simple vocal literature in English and foreign languages. Technique will be developed through selected vocalizes.

MUAP 1282. Voice (2-2-0)
 Prerequisite: MUAP 1281 and consent of instructor

MUAP 1282 is a continuation of MUAP 1281.

MUAP 2281. Voice (2-2-0)
 Prerequisite: MUAP 1282 and consent of instructor

Topics in this course will build upon the principles of correct breathing, fundamentals of tone production, diction, and performance preparation from MUAP 1281 and 1282. The repertoire 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 and consent of instructor

MUAP 2282 is a continuation of MUAP 2281 and will culminate in a 30-minute mini-recital using literature from MUAP 1281, 1282, 2281, and 2282. This performance will be schedule during the department's Performance Labs.

APPLIED MUSIC - CLASS INSTRUCTION COURSES

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 I (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 II (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 III (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 I (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 II (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 III (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 IV (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 I (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 II (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 III (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 IV (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 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 the use of musical notation.

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 1258. Opera Workshop (2-1-2)

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 1262. Vocal Diction I (2-2-0)

Prerequisite: Consent of instructor

This course is a study of the phonetic sounds of the English, French, German, or Italian languages to promote the ability to sing in those languages.

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 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, transportation, and patriotic tunes such as America.

MUSI 2211. Theory of Music III (2-2-1)

Prerequisites: MUSI 1212 and concurrent enrollment in MUSI 2216

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

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

This course is a continuation of MUSI 2216.

ENSEMBLE COURSES

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 1123. Latin Jazz Ensemble (1-0-3)

Prerequisites: Audition or consent of instructor

The Latin Jazz Ensemble performs the various styles of Latin jazz, as well as other styles of jazz influenced by Latin rhythms. The repertoire includes music from Cuba, Puerto Rico, Mexico, Africa, and the United States. Instrumentation consists of trumpet, trombone, saxophone, Latin percussion, piano, and bass. 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. The ensemble will rehearse and perform chamber ensemble literature appropriate to the abilities of the players. There will be three rehearsal hours per week.

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 11th century to the present. The ensemble rehearses three 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.

NURSING EDUCATION DEPARTMENT

Ruth Dryer-Richard, Chairperson
NEB 100, 733-2375
www.accd.edu/sac/nursing

The Department of Nursing Education offers:

- Associate of 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, 33rd Floor, New York, NY 10006, phone: 212-363-5555, fax: 212-812-0391), 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. (No scholastic probation)
 - 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 able to complete the online application for the Nursing Program.

➤ Apply to San Antonio College for admission. An application to the college may be made online.

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.

All Nursing applications are required to show written evidence of immunization for:

- 1) Hepatitis B, series of 3
- 2) Rubella
- 3) Diphtheria Tetanus Toxoid within past 10 years
- 4) Varicella
- 5) Current (within 1 year) of PPD for tuberculosis

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.

Every applicant accepted into the nursing program, must have a criminal background check and drug testing.

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

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. Students must complete the program study within 5 years of the date of acceptance.

CONTINUING NURSING EDUCATION

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.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN:

NURSING: GENERIC

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.

General Education Courses 31 Credit Hours	Credit Hours
¹ BIOL 2401 Human Anatomy and Physiology I.....	4
BIOL 2402 Human Anatomy and Physiology II	4
BIOL 2420 Microbiology and Pathology	4
CHEM 1105 Introductory Chemistry Laboratory I	1
CHEM 1305 Introduction to Chemistry OR	3
CHEM 1405 Introductory Chemistry I.....	4
ENGL 1301 Freshman Composition I	3

ENGL 1302 Freshman Composition II	3
PHIL 2306 Ethics (WI)	3
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
Technical Education Courses: 41 Credit Hours	Credit Hours
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1st Semester	
2 RNSG 1260 Clinical Course - Introduction to Nursing	2
2 RNSG 1262 Clinical Course - Common Concepts of Adult Health	2
2 RNSG 1341 Common Concepts of Adult Health	3
2 RNSG 1309 Introduction to Nursing	3
2nd Semester	
RNSG 1201 Pharmacology.....	2
2 RNSG 1263 Clinical Course - Complex Concepts of Adult Health	2
2 RNSG 1343 Complex Concepts of Adult Health.....	3
2 RNSG 2213 Mental Health Nursing	2
2 RNSG 2260 Clinical Course - Mental Health Nursing	2
3rd Semester	
2 RNSG 2201 Care of Children and Their Families.....	2
RNSG 2207 Transition to Nursing Practice (SI)	2
2 RNSG 2208 Maternal/Newborn Nursing and Women’s Health	2
2 RNSG 2261 Clinical Course -Maternal/Newborn Nursing and Women’s Health.....	2
2 RNSG 2262 Clinical Course - Care of Children and Their Families	2
4th Semester	
2 RNSG 2221 Management of Client Care (SI)	2
2 RNSG 2263 Clinical Course - Advanced Concepts of Adult Health.....	2
2 RNSG 2331 Advanced Concepts of Adult Health	3
2 RNSG 2361 Clinical Course - Management of Client Care	3

¹ Prerequisite to admission to program.
² These flex term courses are eight weeks in length.

Electives (Optional)	Credit Hours
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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 Associate of Applied Science Degree Credit 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 (SI) and RNSG 2221 Management of Client Care (SI)

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.

NURSING: CAREER MOBILITY - LVN TO RN

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.

General Education Courses: 31 Credit Hours	Credit Hours
¹ BIOL 2401 Human Anatomy and Physiology	4
BIOL 2402 Human Anatomy and Physiology	4
BIOL 2420 Microbiology and Pathology	4
CHEM 1105 Introductory Chemistry Laboratory I	1
CHEM 1305 Introduction to Chemistry	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
PHIL 2306 Ethics (WI).....	3
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
Technical Education Courses: 40 Credit Hours	Credit Hours
1st Semester	
RNSG 1261 Clinical - Concepts of Nursing Practice I for Articulating Students.....	2
RNSG 1417 Concepts of Nursing Practice I for Articulating Students	4
RNSG 2213 Mental Health Nursing.....	2
RNSG 2260 Clinical - Mental Health Nursing	2
² RNSG Course Credit	10
2nd Semester	
³ RNSG 2201 Care of Children and Families.....	2
RNSG 2207 Transition in Nursing (SI)	2
³ RNSG 2208 Maternal/Newborn Nursing and Women's Health	2
³ RNSG 2261 Clinical - Maternal/Newborn Nursing and Women's Health	2
³ RNSG 2262 Clinical - Care of Children and Their Families.....	2
3rd Semester	
³ RNSG 2221 Management of Client Care (SI)	2
³ RNSG 2263 Clinical - Advanced Concepts of Adult Health.....	2
³ RNSG 2331 Advanced Concepts of Adult Health	3
³ RNSG 2361 Clinical - Management of Client Care	3
Electives (Optional)	Credit Hours
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 Associate of Applied Science Degree Credit Hours: 71

¹ Prerequisite to admission to program.

² 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 - Concepts of Nursing Practice I for Articulating Students.

³ These flex courses are eight weeks in length.

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 (SI) and RNSG 2221 Management of Client Care (SI)

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.

COURSES

RNSG 1260. Clinical - Introduction to Nursing (2-0-6)

Prerequisite: Admission to the Associate Degree Nursing Program and concurrent enrollment in RNSG 1309

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 1309, RNSG 1260, 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 1309, RNSG 1260, 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 1309, RNSG 1260, 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 (3-2-2)

Prerequisites: RNSG 1309, RNSG 1260, 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 (3-2-2)

Prerequisites: RNSG 1309, RNSG 1260, 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 1309. Introduction to Nursing (3-2-2)

Prerequisite: Admission to the Associate Degree Nursing Program and concurrent enrollment in RNSG 1260

Overview of nursing and the role of the professional nurse as a provider of care, coordinator of care and member of a profession. Topics include knowledge, judgement, skills, and professional values within a legal/ethical framework.

RNSG 1417. Concepts of Nursing Practice I for Articulating Students (4-3-2)

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 (SI) (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 1260, 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 (SI) (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 1260, 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 (3-2-2)

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.

PHILOSOPHY DEPARTMENT

Dr. John R. Visintainer, Chairperson

MLC 547, 733-2395

www.accd.edu/sac/phil/default.htm

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.

COURSES

PHIL 1301. Introduction to Philosophy (WI) (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 (WI) (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 (WI) (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.

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.

PHYSICS, ENGINEERING, AND ARCHITECTURE DEPARTMENT

Jerry O'Connor, Chairperson

CAC 238, 733-2836

www.accd.edu/sac/phys/ • www.accd.edu/sac/engr/ • www.accd.edu/sac/arch/

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.

ASSOCIATE OF ARTS DEGREE IN:

ARCHITECTURE

Communications: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

- Students Must Choose One From:3
 - SPCH 1311 Fundamentals of Speech
 - SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
 - ¹ ARAB 1411 Beginning Arabic I
 - ¹ ARAB 1412 Beginning Arabic II
 - ² FREN 1300 Beginning Conversational French I
 - ² FREN 1310 Beginning Conversational French II
 - ¹ FREN 1411 Elementary French I
 - ¹ FREN 1412 Elementary French II
 - ¹ FREN 2311 Intermediate French I
 - ¹ FREN 2312 Intermediate French II
 - ² GERM 1300 Beginning Conversational German I
 - ² GERM 1310 Beginning Conversational German II
 - ¹ GERM 1411 Elementary German I
 - ¹ GERM 1412 Elementary German II
 - ¹ GERM 2311 Intermediate German I
 - ¹ GERM 2312 Intermediate German II
 - ² ITAL 1311 Beginning Italian I
 - ² ITAL 1312 Beginning Italian II
 - ¹ ITAL 1411 Elementary Italian I
 - ¹ ITAL 1412 Elementary Italian II

- ² JAPN 1311 Beginning Conversational Japanese I
- ² JAPN 1312 Beginning Conversational Japanese II
- ¹ JAPN 1411 Elementary Japanese I
- ¹ JAPN 1412 Elementary Japanese II
- ² SPAN 1300 Beginning Conversational Spanish I
- ² SPAN 1310 Beginning Conversational Spanish II
- ¹ SPAN 1411 Elementary Spanish I
- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 4 Credit Hours Credit Hours

⁴ MATH 2412 Precalculus4

Natural Sciences: 7 Credit Hours Credit Hours

PHYS 1401 General Physics I4

Students Must Choose One From:3

ANTH 2301 Introduction to Physical Anthropology

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

Humanities, Literature, & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

IDST 2374 World Literature I, The Narrative Mode (WI)

IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)

Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

FREN 2312 Intermediate French II

GERM 2312 Intermediate German II

HIST 2321 World Civilization to the Fifteenth Century

HIST 2322 World Civilization since the Fifteenth Century

HUMA 1301 The Humanistic Tradition

HUMA 1302 Humanistic Foundations of Modern World

HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)

PHIL 2306 Ethics (WI)

SPAN 2312 Intermediate Spanish II

SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

ARCH 1301 History of Architecture I3

Social & Behavioral Sciences: 15 Credit Hours Credit Hours**History: 6 Credit Hours**

HIST 1301 History of the United States, Part I3

HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3

GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

ANTH 2351 Introduction to Cultural Anthropology

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

⁵ Kinesiology / Dance: 2 Credit Hours Credit Hours⁶ Any Two One-Hour Activity Course Required for a Degree Awarded

Other Than by Distance (Internet, Videocourse)2

Architecture: Minimum of 15 Credit Hours Credit Hours

Students Must Choose a Minimum of 15 Credit Hours From:15

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 Associate of Arts Degree Credit 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.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Students not prepared to enroll in MATH 2412 Precalculus may be required to enroll in MATH 1314 College Algebra.

⁵ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁶ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

ASSOCIATE OF SCIENCE DEGREE IN: ENGINEERING

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

Students Must Choose One From:3

SPCH 1311 Fundamentals of Speech

SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

Students Must Choose One From:3

¹ ARAB 1411 Beginning Arabic I

¹ ARAB 1412 Beginning Arabic II

² FREN 1300 Beginning Conversational French I

² FREN 1310 Beginning Conversational French II

¹ FREN 1411 Elementary French I

¹ FREN 1412 Elementary French II

¹ FREN 2311 Intermediate French I

¹ FREN 2312 Intermediate French II

² GERM 1300 Beginning Conversational German I

² GERM 1310 Beginning Conversational German II

¹ GERM 1411 Elementary German I

¹ GERM 1412 Elementary German II

¹ GERM 2311 Intermediate German I

¹ GERM 2312 Intermediate German II

² ITAL 1311 Beginning Italian I

² ITAL 1312 Beginning Italian II

¹ ITAL 1411 Elementary Italian I

¹ ITAL 1412 Elementary Italian II

² JAPN 1311 Beginning Conversational Japanese I

² JAPN 1312 Beginning Conversational Japanese II

¹ JAPN 1411 Elementary Japanese I

¹ JAPN 1412 Elementary Japanese II

² SPAN 1300 Beginning Conversational Spanish I

² SPAN 1310 Beginning Conversational Spanish II

- ¹ SPAN 1411 Elementary Spanish I
- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 4 Credit Hours Credit Hours

⁴ Math 2413 Calculus I4

Natural Sciences: 8 Credit Hours Credit Hours

PHYS 2425 University Physics I4

PHYS 2426 University Physics II4

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I3

HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3

GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

- ANTH 2351 Introduction to Cultural Anthropology
- 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

⁵ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁶ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Engineering: Minimum of 15 Credit Hours Credit Hours

Students Must Choose a Minimum of 15 Credit Hours From:15

- ENGR 1201 Introduction to Engineering
- ENGR 1204 Engineering Graphics I
- ENGR 1205 Engineering Graphics II
- ENGR 1370 Engineering Problems
- ENGR 1407 Plane Surveying
- ENGR 2301 Statics
- ENGR 2302 Dynamics
- ENGR 2304 Computer Programming for Engineering Applications
- ENGR 2305 Fundamentals of Electrical Engineering
- ENGR 2370 Applied Engineering Mathematics
- ENGR 2403 Statics and Dynamics
- MATH 2414 Calculus II
- PHYS 2427 University Physics III

Total Associate of Science Degree Credit Hours: 65

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ Students not prepared to enroll in MATH 2413 Calculus I may be required to take MATH 1314 College Algebra and/or MATH 2412 Precalculus.

⁵ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁶ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

- 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** (3-2-4)
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 CAD and 3D Modeling Software. Instruction will include the use of CAD and 3D Modeling Software to create two- and three-dimensional drawings of various types including plans, elevations, sections, paralines, perspectives, 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.

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 2425 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. Circuit Analysis and Network Theory (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 2425 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.

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 1305. Introductory Physics I (3-3-0)

Prerequisite: See course placement guidelines

This is a non-technical course that explores some of the fundamental rules of nature. The topics of motion, mechanics, heat, and sound are presented in a conceptual context. This course is recommended for students with no previous physics experience and for those who do not need a math-intensive course as a prerequisite for further work in science, engineering, mathematics, or medicine. Normally, only one of the following physics courses would be accepted for physics credit in most degree programs: PHYS 1305, 1401, or 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 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 2425. University Physics I (4-3-3)

Prerequisite: MATH 2413 or equivalent

Recommended co-requisite: MATH 2414

This course is for students who need a calculus-based physics course, with laboratory, such as majors or minors in engineering, mathematics, or physical science. The fundamental laws and principles governing the mechanics of point particles, rigid bodies, fluids, and oscillations are presented. Topics are addressed in a problem-solving context and supported by tutorial exercises and experiments. Elementary computer applications are also introduced and utilized in the course. Normally, only one of the following physics courses would be accepted for physics credit in most degree programs: PHYS 1305, 1401, or 2425.

PHYS 2426. University Physics II (4-3-3)

Prerequisite: PHYS 2425 or equivalent

Recommended co-requisite: MATH 2415

This course is designed to follow PHYS 2425 with an introduction to the basic principles governing traveling waves, optics, electric and magnetic fields, and selected topics in electric circuits. An emphasis is placed on problem solving and integrating concepts from mechanics and calculus. Spreadsheets and word processing applications are also utilized. Only one of the following courses is normally accepted for physics credit in most degree programs: 1307, 1402, or 2426.

PHYS 2427. University Physics III (4-3-3)

Prerequisite: PHYS 2426 or equivalent

This course is designed to follow PHYS 2426 with an introduction to the basic principles governing thermal physics: work, heat, the laws of thermodynamics, and modern physics, including relativity and quantum physics. An emphasis is placed on problem solving and integrating concepts from classical theory and calculus. Spreadsheets and word processing applications are also utilized.

POLITICAL SCIENCE DEPARTMENT

Dr. Paul Wilson, Chairperson

CAC 223, 733-2545

www.accd.edu/sac/gov/default.htm

POLITICAL SCIENCE

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.

ASSOCIATE OF ARTS DEGREE IN:

POLITICAL SCIENCE

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	

- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

- Students Must Choose One From:3
- MATH 1314 College Algebra
 - MATH 1332 Liberal Arts Mathematics
 - 4 Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours Credit Hours

- Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
- IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 21 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Geography: 6 Credit Hours

- Students Must Choose Two From:6
- GEOG 1302 Culture Geography
 - GEOG 1303 Geography of the World
 - GEOG 1304 Geography of Mexico, Central America, and the Carribean
 - GEOG 2312 Economic Geography

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

- Students Must Choose One From:3
- ECON 1301 Introduction to Economics
 - ECON 2301 Principles of Macroeconomics
 - HIST 2321 World Civilization to the Fifteen Century
 - HIST 2322 World Civilization Since the Fifteenth Century
 - HUMA 2319 American Minorities
 - PHIL 2303 Introduction to Logic
 - PHIL 2306 Ethics (WI)
 - PSYC 2301 General Psychology
 - PSYC 2371 Abnormal Psychology
 - SOCI 1301 Introduction to Sociology

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

- ⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
Other Than by Distance (Internet, Videocourse)2

⁸ Political Science: 9 Credit Hours Credit Hours

- GOVT 2304 Introduction to Political Science3
- GOVT 2378 Introduction to International Relations3
- GOVT 2389 Academic Internship3

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁸ Students must take 15 hours in government/political science and related courses in addition to core courses GOVT 2301 and 2302.

COURSES

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 2311. Mexican-American Politics**(3-3-0)**

Prerequisite: GOVT 2301 or GOVT 2302

This course focuses on the history, ideology and political environment which have had a direct effect on the political development of the ethnic group. It will include an analysis of U.S. ideology and its impact on the group's sense of national identity, their struggle to attain meaningful electoral participation, and their effort towards achieving due process and civil rights. The course will provide not only a better understanding of the Mexican American electorate but an overall assessment of the relevancy of U.S. political ideology.

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.

PRE-MEDICAL/PRE-DENTAL PROGRAMS

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.

English: 6 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Mathematics: 4 Credit Hours	Credit Hours
MATH 2413 Calculus I.....	4
Sciences: 42 Credit Hours	Credit Hours
Biology: 16 Credit Hours	
BIOL 1406 General Biology I	4
BIOL 1407 General Biology II.....	4
BIOL 2416 Genetics	4
BIOL 2421 General Microbiology	4
Chemistry : 18 Credit Hours	
CHEM 1411 General Chemistry I	4
CHEM 1412 General Chemistry II.....	4
CHEM 2223 Organic Chemistry Laboratory I.....	2
CHEM 2323 Organic Chemistry I	3
CHEM 2225 Organic Chemistry Laboratory II	2
CHEM 2325 Organic Chemistry II	3
Physics : 8 Credit Hours	
PHYS 1401 General Physics I	4
PHYS 1402 General Physics II	4

Total Credit Hours: 52

PROTECTIVE SERVICES DEPARTMENT

Gary Fox, Chairperson
CAC 136G, 733-2887

www.accd.edu/sac/protserv/default.htm

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 of 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

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 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

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 local, regional, state, and national 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, diphtheria-pertussis-tetanus (DPT) immunization, the purified protein derivative (PPD) test for tuberculosis, and the hepatitis B series (three shots). The hepatitis B series must be completed prior to the first day of clinical rotations. All EMS Program students will be required to have a criminal background check.

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 1501 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 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

For those individuals who would like to pursue a certificate in a given specialty in fire science, law enforcement, emergency medical services, and homeland security, the options are:

- 1 Arson Investigator.
- 1 Basic Firefighter.
- 2 Emergency Medical Technician - Basic.
- 2 Emergency Medical Technician - Paramedic.
- 1 Fire Inspector.
- Forensic Science.
- Homeland Security Administration
- Law Enforcement.

¹ 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.

² 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).

ASSOCIATE OF ARTS DEGREE IN: CRIMINAL JUSTICE

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 of Applied Science Degree.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

- Students Must Choose One From:3
 - SPCH 1311 Fundamentals of Speech
 - SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
 - ¹ ARAB 1411 Beginning Arabic I
 - ¹ ARAB 1412 Beginning Arabic II
 - ² FREN 1300 Beginning Conversational French I
 - ² FREN 1310 Beginning Conversational French II
 - ¹ FREN 1411 Elementary French I
 - ¹ FREN 1412 Elementary French II
 - ¹ FREN 2311 Intermediate French I
 - ¹ FREN 2312 Intermediate French II
 - ² GERM 1300 Beginning Conversational German I
 - ² GERM 1310 Beginning Conversational German II
 - ¹ GERM 1411 Elementary German I
 - ¹ GERM 1412 Elementary German II
 - ¹ GERM 2311 Intermediate German I
 - ¹ GERM 2312 Intermediate German II
 - ² ITAL 1311 Beginning Italian I
 - ² ITAL 1312 Beginning Italian II
 - ¹ ITAL 1411 Elementary Italian I
 - ¹ ITAL 1412 Elementary Italian II
 - ² JAPN 1311 Beginning Conversational Japanese I
 - ² JAPN 1312 Beginning Conversational Japanese II
 - ¹ JAPN 1411 Elementary Japanese I
 - ¹ JAPN 1412 Elementary Japanese II
 - ² SPAN 1300 Beginning Conversational Spanish I
 - ² SPAN 1310 Beginning Conversational Spanish II
 - ¹ SPAN 1411 Elementary Spanish I
 - ¹ SPAN 1412 Elementary Spanish II
 - ¹ SPAN 2311 Intermediate Spanish I
 - ¹ SPAN 2312 Intermediate Spanish II
 - ³ SGNL 1301 American Sign Language (ASL) I
 - ³ SGNL 1302 American Sign Language (ASL) II
 - ³ SGNL 2301 American Sign Language (ASL) III
 - ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

- Students Must Choose One From:3
 - MATH 1314 College Algebra
 - MATH 1332 Liberal Arts Mathematics
 - ⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours **Credit Hours**

- Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
 - IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
 - FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From3
 - ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

- Students Must Choose One From:3
 - ANTH 2351 Introduction to Cultural Anthropology

- 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Criminal Justice: 15 Credit Hours Credit Hours

CRIJ 1301 Introduction to Criminal Justice.....	3
CRIJ 1306 Court Systems and Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2313 Correctional Systems and Practices	3
CRIJ 2328 Police Systems and Practices	3

Total Associate of Arts Degree Credit Hours: 63

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.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
 CRIMINAL JUSTICE: CORRECTIONAL SCIENCE (TECH PREP PROGRAM)**

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

PROTECTIVE SERVICES

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.

General Education Courses: 33-34 Credit Hours **Credit Hours**

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Sociology Elective.....	3
² Students Must Choose One Foreign Language Elective	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 (WI)	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	
Students Must Choose One From:	3-4
Math Elective	
Natural Science Elective	

Technical Education Courses: 24 Credit Hours **Credit Hours**

³ CJCR 1307 (CRIJ 2313) LE - Correctional Systems and Practices	3
³ CJCR 2324 (CRIJ 2301) LE - Community Resources in Corrections	3
CJCR 2325 LE - Legal Aspects of Corrections	3
³ CJSA 1312 (CRIJ 1307) Crime in America.....	3
³ CJSA 1313 (CRIJ 1306) Court Systems and Practices	3
³ CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice.....	3
³ CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law	3
Any Computer-dedicated Course	3

Electives: 8 Credit Hours **Credit Hours**

Students Must Choose From:	8
CJCR 1300 LE - Basic Jail Course	
CJCR 1304 LE - Probation and Parole	
CJCR 2280 Cooperative Education - Corrections/Correctional Administration (Capstone)	
CJSA 1308 Criminalistics I	
⁴ CJSA 1317 (CRIJ 1313) Juvenile Justice System	
CJSA 1325 Criminology	
⁴ CJSA 1342 (CRIJ 2314) Criminal Investigation	
⁴ CJSA 1359 (CRIJ 2328) Police Systems and Practices	
⁴ CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement	
CJSA 2323 Criminalistics II	

Total Associate of Applied Science Degree Credit Hours: 65-66

¹ Choose from any sociology, social work or appropriate IDST courses.

² Spanish is preferred.

³ These courses have criminal justice (CRIJ) transfer equivalent courses. See the department chairman for more information.

⁴ 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.

CRIMINAL JUSTICE: FORENSIC SCIENCE AND HOMELAND SECURITY

General Education Courses: 32-33 Credit Hours Credit Hours

ANTH 2301 Introduction to Physical Anthropology	3
BIOL 1406 Biology I	4
CHEM 1411 General Chemistry I	4
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
MATH 1314 College Algebra.....	3
SPAN 1300 Beginning Conversational Spanish I	3
SPCH 1311 Fundamentals of Speech.....	3
Students Must Choose One Humanities/Fine Arts Elective From:.....	3-4

- ARAB 1411 Beginning Arabic I
- ARAB 1412 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

¹ Technical Education Courses: 36 Credit Hours Credit Hours

CJLE 1345 Intermediate Crime Scene Investigation	3
CJSA 1308 Criminalistics I	3
CJSA 2323 Criminalistics II	3
CRIJ 1306 Court Systems and Practices	3

CRIJ 2314 Criminal Investigation3
 CRIJ 2323 Legal Aspects of Law Enforcement3
 HMSY 1337 Introduction to Homeland Security3
 HMSY 1338 Homeland Security Emergency Communications Management3
 HMSY 1339 Homeland Security Emergency Contingency Planning3
 HMSY 1340 Homeland Security Intelligence Operations3
 HMSY 1341 Critical Infrastructure Protection3
 HMSY 1342 Understanding and Combating Terrorism3

Total Associate of Applied Science Degree Credit Hours: 68-69

¹ Any Criminal Justice course may be substituted with approval of the program coordinator.

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

CRIMINAL JUSTICE: LAW ENFORCEMENT (TECH PREP PROGRAM)

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.

General Education Courses: 33-34 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech	3
¹ Students Must Choose One Sociology Elective	3
² Students Must Choose One Foreign Language Elective	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 (WI)	
PHIL 2306 Ethics (WI)	
SPAN 2312 Intermediate Spanish II	

SPAN 2321 Introduction to Hispanic Literature
 Students Must Choose One From:3-4
 MATH Elective
 Natural Science Elective

Technical Education Courses: 24 Credit Hours	Credit Hours
³ CJSA 1312 (CRIJ 1307) Crime in America.....	3
³ CJSA 1313 (CRIJ 1306) Court Systems and Practices	3
³ CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice.....	3
³ CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law	3
³ CJSA 1342 (CRIJ 2314) Criminal Investigation	3
³ CJSA 1359 (CRIJ 2328) Police Systems and Practices.....	3
³ CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement.....	3
Students Must Choose Any Computer-Dedicated Course	3

Electives: 8 Credit Hours	Credit Hours
Students Must Choose From:	8
CJCR 1300 LE - Basic Jail Course	
CJCR 1304 LE - Probation and Parole	
⁴ CJCR 1307 (CRIJ 2313) LE - Correctional Systems and Practices	
⁴ CJCR 2324 (CRIJ 2301) LE - Community Resources in Corrections	
CJCR 2325 LE - Legal Aspects of Corrections	
CJLE 1333 Traffic Law and Investigation	
⁵ CJLE 1506 Basic Peace Officer I	
⁵ CJLE 1512 Basic Peace Officer II	
⁵ CJLE 1518 Basic Peace Officer III	
⁵ CJLE 1524 Basic Peace Officer IV (Capstone)	
CJLE 2284 Cooperative Education - Law Enforcement/Police Science (Capstone)	
CJSA 1308 Criminalistics I	
⁴ CJSA 1317 (CRIJ 1313) Juvenile Justice System	
CJSA 1325 Criminology	
⁴ CJSA 1359 (CRIJ 2328) Police Systems and Practices	
CJSA 2323 Criminalistics II	

Total Associate of Applied Science Degree Credit Hours: 65-66

- ¹ Choose from any sociology, social work or appropriate IDST courses.
- ² Spanish is preferred.
- ³ These courses have criminal justice (CRIJ) transfer equivalent courses. See the program coordinator for more information.
- ⁴ These courses have criminal justice (CRIJ) transfer equivalent courses. See the department chairman for more information.
- ⁵ Equivalent of TCLEOSE basic peace officer license.

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: 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.

EMERGENCY MANAGEMENT ADMINISTRATION & HOMELAND SECURITY

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.

<u>General Education Courses: 30 Credit Hours</u>	<u>Credit Hours</u>
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
PSYC 2317 Introduction to Statistics.....	3
SPCH 1311 Fundamentals of Speech.....	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 1407 General Biology II	
CHEM 1412 General Chemistry II	
PHYS 1402 General Physics II	
Students Must Choose One From:	3
HUMA 1301 Introduction to Humanities	
PHIL 1301 Introduction to Philosophy (WI)	
<u>Technical Education Courses: 41 Credit Hours</u>	<u>Credit Hours</u>
EMAP 1176 Internship (Capstone).....	1
EMAP 1373 Leadership, Decision Making, and Effective Communications	3
EMAP 1374 Developing Volunteer Resources and Donations Management	3
EMAP 1377 Mass Casualties, Mass Fatalities, and Incident Command	3
EMAP 1378 Exercise Design and Evaluation	3
EMAP 1471 Principles of Basic Emergency Management and Emergency Planning	4
FIRT 1315 Hazardous Materials I	3
HMSY 1337 Introduction to Homeland Security.....	3
HMSY 1342 Understanding and Combating Terrorism.....	3
HMSY 1341 Critical Infrastructure Protection	3
¹ Students Must Choose One Directed Elective	3
Students Must Choose One From:	3
HMSY 1343 Weapons of Mass Destruction	
HMSY 1391 Special Topics in Homeland Security	
Students Must Choose One From:	3
COSC 1301 Computer Literacy	
ITSC 1301 Introduction to Computers	
Students Must Choose One From:	3
BMGT 1303 Principles of Management	
CRIJ 2328 Police Systems and Practices	
EMSP 1391 EMS Supervision and Management	

FIRT 1309 Fire Administration I
 FIRT 1349 Fire Administration II

Total Associate of Applied Science Degree Credit Hours: 71

¹ Students can take any FIRT, CRIJ, EMSP, or HMSY course that is not required in the degree curriculum.

Exit Competencies

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

EMERGENCY MEDICAL SERVICES (EMS)

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: DPT, MMR, PPD test for TB, and hepatitis B series. The hepatitis B series must be completed prior to the first day of clinical rotations.

☞ Request an interview with the program coordinator or another EMS faculty member.

☞ Pass a criminal background check.

☞ Meet college-level skills for English, mathematics, and reading for EMSP 1501 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 and have successfully completed BIOL 2401 with a “C” or better and be a nationally registered TDSHS-certified basic or intermediate EMT.

General Education Courses: 29 Credit Hours **Credit Hours**

BIOL 2401 Human Anatomy and Physiology	4
BIOL 2402 Human Anatomy and Physiology	4
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and 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 (WI)	
PHIL 2306 Ethics (WI)	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	

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Technical Education Courses: 43 Credit Hours	Credit Hours
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 and Airway Management	3
EMSP 1501 Emergency Medical Technician - Basic	5
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
ITSC 1301 Introduction to Computers	3

Total Associate of Applied Science Degree Credit Hours: 72

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:

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

FIRE AND ARSON INVESTIGATION

General Education Courses: 31 Credit Hours	Credit Hours
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
ENGL 2311 Technical Writing	3
GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government	3
HIST 1301 History of the United States I	3
KINE 1104 Physical Conditioning	1
MATH 1314 College Algebra	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	
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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Technical Education Courses: 36 Credit Hours	Credit Hours
CRIJ 1301 Introduction to Criminal Justice.....	3
CRIJ 1306 Courts and Criminal Procedures	3
CRIJ 2314 Criminal Investigation	3
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
¹ Students Must Choose One FIRT Elective From Approved List.....	3
Electives: 3 Credit Hours	Credit Hours
¹ Students Must Choose One FIRT Elective from Approved List	3

Total Associate of Applied Science Degree Credit Hours: 70

- ¹ 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

FIRE SCIENCE

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.

PROTECTIVE SERVICES

<u>General Education Courses: 19 Credit Hours</u>	<u>Credit Hours</u>
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 Mathematics	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 (WI)	
PHIL 2306 Ethics (WI)	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	

<u>Technical Education Courses: 52 Credit Hours</u>	<u>Credit Hours</u>
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
ITSC 1301 Introduction to Computers	3

Total Associate of Applied Science Degree Credit Hours: 71

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 1332 Liberal Arts Math or higher

Computer Competency:

ITSC 1301 Introduction to Computers

FIRE SCIENCE/FIRE FIGHTING WITH AN EMPHASIS IN HOMELAND SECURITY

General Education Courses: 19 Credit Hours	Credit Hours
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 Mathematics	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 (WI)	
PHIL 2306 Ethics (WI)	
SPAN 2312 Intermediate Spanish II	
SPAN 2321 Introduction to Hispanic Literature	
Technical Education Courses: 51 Credit Hours	Credit Hours
FIRT 1309 Fire Administration I	
FIRT 1315 Hazardous Materials I	3
FIRT 1327 Building Construction in the Fire Service	3
FIRT 1331 Tactics and Strategies I.....	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
HMSY 1337 Introduction to Homeland Security.....	3
HMSY 1338 Homeland Security Emergency Communications Management	3
HMSY 1339 Homeland Security Emergency Contingency Planning	3
HMSY 1341 Critical Infrastructure Protection	3
HMSY 1342 Understanding and Combating Terrorism.....	3
HMSY 1343 Weapons of Mass Destruction.....	3
ITSC 1301 Introduction to Computers	3

Total Associate of Applied Science Degree Credit Hours: 70

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 1332 Liberal Arts Math or higher

Computer Competency:

ITSC 1301 Introduction to Computers

FORENSICS: CRIMINAL JUSTICE

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.

General Education Courses: 32-33 Credit Hours	Credit Hours
ANTH 2301 Introduction to Physical Anthropology	3
BIOL 1406 Biology I	4
CHEM 1411 General Chemistry I	4
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
MATH 1314 College Algebra.....	3
SPAN 1300 Beginning Conversational Spanish I	3
SPCH 1311 Fundamentals of Speech.....	3
Students Must Choose One Humanities/Fine Arts Elective From:.....	3-4
ARAB 1411 Beginning Arabic I	
ARAB 1412 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 (WI)	
PHIL 2303 Introduction to Logic (WI)	
MUSI 1306 Music Appreciation	
SPAN 1411 Elementary Spanish I	
SPAN 1412 Elementary Spanish II	

Technical Education Courses: 32 Credit Hours	Credit Hours
CJLE 1345 Intermediate Crime Scene Investigation	3
CJLE 2284 Cooperative 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 Court Systems and Practices	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2323 Legal Aspects of Law Enforcement	3
CRIJ 2328 Police Systems and Practices	3
ITSC 1301 Introduction to Computers.....	3

Total Associate of Applied Science Degree Credit Hours: 64-65

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

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

LEVEL II CERTIFICATE IN:

HOMELAND SECURITY ADMINISTRATION

Technical Education Courses: 47 Credit Hours	Credit Hours
CRIJ 2314 Criminal Investigation	3
EMAP 1372 Exercise Design and Evaluation	3
EMAP 1377 Mass Casualties, Mass Fatalities, and Incident Command	3
EMAP 1471 Principles of Emergency Management and Emergency Planning	4
FIRT 1303 Fire Arson Investigation I	3
HMSY 1337 Introduction to Homeland Security	3
HMSY 1338 Homeland Security Emergency Communications Management	3
HMSY 1339 Homeland Security Emergency Contingency Planning	3
HMSY 1340 Homeland Security Intelligence Operations	3
HMSY 1341 Critical Infrastructure Protection	3
HMSY 1342 Understanding and Combating Terrorism	3
HMSY 1343 Weapons of Mass Destruction.....	3
HMSY 2337 Managing a Unified Incident Command.....	3
Students Must Choose One From:	3
COMM 1307 Introduction to Mass Communications	
EMAP 1373 Leadership, Decision Making, and Effective Communications	
Students Must Choose One From:	3
EMSP 2332 Mass Disaster Response	
HMSY 2334 Weapons of Mass Destruction: Chemical, Biological, Radiological, and Explosive Foundation Training for Medical Personnel	
Students Must Choose One From:	1
EMAP 1176 Internship	
HMSY 1191 Internship	

Total Level II Certificate Credit Hours: 47

LEVEL I CERTIFICATE IN:

EMERGENCY MEDICAL TECHNICIAN/BASIC

General Education Courses: 10 Credit Hours	Credit Hours
BIOL 2401 Human Anatomy and Physiology	4
ENGL 1301 Freshman Composition I	3
SPCH 1311 Fundamentals of Speech.....	3
Technical Education Courses: 10 Credit Hours	Credit Hours
EMSP 1260 Clinical - Emergency Medical Technology/Technician	2
EMSP 1501 Emergency Medical Technician	5
ITSC 1301 Introduction to Computers	3

Total Level I Certificate Credit Hours: 20

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC

Technical Education Courses: 27 Credit Hours	Credit Hours
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment and Airway Management	3

EMSP 2143 Assessment Based Management	1
EMSP 2261 Clinical - Emergency Medical Technology/Technician	2
EMSP 2330 Special Populations	3
EMSP 2434 Medical Emergencies	4
EMSP 2438 Emergency Operations	4
EMSP 2444 Cardiology	4

Total Level I Certificate Credit Hours: 27

FIRE AND ARSON INVESTIGATION

General Education Courses: 3 Credit Hours	Credit Hours
GOVT 2301 American/Texas: National and State	3
Technical Education Courses: 27 Credit Hours	Credit Hours
CRIJ 2314 Criminal Investigation	3
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
¹ Students Must Choose Two FIRT Electives from Approved List:.....	6

Total Level I Certificate Credit Hours: 30

¹ 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

FIREFIGHTER/BASIC

General Education Courses: 1 Credit Hour	Credit Hours
KINE 1104 Physical Conditioning	1
Technical Education Courses: 26 Credit Hours	Credit 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 Level I Certificate Credit Hours: 27

FIRE INSPECTOR

General Education Courses: 3 Credit Hours	Credit Hours
SPCH 1311 Fundamentals of Speech.....	3
Technical Education Courses: 27 Credit Hours	Credit 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
¹ Students Must Choose Two FIRT Electives from Approved List:.....	6

Total Level I Certificate Credit Hours: 30

¹ 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

FORENSICS: CRIMINAL JUSTICE

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 Credit Hours	Credit Hours
CJLE 1345 Intermediate Crime Scene Investigation	3
CJSA 1308 Criminalistics I	3
CJSA 2323 Criminalistics II	3
CRIJ 1306 Court Systems and Practices	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2323 Legal Aspects of Law Enforcement	3

Total Level I Certificate Credit Hours: 18

HOMELAND SECURITY ADMINISTRATION

Technical Education Courses: 15 Credit Hours	Credit Hours
EMAP 1377 Mass Casualties, Mass Fatalities, and Incident Command	3
HMSY 1337 Introduction to Homeland Security.....	3
HMSY 1339 Homeland Security Emergency Contingency Planning	3
HMSY 1341 Critical Infrastructure Protection	3
HMSY 1342 Understanding and Combating Terrorism.....	3

Total Level I Certificate Credit Hours: 15

LAW ENFORCEMENT

Students completing this certificate can apply the credits to the Associate of Applied Science (AAS) Degree Program in Criminal Justice: Law Enforcement.

Technical Education Courses: 23 Credit Hours	Credit Hours
CJLE 2284 Cooperative Education — Law Enforcement/Police Science.....	2
¹ CJSA 1312 (CRIJ 1307) Crime in America.....	3
¹ CJSA 1313 (CRIJ 1306) Court Systems and Practices	3
¹ CJSA 1322 (CRIJ 1301) Introduction to Criminal Justice.....	3
¹ CJSA 1327 (CRIJ 1310) Fundamentals of Criminal Law	3
¹ CJSA 1342 (CRIJ 2314) Criminal Investigation	3
¹ CJSA 1359 (CRIJ 2328) Police Systems and Practices.....	3
¹ CJSA 2300 (CRIJ 2323) Legal Aspects of Law Enforcement.....	3

Total Level I Certificate Credit Hours: 23

¹ These courses have criminal justice (CRIJ) transfer equivalent courses. See the program coordinator for more information.

MARKETABLE SKILLS CERTIFICATE IN:

EMERGENCY MEDICAL TECHNICIAN/BASIC

Technical Education Courses: 10 Credit Hours	Credit Hours
EMSP 1260 Clinical - Emergency Medical Technology/Technician.....	2
EMSP 1358 EMS Response Strategies	3
EMSP 1501 Emergency Medical Technician (Capstone)	5

Total Level I Certificate Credit Hours: 10

COURSES

CJCR 1300. LE - Basic Jail Course (3-3-0)

(Formerly CRIJ 2320)

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 (3-3-0)

(Same as CRIJ 2313)

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**(2-1-7)**

(Formerly CJLE 2384)

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.
- 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.

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 1373. Leadership, Decision Making, and Effective Communications (3-3-0)
Prerequisite: EMAP 1471 or approval of program coordinator

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. It examines the interpretation of the spoken and unspoken word and the effective utilization of the public information processes of print, radio, and television media. An emphasis is placed on decision-making, problem solving, and critical thinking.

EMAP 1374. Developing Volunteer Resources and Donations Management (3-3-0)
Prerequisite: EMAP 1471 or approval of program coordinator.

This course deals with the broad range of issues in the management of volunteer services and donated materials and supplies. 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.

EMAP 1377. Mass Casualties, Mass Fatality Incidents, and Incident Command (3-3-0)

Prerequisite: EMAP 1471 or approval from program coordinator

This course will study the problems of controlling a disaster scene involving large numbers of casualties and fatalities and coordinating all of the responding agencies. Students will develop an incident command post and emergency operations center while participating in a mass casualty/mass fatality exercise.

EMAP 1378. Exercise Design and Evaluation (3-3-0)

Prerequisite: EMAP 1471 or approval of program coordinator

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. Given a scenario, the students will develop a needs assessment and identify the objectives to be achieved. They will conduct a tabletop, functional, and full-scale exercise and develop an evaluation document.

EMAP 1471. Principles of Basic Emergency Management and Emergency Planning (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. Students will be introduced to the emergency management planning process, planning standards and techniques, and the steps in the development of a basic emergency management plan and its functional annexes.

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 Technology/Technician (2-1-4)

Prerequisites: Proof of DPT, MMR, and Hepatitis B series; TB tine test less than six months old and concurrent enrollment in EMSP 1501

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 1501, 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 1501, 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 1501, 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 1358. EMS Response Strategies - "Street Smart" (3-3-0)

This course uses instruction and scenario application of non-medical issues to prepare a pre-hospital provider to safely and effectively interact with a culturally diverse population.

EMSP 1501. Emergency Medical Technician - Basic (5-3-7)

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 1501, 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 2332. Mass Disaster Response (3-3-0)

This course prepares the first responder for a nuclear, biological, or chemical terrorist attack. Topics discussed include nuclear, biological, and chemical agents, their dissemination, triage, and treatment of mass Casualties resulting from terrorist attacks.

EMSP 2345. EMS Supervision and Management (3-3-2)

This course is a literary review, group discussion, and case study of topics pertinent to the Emergency Medical Services field supervisor or manager.

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.

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.

HMSY 1191. Special Topics in Homeland Security (1-1-0)

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. This course was designed to be repeated multiple times to improve student proficiency.

HMSY 1291. Special Topics in Homeland Security (2-2-0)

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. This course was designed to be repeated multiple times to improve student proficiency.

HMSY 1337. Introduction to Homeland Security (3-3-0)

This course is an overview of homeland security and an evaluation of the progression of homeland security issues throughout Texas and the United States. It examines the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338. Homeland Security Emergency Communications Management (3-3-0)

This course is an in-depth study of the interagency communications systems to include the mutual air associations/LEPC standardized communications systems and centralized communications hubs. It covers coordinating emergency traffic, maintaining communication infrastructure security, and establishing alert and backup communication systems. Topics include political and policy basis of emergency management, technology and emergency management, mitigation, disaster recovery, and hazardous materials awareness. It includes an overview of incident command systems, terrorism and emergency management, mitigation for emergency managers, debris management, and individual and community disaster education.

HMSY 1339. Homeland Security Emergency Contingency Planning (3-3-0)

This course is a study of the procedures for establishing a process and structure for the systematic, coordinated, and effective delivery of emergency assistance to address the consequences of any major disaster or emergency occurring in any region of the U.S. or other countries. An Emergency Contingency Plan will be developed that outlines public and private agency responses, recovery, and mitigation available to augment local, state, and federal efforts to save lives and protect public health, safety, and property. It includes an overview of the types of aid available to individuals and communities after a disaster, interagency and intergovernmental emergency preparedness, planning, training, exercises, coordination, and information exchange leading to the development of supplemental plans and procedures to implement agency response activities to rapidly and efficiently recover from the disaster of emergency.

HMSY 1340. Homeland Security Intelligence Operations (3-3-0)

This course is a study of the intelligence community. Its topics include the role of intelligence and law enforcement which includes the collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability, course development, and adjudication.

HMSY 1341. Critical Infrastructure Protection (3-3-0)

This course covers the identification and analysis of critical infrastructure systems including security and threat assessments, mitigation of threats, and the evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342. Understanding and Combating Terrorism (3-3-0)

This course is a study of terrorism and the reasons why the United States is a terrorist target. Topics include the methods of terrorism, domestic and International terrorism, Islam and radical Islam, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY 1343. Weapons of Mass Destruction (3-3-0)

This course is a study of weapons of mass destruction and hazardous material incidents. It covers hazard and risk assessment, crime scene preservation, chemical agents, toxic industrial chemicals, biological agents, pathogens, radiological agents, explosive devices, detection-sampling and plume models, and decontamination methods. Topics include an overview of incident command systems and personal protection equipment, the critical role of first responders in WMD, mitigation, and survival. Community mitigation plans will be researched as well.

HMSY 1391. Special Topics in Homeland Security (3-3-0)

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. This course was designed to be repeated multiple times to improve student proficiency.

HMSY 2337. Managing a Unified Incident Command (3-3-0)

This course is a study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate situations such as natural disasters, fires, rescue operation, kidnapping, hazardous material spills, mass casualties, terrorism, and/or weapons of mass destruction. It includes the identification and application of key roles and functional responsibilities for professionally managing these types of incidents.

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.

PSYCHOLOGY DEPARTMENT

Dr. Thomas E. Billimek, Chairperson

MLC 677, 733-2601

www.accd.edu/sac/psyc/

This department consists of the Psychology and Drug/Alcohol Abuse Counseling 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 of 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.

HUMAN SERVICES PROGRAM

The Human Services 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 of Applied Science (AAS) Degree or certificates of completion.

The DAAC 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 DAAC 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 DAAC Program coordinator before enrolling in any DAAC course. Students enrolling in any of the DAAC Program degree/certificate options must meet all current basic skill prerequisites for the various DAAC courses offered.

CREDIT GIVEN FOR THE LCDC/CADAC

Credit toward an AAS Degree in DAAC, 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 2307 Addicted Family Intervention, 3 semester hours.
- DAAC 1309 Assessment Skills/Alcohol and Other Drug Addictions, 3 semester hours.
- DAAC 2354 Dynamics of Group Counseling, 3 semester hours.
- DAAC 1317 Basic Counseling Skills, 3 semester hours.
- DAAC 1319 Introduction to Alcohol & Other Drug Additions, 3 semester hours.

- In order to receive credit, the applicant must:
- ☞ Be enrolled in the College’s AAS Degree Program in DAAC, 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 DAAC 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.

**ASSOCIATE OF ARTS DEGREE IN:
PSYCHOLOGY**

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
1 ARAB 1411 Beginning Arabic I	
1 ARAB 1412 Beginning Arabic II	
2 FREN 1300 Beginning Conversational French I	
2 FREN 1310 Beginning Conversational French II	
1 FREN 1411 Elementary French I	
1 FREN 1412 Elementary French II	
1 FREN 2311 Intermediate French I	
1 FREN 2312 Intermediate French II	
2 GERM 1300 Beginning Conversational German I	
2 GERM 1310 Beginning Conversational German II	
1 GERM 1411 Elementary German I	
1 GERM 1412 Elementary German II	
1 GERM 2311 Intermediate German I	
1 GERM 2312 Intermediate German II	
2 ITAL 1311 Beginning Italian I	
2 ITAL 1312 Beginning Italian II	
1 ITAL 1411 Elementary Italian I	
1 ITAL 1412 Elementary Italian II	
2 JAPN 1311 Beginning Conversational Japanese I	
2 JAPN 1312 Beginning Conversational Japanese II	
1 JAPN 1411 Elementary Japanese I	
1 JAPN 1412 Elementary Japanese II	
2 SPAN 1300 Beginning Conversational Spanish I	
2 SPAN 1310 Beginning Conversational Spanish II	

- ¹ SPAN 1411 Elementary Spanish I
- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

- MATH 1314 College Algebra
- MATH 1332 Liberal Arts Mathematics
- ⁴ Any Math Course for which MATH 1314 or MATH 1332 is a Prerequisite

5 Natural Sciences: 7-8 Credit Hours Credit Hours

Students Must Choose One From:4

- BIOL 1408 General Biology I
- BIOL 1409 General Biology II
- BIOL 2401 Human Anatomy and Physiology I
- BIOL 2402 Human Anatomy and 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 3-4 Credit Hours From:3-4

- Any Biology Course
- Any Chemistry Course
- Any Physics Course
- ANTH 2301 Introduction to Physical Anthropology

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARCH 1311 Architecture, Society, and Culture	
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, From Revolutions to Pop	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ANTH 2351 Introduction to Cultural Anthropology	
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	

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded	
Other Than by Distance (Internet, Videocourse)	2

Psychology: 15 Credit Hours Credit Hours

PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
PSYC 2317 Statistical Methods in Psychology	3
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 Associate of Arts Degree Credit 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.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ Four hours of the requirement must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
HUMAN SERVICES**

The Human Services Program offers three specialty options leading to an AAS Degree. Certificates are also offered in Drug/Alcohol Abuse Counseling, Substance Abuse Counseling, Process/Behavioral Addictions, and Addictions Counseling: Criminal Justice Specialization.

Specialty A, Drug/Alcohol Abuse Counseling, 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 Human Services Program coordinator for details.

Specialty C, Counseling Psychology, is designed for students who wish to pursue training in the counseling area but are not necessarily pursuing licensure as a chemical dependency counselor. Students wishing to seek out positions as a mental health technician or similar field, may want to consider this degree option.

Formal 2+2 transfer agreements as well as informal agreements have been established with several local universities. For more information, please contact the Human Services Program coordinator.

San Antonio College is designated as a provider of continuing education for licensure renewal. For further information, please contact the Human Services Program coordinator or the Continuing Education Training Network Division.

Students must meet with the Human Services Program coordinator before enrolling in any DAAC or PSYT course. Students enrolling in any of the Human Services degree/certificate program options must meet all current basic skill prerequisites. See Course Descriptions in section 11 for additional information.

General Education Courses: 34 Credit Hours	Credit Hours
ENGL 1301 English Composition I	3
ENGL 1302 English Composition II	3
GOVT 2301 American/Texas: National and State	3
PSYC 2301 General Psychology	3
PSYC 2314 Lifespan Growth and Development	3
Elective: Students Must Choose One From:	3
PSYC 2371 Abnormal Psychology	
PSYC 2319 Social Psychology	

SOCI 1301 Introduction to Sociology
 SOCW 2361 Introduction to Social Work
 SOCW 2362 Introduction to Welfare
 GERS 1342 Aging & Mental Health or course approved by Program Coordinator (from SOCI, SOCW, PSYC, IDST, GERS)

SPCH 1311 Fundamentals of Speech.....3
 Students Must Choose One From:4
 BIOL 1408 General Biology I
 BIOL 2401 Human Anatomy and Physiology
 BIOL 2404 Human Anatomy and Physiology **OR** any four semester hour Biology course with lab.
 Students Must Choose One From:3
 COSC 1301 Computer Literacy
 ITSC 1301 Introduction to Computers
 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 (WI)
 PHIL 2306 Ethics (WI) **OR** appropriate course listed as a Humanities credit in the current college bulletin.

Technical Education Courses: 24 Credit Hours **Credit Hours**

DAAC 1304 Pharmacology of Addiction.....3
 DAAC 2307 Addicted Family Intervention3
 DAAC 1309 Assessment Skills of AOD Addictions3
 DAAC 1319 Introduction to Alcohol and Other Drug Addiction3
 PSYT 2339 Counseling Theories3
 Students Must Choose One From:3
 PSYT 2301 Psychology of Group Dynamics
 DAAC 2354 Dynamics of Group Counseling
 Students Must Choose One From:3
 PSYT 1329 Interviewing & Communication Skills
 DAAC 1317 Basic Counseling Skills
 Students Must Choose Three Semester Hours From:3
 (1 semester hour must include content in Ethics for Professional Helpers)
 PSYT 1X94 Special Topics in Counseling Psychology
 DAAC 1X91 Special Topics in Alcohol/Drug Abuse Counseling **OR**
 DAAC 2343 Current Issues

Specialties: 3-6 Credit Hours **Credit Hours**

Students Must Choose One of Three Specialties3-6

Total Hours for AAS Degree with any Specialty: 61-64

Specialty A Drug/Alcohol Abuse Counseling: 6 Credit Hours **Credit Hours**

DAAC 2166 Alcohol/Drug Abuse Counseling Practicum I (Capstone)1
 DAAC 2167 Alcohol/Drug Abuse Counseling Practicum II (Capstone).....1
 DAAC 2271 Core Functions2
 DAAC 2272 Case Presentation Method.....2

Specialty B Addiction Studies: 3 Credit Hours **Credit Hours**

DAAC 2329 Clinical Supervision (Capstone)3

Specialty C Counseling Psychology: 3 Credit Hours	Credit Hours
PSYT 2164 Practicum I Clinical Psychology.....	1
Students Must Choose Two Semester Hours From:.....	2
PSYT 1X94 Special Topics	
DAAC 1X91 Special Topics	

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 COSC 1301 Computer Literacy

LEVEL I CERTIFICATE IN:

ADDICTIONS COUNSELING: CRIMINAL JUSTICE SPECIALIZATION

The Level I Certificate Program in Addictions Counseling: Criminal Justice Specialization prepares students to obtain required Supervised Field Work Experience (Internship) in addiction treatment programs within criminal justice settings. This program meets partial fulfillment of the International Certification & Reciprocity Consortium’s (IC&RC), Criminal Justice Professionals Certification. Eligibility is subject to approval by the appropriate state agency.

Technical Education Courses: 24 Credit Hours	Credit Hours
CRIJ 1301 Introduction to Criminal Justice.....	3
CRIJ 2301 Community Resources in Corrections	3
DAAC 1319 Introduction to Alcohol and Other Drug Addictions	3
Students Must Choose One From:	3
PSYT 1345 Principles of Behavior Management and Modification	
PSYT 2339 Counseling Theories	
Students Must Choose One From:	3
PSYT 1329 Interviewing & Communication Skills	
DAAC 1317 Basic Counseling Skills	
DAAC 2301 Therapeutic Communities in a Criminal Justice Setting	3
CRIJ 2323 Correctional Systems and Practices	3
Students Must Choose One From:	3
(1 semester hour must include content on Ethics for Professional Helpers)	
DAAC 1X91 Special Topics in Counseling Psychology	
DAAC 1X94 Special Topics in Alcohol/Drug Abuse Counseling	
Students Must Choose One From:	1-2
*DAAC 2166 Alcohol & Drug Abuse Counseling Practicum	
*PSYT 2265 Practicum I Clinical Psychology	

*Capstone course: course requirements for this certificate must be completed in a criminal justice setting.

Total Level I Certificate Credit Hours: 23-24

DRUG/ALCOHOL ABUSE COUNSELING

PSYCHOLOGY

This Level I Certificate is designed for individuals who are working towards an Associate of Applied Science degree or a Certificate in Substance Abuse, or for students completing counselor intern requirements and meet certificate requirements. 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 of 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 any of the certificate 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 certificate courses for continuing education credit. For further information, please contact the program coordinator or the Continuing Education Training Network Division..

Technical Education Courses: 33 Credit Hours	Credit Hours
DAAC 1304 Pharmacology of Addiction.....	3
DAAC 2307 Addicted Family Intervention	3
DAAC 1309 Assessment Skills of AOD Addictions	3
DAAC 1319 Introduction to Alcohol and Other Drug Addiction	3
PSYT 2339 Counseling Theories	3
Students Must Choose One From:	3
DAAC 2354 Dynamics of Group Counseling	
PSYT 2301 Psychology of Group Dynamics	
Students Must Choose One From:	3
(1 semester hour must include Ethics for Professional Helpers)	
DAAC 2343 Current Issues	
DAAC 1X91 Special Topics: Alcohol Drug Abuse Counseling	
PSYT 1X94 Special Topics: Counseling Psychology	
Students Must Choose One From:	3
DAAC 1317 Basic Counseling Skills	
PSYT 1329 Interviewing & Communication Skills	
Students Must Choose One From:	3
*DAAC 2166 Alcohol/Drug Abuse Counseling Practicum I	
*PSYT 2164 Practicum I Clinical Psychology	
DAAC 2271 Core Functions	2
Students Must Choose One From:	3
*DAAC 2167 Alcohol/Drug Abuse Counseling Practicum II	
*PSYT 2165 Practicum II Clinical Psychology	
DAAC 2272 Case Presentation Method.....	2
Student Must Choose One From:	3
COSC 1301 Computer Literacy	
ITSC 1301 Introduction to Computers	

Total Level I Certificate Credit Hours: 33

***Capstone Course**

SUBSTANCE ABUSE COUNSELING

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 450. Individuals who have not been licensed within 5 years of registration with DSHS, must complete 24 college semester hours from DSHS approved courses. Student is responsible for confirming acceptance of certificate courses with DSHS. Student may have to provide a copy of initial registration letter or show prior test scores and/or that they have completed the 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 of Applied Science Degree and/or a Certificate in Drug/Alcohol Abuse Counseling. Students working toward initial completion of DSHS registration may also be awarded this certificate.

Technical Education Courses: 24 Credit Hours	Credit Hours
DAAC 1304 Pharmacology of Addiction.....	3
DAAC 1309 Assessment Skills of AOD Addictions	3
DAAC 1319 Introduction to Alcohol and Other Drug Addiction	3
DAAC 2307 Addicted Family Intervention	3
PSYT 2339 Counseling Theories	3
Students Must Choose One From:	3
DAAC 2354 Dynamics of Group Counseling	
PSYT 2301 Psychology of Group Dynamics	
Students Must Choose One From:	3
DAAC 1317 Basic Counseling Skills	
PSYT 1329 Interviewing & Communication Skills	
Students Must Choose Semester Hours From:	3
(1 semester hour must include content on Ethics for Professional Helpers)	
DAAC 2343 Current Issues	
DAAC 1X91 Special Topics: Alcohol Drug Abuse Counseling	
DAAC 1X94 Special Topics: Counseling Psychology	

Total Level I Certificate Credit Hours: 24

COURSES

DAAC 1191, 1291, 1391. Special Topics in Alcohol / Drug Abuse Counseling (1-1-0), (2-2-0), (3-3-0)

(Formerly MHT 2310)
 Prerequisite: Permission of the program coordinator
 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 1304. Pharmacology of Addiction (3-3-0)
 (Formerly MHT 2342)

Prerequisite: Enrollment in the Human Services Program or permission of the program coordinator
 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 1309. Assessment Skill of Alcohol and Other Drug Addictions (3-3-0)
(Formerly MHT 2312)

Prerequisite: DAAC 1319 and DAAC 1317/PSYT 1329 or permission of the program coordinator

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 1317. Basic Counseling Skills (3-3-0)
(Formerly MHT 2314)

(Same as PSYT 1329)

Prerequisite: Enrollment in the Human Services Program or with permission of the program coordinator

This course is designed to facilitate development of the basic counseling 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 problems, examination of attitudes and feelings, consideration of alternative solutions and decision making will be explored. Additionally, this course facilitates development of the basic communication skills necessary to develop an effective helping relationship with clients. Topics will also include counseling techniques such as intake interviewing, relationship building, problem identification and resolution, and emphasis will be placed on the importance of effective oral communications.

DAAC 1319. Introduction to Alcohol and Other Drug Addictions (3-3-0)
(Formerly MHT 2340)

Prerequisite: Enrollment in the Human Services 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 2166. Practicum I - Alcohol / Drug Abuse Counseling (1-0-10)
(Formerly MHT 2350)

Prerequisites: DAAC 2354, 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 2280, 2380, 2480, 2580. Cooperative Education - Substance Abuse /
Addiction Counseling (2-1-10) (3-1-20) (4-1-30) (5-1-40)**

Prerequisites: Proof of registration as a counselor intern from the Department of State Health Services and approval by the Human Services Program coordinator.

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course also includes a lecture component. Direct supervision is provided by the on-site clinical professional, qualified credentialed counselor. The hours accumulated in this course may be used to meet partial requirement toward the 4,000 hours of work experience for licensure as a chemical dependency counselor.

DAAC 2307. Addicted Family Intervention (3-3-0)

(Same as PSYT 2335)

(Formerly MHT 2341 and DAAC 1307)

Prerequisite: Enrollment in the Human Services Program or permission of the program coordinator

This course studies the family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Discussion will include the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

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 2343. Current Issues (3-3-0)

(Formerly MHT 2343 and DAAC 1343)

Prerequisite: DAAC 1309 or permission of the program coordinator

This course examines current issues in addiction counseling. Topics of investigation will include special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

DAAC 2354. Dynamics of Group Counseling (3-3-0)

(Formerly MHT 2309 and DAAC 1314)

(Same as PSYT 2301)

Prerequisites: DAAC 1319 and DAAC 1317/PSYT 1329

This course provides an exploration of group counseling skills, techniques, and stages of group development. This course also includes a study of the patterns and dynamics of group interactions. Topics will include a psychosocial approach to group behavior, structure, types, stages, roles, leadership, and facilitation.

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 2289, 2389. Academic Cooperative in Psychology (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 course 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 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.

PSYC 2372. Theories of Learning (3-3-0)

Prerequisite: PSYC 2301

This course will introduce the student to the major theories of learning. Discussion will focus on the various ways in which behavior is modified in both humans and animals. There will be opportunities to experience the processes of learning through live or virtual demonstrations or experiments.

PSYT 1193, 1293, 1393. Special Topics in Clinical Psychology (1-1-0), (2-2-0), (3-3-0)

Prerequisite: Consent of Human Services Program Coordinator

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

PSYT 1194, 1294, 1394. Special Topics in Counseling Psychology (1-1-0), (2-2-0), (3-3-0)

Prerequisite: Consent of Human Services Program Coordinator

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

PSYT 1329. Interviewing and Communication Skills (3-3-0)

(Same as DAAC 1317)

Prerequisite: Enrollment in the Human Services Program Coordinator

This course facilitates development of the basic communication skills necessary to develop an effective helping relationship with clients. Topics will also include counseling techniques such as intake interviewing, relationship building, problem identification and resolution, and

emphasis will be placed on the importance of effective oral communications. Additionally, this course is designed to facilitate development of the basic counseling skills necessary to develop an effective helping relationship with clients. The utilization of special skills to assist in achieving objectives through exploration of problems, examination of attitudes, and feelings, consideration of alternative solutions, and decision making will be explored.

PSYT 1345. Principles of Behavior Management and Modification (3-3-0)

Prerequisite: Approval of Program Coordinator

This course includes the study of behavior management and cognitive theories and techniques with emphasis on their applications.

PSYT 2164, 2264, 2364. Practicum I in Clinical Psychology (1-0-10), (2-0-20), (3-0-30)

Prerequisite: Approval of the Human Services Program Coordinator

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PSYT 2165, 2265, 2365. Practicum II in Clinical Psychology (1-0-10), (2-0-20), (3-0-30)

Prerequisite: PSYT 2X64 or approval of the program coordinator

This course may be a continuation of PSYT 2X64 and provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PSYT 2301. Psychology of Group Dynamics (3-3-0)
(Same as DAAC 2354)

Prerequisite: DAAC 1319 and DAAC 1317/PSYT 1329 or permission of the program coordinator

This course provides a study of the patterns and dynamics of group interactions. Topics will include a psychosocial approach to group behavior, structure, types, stages, roles, leadership and facilitation. This course includes an exploration of group counseling skills, techniques and stages of group development.

PSYT 2339. Counseling Theories (3-3-0)

Prerequisite: DAAC 1319 or permission of the program coordinator

This course provides an examination of 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.

RADIO - TELEVISION - FILM DEPARTMENT

Lynn Markene Bennett, Chairperson

LTRF 114, 733-2793

www.accd.edu/sac/rtf

The Radio-Television-Film Department offers two different two-year degree programs. The Associate of Applied Science (AAS) Degree in Radio-Television-Broadcasting is for students who wish to work in the industry immediately after graduation. The Associate of 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.

Students interested in an AA Degree should refer to the degree requirements shown below. 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 12 to 15 hours in radio-television-broadcasting or related courses with a grade of "C" or higher and meet all course prerequisites.

MUSIC BUSINESS

This program leads to an Associate of Applied Science Degree and is designed to prepare students for careers in a wide range of areas within the music business, including music publishing; the management of soloists, bands, orchestras, studios, and music venues; and concert bookings. It will also prepare you for work in related business such as retail sales, distribution, promotion, and arts administration.

Students take courses in the major, courses related to the major, and academic courses to meet state requirements. An internship in the final semester serves as a capstone experience. All new students should enroll in MUSB 1305 Survey of the Music Business, which serves as a pre-requisite or co-requisite for other classes in the major. For additional information about this degree, please contact Professor Fredric Weiss at 210/733-2793, or e-mail him at fweiss@mail.accd.edu

ASSOCIATE OF ARTS DEGREE IN:

RADIO-TELEVISION-BROADCASTING

The Texas Higher Education Coordinating Board has accepted 12 to 15 hours of the courses listed below for transfer towards appropriate Communication Degree Programs. All AA Degree students must take COMM 1307 and are **strongly advised** to contact the institution to which they plan to transfer to determine the remaining 9 to 12 hours. The following is a list of Major Field of Study courses for this degree:

- COMM 1307 Introduction to Mass Communication
- COMM 1335 Survey of Radio/Television
- COMM 1336 Television Production
- COMM 2303 Audio/Radio Production
- COMM 2327 Principles of Advertising
- COMM 2332 Radio/Television News (CI)
- COMM 2339 Writing for Radio, Television, and Film

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I3

ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

Students Must Choose One From:3

SPCH 1311 Fundamentals of Speech

SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

Students Must Choose One From:3

1 ARAB 1411 Beginning Arabic I

1 ARAB 1412 Beginning Arabic II

2 FREN 1300 Beginning Conversational French I

2 FREN 1310 Beginning Conversational French II

1 FREN 1411 Elementary French I

1 FREN 1412 Elementary French II

1 FREN 2311 Intermediate French I

1 FREN 2312 Intermediate French II

2 GERM 1300 Beginning Conversational German I

2 GERM 1310 Beginning Conversational German II

1 GERM 1411 Elementary German I

1 GERM 1412 Elementary German II

1 GERM 2311 Intermediate German I

1 GERM 2312 Intermediate German II

2 ITAL 1311 Beginning Italian I

2 ITAL 1312 Beginning Italian II

1 ITAL 1411 Elementary Italian I

1 ITAL 1412 Elementary Italian II

2 JAPN 1311 Beginning Conversational Japanese I

2 JAPN 1312 Beginning Conversational Japanese II

1 JAPN 1411 Elementary Japanese I

1 JAPN 1412 Elementary Japanese II

2 SPAN 1300 Beginning Conversational Spanish I

2 SPAN 1310 Beginning Conversational Spanish II

1 SPAN 1411 Elementary Spanish I

1 SPAN 1412 Elementary Spanish II

1 SPAN 2311 Intermediate Spanish I

1 SPAN 2312 Intermediate Spanish II

3 SGNL 1301 American Sign Language (ASL) I

3 SGNL 1302 American Sign Language (ASL) II

3 SGNL 2301 American Sign Language (ASL) III

3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

MATH 1314 College Algebra

MATH 1332 Liberal Arts Mathematics

4 Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
- IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3
 GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3
 ANTH 2351 Introduction to Cultural Anthropology
 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

⁸ Radio-Television-Film: 12-15 Credit Hours Credit Hours

COMM 1307 Introduction to Mass Communication3
 Students Must Choose 9-12 Credit Hours From:9-12
 COMM 1335 Survey of Radio/Television
 COMM 1336 Television Production
 COMM 2303 Audio/Radio Production
 COMM 2327 Principles of Advertising
 COMM 2332 Radio/Television News (CI)
 COMM 2339 Writing for Radio, Television, and Film

Total Associate of Arts Degree Credit Hours: 60-63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

⁸ The Texas Higher Coordinating Board has accepted 12 to 15 hours of the courses listed below for transfer towards appropriate communication degree programs. All AA Degree students must take COMM 1307 and are strongly advised to contact the institution to which they plan to transfer to determine the remaining 9 to 12 credit hours.

ASSOCIATE OF APPLIED SCIENCE 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 you for work in related businesses such as retail sales, distribution, promotion, and arts administration.

<u>General Education Courses: 30-31 Credit Hours</u>	<u>Credit Hours</u>
COMM 2303 Audio/Radio Production.....	3
COMM 2327 Principles of Advertising	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
MUSI 1301 Introduction to Music Theory.....	3
MUSI 1306 Music Appreciation.....	3
MUSI 1310 American Music	3
SOCI 1301 Introduction to Sociology OR	
PSYC 2301 General Psychology	3
SPCH 1311 Fundamentals of Speech.....	3
Students Must Choose One Math or Natural Sciences Elective From:	3-4
MATH 1314 College Algebra or Higher	
¹ Any Natural Sciences Elective	

<u>Technical Education Courses: 35-36 Credit Hours</u>	<u>Credit Hours</u>
BMGT 1303 Principles of Management	3
MUSB 2355 Legal Aspects of the Entertainment Industry	3
MUSB 1305 Survey of the Music Business.....	3
MUSB 2305 Music Publishing.....	3
MUSB 2309 The Record Industry	3
MUSB 2380 Cooperative Education - Music Management and Merchandising (Internship)	
OR MUSB 2386 Internship - Music Management and Merchandising.....	3
RTVB 1150 Radio Experience I.....	1
RTVB 1302 Computer Applications for Media Production (CI).....	3
RTVB 2351 Programming for Radio and Television.....	3
RTVB 2431 Audio Production III (Multi-Track Recording) (CI)	4
Students Must Choose One From:	3-4
ACCT 2301 Financial Accounting	
ACNT 1403 Introduction to Accounting I	
Students Must Choose One From:	3
MUSB 1341 Concert Promotion and Venue Management	
MUSB 2345 Live Music and Talent Management	

Total Associate of Applied Science Degree Credit Hours: 65-67

¹ A natural science course may be substituted once mathematics competency is proven.

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 1302 Computer Applications for Media Production (CI)

RADIO-TELEVISION-BROADCASTING

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.

General Education Courses: 39 Credit Hours **Credit 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 (CI)	3
COMM 2339 Writing for Radio, Television and Film.....	3
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
GOVT 2301 American/Texas: National and State	3
HIST 1301 History of US.....	3
SPCH 1311 Fundamentals of Speech.....	3
¹ Students Must Choose One Math or Natural Sciences Elective From:	3

MATH 1314 College Algebra or Higher

Any Natural Science Elective

Students Must Choose One Humanities/Fine Arts Elective From:3

ARTS 1301 Art Appreciation

DRAM 1310 Introduction to the Theatre

MUSI 1306 Music Appreciation

Technical Education Courses: 15 Credit Hours **Credit Hours**

RTVB 1150 Radio Experience I	1
RTVB 1302 Computer Applications for Media Production (CI)	3
² RTVB 1421 Television Field Production	4
RTVB 2339 Broadcast Sales	3
RTVB 2440 Portfolio Development.....	4

Electives: 9-11 Credit Hours **Credit Hours**

Students Must Choose From:9-11

COMM 2327 Principles of Advertising

² FLMC 1311 Survey of the Motion Picture

² FLMC 2310 Film-Style Production

RTVB 1455 Radio/Television Announcing

RTVB 2351 Programming for Radio and Television

RTVB 2380 Cooperative Education - Radio and Television

RTVB 2430 Film and Video Editing

RTVB 2431 Audio/Radio Production III (Multi-Track Recording) (CI)

Total Associate of Applied Science Degree Credit Hours: 63-65

¹ A natural science course may be substituted once mathematics competency is proven.

² Students from approved Tech Prep Program high schools may receive college credit for FLMC 1311 or 2310 (upon successful completion of RTVB 1421 prerequisite).

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 1302 Computer Applications for Media Production (CI)

COURSES

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 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 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 (CI) (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. This is a computer-intensive (CI) course.

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.

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 2310. Film-Style Production (3-2-3)
(Formerly FLMC 1492)

Prerequisite: RTVB 1421

Writing, directing, editing and producing film-style productions. Students will produce one or more short films.

MUSB 1305. Survey of the Music Business (3-3-0)

This course is an overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities.

MUSB 1341. Concert Promotion and Venue Management (3-3-1)

Prerequisite: MUSB 1305

This is a course in the basics of concert promotion and venue management including considerations in purchasing a club, concert promotion and advertising, talent buying, city codes, insurance, Texas Alcoholic Beverage Commission Regulation, performance rights organization licenses, personnel management, and concert production and administration.

MUSB 2305. Music Publishing (3-3-0)

Prerequisite: MUSB 1305

This course is a study of the administrative and marketing aspects of music publishing including the application of current copyright law, developing songwriters, rights exploration, and royalty collection.

MUSB 2309. The Record Industry (3-3-0)

Prerequisite: MUSB 1305

This course is a study of the history of the record industry and the organization of large and small record companies. Topics include record company functions such as artist and repertoire (A&R), promotion, marketing, business affairs, and administration and distribution including Internet-based distribution.

MUSB 2345. Live Music and Talent Management (3-3-0)

Prerequisite: MUSB 1305

This course is an examination of the role, scope, and activities of the talent manager including establishing the artist/manager relationship; planning the artist's career; and developing goals, strategies, and tactics with an overall view of the live music business.

MUSB 2355. Legal Aspects of the Entertainment Industry (3-3-0)

(Formerly MUSB 1301)

Prerequisite: Credit or concurrent enrollment in MUSB 1305

Copyright law and various agreements used in the entertainment industry. Emphasizes contracts used by music publishers, record companies, artist managers, record producers, film and television producers, and booking agencies.

MUSB 2380. Cooperative Education - Music Management and Merchandising
(3-1-15 to 20)

Prerequisite: Satisfactory completion of 15 hours in MUSB courses

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

MUSB 2386. Internship - Music Management and Merchandising (3-0-15)

Prerequisite: Satisfactory completion of 15 hours in MUSB courses

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

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 1302. Computer Applications for Media Production (CI) (3-3-0)

(Formerly RTVB 1391)

Prerequisite: Credit or concurrent enrollment in COMM 1307

Computer applications for audio, video, graphics, budgets, and scripts in media productions. This is a computer-intensive (CI) course.

RTVB 1421. Television Field Production (4-3-3)

(Formerly RTVF 2313)

Prerequisites: COMM 1307 and RTVB 1302

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup 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

Radio and television announcing skills such as voice quality, articulation, enunciation, and pronunciation. Includes preparation for opportunities in announcing employment in news, sports, commercial, voice talent, disc jockey, radio and television.

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

Analysis of radio station formats and television scheduling and programming. Examination of the influence of audience response and market conditions on programming for radio, television, cable, and emerging media.

RTVB 2380. Cooperative Education - Radio and Television (3-1-15)

(Formerly RTVB 2386)

Prerequisites: Completion of 15 semester hours of RTVB, COMM, or FLMC and meet departmental requirements

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

RTVB 2430. Film and Video Editing**(4-3-2)**

(Formerly RTVB 2472)

Prerequisite: RTVB 1421 or consent of the instructor

Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.

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 a master. This course involves extensive hands-on experience.

RTVB 2431. Audio/Radio Production III (Multi-Track Recording) (CI)**(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. This is a computer-intensive (CI) course.

RTVB 2440. Portfolio Development**(4-3-2)***(Capstone Course)*

(Formerly RTVF 2373)

Prerequisites: Successful completion of all other courses towards the Associate of Applied Science Degree or concurrent enrollment during the student's final semester.

Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester. This is the capstone course for the Associate of Applied Science Degree in Radio-Television-Broadcasting.

READING AND EDUCATION DEPARTMENT

Mary Ann Greenless, Chairperson

MCCH 131, 733-2402

www.accd.edu/sac/reading/default.htm

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 two three-hour education course, EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations. These courses fulfill 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. These courses explore educational, historical, and current trends. Students mentor in area schools. One of the primary purposes of the education program is to recruit future educators.

ASSOCIATE OF ARTS IN TEACHING DEGREE IN:

TEXAS TEACHER CERTIFICATION: EC-4, 4-8, EC-12 SPECIAL EDUCATION

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

- Students Must Choose One From:3
 - SPCH 1311 Fundamentals of Speech
 - SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
 - ¹ ARAB 1411 Beginning Arabic I
 - ¹ ARAB 1412 Beginning Arabic II
 - ² FREN 1300 Beginning Conversational French I
 - ² FREN 1310 Beginning Conversational French II
 - ¹ FREN 1411 Elementary French I
 - ¹ FREN 1412 Elementary French II
 - ¹ FREN 2311 Intermediate French I
 - ¹ FREN 2312 Intermediate French II
 - ² GERM 1300 Beginning Conversational German I
 - ² GERM 1310 Beginning Conversational German II
 - ¹ GERM 1411 Elementary German I
 - ¹ GERM 1412 Elementary German II
 - ¹ GERM 2311 Intermediate German I
 - ¹ GERM 2312 Intermediate German II
 - ² ITAL 1311 Beginning Italian I
 - ² ITAL 1312 Beginning Italian II
 - ¹ ITAL 1411 Elementary Italian I
 - ¹ ITAL 1412 Elementary Italian II
 - ² JAPN 1311 Beginning Conversational Japanese I
 - ² JAPN 1312 Beginning Conversational Japanese II
 - ¹ JAPN 1411 Elementary Japanese I
 - ¹ JAPN 1412 Elementary Japanese II
 - ² SPAN 1300 Beginning Conversational Spanish I
 - ² SPAN 1310 Beginning Conversational Spanish II
 - ¹ SPAN 1411 Elementary Spanish I
 - ¹ SPAN 1412 Elementary Spanish II
 - ¹ SPAN 2311 Intermediate Spanish I
 - ¹ SPAN 2312 Intermediate Spanish II
 - ³ SGNL 1301 American Sign Language (ASL) I
 - ³ SGNL 1302 American Sign Language (ASL) II
 - ³ SGNL 2301 American Sign Language (ASL) III
 - ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

- Students Must Choose One From:3
 - MATH 1314 College Algebra
 - ⁴ Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

- Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

- Students Must Choose One From:3
- IDST 2374 World Literature I, The Narrative Mode (WI)
 - IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
 - Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

- Students Must Choose One From:3
- FREN 2312 Intermediate French II
 - GERM 2312 Intermediate German II
 - HIST 2321 World Civilization to the Fifteenth Century
 - HIST 2322 World Civilization since the Fifteenth Century
 - HUMA 1301 The Humanistic Tradition
 - HUMA 1302 Humanistic Foundations of Modern World
 - HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
 - SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

- Students Must Choose One From:3
- ARCH 1301 History of Architecture I
 - ARCH 1302 History of Architecture II
 - ARCH 1311 Architecture, Society, and Culture
 - 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, From Revolutions to Pop
 - MUSI 1306 Music Appreciation
 - MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

- ANTH 2351 Introduction to Cultural Anthropology
- 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Teaching: 18 Credit Hours Credit Hours

- EDUC 1301 Introduction to the Teaching Profession3
- EDUC 2301 Introduction to Special Populations.....3
- MATH 1350 Fundamentals of Mathematics I for Teachers3
- MATH 1351 Fundamentals of Mathematics II for Teachers3
- Science Electives6

Total Associate of Arts in Teaching Degree Credit Hours: 66

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ Four hours must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

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 - HUMA 2319 American Minorities
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 - IDST 2373 World Civilization since the Fifteenth Century
 - LATI 1311 Beginning Latin I
 - LATI 1312 Beginning Latin II
 - PHIL 1301 Introduction to Philosophy (WI)
 - PHIL 2306 Ethics (WI)
 - SPAN 2312 Intermediate Spanish II
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 - MUSI 1310 American Music

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Other Social / Behavioral Sciences: 3 Credit Hours

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- 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded
 Other Than by Distance (Internet, Videocourse)2

Teaching: 18 Credit Hours Credit Hours

EDUC 1301 Introduction to the Teaching Profession3

EDUC 2301 Introduction to Special Populations.....3

Electives: Content Area Teaching Fields/Academic Disciplines12

Total Associate of Arts in Teaching Degree Credit Hours: 66

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ Four hours must be in a laboratory science.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

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. Sixteen 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. Sixteen hours of field experience per semester with special populations in P-12 schools is required.

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.

SOCIOLOGY DEPARTMENT

Dr. Nancy Saunders, Chairperson

CAC 303, 733-2811

www.accd.edu/sac/soc/

This department consists of Anthropology, Social Work, Sociology, Interdisciplinary Studies, and Gerontology Programs. The Sociology Department offers courses that are useful to students in the pursuit of various occupations and degrees in sociology. For students who need flexibility and cannot come to campus, the Sociology Department offers videocourses and Internet courses.

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.

ANTHROPOLOGY

The Anthropology Program within the Department of Sociology offers an Associate of Arts (AA) Degree in Anthropology. Anthropology is often defined as the holistic study of human behavior. It differs from the other social sciences in its emphasis on a comprehensive view of human behavior based upon the central unifying concept of culture. Thus, anthropology attempts to understand all human societies (past and present) in terms of the interactions between biological, historical, linguistic, economic, ideological, and political factors.

There are currently three courses within the Anthropology Program for students to explore. ANTH 2301: Introduction to Physical Anthropology examines the biological side of humanity and can partially fulfill the natural science requirement in the core curriculum. ANTH 2302: Introduction to Archaeology is the study of past cultures through their material remains and covers the earliest stone age cultures to modern industrial society. ANTH 2351: Introduction to Cultural Anthropology examines the dazzling variety of contemporary human cultures, from “exotic” foreign cultures to the culture of corporate America. Both the Archaeology and Cultural Anthropology courses can partially fulfill the social/behavioral science requirement in the core curriculum.

GERONTOLOGY

The Gerontology Program, under the Sociology Department, offers both an Associate of 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.

INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies Program (IDST) offers courses in Sociology, English, and History, which are required for education majors. The classes also may be taken as electives. IDST is ideal for all students because the courses are designed to challenge students to step outside the box. Instead of focusing on one particular area of study, IDST investigates all the social sciences to gain a broad perspective of life. For example, IDST 2371 Society and Social Issues examines history, government, the economy, and institutions of the family and education to demonstrate how social issues impact daily lives. The knowledge and skills obtained in IDST will assist students to interact and to communicate effectively in a very complex and diverse world.

SOCIAL WORK

Social work is a rapidly growing field that is diverse in not only possible areas of practice but also in populations served. Social work and social welfare work to prevent, alleviate, and contribute to the solution of recognized social problems in order to directly improve the well-being of individuals, families, groups, organizations, and communities. Opportunities for employment include the fields of criminal justice, health care, education, mental health, chemical dependency, community practice, gerontology, and within governmental operations such as advocacy or policy development. The calling in social work lies in its core beliefs of service, social justice, dignity and the worth of an individual, the importance of human relationships, integrity, and competence.

ASSOCIATE OF ARTS DEGREE IN:

ANTHROPOLOGY

Students may earn the AA Degree in Anthropology by either completing the entire first two years of an anthropology curriculum identified in a current transfer agreement or by completing the degree requirements listed below.

All anthropology majors should contact the director of the Anthropology Program in the Department of Sociology for advising before registering for courses.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

- Students Must Choose One From:3
- SPCH 1311 Fundamentals of Speech
- SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
- ¹ ARAB 1411 Beginning Arabic I
- ¹ ARAB 1412 Beginning Arabic II
- ² FREN 1300 Beginning Conversational French I
- ² FREN 1310 Beginning Conversational French II
- ¹ FREN 1411 Elementary French I
- ¹ FREN 1412 Elementary French II
- ¹ FREN 2311 Intermediate French I
- ¹ FREN 2312 Intermediate French II
- ² GERM 1300 Beginning Conversational German I
- ² GERM 1310 Beginning Conversational German II
- ¹ GERM 1411 Elementary German I
- ¹ GERM 1412 Elementary German II
- ¹ GERM 2311 Intermediate German I
- ¹ GERM 2312 Intermediate German II

- 2 ITAL 1311 Beginning Italian I
- 2 ITAL 1312 Beginning Italian II
- 1 ITAL 1411 Elementary Italian I
- 1 ITAL 1412 Elementary Italian II
- 2 JAPN 1311 Beginning Conversational Japanese I
- 2 JAPN 1312 Beginning Conversational Japanese II
- 1 JAPN 1411 Elementary Japanese I
- 1 JAPN 1412 Elementary Japanese II
- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

⁴Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

- MATH 1314 College Algebra
- MATH 1332 Liberal Arts Mathematics

⁴ Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours From:7

- 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 Biology Course
- Any Chemistry Course
- Any Geology Course
- Any Physics Course

Humanities, Literature & Visual / Performing Arts: 12 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- HIST 2322/IDST 2373 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to Pop
- HUMA 2319 American Minorities
- PHIL 1301 Introduction to Philosophy (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 18 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

- ECON 1301 Introduction to Economics
- 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 / Social Issues
- PSYC 2301 General Psychology

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity course required for a degree awarded other than by Distance (Internet, Videocourse)2

Anthropology: 15 Credit Hours Credit Hours

- ANTH 2301 Introduction to Physical Anthropology3
- ANTH 2302 Introduction to Archaeology3
- ANTH 2351 Introduction to Cultural Anthropology3

Students Must Choose Two From:6

- GEOG 1302 Cultural Geography
- HIST 2321/IDST 2372 World Civilization to the Fifteenth Century
- SOCI 1301 Introduction to Sociology
- SOCI 2301 Marriage and Family

Total Associate of Arts Degree Credit 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 director of the Anthropology Program in the Sociology Department, the Department of Counseling and Student Development, or the university to which they plan to transfer for information on transfer agreements.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

ASSOCIATE OF ARTS DEGREE IN:
SOCIOLOGY

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3

Speech: 3 Credit Hours

Students Must Choose One From:	3
SPCH 1311 Fundamentals of Speech	
SPCH 1321 Business and Professional Speech	

Modern Language: 3 Credit Hours

Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	
² ITAL 1311 Beginning Italian I	
² ITAL 1312 Beginning Italian II	
¹ ITAL 1411 Elementary Italian I	
¹ ITAL 1412 Elementary Italian II	
² JAPN 1311 Beginning Conversational Japanese I	
² JAPN 1312 Beginning Conversational Japanese II	
¹ JAPN 1411 Elementary Japanese I	
¹ JAPN 1412 Elementary Japanese II	

- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

4 Mathematics: 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

MATH 1314 College Algebra

4 Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

Students Must Choose One From:3

IDST 2374 World Literature I, The Narrative Mode (WI)

IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)

Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

FREN 2312 Intermediate French II

GERM 2312 Intermediate German II

HIST 2321 World Civilization to the Fifteenth Century

HIST 2322 World Civilization since the Fifteenth Century

HUMA 1301 The Humanistic Tradition

HUMA 1302 Humanistic Foundations of Modern World

HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)

PHIL 2306 Ethics (WI)

SPAN 2312 Intermediate Spanish II

SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARCH 1311 Architecture, Society, and Culture	
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, From Revolutions to Pop	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	

Social & Behavioral Sciences: 15 Credit Hours	Credit Hours
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History: 6 Credit Hours

HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ECON 1301 Introduction to Economics	
IDST 2370 Individual, Family and Community	
IDST 2371 Society / Social Issues	
PSYC 2301 General Psychology	

⁶ Kinesiology / Dance: 2 Credit Hours	Credit Hours
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⁷ Any Two One-Hour Activity course required for a degree awarded other than by Distance (Internet, Videocourse)	2
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Sociology: 15 Credit Hours	Credit Hours
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SOCI 1301 Introduction to Sociology	3
SOCI 1306 Contemporary Social Problems	3
SOCI 2301 Marriage & Family	3
Students Must Choose Two From:	6
ANTH 2351 Introduction to Cultural Anthropology	
SOCI 1370 Sociology of Death & Dying	
SOCI 2371 Sociology of Aging	
SOCI 2336 Criminology	

Total Associate of Arts Degree Credit 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 Chairperson in the Sociology Department, the Department of Counseling and Student Development, or the university to which they plan to transfer for information on transfer agreements.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

ASSOCIATE OF ARTS DEGREE IN:

SOCIAL WORK

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

- Students Must Choose One From:3
- SPCH 1311 Fundamentals of Speech
- SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
- ¹ ARAB 1411 Beginning Arabic I
- ¹ ARAB 1412 Beginning Arabic II
- ² FREN 1300 Beginning Conversational French I
- ² FREN 1310 Beginning Conversational French II
- ¹ FREN 1411 Elementary French I
- ¹ FREN 1412 Elementary French II
- ¹ FREN 2311 Intermediate French I
- ¹ FREN 2312 Intermediate French II
- ² GERM 1300 Beginning Conversational German I
- ² GERM 1310 Beginning Conversational German II
- ¹ GERM 1411 Elementary German I
- ¹ GERM 1412 Elementary German II
- ¹ GERM 2311 Intermediate German I
- ¹ GERM 2312 Intermediate German II
- ² ITAL 1311 Beginning Italian I
- ² ITAL 1312 Beginning Italian II
- ¹ ITAL 1411 Elementary Italian I
- ¹ ITAL 1412 Elementary Italian II
- ² JAPN 1311 Beginning Conversational Japanese I
- ² JAPN 1312 Beginning Conversational Japanese II
- ¹ JAPN 1411 Elementary Japanese I
- ¹ JAPN 1412 Elementary Japanese II
- ² SPAN 1300 Beginning Conversational Spanish I
- ² SPAN 1310 Beginning Conversational Spanish II
- ¹ SPAN 1411 Elementary Spanish I

- ¹ SPAN 1412 Elementary Spanish II
- ¹ SPAN 2311 Intermediate Spanish I
- ¹ SPAN 2312 Intermediate Spanish II
- ³ SGNL 1301 American Sign Language (ASL) I
- ³ SGNL 1302 American Sign Language (ASL) II
- ³ SGNL 2301 American Sign Language (ASL) III
- ³ SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3

- MATH 1314 College Algebra
- MATH 1332 Liberal Arts Mathematics

⁴ Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:	3
ARCH 1301 History of Architecture I	
ARCH 1302 History of Architecture II	
ARCH 1311 Architecture, Society, and Culture	
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, From Revolutions to Pop	
MUSI 1306 Music Appreciation	
MUSI 1310 American Music	

Social & Behavioral Sciences: 15 Credit Hours **Credit Hours**

History: 6 Credit Hours

HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ECON 1301 Introduction to Economics	
IDST 2370 Individual, Family and Community	
IDST 2371 Society / Social Issues	
PSYC 2301 General Psychology	

⁶ Kinesiology / Dance: 2 Credit Hours **Credit Hours**

⁷ Any Two One-Hour Activity course required for a degree awarded other than by Distance (Internet, Videocourse)	2
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Social Work: 15 Credit Hours **Credit Hours**

SOCI 1301 Introduction to Sociology	3
SOCW 2361 Introduction to Social Work	3
SOCW 2362 Introduction to Welfare	3
Students Must Choose Two From:	6
ANTH 2351 Introduction to Cultural Anthropology	
SOCI 1306 Contemporary Social Problems	
SOCI 1370 Sociology of Death & Dying	
SOCI 2301 Marriage and Family	
SOCI 2371 Sociology of Aging	

Total Associate of Arts Degree Credit 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 Chairperson in the Social Work Department, the Department of Counseling and Student Development, or the university to which they plan to transfer for information on transfer agreements.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN: GERONTOLOGICAL SERVICES

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.

General Education Courses: 26 Credit Hours	Credit Hours
BIOL 1322 Introductory Nutrition	3
BIOL 2401 Human Anatomy and Physiology	4
BIOL 2402 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	
SOC1 1301 Introduction to Sociology	
Students Must Choose One From:	3
PSYC 1370 Psychology of Grief	
SOC1 1370 Sociology of Death and Dying	
Technical Education Courses: 36 Credit Hours	Credit Hours
GERS 1301 Introduction to Gerontology	3
GERS 1341 Directing Activities in Long-Term Care Environments (SI)	3
GERS 1342 Aging and Mental Health	3
GERS 1391 Special Topics in Gerontological Services.....	3
GERS 1392 Special Topics in Gerontology	3
GERS 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
GERS 1345 Policies and Programs for Older Adults	
GERS 2330 Issues of Long-Term Care	

- Students Must Choose One:3
 - GERS 1351 Sociology of Aging
 - SOCI 2371 Sociology of Aging
- Students Must Choose One:3
 - GERS 2333 Legal and Ethical Issues
 - GERS 2366 Practicum - Gerontological Services (SI)

Total Associate of Applied Science Degree Credit Hours: 62

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 and 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

LEVEL I CERTIFICATE IN:

GERIATRIC CASE MANAGER

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.

<u>Technical Education Courses: 18 Credit Hours</u>	<u>Credit Hours</u>
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 - Gerontological Services (SI)	3
SOCI 2301 Marriage and the Family	3
SOCW 2361 Introduction to Social Work	3

Total Level I Certificate Credit Hours: 18

GERIATRIC TECHNICIAN

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.

<u>Technical Education Courses: 15 Credit Hours</u>	<u>Credit Hours</u>
GERS 1301 Introduction to Gerontology	3
GERS 1341 Directing Activities in Long-Term Care Environments (SI)	3

GERS 1342 Aging and Mental Health	3
MDCA 1313 Medical Terminology	3
RNSG 2310 Nursing Care of Older Adults	3

Total Level I Certificate Credit Hours: 15

GERONTOLOGICAL SERVICES

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 of Applied Science Degree Program in Gerontological Services.

Technical Education Courses: 24 Credit Hours	Credit Hours
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 Level I Certificate Credit Hours: 24

LOCAL CERTIFICATE IN:

THE MEXICAN AMERICAN EXPERIENCE

To pursue a Local Certificate in The Mexican American Experience, students can follow the offerings listed below and select courses designated in the current San Antonio College Class Schedule as those with an emphasis on the Mexican American experience.

General Education Courses: 12 Credit Hours	Credit Hours
¹ Students Must Choose Three Courses Offered with an Emphasis on the Mexican American experience	9
Students Must Choose One From:	3
ENGL 2371 Mexican American Literature (WI)	
HIST 2301 History of Texas	
IDST 2371 Society and Social Issues	

Total Hours: 12

¹ Choose three courses from those designated in the current San Antonio College Class Schedule as being part of the Mexican American experience curriculum.

WOMEN'S STUDIES

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.

General Education Courses: 15 Credit Hours	Credit Hours
ENGL 2378 Women's Literature (WI)	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: 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

Total Hours: 15

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.

COURSES

- 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 Cultural Anthropology (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.
- GERS 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.
- GERS 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. This course is offered as an Internet course.
- GERS 1341. Directing Activities in Long Term Care Environments (SI) (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 is a speech-intensive (SI) course. This course is offered as a blended course.
- GERS 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. This course is offered as an Internet course.

GERS 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. This course is offered as an Internet course.

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. This course is offered as an Internet course.

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. This course is offered in the classroom as well as via the Internet.

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. This course is offered as an Internet course.

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. This course is offered as an Internet course.

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 offered as an Internet course.

GERS 2366. Practicum - Gerontological Services (SI) (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 is a speech-intensive (SI) course.

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. This course is offered as an Internet course.

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. This course may also be taken as an Internet course.

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 may also be taken via video or Internet.

SOCI 1306. Contemporary Social Problems (3-3-0)

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. This course may also be taken as an Internet course.

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 is offered as an Internet course..

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. This course is offered as an Internet course.

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. This course is offered as an Internet course.

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. This course may also be taken as an Internet course.

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.

STUDENT DEVELOPMENT

Emma Mendiola, Chairperson

MLC 242, 733-2803

www.accd.edu/sac/csd/sd/default.htm

COURSES

SDEV 0170. Orientation to College (1-1-0)

Prerequisite: Required of ALL students who are enrolled 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).

THEATRE AND SPEECH COMMUNICATION DEPARTMENT

Jeff Hunt, Chairperson
MCFA 125, 733-2716

www.accd.edu/sac/theatre/speechdegree.htm

The Theatre and Speech Communication Department consists of two programs: Drama and Speech.

DRAMA

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 176-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

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.

ASSOCIATE OF ARTS DEGREE IN:

DRAMA

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.

Communication: 12 Credit Hours Credit Hours

Composition: 6 Credit Hours

ENGL 1301 Freshman Composition I3
 ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

Students Must Choose One From:3
 SPCH 1311 Fundamentals of Speech
 SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

Students Must Choose One From:3
 1 ARAB 1411 Beginning Arabic I
 1 ARAB 1412 Beginning Arabic II
 2 FREN 1300 Beginning Conversational French I
 2 FREN 1310 Beginning Conversational French II
 1 FREN 1411 Elementary French I
 1 FREN 1412 Elementary French II
 1 FREN 2311 Intermediate French I
 1 FREN 2312 Intermediate French II
 2 GERM 1300 Beginning Conversational German I
 2 GERM 1310 Beginning Conversational German II
 1 GERM 1411 Elementary German I
 1 GERM 1412 Elementary German II
 1 GERM 2311 Intermediate German I
 1 GERM 2312 Intermediate German II
 2 ITAL 1311 Beginning Italian I
 2 ITAL 1312 Beginning Italian II
 1 ITAL 1411 Elementary Italian I
 1 ITAL 1412 Elementary Italian II
 2 JAPN 1311 Beginning Conversational Japanese I
 2 JAPN 1312 Beginning Conversational Japanese II
 1 JAPN 1411 Elementary Japanese I
 1 JAPN 1412 Elementary Japanese II
 2 SPAN 1300 Beginning Conversational Spanish I
 2 SPAN 1310 Beginning Conversational Spanish II
 1 SPAN 1411 Elementary Spanish I
 1 SPAN 1412 Elementary Spanish II
 1 SPAN 2311 Intermediate Spanish I
 1 SPAN 2312 Intermediate Spanish II
 3 SGNL 1301 American Sign Language (ASL) I
 3 SGNL 1302 American Sign Language (ASL) II
 3 SGNL 2301 American Sign Language (ASL) III
 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours Credit Hours

Students Must Choose One From:3
 MATH 1314 College Algebra
 MATH 1332 Liberal Arts Mathematics
 4 Any Math Course for which MATH 1314 OR MATH 1332 is a Prerequisite

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours**History: 6 Credit Hours**

HIST 1301 History of the United States, Part I3

HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State3

GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

ANTH 2351 Introduction to Cultural Anthropology

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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours**⁷ Any Two One-Hour Activity Course Required for a Degree Awarded**

Other Than by Distance (Internet, Videocourse)2

Drama: 15 Credit Hours Credit Hours

DRAM 1330 Stagecraft I3

DRAM 1351 Acting I3

DRAM 1352 Acting II3

DRAM 2331 Stagecraft II3

Students Must Choose One From:3

DRAM 1341 Stage Makeup

DRAM 2336 Voice and Articulation

Total Associate of Arts Degree Credit Hours: 63

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

SPEECH	
Communication: 12 Credit Hours	Credit Hours
Composition: 6 Credit Hours	
ENGL 1301 Freshman Composition I	3
ENGL 1302 Freshman Composition II	3
Speech: 3 Credit Hours	
SPCH 1311 Fundamentals of Speech.....	3
Modern Language: 3 Credit Hours	
Students Must Choose One From:	3
¹ ARAB 1411 Beginning Arabic I	
¹ ARAB 1412 Beginning Arabic II	
² FREN 1300 Beginning Conversational French I	
² FREN 1310 Beginning Conversational French II	
¹ FREN 1411 Elementary French I	
¹ FREN 1412 Elementary French II	
¹ FREN 2311 Intermediate French I	
¹ FREN 2312 Intermediate French II	
² GERM 1300 Beginning Conversational German I	
² GERM 1310 Beginning Conversational German II	
¹ GERM 1411 Elementary German I	
¹ GERM 1412 Elementary German II	
¹ GERM 2311 Intermediate German I	
¹ GERM 2312 Intermediate German II	
² ITAL 1311 Beginning Italian I	
² ITAL 1312 Beginning Italian II	
¹ ITAL 1411 Elementary Italian I	
¹ ITAL 1412 Elementary Italian II	
² JAPN 1311 Beginning Conversational Japanese I	
² JAPN 1312 Beginning Conversational Japanese II	
¹ JAPN 1411 Elementary Japanese I	
¹ JAPN 1412 Elementary Japanese II	
² SPAN 1300 Beginning Conversational Spanish I	
² SPAN 1310 Beginning Conversational Spanish II	
¹ SPAN 1411 Elementary Spanish I	
¹ SPAN 1412 Elementary Spanish II	
¹ SPAN 2311 Intermediate Spanish I	
¹ SPAN 2312 Intermediate Spanish II	
³ SGNL 1301 American Sign Language (ASL) I	
³ SGNL 1302 American Sign Language (ASL) II	
³ SGNL 2301 American Sign Language (ASL) III	
³ SGNL 2302 American Sign Language (ASL) IV	
Mathematics: 3 Credit Hours	Credit Hours
Students Must Choose From:	3
MATH 1314 College Algebra	
MATH 1332 Liberal Arts Mathematics	
⁴ Any Math Course for which MATH 1314 OR MATH 1332 is a Prerequisite	

⁵ Natural Sciences: 7 Credit Hours Credit Hours

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours Credit Hours

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

HIST 1301 History of the United States, Part I	3
HIST 1302 History of the United States, Part II	3

Government: 6 Credit Hours

GOVT 2301 American/Texas: National and State	3
GOVT 2302 American Government: Problems & Policies	3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:	3
ANTH 2351 Introduction to Cultural Anthropology	
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	

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded	
Other Than by Distance (Internet, Videocourse)	2

Speech: 12 Credit Hours Credit Hours

SPCH 1318 Interpersonal Communication	3
SPCH 1321 Business and Professional Speech	3
SPCH 1342 Voice and Articulation	3
SPCH 2341 Oral Interpretation	3

Total Associate of Arts Degree Credit Hours: 60

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.

¹ 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.

² 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.

³ Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴ This, however, excludes MATH 1350 and MATH 1351.

⁵ 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.

⁶ Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷ For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

COURSES

DRAM 1120. Theatre Practicum (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)
(Same as SPCH 2341)

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.

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.

VISUAL ARTS AND TECHNOLOGY DEPARTMENT

Richard Arredondo, Chairperson

VATC 222C, 733-2894

www.accd.edu/sac/vat/vathome.html

San Antonio College's Department of Visual Arts and Technology is comprised of two programs: Art and Graphic Arts.

ART

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.

DIGITAL DESIGN

The Digital Design Program offers a two-year curriculum leading to an Associate of Applied Science (AAS) Degree, and a one-year Level I Certificate. 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 Digital Design Program offers four options for the AAS Degree: graphic design, web design, animation design, and illustration design. The Level I Certificate is in Digital Design.

Graphic Design

The graphic design 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.

Web Design

The web design 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.

Animation Design

The animation design 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.

Illustration Design

The illustration design option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of illustration, graphic design, web design and animation. Graduates may find art careers in illustration, graphic design, and web design.

**ASSOCIATE OF ARTS DEGREE IN:
ART**

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.

Communication: 12 Credit Hours **Credit Hours**

Composition: 6 Credit Hours

- ENGL 1301 Freshman Composition I3
- ENGL 1302 Freshman Composition II3

Speech: 3 Credit Hours

- Students Must Choose One From:3
- SPCH 1311 Fundamentals of Speech
- SPCH 1321 Business and Professional Speech

Modern Language: 3 Credit Hours

- Students Must Choose One From:3
- ¹ ARAB 1411 Beginning Arabic I
- ¹ ARAB 1412 Beginning Arabic II
- ² FREN 1300 Beginning Conversational French I
- ² FREN 1310 Beginning Conversational French II
- ¹ FREN 1411 Elementary French I
- ¹ FREN 1412 Elementary French II
- ¹ FREN 2311 Intermediate French I
- ¹ FREN 2312 Intermediate French II
- ² GERM 1300 Beginning Conversational German I
- ² GERM 1310 Beginning Conversational German II
- ¹ GERM 1411 Elementary German I
- ¹ GERM 1412 Elementary German II
- ¹ GERM 2311 Intermediate German I
- ¹ GERM 2312 Intermediate German II
- ² ITAL 1311 Beginning Italian I
- ² ITAL 1312 Beginning Italian II
- ¹ ITAL 1411 Elementary Italian I
- ¹ ITAL 1412 Elementary Italian II
- ² JAPN 1311 Beginning Conversational Japanese I
- ² JAPN 1312 Beginning Conversational Japanese II
- ¹ JAPN 1411 Elementary Japanese I
- ¹ JAPN 1412 Elementary Japanese II

- 2 SPAN 1300 Beginning Conversational Spanish I
- 2 SPAN 1310 Beginning Conversational Spanish II
- 1 SPAN 1411 Elementary Spanish I
- 1 SPAN 1412 Elementary Spanish II
- 1 SPAN 2311 Intermediate Spanish I
- 1 SPAN 2312 Intermediate Spanish II
- 3 SGNL 1301 American Sign Language (ASL) I
- 3 SGNL 1302 American Sign Language (ASL) II
- 3 SGNL 2301 American Sign Language (ASL) III
- 3 SGNL 2302 American Sign Language (ASL) IV

Mathematics: 3 Credit Hours **Credit Hours**

Students Must Choose One From:3

- MATH 1314 College Algebra
- MATH 1332 Liberal Arts Mathematics

⁴ Any Math Course for which MATH 1314 **OR** MATH 1332 is a Prerequisite

5 Natural Sciences: 7 Credit Hours **Credit Hours**

Students Must Choose 7 Credit Hours 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

Humanities, Literature & Visual / Performing Arts: 9 Credit Hours **Credit Hours**

Literature: 3 Credit Hours

Students Must Choose One From:3

- IDST 2374 World Literature I, The Narrative Mode (WI)
- IDST 2375 World Literature II, Dramatic and Lyric Modes (WI)
- Any Sophomore-Level Literature (English) Course

Humanities: 3 Credit Hours

Students Must Choose One From:3

- FREN 2312 Intermediate French II
- GERM 2312 Intermediate German II
- HIST 2321 World Civilization to the Fifteenth Century
- HIST 2322 World Civilization since the Fifteenth Century
- HUMA 1301 The Humanistic Tradition
- HUMA 1302 Humanistic Foundations of Modern World
- HUMA 1315 Fine Arts in Modern Culture, From Revolutions to 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 (WI)
- PHIL 2306 Ethics (WI)
- SPAN 2312 Intermediate Spanish II
- SPAN 2321 Introduction to Hispanic Literature

Visual / Performing Arts: 3 Credit Hours

Students Must Choose One From:3

- ARCH 1301 History of Architecture I
- ARCH 1302 History of Architecture II
- ARCH 1311 Architecture, Society, and Culture
- 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, From Revolutions to Pop
- MUSI 1306 Music Appreciation
- MUSI 1310 American Music

Social & Behavioral Sciences: 15 Credit Hours Credit Hours

History: 6 Credit Hours

- HIST 1301 History of the United States, Part I3
- HIST 1302 History of the United States, Part II3

Government: 6 Credit Hours

- GOVT 2301 American/Texas: National and State3
- GOVT 2302 American Government: Problems & Policies3

Other Social / Behavioral Sciences: 3 Credit Hours

Students Must Choose One From:3

- ANTH 2351 Introduction to Cultural Anthropology
- 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

⁶ Kinesiology / Dance: 2 Credit Hours Credit Hours

⁷ Any Two One-Hour Activity Course Required for a Degree Awarded

- Other Than by Distance (Internet, Videocourse)2

Fine Arts: 15 Credit Hours Credit Hours

- ARTS 1311 Design I.....3
- ARTS 1312 Design II3
- ARTS 1316 Drawing I3
- ARTS 1317 Drawing II.....3

Students Must Choose One From:3

- ARTS 1303 Art History Survey I
- ARTS 1304 Art History Survey II

Total Associate of Arts Degree Credit 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.

¹ 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.

²The 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.

³Students taking American Sign Language courses for foreign language credit should check with the American Sign Language/Interpreter Training Department of San Antonio College for transfer information.

⁴This, however, excludes MATH 1350 and MATH 1351.

⁵Four 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.

⁶Exceptions exist for students with more than two years of military service and those whom physicians certified as physically unable to participate.

⁷For a degree awarded entirely by distance, KINE 1238 Concepts of Physical Fitness and Wellness satisfies the requirement for Kinesiology/Dance. Additionally, KINE 1238 may be substituted for a single one-hour activity course for a non-distance degree.

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN:
DIGITAL DESIGN**

General Education Courses: 33 Credit Hours	Credit Hours
ARTS 1303 Art History Survey I	3
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
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	
Technical Education Courses: 15 Credit Hours	Credit Hours
ARTC 1302 Digital Imaging I	3
ARTC 1353 Computer Illustration	3
ARTC 2311 History of Communication Graphics (SI)	3
IMED 2311 Portfolio (<i>Capstone Course</i>)	3
ARTC 2347 Design Communications II	3
Elective Courses in Related Subjects: 6 Credit Hours	Credit Hours
Choose <u>two courses</u> from the following ARTS, ARTC, ARTV, GRPH and IMED courses,	

adhering to the course prerequisites and as directed by your Digital Design Advisor (advising mandatory):

ARTS 2316 Painting I	3
ARTS 2323 Drawing III	3
ARTS 2333 Printmaking I.....	3
ARTC 1317 Design Communication I	3
ARTC 1327 Typography	3
ARTC 1349 Art Direction	3
ARTC 2317 Typographic Design	3
GRPH 2309 Digital Prepress	3
ARTV 1341 3D Animation I.....	3
ARTV 2301 2D Animation I	3
ARTV 2330 2D Animation II	3
ARTV 2345 3D Modeling & Rendering II	3
ARTV 2351 3D Animation II	3
ARTC 1321 Illustration Techniques I	3
ARTC 2301 Illustration Techniques II	3
ARTC 2305 Digital Imaging II	3
ARTC 2340 Computer Illustration II	3
IMED 1316 Web Page Design	3
IMED 1341 Interface Design	3
IMED 1345 Interactive Multimedia I	3
IMED 2315 Web Design II	3
IMED 1380 Cooperative Education	3
1-4 Options: 15 Credit Hours	Credit Hours
Students Must Choose One of Four Options	15

Total Associate of Applied Science Degree Credit Hours: 69

1 Web Design Option: 15 Credit Hours Credit Hours

The web design 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.

ARTC 1327 Typography.....	3
IMED 1316 Web Page Design I.....	3
IMED 1341 Interface Design	3
IMED 1345 Interactive Multimedia I.....	3
IMED 2315 Web Page Design II	3

2 Graphic Design Option: 15 Credit Hours Credit Hours

The graphic design 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.

ARTC 1317 Design Communication I	3
ARTC 1327 Typography.....	3
ARTC 1349 Art Direction.....	3
GRPH 2309 Digital PrePress	3
ARTC 2317 Typographic Design	3

3 Animation Design Option: 15 Credit Hours Credit Hours

The animation design 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.

ARTV 2301 2D Animation I	3
ARTV 2330 2D Animation II	
ARTV 1341 3D Animation I	3
ARTV 2345 3D Modeling & Rendering II	3
ARTV 2351 3D Animation II	3

4 Illustration Design Option: 15 Credit Hours **Credit Hours**

The illustration design option provides a general education with a foundation of visual arts knowledge and preparation for entry-level jobs in the fields of illustration, graphic design, web design and animation. Graduates may find art careers in illustration, graphic design, and web design.

ARTC 1321 Illustration Techniques I.....	3
ARTC 2301 Illustration Techniques II	3
ARTC 2305 Digital Imaging II.....	3
ARTC 2340 Computer Illustration II	3
Elective, choose from one of the following	3
ARTS 2323 Drawing III	
ARTS 2316 Painting I	
ARTS 2333 Printmaking I	

LEVEL I CERTIFICATE IN:
DIGITAL DESIGN

General Education Courses: 6 Credit Hours **Credit Hours**

ARTS 1311 Design I.....	3
ARTS 1316 Drawing I	3

Technical Education Courses: 18 Credit Hours **Credit Hours**

ARTC 1302 Digital Imaging I	3
ARTC 1353 Computer Illustration	3

Elective Coures in Related Subjects: 12 Credit Hours **Credit Hours**

Choose four courses, 12 credit hours, from the following ARTC, ARTV, GRPH and IMED courses, adhering to the course prerequisites and as directed by your Digital Design Advisor (advising mandatory):

ARTC 1317 Design Communication I	3
ARTC 1327 Typography	3
ARTC 1349 Art Direction.....	3
ARTC 2317 Typographic Design	3
GRPH 2309 Digital Prepress	3
ARTV 1341 3D Animation I	3
ARTV 2301 2D Animation I	3
ARTV 2330 2D Animation II	3
ARTV 2351 3D Animation II	3
ARTV 2345 3D Modeling & Rendering II	3
ARTC 1321 Illustration Techniques I.....	3
ARTC 2301 Illustration Techniques II	3
ARTC 2305 Digital Imaging II.....	3
ARTC 2340 Computer Illustration II	3
IMED 1316 Web Page Design I	3

IMED 1341 Interface Design	3
IMED 1345 Interactive Multimedia I.....	3
IMED 2315 Web Design II.....	3

Total Level I Certificate Credit Hours: 24**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:

ARTC 2311 History of Communication Graphics (SI)

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 Competency:

ARTC 1302 Digital Imaging I

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 Chair of program coordinator.

COURSES**ARTS****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 1311

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.

DIGITAL DESIGN**ARTC 1302. Digital Imaging I (3-2-4)**

(Formerly ARTC 1325)

Digital imaging involves the use of raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

ARTC 1317. Design Communication I (3-2-4)

(Formerly GRAA 2310)

Prerequisites: ARTC 1302, 1327, 1321, 2305, and GRPH 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 I (3-2-4)

Prerequisites: ARTC 1302, 1353, ARTS 1311, 1316

A study of illustration techniques in various media. Emphasis on creative interpretation and disciplined draftsmanship for visual communication of ideas.

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 1349. Art Direction I (3-2-4)

(Formerly GRAA 2316)

Prerequisites: ARTC 1302, 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 1353. Computer Illustration (3-2-4)

(Formerly ARTC 2305)

This course involves the mastery of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations. Additional content includes principles of layout and design and manipulation of text and graphics.

ARTC 2301. Illustration Techniques II (3-2-4)

Prerequisites: ARTC 1302, 1353, 1321, ARTS 1311, 1316

Continued study of illustration media and techniques using digital and/or traditional tools. Emphasis on conceptualization and composition.

ARTC 2305. Digital Imaging II (3-2-4)

Prerequisites: ARTC 1302, 1353, and 1321, ARTS 1311, 1316

Principles of digital image processing and electronic painting. Emphasis on bitmapped-or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

ARTC 2311. History of Communication Graphics (SI) (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. This is a speech-intensive (SI) course.

ARTC 2317. Typographic Design (3-2-4)

Prerequisites: ARTC 1302, 1327, 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 2340. Computer Illustration II (3-2-4)

Prerequisites: ARTC 1302, 1353, and 1321, ARTS 1311, 1316

Advanced use of software capabilities with emphasis on various output procedures, the resolution of complex design issues, and concept development.

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 design for students to concentrate and expand in a major field of interest. It is 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 Problem in all three tracks: print, interactive, sequential. *Must be taken once for each track.

ARTV 1341. 3D Animation I (3-2-4)

(Formerly GRAA 1307)

Prerequisites: CO-REQUISITES AND OTHER REQUIREMENTS: ARTC 1302 AND 1327, ARTS 1303, 1311, and 1316

A studio course concentrating on three-dimensional (3-D) modeling and surfacing techniques, including staging, lighting, cameras, rendering and special effects. Emphasis on the use of various modeling tools to create and modify geometric and organic shapes.

ARTV 2301. 2D Animation I (3-2-4)

(Formerly ARTC 1301)

Prerequisites: CO-REQUISITES AND OTHER REQUIREMENTS: ARTC 1302, 1327, 1321, 2305; IMED 1316; ARTS 1303, 1317, 2311, ARTV 1341 FOR SEQUENTIAL TRACK

Skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing, and sequencing media elements to create multimedia presentation. Emphasis on conceptualization, creativity, and visual aesthetics.

ARTV 2330. 2D Animation II (3-2-4)

(Formerly ARTV 1351)

Prerequisites: ARTC 1302, ARTV 1353, ARTV 2301, ARTV 1341; IMED 1316; ARTS 1303, 1317, and 2311

Animation II is a course in the technical aspects of traditional animation. The course emphasizes aesthetic design and completion of an advanced animation project, in addition to the application of advanced skills and knowledge.

ARTV 2351. 3D Animation II (3-2-4)

(Formerly ARTC 2341)

Prerequisites: CO-REQUISITES AND OTHER REQUIREMENTS: ARTC 1302, 1327, 1321, 2305; AND ARTV 1341 IMED 1316, ARTS 1303, 1317, AND 2311

A studio course concentrating on the skilled development of three-dimensional (3-D) modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis is on the production of 3-D animation using modeling, rendering and output.

GRPH 2309. Digital PrePress (3-2-4)

(Formerly ARTC 2309)

Prerequisites: CO-REQUISITES AND OTHER REQUIREMENTS: ARTC 1302 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.

IMED 1316. Web Page Design I (3-2-4)

(Formerly GRAA 2301)

Prerequisites: ARTC 1302 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 1341. Interface Design (3-2-4)

Prerequisites: ARTC 1302, 1353, ARTS 1303, 1311, 1316, 1317, 2311

For Game Design Track:: GAME 1306, ARTV 1341 or 2301

For Interactive Design Track: ARTC 1327, IMED 1316

This course focuses on the skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. The course also places emphasis on aesthetic issues such as iconography, screen composition, colors, and typography.

IMED 1345. Interactive Multimedia I (3-2-4)

(Formerly IMED 1305)

Prerequisites: CO-REQUISITES AND OTHER REQUIREMENTS: ARTC 1302 and 1327, ARTS 1303, 1311 and 1316

Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.

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 2311. Portfolio Development (3-2-4)*CAPSTONE COURSE*

(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 1302, 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.



XII. ADMINISTRATION, FACULTY, AND STAFF

ALAMO COMMUNITY COLLEGE DISTRICT

ACCD BOARD OF TRUSTEES

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	Anna U. Bustamante, 2010
District 4	Marcelo S. Casillas, 2014
District 5	Roberto Zarate, 2012
District 6	Dr. Eugene Sprague, 2012
District 7	Charles J. Connor, 2012
District 8	Gary Beitzel, 2014
District 9	James A. Rindfuss, 2014

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Vice Chancellor for Academic Success.....	Kristine L. Clark, Ed.D.
Vice Chancellor for Administration.....	James N. McLaughlin, M.A.
Vice Chancellor for Economic and Workforce Development	Federico Zaragoza, Ph.D.
Vice Chancellor for Planning, Performance, and Information Systems.....	Thomas S. Cleary, Ed.D.
Associate Vice Chancellor of Communications	Leo Zuniga, B.A.
Associate Vice Chancellor of Employee Services	David L. Winney, M.S.
Associate Vice Chancellor of Facilities	John Strybos, P.E.
Chief of Department of Public Safety.....	Don Adams, B.A.
Director of Acquisitions and Administrative Services	Linda O’Nave, B.A.
Director of Athletics	Denny Ryther, B.S.
Director of Finance and Accounting	Carlos Ramirez, B.B.A., C.P.A.
Director of Internal Audits.....	Patricia Major, B.B.A., M.B.A.
Director of Legal Affairs	Martha McCabe, J.D., M.F.A., A.M.
Director of Nursing	Lula W. Pelayo, Ph.D.
Director of Student and Community Program Development.....	Adelina S. Silva, Ph.D.
Director of Student Financial Services	Richard G. Hernandez, M.A.
Director of Student Outcomes Assessment and Research	Velda Villarreal, M.A.
Ethics and Compliance Officer	Carol Riley, B.B.A., C.P.A.
Executive Director of Institutional Advancement	Roland Dubay, M.A.

SAN ANTONIO COLLEGE

SAC ADMINISTRATIVE STAFF

President	Robert Zeigler, Ph.D.
Executive Vice President, Interim	Jessica Howard, Ph.D.
Vice President of College Services	David Mrizek, M.A.
Dean of Arts & Sciences	Conrad D. Krueger, Ph.D.
Dean of Continuing Education Training Network.....	Tim Rockey, M.A.
Dean of Evening, Weekend, and Distance Education	Ruben Flores, M.A.
Dean of Learning Resources	Alice Johnson, Ph.D.
Dean of Professional & Technical Education, Interim	Vernell E. Walker, M.A.
Dean of Student Affairs	Robert H. Vela, LPC, NCC
Director of Admissions and Records	J. Martin Ortega, M.A.
Director of Enrollment Management.....	Manuel L. Flores, M.A.

PROFESSIONAL STAFF

Academic Support Specialist	Martha ES Buchanan, M.Ed.
Academic Support Specialist	Bernadette Guerra, B.S.
Academic Support Specialist	Kimberly Hamilton, B.A.
Accuplacer Test Administrator	Angie Wiese, B.S.
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.
Associate Director of Admissions	Gail Jonas, B. A.
Associate Director of Records	Donna L. Deming, B.B.A.
Associate Director of Residency and Reports	Mary Jane Carreon, M.S.
Associate Director of Student Activities	Gilbert Castillo, B.A.
Auditorium Mmanager	Jennifer Anderson, M.A.
Broadcast Engineer	Victor Pfau, A.S.
Career Guidance Specialist	Linda Romero-Moreno, M.S.
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	Steven Lewis, M.A.
Continuing Education Specialist	Jorge Lopez, B.A.
Continuing Education Specialist	Anelia Luna, M.P.A.
Continuing Education Specialist	Brady Thompson, B.S.
Coordinator of College Technology	Leslie Germer, A.A.S.
Coordinator of Early Childhood Studies.....	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.S.
Coordinator of Facilities Scheduling	Debra V. Garcia, A.A.S.
Coordinator of Institutional Research	Sonia Valdez, B.A.A.S.
Coordinator of Library 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	Lisa M. Morales, A.A.S.
Coordinator of Scobee Planetarium	Bryan Snow, B.S.
Coordinator of Senior Summer Program	Manuel Gonzalez III, M.B.A.
Coordinator of Service Learning	Audrey Grams, M.Ed.
Coordinator of Special Projects	Ernest Rodriguez, B.B.A.
Coordinator of Special Programs	Teresa Boone Evernham, B.A.
Director of Academic Development Programs, Interim	Sophie N. Caldera-Castaneda, M.A.
Director of Assessment	Adolph Lopez, III, M.A.
Director of Continuing Education Operations	Steven D.R. Sparks, M. Ed.
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 Financial Services	Tomas Campos, B.B.A., M.B.A.
Director of Student Life	Jorge O. Posadas, M.A.
Distance Learning Programs Specialist	Gerald Manahan, B.A.
Education Skills Specialist	Rose Mary Alexander, B.A.
Education Skills Specialist	Frances Coonan, B.A.
Education Skills Specialist II.....	James T. Williams, B.S.

Education Support Specialist II	Cynthia D. Hernandez, M.P.A.
Educator Preparation Program Specialist	Virginia M. Kinney, M.Ed.
Local Area Network Administrator	Pete Vigil, M.A.
Local Area Network Administrator/Engineer	Kenneth Bray, B.S.
Multimedia Specialist	Geraldo R. Guerra, A.A.S.
Multimedia Specialist	Dan Melgoza, A.A.S.
Multimedia Specialist, Senior	Isabelle Burke
Multimedia Specialist, Senior	Michael Alvarado, B.S.
Multimedia Specialist.....	Richard Williams
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.
Student Development Specialist	Edie E. Huff
Student Support Specialist	Daniel Sustaita, B.A.
Trainer/Office Supervisor of Instructional Technologies & Innovation Center.....	Delia Castellano
Webmaster	Mark Goodspeed, B.S.

ADMINISTRATIVE EMERITI

- 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 (Deceased)
- 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 (Deceased)
- Torres, Ruben, Dean of Continuing Education Training Network Emeritus M.Ed., Our Lady of the Lake University.
- Wallace, James O., Director of Learning Resources, Professor and Program Director Emeritus M.A., St. Mary’s University

DEPARTMENT CHAIRS

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	G. Roger Stanley, M.S., M.A.

Computer Information Systems	Rocky Conrad
Counseling and Student Development	Emma L. Mendiola, M.S.S.W.
disABILITY Support Services	Maria T. Gomez, M.A.
Early Childhood Studies	Steve Jensen, M.A.
Economics.....	Bruce E. Norton, Ph.D.
Engineering Technologies.....	Michael D. Psencik, M.Ed.
English	Alexander V. Bernal, M.A.
Foreign Language/E.S.O.L.	Anna Budzinski, Ph.D.
History	Kenneth Hairgrove, Ph.D.
Journalism/Photography.....	Marianne Odom, M.S.
Kinesiology/Dance	Bill Richardson, M.S.
Library	Candace Peterson, M.L.I.S.
Mathematics & Computer Science	Said Fariabi, Ed.D.
Media Services Department	Barbara J. Knotts, M.L.I.S.
Mortuary Science	Mary H. Mena, M.S.I.S.
Music/Humanities	Jessica Howard, Ph.D.
Nursing	Ruth Dryer-Richard, R.N., M.S.N., C.N.S.
Philosophy	John R. Visintainer, Ph.D.
Physics, Engineering, and Architecture	Jerry R. O'Connor, M.S.
Political Science	Paul Wilson, Ph.D.
Protective Services.....	Gary Fox, B.S.
Psychology	Thomas E. Billimek, Ph.D.
Radio-Television-Film.....	L. Markene Bennett, M.A.
Reading & Education	Mary Ann DeArmond Greenlees, M.A.
Services for Women and Non-traditional Students	Mary Helen Vera, Ph.D.
Sociology	Nancy H. Saunders, Ph.D.
Theatre & Speech Communication.....	Jeff Hunt, M.A.
Visual Arts and Technology	Richard C. Arredondo, M.A.

DEPARTMENTAL FACULTY

ACCESS & EDUCATIONAL SUPPORT PROGRAMS

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Gomez, Maria T., Instructor, M.A., St. Mary's University

Full-time Faculty

Rubin, Rebecca A., Professor, M.S.Ed., Purdue University

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Alvizo, Jennifer, M.A.

Hadnott-Keller, Wynette, M.A.

McFadden, Dawn, Ph.D., L.P.C.

Mowery, Kara, Ed.D., L.P.C., Ed.D.

ADMINISTRATIVE COMPUTER TECHNOLOGY/COURT REPORTING

Chairperson

Pugh, Connie, M.B.Ed., Indiana University

ADMINISTRATIVE COMPUTER TECHNOLOGY

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Allison, Genevieve J., Professor, Ph.D., Texas A&M University

Doering, Rena, Associate Professor, Ph.D., Texas A&M University

Haan, Elizabeth, Instructor, M.S., Baylor University

Mallan, Cheryl, Instructor, B.S., Virginia Tech

Murphrey, Kathleen A., Professor, M.A., Texas Woman's University

Muschalek, Kim, M.S., University of Arkansas

Reed, Maurine, Instructor, M.B.Ed., Texas State University

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
 Salinas, Maria Del Carmen, Professor Emeritus, M.B.A., University of Texas at San Antonio
 Simmons, Gaynelle, Professor Emeritus, M.B.Ed., North Texas State University

Adjunct Faculty

Beryl, Kearns, M.S.,	Dean, Barbara, B.S.
Gold, Richard, B.B.A.	Holcombe, Ken, Ph.D.
Moreno, Linda, M.S.	Parma, Tim, B.S.
Vaello, Linda, M.S.	Venkat, Usha, M.A.
Ward, Marilyn, Ph.D.	

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 Hopkins, Rickey J., Instructor, B.S.B., Murray State University

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Poage, Glyn, C.S.R.	Woodard, Patricia, M.Ed.

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McAuliffe, Erin, J.D.	Nowak, Ray, J.D.
Valdez, Enrico, J.D..	Yearly, Kevin, J.D.

ALLIED HEALTH

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Lovato, Stella, Professor, C.D.A, M.S.H.P., South Texas State University, M.A., University of Texas at San Antonio

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Gonzales, Karen, C.D.A	Santiago, Carmen, C.D.A
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Emeritus

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McCann, Joseph E., B.A.

DENTAL LABORATORY TECHNOLOGY

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Barwise, Brian, Instructor, B.S., Gallaudet University
Carruth, Houston, Instructor, A.A.S., San Antonio College
Cox, Tom, Assistant Professor, M.A., Texas Tech University
Dobson, Darin, Assistant Professor, M.S., Texas Woman's University
Hull, Melody, Assistant Professor, M.A., Southern Methodist University
Razuri, Julie, Instructor, B.A.A.S., Texas State University

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Slasor, Nancy, M.A.

BASIC SKILLS ENRICHMENT PROGRAMS

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Adjunct Faculty

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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
McGilloway, Robyn, Instructor, Ph.D., Texas A&M University
Purcell, Jerry, Professor, M.S., Texas Tech University
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Theilengerdes, Aaron, Associate Professor, M.A., Southwest Texas State University
Torres, Rafael, Associate Professor, M.S., University of Puerto Rico
Trevino, Victor, Professor, M.A., Southwest Texas State 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

Cave, Martha, M.S.	Conway, Billie, M.A.
Cuellar Carlos, M.D.	Fernandez, John A., M.A.
Flinn, Michael, Ph.D.	Foster, Nancy, M.S.
Goerner, Lewis, Ph.D.	Hagenbuch, Karl, M.S.
Hughes, Elizabeth, M.A.	Kinman, Fred O., M.A.
Lozano, Ramiro R., M.A.	Mendoza, Linda M., M.S.
Perdiue, Robert, D.P.M.	Ricks, Terry, M.S.
Rodriguez, Paul, Ph.D.	Rubal, Bernard, Ph.D.
Taras, Scott S., M.S.	

BUSINESS

Chairperson

Walker, Vernell E., Professor, M.A., University of Texas at San Antonio

FINANCE AND FINANCIAL MANAGEMENT SERVICES

Program Coordinator

Davis, Maria F., Associate Professor, M.B.A., Trinity University

Adjunct Faculty

Beshea, Bradley, M.B.A.	Majek, Randy G., M.B.A.
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BUSINESS ADMINISTRATION

Program Coordinator

Rosinbaum, Larry, Assistant Professor, M.B.A., C.P.A., University of Houston

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 Eng, N. Mai Lai, Associate Professor, M.B.A., Our Lady of the Lake University
 Mallory, Catherine A., Professor, Ph.D., University of the Incarnate Word
 Martinez, Hector A., Associate Professor, M.B.A., St. Mary’s University

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

Adjunct Faculty

Blake, Frederick L., M.B.A.	Gillum, Dale C., M.B.A.
Kearns, Beryl, M.A.	Margulies, Charles L., M.B.A.
Moss, Barbara, M.B.A.	

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Full-time Faculty

Bailey, Larry G., Professor, M.B.A., Southwest Texas State University
 Friday, Thomas C., Associate Professor, M.B.A., University of Chicago
 Hunt, Charles W., Professor, Ph.D., University of the Incarnate Word

Emeriti

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

Aguilar, Yasmin, M.B.A.	Caruso, J. Christine, J.D.
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DeMasi, James M., M.A.
 Gillum, Dale, M.B.A.
 Herrera, Heriberto, M.B.A.
 Morales, John, M.B.A.
 Salinas, Fred, M.A.
 Siliven, Julie, M.B.A.
 Ward, Marilyn, M.A.

Elder, Dave, M.S.
 Hernandez, Cynthia D., M.P.A.
 Howard, Sherman, M.S.
 Padilla, Antonio, M.A.
 Shaw, Ron, M.S.
 Swanson, George, M.S.
 Wilson, Janice, M.A.

FINANCIAL MANAGEMENT

Program Coordinator

Calvert, T. Velica, Associate Professor, M.B.A., University of Phoenix

HUMAN RESOURCE MANAGEMENT

Program Coordinator

Calvert, T. Velica, Associate Professor, M.B.A., University of Phoenix

INTERNATIONAL BUSINESS

Program Coordinator

Calvert, T. Velica, Associate Professor, M.B.A., University of Phoenix

MARKETING MANAGEMENT

Program Coordinator

Calvert, T. Velica, Associate Professor, M.B.A., University of Phoenix

OPERATIONS MANAGEMENT

Program Coordinator

Calvert, T. Velica, Associate Professor, M.B.A., University of Phoenix

PUBLIC ADMINISTRATION

Program Coordinator

DeLeon, Sylvia, Professor, M.P.A., City University of New York, Bernard Baruch College,
 M.A., University of Texas at San Antonio

Adjunct Faculty

Adams, Fred T., M.B.A.

REAL ESTATE

Program Coordinator

Rosenauer, Johnnie, Professor, Ed.D., Texas A&M University

Adjunct Faculty

Bracey, Faye, J.D.

Carroll, Mark, B.B.A.

Evans, Michelle, J.D.

Jeffers, Joe, B.A.

Reynolds, Bobby, M.B.A.

Young, Roberta, M.A.

CHEMISTRY/EARTH SCIENCES/ASTRONOMY

Chairperson

Stanley, Jr., George R., Assistant Professor, M.A., University of Texas at Austin, M.S.,
 University of Texas at San Antonio

CHEMISTRY

Full-time Faculty

Anderson, Catherine A., Professor, Ph.D., University of Texas at Austin

Garza, Victor L., Professor, M.S., Purdue University

Glasy, Phillip E., Professor, Ph.D., University of London

Haley, Jr., William T., Professor, M.S., St. Mary's University

Krishnan, Usha, Assistant Professor, Ph.D., University of Cincinnati

Lopez, Van E., Associate Professor, M.S., University of California at Santa Barbara

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, Wissam, M.S.

Bodalbhai, LiaKatali, Ph.D.

Burleson, David, Ph.D.

Caballero, Julio, Ph.D.

Dube, Bridget, M.A.

Rush, Janet, M.S.

EARTH SCIENCES

Full-time Faculty

Dietz, Anne D., Assistant Professor, M.S., Texas A&M Kingsville

Lambert, Dean, Associate 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.

Pimpler, Donald E., M.A.G.

Rudnicki, Ryan E., Ph.D.

Smith, Charles K., M.A.G.

Geology Adjunct Faculty

Hefner, Rene G., M.S.

Jurena, Dwight, M.S.

ASTRONOMY

Full-time Faculty

Alaniz, Alfred N., Instructor, M.S., University of Colorado

Wood, David, Assistant Professor, Ph.D., University of Arizona

Astronomy Adjunct Faculty

Boice, Daniel C., Ph.D.

COMPUTER INFORMATION SYSTEMS

Chairperson

Conrad, Rocky L., Professor, M.A., University of Texas at San Antonio, OCP

Full-time Faculty

Baker, John, Instructor, B.S., Texas A & M University

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, MCSE, MCDST, CTT+

Freese, Terrill, Instructor, M.S., Nova Southeastern University, CCNA

Jiang, Shen “Sharon,” Assistant Professor, M.S., Dakota State University

Joseph, Delia Perez, Assistant Professor, M.A., Webster University

Kolars, Stephen, Assistant Professor, M.B.A., Our Lady of the Lake University

Massey, Harold, Assistant Professor, M.S., St. Mary’s University

Matuszek, Michael, Assistant Professor, M.S., National University, MCSE, CCNP

Schulze, Larry, Instructor, B.A., Texas A & M University

Smith, Andrew I., Associate Professor, M.A., Webster University; B.A., St. Mary’s 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)
 Ortiz, Rudy, C., Assistant Professor Emeritus, M.S.W., Our Lady of the Lake University (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

Alonzo, Jose, M.A.	Brandenburg, Jim
Bunch, Jeanette, M.A.	Chance, Gary, Ed.D.
Calvario, Claudia, M.S.	Engel, Julie, M.A.
Flores, Manuel, M.A.	Gorentz, Patricia, M.S.
Hansen, Christina, M.S.W.	Harvey, Dawn, M.S.
Jarzombek, Sandi, M.A.	Jimenez, Therese, M.A.
Johnson, Thomas C., Ph.D., LPC, LMFT	Karam, Patricia, Ph.D.
Lawrence, Jeanette Reba, M.Ed.	Marshall-Schrader, Terri, M.A.
Martin, Jennifer J., M.A.	Martin, Mignon, Ph.D.
McConnell, Kimberly, Ed.D.	Olonso, Jose, M.A.
Ortiz, Elvira, M.Ed.	Pena, Nelda, M.S.
Perez, Ron, M.A.	Preston, Lee D., MS, LPC
Rashid, Leticia, M.A.	Valdez, Jr., Ricardo, M.A., M.Ed.
Valle, Mario A., M.S.W.	Whitney, Ruben, Ed.D.
Wise, Christy, M.A.	

EARLY CHILDHOOD STUDIES

Chairperson

Jensen, Steve, Assistant Professor, M.A., University of Texas at San Antonio

Fulltime Faculty

Enders, Sandra, 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

Fikes, Cheryl, Professor Emeritus, M.A., Texas Woman's University
 Larson, Betty J., Professor Emeritus, M.Ed., Texas Tech University
 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

Blanco, Sandra, M.Ed.	Bobbitt-Osborn, M.Kay, M.A.
Catlin, Cynthia A., M.A.	Cardenas, Cynthia, M.Ed.
Faldik, Nancy, M.S.	Fuqua, J. Diane, Ph.D.
Gladden, Randall, M.Ed.	Gonzales, Earlene, M.Ed.
Guerrero, Lisa, M.A.	Hissong, Gail, M.A.
Lindsey, Constance (Connie) W., M.S.	Madden, Jensie, M.A.
Metting, Kristie L., M.A.	Rentfro, Anita, M.S.
Robledo, Teresa, B.A.A.S.	

ECONOMICS

Chairperson

Norton, Bruce E., Assistant Professor, Ph.D., University of Massachusetts

Full-time Faculty

Booth, Wesley F., Professor, M.A., North Texas State University

LaRocca, Michael J., Instructor, M.A., St. Mary's University

Martin, Sherry, Assistant Professor, Ph.D., University of Houston

Morong, Cyril, Assistant Professor, Ph.D., Washington State University

Spencer, Susan K., Associate Professor, M.A., Washington University

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

Machen, Willard, M.A.

Newman, Robert, M.A.

Nordfelt, Ross L., M.A.

Skeete, Kashim M., M.A.

Staats, Donald J., M.A.

ENGINEERING TECHNOLOGIES

Chairperson

Psencik, Michael D., Professor, M.Ed., Southwest Texas State University

COMPUTER AIDED DRAFTING AND DESIGN TECHNOLOGY PROGRAM

Full-time Faculty

Norrgran, Patrick A., Professor, M.S., Texas A&M University

Strube, Rhonda, M.A.

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.

ELECTRONICS PROGRAM

Program Coordinator

Mochen, David, Assistant Professor, M.S., West Texas State University

Full-time Faculty

Clark, Brenda J., Instructor, B.S., Texas Southern University

Strottner, Phillip L., Assistant Professor, M.S., Air Force Institute of Technology

Rushing, Alvin J., Assistant Professor, M.A., Southwest Missouri State University

Emeriti

Roland, Floyd M., Professor Emeritus, M.A., University of Texas at Austin

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.

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

Haberer, Michael, A.S, R.P.L.S. Pratka, Greg, B.A.
 Sandoval, Xavier, B.S., R.P.L.S. Snell, Daniel, R.P.L.S., B.A.

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. Stewart, Ed, M.Ed.

ENGLISH

Chairperson

Bernal, Alexander V., Professor, M.A., Southwest Texas State University

Full-time Faculty

Aguilar, Liz Ann, Associate Professor, M.A., St. Mary’s University
 Aguilar, Jr., Mariano, Instructor, M.A., University of Texas at San Antonio
 Argo, Sharon, Associate Professor, M.A., St. Mary’s University
 Badrich, Stephen, Associate Professor, Ph.D., University of Maryland
 Bailey, Irma N., Professor, Ph.D., Florida University
 Behrends, Wanda, Professor, M.A., West Texas State University
 Bernal, Mary Anne, Professor, M.A., St. Mary’s University
 Britt, Carol Ann, Professor, M.A., St. Mary’s University
 Burton, Gilliam M., 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
 Duke-Koelfgen, Donna, Associate Professor, M.A., University of Nevada at Reno
 Elmore-McCrary, Dawn, Professor, Ph.D., St. Louis University
 Focht-Hansen, Jane, Instructor, M.A., St. Mary’s University
 Garcia, Maria A., Instructor, M.A., Texas Tech University
 Haile, Mekonnen, Assistant Professor, M.A., Southwest Missouri State University
 Hochmeister, Kim, Professor, Ph.D., University of Texas at Arlington
 Irvin, Lennie, Assistant Professor, M.A., University of Texas at Austin
 Klug, Jack B., Professor, Ph.D., Texas A&M University
 Lampert, Judith, Professor, Ph.D., University of Texas at Austin
 Lawhn, Juanita Luna, Professor, M.A., Southwest Texas State University, M.A., University of Texas at San Antonio
 Luna, Irma, Professor, M.A., Incarnate Word College
 McCarthy, Gerald, Assistant Professor, M.A., Michigan State University
 McQuien, Tillman Paul, Professor, Ph.D., Texas Tech University
 Murphy, Amy C., Assistant Professor, Ph.D., University of Arizona
 Orozco, Jr., Ignacio L., Professor, M.A., St. Mary’s University
 Partridge, Garry, Assistant Professor, M.A., University of Texas at San Antonio
 Portales, Patricia, Associate Professor, M.A., St. Mary’s University
 Ramsey-Palmer, Kimberley, Instructor, M.A., University of Texas at San Antonio
 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
 San Miguel, Claudio, Assistant Professor, M.F.A., University of Houston
 Shute, William, Professor, M.A., Oklahoma State University
 Stallins, Denise R., Instructor, M.A., University of Southern California

Swanson, Carol Louise, Professor, Ph.D., University of Texas at Austin
 Tsacalis, Ernest W., Assistant Professor, M.F.A., Texas State University
 Vassiliou, Ioannis, Assistant Professor, Ph.D., University of Texas at Austin
 Wells, Marjorie, Professor, M.A., Texas State University

Emeriti

Adkins, Sue H., Professor Emeritus, M.A., 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 (Deceased)
 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 (Deceased)
 Love, Alan, Professor Emeritus, M.A., Texas A&M University
 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
 Rudisill, Vivian, Professor Emeritus, M.A., Trinity University (Deceased)
 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

Austin, Kristen, M.A.	Arias, Susan, M.A.
Balboa, Daniel, M.A.	Becker, Robbie, M.A.
Bossert, Linda, M.A.	Brown, Dolores, M.A.
Burgess, Sandra, M.A.	Carroll, Brian, M.A.
Caspers, Susan, M.A.	Cearley, Donnie, M.A.
Cerna, Felix, M.A.	Coffey, Marie, M.A.
Cox, Doris, M.A.	Crabb, Tommye, M.A.
Douglas, Cathy, Ph.D.	Farias, Richard, M.A.
Farmer, Heather Ann, 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, Kenneth, M.A.	Gammell, Sharon, M.A.
Greenlee, Joyce, M.T.A.	Guthrie, Leona, M.A.
Hammond, John, Ph.D.	Hart, Jamie, D., M.A.
Hatch, Mari, M.A.	Hawkins, Cynthia, Ph.D.
Hogan, Betty, M.A.	Hooper, Elizabeth, M.A.
Horner, Irene, M.A.	Horner, John, Ph.D.
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.
King, Marie, M.A.	MacRae, Drucie, M.A.
Maddox-Cook, Jolly A., M.A.	Martin, Amanda Kaye, M.A.
McCormick, Victoria, M.A.	Miller, Janice, Ph.D.

Moon, Richard, M.A.
 Mullins, Ellis, M.A.
 Myers, Mary Ann, M.A.
 Nichols, Jacqueline Denise, M.A.
 Olivares, Nora, M.A.
 Ashley, M.A.
 Perry, Paul, M.A.
 Pierce, Jeanette, M.A.
 Pletz, Sarah, M.A.
 Popovich, Misty, M.A.
 Roell, Nancy A., Ed.D., M.A.
 Ross, Robert E., M.F.A.
 Schroeder, Linda, M.A.
 Sierra, Arthur, M.A.
 Temple, Diane, M.A.
 Trevino, Frances M., M.A.
 Walroth, Ellen P., M.B.A.
 Williams, Cynthia, M.A.

Moss, Betty H., Ph.D.
 Muniz, Audrey, M.A.
 Nelson, Robert, M.A.
 O’Keefe, John H., M.A.
 Orozco-Dempsey, Monica, M.A. Paydo,
 Perry, Janet, M.A.
 Phillips, Sylvia, Ph.D.
 Pinson, Linda, M.A.
 Plunkett, Terry, M.A.
 Riley, Frances, M.A.
 Ross, Jan S., M.A.
 Sabo-Risely, Constance, M.A.
 Shearer, Mary, M.A.
 Smith, Barbara M., M.A.
 Traeger, Elizabeth, M.A.
 Vannella, Anthony, M.A.
 Willard, Michael, M.A.
 Wukasch, Charles, Ph.D.

FOREIGN LANGUAGE/ENGLISH AS A SECOND LANGUAGE

Chairperson

Budsinski, Anna, Assistant Professor, Ph.D., Georgetown University

ENGLISH AS A SECOND LANGUAGE

Full-time Faculty

Davis, Thomas G., Assistant Professor, M.A., University of Texas at San Antonio
 Swanson, Carol, Professor, Ph.D., University of Texas at Austin
 Trilling, John, M.A., University of Texas at Austin

ESL Adjunct Faculty

Bergmann, Jane, M.A.
 Campbell, Michael, M.A.
 Cunningham, Susan, M.A.
 Gathings, Mansel Booth, M.A.
 Hayden, Elaine, M.Ed.
 North, Cheryl, M.A.
 Skoglund, Robin, M.A.

FOREIGN LANGUAGE

Full-time Faculty

De Leon, Marino, Professor, M.A., Middlebury College
 Farias, Thomas, Instructor, M.A., St. Mary’s University
 Manzo, Jude Thomas, Associate Professor, Ph.D., Yale University
 Martinez, Sergio, Assistant Professor, M.A., Texas A & M University
 Montemayor, Marta Guadalupe, Instructor, M.A., Universidad Nacional Autónoma de México
 Perez, Tammy, Instructor, University of Texas at Austin

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
 Tollefsrud-Hansen, Charles M., Professor Emeritus, M.A.,

Adjunct Faculty

Bretón, Hercilia D., M.A.
 DAILY, Frank, M.A.
 Gaytan Baker, Sally, M.A.
 Bronder, Francesca, M.A.
 Gathings, Booth, M.A.
 Gonzalez, Elvira, M.A.

Knisely, Robert, M.A.
 McClure, Leonard, M.A.
 Ojeda, Magda, M.A.
 Salinas, Delia, M.A.
 Schulze, Julieta, M.A.
 Tomnbay, Saeda, M.A.

Kowabe, Yuko, M.A.
 Mendez, Albert, M.A.
 Rodríguez Bernal, Isabel, M.A.
 Schmitz, Pierre, M.A.
 Tejeda, Edmundo, M.A.
 Watkins, Joyce P., M.A.

HISTORY

Chairperson

Hairgrove, Kenneth D., Professor, Ph.D., Texas Tech University

Full-time Faculty

Browning, Paul M., Professor, M.A., Stephen F. Austin State University
 Cervantes, Alfonso, Associate Professor, M.A., St. Mary's University
 Clarkin, Thomas, Ph.D., University of Texas at Austin
 Flaherty, Thomas, Associate Professor, M.A., University of Notre Dame
 Gomez, Robert M., Professor, M.A., Texas A&M 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
 McMillan, Nora E., Professor, M.A., Texas Tech University
 Myers, Ellen Howell, Professor, Ph.D., University of Virginia
 Nash, Horace D., Ph.D., Mississippi 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
 Marcom, Robert F., Professor Emeritus, Ph.D., University of Texas at Austin
 Martin, James P., Professor Emeritus, M.S., Texas A&I University
 McCain, Johnny M., Professor Emeritus, Ph.D., University of Texas at Austin
 O'Neal, May Parish, Professor Emeritus, M.A., Sam Houston State University
 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.
 Connors, George A., M.A.
 Curtis, John J. M.A.
 Davis, Paul K. Ph.D.
 Dwyer, William, M.A.
 Fagin, John E., M.A.
 Garza, Gloria P., M.A.
 Gehring, John G., M.A.
 Guidry, Barbara F., Ph.D.

MacAulay, William B., M.A.
 Magnon, Louis A., M.A.T.
 McNamee, Lawrence, M.A.
 Mendiola, Carla, M.A.
 Montgomery, Timothy D., M.Ed.
 Olson, Allen O., M.A.
 Regan, Joseph P., M.A.
 Reyes-Johnson, Carmen
 Rodriguez, Norma, M.A.
 Rolf, Kimberly, M.A.
 Sarles, John E., Ph.D.
 Sebesta, Karen J., M.A.
 Shwiff, Stephen, M.A.
 Sloan, Karen, Ed.D.

Hansen, Carl P., M.A.
 Jennings, Steven, M.A.
 Johnston, J.G., M.A.
 Liserio, David J., M.A.

Tyson, Sylvia, M.A.
 Valadez, Lucy V., M.A.
 Venable, Eugene, M.A.
 Witt, Barbara C., M.A.

JOURNALISM/PHOTOGRAPHY

Chairperson

Odom, Marianne, Instructor, M.S., East Texas State University

JOURNALISM

Full-time Faculty

Abrego, Irene, Instructor, M.A., University of North Texas
 Lo, Yuk-Kwong Edmund, M.A., University of Missouri
 Merkner, Susan A., Instructor, M.A., University of Missouri

Emeritus

Daugherty, W.B., Chairperson and Professor Emeritus, M.A., University of Oklahoma
 (Deceased)
 Hunt, Chester, Assistant Professor, M.A., University of Texas at Austin

PHOTOGRAPHY

Full-time Faculty

McBride, James P., Professor, M.A., East Texas State University
 Whitecotton, Frederick J., Assistant Professor, M.A., East Texas State University

Journalism/Photography Adjunct Faculty

Gremillion, Joseph B., B.A. Townsend, Gerald, M.A.
 Knickerbocker, Troy, M.A. Vallance, Scott, B.A.
 Sims, Cindy, M.F.A.

KINESIOLOGY/DANCE

Chairperson

Richardson, Bill, Professor, M.S., Texas A&M University

Full-time Faculty

Brooks, Dawn M., Instructor, M.S., Lamar University
 Brown, Andrea G., Assistant Professor, M.Ed., Southwest Texas State University
 Culpepper, Ronny M., Professor, M.Ed., Southwest Texas State University
 Dudley, Brad, Assistant Professor, M.S., Texas A & M University
 Gonzales, Val, Assistant Professor, M.Ed., Our Lady of the Lake University
 Johnson, Carol, Professor, M.S., University of Arizona
 Simpson, George Ann, Associate Professor, M.A., Sam Houston State University
 Stephenson, Martha, Associate Professor, M.Ed., University of Houston

Emeriti

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
 Dudley, 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
 Smith, Sammie J., Professor, M.Ed., Tarleton State University
 Waltman, Charles W., Professor Emeritus, M.A., Colorado State College

Adjunct Faculty

Ambriz, Marcelino, B.S.
 Barreira, Medin K., M.Ed.
 Boldt, Debbie, B.A.
 Crow, Jacqueline, B.A.
 Crozier Roger, M.A.
 Flores, Annette, B.S.
 Jackson, Angelina, M.Ed.
 Juarez, Enrique, B.A.

Luna, Hector, M.S.
 McVey, Lorraine, M.Ed.
 Reyna, Steve, B.S.
 Rodriguez, Raul, M.S.
 Trevino, Joanne, B.S.
 Wayland, Randi M., M.Ed.
 Wiley, Kevin, M.Ed.

LIBRARY**Chairperson**

Peterson, Candace A., Professor, M.L.I.S., University of Texas at Austin

Full-time Faculty

Alcott, Joan, Associate Professor, M.L.S., Western Michigan University
 Balcom, Karen S., Professor, Ph.D., University of Texas at Austin
 Bahlinger, Thomas, Assistant Professor, M.L.I.S., University of Texas at Austin
 De Armond, Celita, Instructor, M.L.I.S., University of North Texas
 DeLillo, Tracey, Instructor, M.L.I.S., University of Pittsburgh
 Deosdade, John R., Instructor, M.L.S., State University of New York at Albany
 Dingman, Stephen C., Assistant Professor, M.L.S., State University of New York at Buffalo
 Domas, Ralph E., Professor, M.L.S., University of Texas at Austin
 Hammer, John C., Instructor, M.L.I.S., M.M., University of Texas at Austin
 Kuykendall, Thomas R., Associate Professor, M.L.S., University of Texas at Austin
 Myers, Susan, Assistant Professor, M.A., University of Denver
 Oliver, Eileen, Assistant Professor, M.L.S., University of Wisconsin-Madison
 Petimezas, Christina H., Professor, M.L.S., Columbia University
 Singh, Bhagwant, Professor, M.L.S., Indiana University

Emeriti

Arnold, Wilnora, Associate Professor Emeritus, M.L.S., Louisiana State University
 Bates, Murial, Associate Professor Emeritus, M.L.S., M.S., Trinity University (Deceased)
 Biering, Isabel T., Associate Professor Emeritus, M.S.L.S., Our Lady of the Lake University
 Drummond, Donald R., Associate Professor Emeritus, M.L.S., University of Texas at Austin
 Eggert, Joyce C., Associate Professor Emeritus, M.L.S., North Texas State University
 Everts, Irma Dee, Associate Professor Emeritus, M.L.S., University of Oklahoma (Deceased)
 Metzger, Oscar F., Associate Professor Emeritus, M.L.S., Rutgers University
 Poska, Valentine J., Professor Emeritus, M.S.L.S., Our Lady of the Lake University (Deceased)
 Wallace, James O., Program Director, Director of Learning Resources, and Professor Emeritus, M.A., St. Mary's University

Adjunct Faculty

Karabasz, Clare M., M.L.I.S., M.S.N.

MATHEMATICS AND COMPUTER SCIENCE**Chairperson**

Fariabi, Said, Associate Professor, Ed.D., Oklahoma State University

Full-time Faculty

Adar, Tuvia, Professor, M.A., University of Texas at Austin
 Agrawal, Veena, Associate Professor, Ph.D., University of Delhi
 Aviles, Albert, Associate Professor, M.S., University of North Texas
 Bakenhus, Irma G., Associate Professor, M.A., University of Texas at Austin
 Busald, Gerald F., Professor, M.A., Southwest Texas State University
 Cantu, Juan Manuel, Professor, M.S., Pan American University

Chavera, David, Professor, M.S., University of Texas at San Antonio
 Coleman, Ronald M., Professor, M.A., 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., Professor, M.Ed., Southwest Texas State University
 Diaz, Cristella R., Assistant Professor, M.S., University of Texas at San Antonio
 Duong, Hoan, Associate Professor, Ph.D., University of Ottawa
 Elayna, Imad, Instructor, M.S., University of Texas at San Antonio
 Gearhart, Vicki L., Associate Professor, M.S., Southwest Texas State University
 Aguirre, Lynda, Assistant Professor, M.S., University of Texas at San Antonio
 Ha, Joseph Jin, Instructor, M.Ed., Texas State University
 Hairston, Samuel E., Professor, Ph.D., University of Incarnate Word
 Hatch, Michael A., Professor, M.A., University of Texas at Austin
 Hons, Brian D., Instructor, M.S., University of Texas at San Antonio
 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., Professor, M.S., University of Texas at San Antonio
 Knox, Bettye, Professor, M.Ed., Sam Houston State University
 Krueger, Conrad D., Professor, M.S., University of Texas at San Antonio
 Lee, Brooke, Assistant Professor, M.S., University of Texas at San Antonio
 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., Professor, M.S., University of Texas at San Antonio
 Nanayakkara, Dhammika, Associate Professor, M.S., University of Texas at San Antonio
 Ng, Yu-Pa, Instructor, M.S., University of Texas at San Antonio
 Ortiz, Fermin D., Associate 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., 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
 Shrivastava, Suren K., Professor, M.S., Oklahoma State University
 Sojoodi-Haghighi, Reza, Professor, Ph.D., Loughborough University of Technology
 Trevino, Roland R., Associate Professor, M.S., University of Texas at San Antonio
 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
 Knox, Bettye H., Professor Emeritus, M.Ed., Sam Houston State University
 Salinas, Ricardo A., Professor Emeritus, M.Ed., Sam Houston State University
 Sanchez, David S., Associate Professor Emeritus, M.A., Sam Houston State University
 (Deceased)
 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
 Vickers, Horace E., Professor Emeritus, M.A., Southwest Texas State University

Zinn, Jr., Bennie A., Professor Emeritus, Ph.D., Texas A&M University (Deceased)

Math Adjunct Faculty

Agrawal, Chaitanya, M.S.	Bartels, Klaus, B.S.
Basco, Elvira, B.A.	Baumann, Larry, M.Ed
Berry, George, M.S.	Bhawana, Ranjan, M.S.
Bloom, Alvin, Ph.D.	Brucks, Jonathan, B.S.
Brummett, Henry, M.S.	Case, John, M.S.
Chang, Chen, Ph.D.	Church, Joan, M.S.
Cruz, Emelio, M.A.	Deming, Edward, B.S.
DeReese, Jack, B.A.	Dunn, James, M.A.
Elizondo, Edward, B.S.EE	Franz, Justin, B.S.
Freathy, Frederick, M.A.	Garcia, Mei, B.S.
Gomez, Pat, B.A.	Gremmer, Amy, B.S.
Hartwell, Marsha, M.S.	Hills, Timothy, 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.
Kerestes, Robert, B.A.	Kidd, Lily, B.S.
Lansford, Vicky, B.S.	Lawless, Bernard, M.S.
Lay, Richard, M.S.	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.
Pena, Gary, B.S.	Perez, Frank, B.S.
Qashou, Mohammed, M.S.	Ramirez, Diana, M.S.
Rush, Janet, M.S.	Rutledge, Kathryn, M.S.
Samn, Sherwood, Ph.D	Sayka, Anthony, M.B.A.
Shampa, Nandi, M.S.	Silva, Juan, M.Ed.
Slaboda, Paul, M.S.	Smith, Bohn, M.Ed
Sorensen, Andrew, B.A.	Stasko, Michael, B.S.
Suehs, Charles, M.S.	Youssefinia, Mohammad Reza, B.A.

MEDIA SERVICES

Chairperson

Knotts, Barbara J., Associate Professor, M.L.I.S., University of Texas at Austin

Full-time Faculty

Davis, Bruce A., Associate Professor, M.S., Illinois State University

MILITARY SCIENCE

Adjunct Faculty

Trujillo, Michael, Sergeant First Class

MORTUARY SCIENCE

Chairperson

Mena, Mary H., Associate Professor, FD/EMB, M.S.I.S., Southwest Texas State University

Full-time Faculty

Gonzales, Felix B., Assistant Professor, FD/EMB, M.S.H.P., Southwest Texas State University

Allen-Martin, Mary E., Associate Professor, FD/EMB, CFSP, M.A., University of Texas at San Antonio

Moreno, Jose Luis, Instructor, FD/EMB, B.A., Texas A&M University, Kingsville

Solis, Francisco E., Associate Professor, FD/EMB, J.D., University of Texas at Austin

Adjunct Faculty

Beyer, Frederick, FD/EMB, B.S.

Henderson, Hardy, FD/EMB, B.B.A.

Hewell, Tres, FD/EMB, J.D. Huey, Garold D., FD/EMB, B.S.
 Mazzucca, James J., FD/EMB, A.A.S. Puente, Marvin J., FD/EMB, B.A.
 Williams, Geri A., FD/EMB, M.S.

MUSIC/HUMANITIES

Chairperson

Howard, Jessica, Associate Professor, Ph.D., New York University

Full-time Faculty

Blanchett, Madalyn, Associate Professor, M.M., University of Texas at San Antonio
 Craven, Billy Wayne, Instructor, M.M., Louisiana State University
 Gignac, Andrew, Associate 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, Assistant Professor, 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
 Sanchez, Cynthia, Associate Professor, M.M., Southern Methodist University, M.M.Ed, Northern Michigan University

Emeriti

Brynne, Barbara Jeanne, Associate Professor Emeritus, M.A., University of Hawaii
 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

Adjunct Faculty

Alexander, Mark, D.M.A.	Duggan, Gretchen, M.A.
Carey, Peter, M.M.	Girko, Elizabeth Stoppels, M.M.
Ellis, Cindy, M.M.	Gollihar, Stephen, D.M.A.
Girko, Steve, M.M.	Gregory, George, M.M.
Gomez, Adalberto, Jr., M.M.	Hague, Joy, M.M.
Harper, Paul, M.M.	Herbert, David, M.M.
Imboden, Barbara, M.M.	King, M. Clarence, M.M.
Malek, Jerome, M.M.	Rose, Richard, Ph.D.
Morgan, Kerrie, M.M.	Syler, James, M.M.
Rogers, Dr. Mark R., D.M.A.	Walker, Becky, M.M.
Teska, Barbara Anne, M.M.	Westney, Benjamin, M.M.
Tracy, Janet, D.M.A.	Zeserman, Steve
Watkins, Emily, M.M.	

NURSING

Chairperson

Staley, Judy, R.N.C., Associate Professor, M.S.N., University of Texas Health Science Center at San Antonio, FNP, W.H.N.P.

Full-time Faculty

Adams, Stephen, R.N., Instructor, M.Ed., St. Joseph’s College, P.N.P.
 Aguilar, Irene, R.N., Professor, M.Ed., Our Lady of the Lake University; M.S.N., Incarnate Word College
 Aguilar, Maricela, R.N., Assistant Professor, M.S.N., University of Incarnate Word
 Bergman, Mary, R.N., Assistant Professor, M.S.N., University of Texas Health Science Center at San Antonio

Burton, Martha Louise, R.N., Professor, M.S.N., University of Texas Health Science Center at San Antonio, W.H.N.P.

Cantu, Darlene, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio

Church, Kathleen, R.N., Associate Professor, M.S.N., University of Texas Health Science Center at San Antonio

Darr, Mary, R.N., Instructor, M.S.N., University of Health Science Center at San Antonio

Davies, Roswitha, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio

Day, Gail, R.N., Instructor, Ph.D., Texas A&M University at College Station

DeJesus, Elvira, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio

Dryer-Richard, Ruth, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio

Flores, Henry, R.N., Assistant Professor, M.S.N., Washington State University

Galaviz, Maria, R.N., Instructor, M.S.N., University of Incarnate Word

Garcia, Aurora, R.N., Assistant Professor, M.S.N., Texas Woman's University

Garcia, Joan, Instructor, M.S.N., The University of Texas at Austin

Gomez-Curll, Mary, Professor, M.S.N., Incarnate Word College, C-FNP

Harris, JoAnn, R.N., Assistant Professor, M.A., St. Mary's University

Hester, Lorraine, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio

Horvath, Trina, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio, FNP

Ivey, Donald, Assistant Professor, M.S.N., University of Texas Health Science Center at San Antonio

Jackson, Sheryd J., Professor, M.S., Boston University, R.N.C., W.H.N.P., University of Texas at El Paso

Jernigan, Georgia, R.N., Instructor, M.S.N., University of Texas at Tyler

Kuoni, Christine K., R.N., Instructor, M.S.N., Pace University

Kinsel, Cecilia, R.N., Professor, Ph.D., The University of Texas at Austin

Lewis, Carol, R.N., Professor, M.S.N., University of Texas Health Science Center at San Antonio

Monnig, Gayle, R.N., Professor, M.S.N., CNS-PSY/MH, PSY.D, Our Lady of the Lake

Olgivie, Claudia, R.N., Instructor, M.S.N., Hunter College New York

Olson, Christina, Instructor, M.S.N., University of Missouri at Kansas City

Perritt, Janie, R.N., Instructor, M.S.N., Texas Woman's University, LPC

Prado, Bessie, R.N., Instructor, M.S.N., Incarnate Word College

Puryear, Linda D., R.N., Associate Professor, M.S.N., University of Texas Health Science Center at San Antonio

Rethaker, Stephanie, R.N., Instructor, M.S.N., University of Texas Health Science Center at San Antonio, FNP

Richardson, Peggy, R.N., Associate Professor, Ph.D., University of Pittsburgh

Rosenow, Doris, R.N., Assistant Professor, Ph.D., University of Texas at Austin

Sandoval, Olivia, R.N., Instructor, M.S.N., M.Ed., University of Texas Health Science Center at San Antonio

Staller, Elaine, R.N., Associate Professor, M.S.N., University of Texas Health Science Center at San Antonio

Stuckey, Julie, R.N., Instructor, M.S.N., Vanderbilt University, ANP

Sweet, Teresa, R.N., Instructor, M.S.N., The University of Texas at Austin School of Nursing

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

Emeriti

Dowd, Virginia, Associate Professor Emeritus, M.Ed., University of Pennsylvania
 Gonzalez, Hector, Professor and Chairman Emeritus, Ph.D., University of Texas at Austin
 Gould, Rosalyn, R.N., Associate Professor Emeritus, M.S.N., Boston University
 Janiga, Kathleen N., R.N., Professor Emeritus, M.S.N., California State University at Fresno
 Schonhoff, Kathleen, Professor Emeritus, M.S., Incarnate Word College
 Sorenson, Jean, Professor Emeritus, M.S., University of Texas Health Science Center at San Antonio
 Stiles, Ella, R.N., Professor Emeritus, M.S.N., University of Texas Health Science Center at San Antonio

Adjunct Faculty

Acker, Midori, M.A.	Adriance, Shirley, M.S.N.
Cantu, Alicia, M.S.N.	Davila, Michael, M.S.N.
Garza, Rose, M.S.N.	Mann, Pamela, M.S.N.
Solis, Carol, M.S.N.	

PHILOSOPHY

Chairperson

Visintainer, John, Associate Professor, Ph.D., Marquette University

Full-time Faculty

Brougham, Richard L., Ph.D., Professor, University of New Mexico
 Cox, Ronald R., Professor, University of Texas at Austin
 Law, David A., Professor, M.A., University of Western Ontario
 Oliver, Richard L., Professor, Ph.D., University of Oklahoma
 Przekupowski, David M., Assistant Professor, Ph.D., University of South Carolina
 Schoenig, Richard K., Professor, Ph.D., Indiana University
 Whitworth, Amy, Assistant Professor, M.A., Marquette University

Emeriti

Hoyt, Harold B., Professor Emeritus, Ph.D., University of Oklahoma
 Shirahama, Yukio, Professor Emeritus, M.A., University of Oklahoma

Adjunct Faculty

Beck, Bruce H., M.S., J.D.	Parsons, David G., M.A.
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PHYSICS/ENGINEERING/ARCHITECTURE

Chairperson

O'Connor, Jerry, Associate Professor, M.S., Murray State University

PHYSICS

Full-time Faculty

Waggoner, William, Instructor, Ph.D., Kansas State University

Emeriti

Lincoln, James P., Professor Emeritus, M.A., University of Texas at Austin
 Payne, William, Professor Emeritus, Ph.D., University of Texas Health Science Center at San Antonio

Adjunct Faculty

Berzins, George, Ph.D.	Brezina, Jerry M.S.
Chandrasingh, Hepsy, M.S.	Stone, Mark, M.A.
Stuart, Kenneth C., Ph.D.	Vinal, William S., M.S.

ENGINEERING

Program Coordinator

Dimitriu, Dan, Assistant Professor, Ph.D., P.E., North Dakota State University

Adjunct Faculty

Agrawal, B.P., P.E., M.E.S., M.B.A.	Bartels, Klaus, M.S.
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Bloom, Alvin, Ph.D.
Romo, John, M.S.

Eratne, Savithra, M.S.

ARCHITECTURE

Program Coordinator

Armstrong, Richard, Instructor, B. Arch., University of Texas at Austin

Full-time Faculty

Bohuslav, Dwayne, M.A. Arch., Cornell University
Connor, Michael, Assistant Professor, B. Arch., UT-Austin, M. Arch., Univ. of New Mexico
Escamilla, Joaquin, Assistant Professor, B. Arch., University of Texas at Austin
Garcia, Isabel B., Assistant Professor, M. Arch., Texas A&M University

Emeritus

Ludwig, Frederick F., Associate Professor, B. Arch., M.S., Texas A&M University

Adjunct Faculty

Balboa, Jose III, M. Arch.	Blount, Craig M., B. Arch.
Bravo, Sergio, B.S. Arch.	Gonzales, Alejandro, B. Arch.
Haynes, Elizabeth, B.S. Arch.	Luna, Samuel E., B. Arch.
Martin, Loretta J., M. Arch.	Ohlenbusch, Darryl
Reese, Lisa, M. Arch.	Sterner, Ana E., M. Arch.
Stranahan, Chad, B.S. Landscape Arch.	

POLITICAL SCIENCE

Chairperson

Wilson, Paul, Instructor, Ph.D., Our Lady of the Lake University

Full-time Faculty

Alfaro, Juliet, Instructor, M.A., St. Mary's University
Byerly, William, Associate Professor, M.A., West Texas State University
Horton, J.C., Professor, M. Ed., Harvard University
Khaligh, Asslan, Associate Professor, M.A., St. Mary's University
Martinez, Suzanne, Instructor, M.A., University of Texas at San Antonio
Pinon, Fernando, Instructor, M.A., North Texas State University
Rogers, J. Philip, Associate Professor, Ph.D., University of Texas at Austin
Sanchez, Michael, Assistant Professor, Ph.D., Northern Arizona University
Smith, Wanda-Lee, Instructor, M.A., University of Arizona
Woodward-Kaupert, Christy, Assistant Professor, M.A., Sam Houston State University

Emeriti

Chance, Truett L., Dean, President, and Professor Emeritus, Ph. D., University of Texas at Austin
Gardner, Dan D., Professor Emeritus, M.A., Stephen F. Austin State University
Grossman, Mitchell, Professor Emeritus, M.A., Southern Methodist University
Maxwell, William, Professor Emeritus, M.A., Sam Houston State University
Perkins, James E., Professor Emeritus, M.A., California State University
Shupp, D.M., Associate Professor Emeritus, M.A., Southwest Texas State University
Woodruff, Paul R., Professor Emeritus, M.A., Texas Tech University

Adjunct Faculty

Berrier, Michael, Ph.D.	Cotton, Byron, M.A.
Hammel, Sabrina, M.A.	Havel, Glenn E., M.A.
Kozar, Jerome P., M.S.	Miles, Eddie Jr., M.A.
Meyer, Krystle M.A.	Meyer, Woodie T., M.A.
Momcilovic, Gordon, M.A.	Monroe, Charles, M.Ed.

Sachanwicz, Leslie, J.D.
 Tyler, Bruce D., M.A.

Sanchez, Dan, M.A.

PROTECTIVE SERVICES

Chairperson

Fox, Gary, Instructor, B.S., Wayland Baptist University

CRIMINAL JUSTICE

Program Coordinator

Mosley, Richard W., Professor, M.A., Webster College

Full-time Faculty

Lechowick, Paul, Professor, J.D., Cleveland-Marshall College of Law
 Lloyd, Marshall B., Assistant Professor, M.A., Texas A&M at Corpus Christi
 Villareal, Lisa, Instructor, M.D.

Emeriti

Seyler, Martin, Professor Emeritus, M.S., Troy State University

Adjunct Faculty

Frontz, Mike, M.S.	Garcia, Jesse, M.S.
Gill, Raymond, M.S.	Greenfield, Norma, M.A.
Holguin, Lisa, M.A.	Lary, Albert L., M.Ed.
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.
Weiderman, Libby, J.D.	Welsh, Mary, J.D.

EMERGENCY MANAGEMENT AND HOMELAND SECURITY

Program Coordinator

Panter, David K., Instructor, M.S., Virginia Commonwealth University

EMERGENCY MEDICAL SERVICES

Program Coordinator

Zepeda, Kathryn, Instructor, B.S., University of Texas Health Science Center at San Antonio

Full-time Faculty

Cowger, Shannon, Instructor, B.S., University of Texas Health Science Center at San Antonio
 McKeag, Connie, Instructor, B.A.A.S., Texas A&M University at Kingsville

Adjunct Faculty

Alanis, Matt, B.A.	Bailey, Jeff, A.A.S.
Berry, Douglas, A.A.S.	Maloney, Eric, A.A.S.
McCall, Cheryl, M.S.	Meade, Robert, M.S.
Poindexter, Billy, A.A.S.	Scantling, Fred, B.S.N.
Scott, Robert, A.A.S.	Vaughan, Curtis, B.A.

FIRE SCIENCE

Program Coordinator

Fox, Gary, Instructor, B.S., Wayland Baptist University

Emeritus

Pickett, John M., Associate Professor Emeritus, M.A., University of Texas at San Antonio

Adjunct Faculty

Bachmeler, Richard D. Jr., B.A.S.S.	Bramhall, Eddie R., A.A.S.
De La Garza, John, M.A.	Edwards, Richard, B.A.
Flores, Abel, B.A.A.S.	Franz, Curtis, B.A.

Guisti, Richard, A.A.S.
 Jones, Earl W. Jr., B.S.
 Keys, Ramond III, B.A.
 Martinez, Joe, B.S.
 Mead, Robert, B.A.
 Mulroney, Mike, B.S.
 Scott, Bub, A.A.S.
 Ray, Woody, B.S.

Howard, J. Kent, A.A.S.
 Kielers, Herbert, B.A.
 Lee, Allen S., A.A.S.
 Mata, Jeffery, A.A.S.
 Miller, Kade, B.A.
 Parsons, Mike, B.S.
 Vaughn, Jeff, B.A.

PSYCHOLOGY

Chairperson

Billimek, Thomas E., Professor, Ph.D., Capella University

Full-time Faculty

Cook, James W., Professor, M.A., University of Dayton
 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
 Schule, Linda, R., Instructor, 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

Brown, Robert, Professor Emeritus, M.S., Trinity University
 Cantrell, George K., Professor Emeritus, Ph.D., University of Denver (Deceased)
 Estes, Jr., Vernon P., Professor Emeritus, M.A., University of Wyoming
 Forthman, John H., Assistant Professor Emeritus, M.A., Texas A&I University
 Jennings, John R., Professor Emeritus, M.A., Vanderbilt University (Deceased)
 Marshall, Anselyn P., Professor Emeritus, Ph.D., University of Texas at Austin
 Matthaiei, Margaret Blevins, Professor and Chair 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 and Chair Emeritus, M.A., Texas Tech University (Deceased)
 Wood, Andrew, Professor Emeritus, M.A., St. Mary's University (Deceased)

Adjunct Faculty

Alvarez, Maria Cecelia, M.A.	Beyer, Marie J., M.A.
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 Munro, Margaret, Professor, M.Ed., Our Lady of the Lake University
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LAN Administrator Vigil, Pedro D., M.A.
Office SupervisorFox II, Ewald A., A.A.

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Chairperson

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**San Antonio College
Bulletin 2008-2009**

This bulletin has been carefully prepared to assure that all information is accurate and as complete as possible. However, should there be any discrepancies please check with the administrator/chairperson concerned.

Special Thanks to:

Cover Designer: Isabelle Burke
Photographer: Leonard Ziegler

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